



Bedford Public Schools
Elementary Schools
Student/Parent Handbook

2009-2010



Welcome to your Bedford Public Elementary School

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

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

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

Rose Nearpass, Douglas Road Elementary Principal
Sherry Farnan, Jackman Road Elementary Principal
Thea Kirkwood, Monroe Road Elementary Principal
Carol Perz, Smith Road Elementary Principal
Robert Harris, Temperance Road Elementary Principal



Bedford Public Schools "Elementary Home/School Compact"

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

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

- ❖ Be a good link between school and home.

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

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

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

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

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

Therefore, I will:

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

Parent Involvement Policy

- ❖ An annual meeting will be held each fall in Title 1 buildings to explain the Title 1 program and the use of Title 1 funds.
- ❖ Parents will participate in the School Improvement Steering Committee and one or more parents of students in the Title 1 program will participate on the committee in Title 1 schools.
- ❖ Parents will be provided reports of their child's progress on regular basis in accordance with the District grading schedule.
- ❖ Parent/teacher conferences will be held each fall to discuss students' progress and more frequently if requested.
- ❖ Staff members will be available by appointment to discuss parent concerns.
- ❖ Title 1 parents will be surveyed in the spring of each year for their ideas and evaluation of the Title 1 program. The survey will be used for planning services in the following school year.

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2009-2010 Board of Education

Shawna Smith, President	734-847-9556
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Michael Smith, Treasurer	419-283-2653
Dale Barton, Trustee	734-854-3825
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Ann Myers, Trustee	734-847-7875

Administration and Program Directors

Superintendent of Education, Ted Magrum, Interim Superintendent	850-6001
Assistant Superintendents	
Human Resources, Ken Graf	850-6020
Finance and Operations, Ted Magrum	850-6011
Instruction and Student Services, Debby Kuhl	850-6025
Director of Community Education, Sharon Throm	850-6034
Director of Communications, Jessica Blattner	850-6030
Director of Buildings, Grounds & Facilities, Paul Ramirez	850-6060
Athletic Director, Bill Regnier	850-6080
Director of Transportation, Robyn Seymour	850-6071
Food Service Director, Mike Hardie	850-6127
K-12 Career & Technical Education Director, Alice Murphy	850-6109
Douglas Road Elementary Principal, Rose Nearpass	850-6701
Jackman Road Elementary Principal, Sherry Farnan	850-6601
Monroe Road Elementary Principal, Thea Kirkwood	850-6801
Smith Road Elementary Principal, Carol Perz	850-6401
Temperance Road Elementary Principal, Robert Harris	850-6501
Bedford Junior High School Principal, Mary Zaums	850-6201
Bedford High School Principal, Scott Stalker	850-6101
Director of Recreation Services, Cindy Amos	850-6038
Director of Adult Education Services, Cherie Reed	850-6051
Retired Senior Volunteer Program, Deb Brescol	850-6040
Bedford Senior Citizens Center, Pam Rybka	856-3330
Bedford Educational Child Care, Pat Alcock	847-1813
Douglas Road Latchkey Center, Lori Bolin	850-6719
Monroe Road Latchkey Center, Jina Manning	850-6819
Smith Road Latchkey Center, Rebecca Buckingham	850-6419

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Elementary School Hours 2009 - 2010

Classes Begin for K-6 Students:

Jackman, Smith, & Temperance	8:10 a.m.
Douglas & Monroe	8:50 a.m.

A.M. Kindergarten Dismissal:

Jackman, Smith & Temperance	11:15 a.m.
Douglas & Monroe	11:55 a.m.

P.M. Kindergarten Classes Begin:

Jackman, Smith & Temperance	12:05 p.m.	Douglas & Monroe
12:45 p.m.		

Dismissal for K-6 Students:

Jackman, Smith & Temperance	3:10 p.m.
Douglas & Monroe	3:50 p.m.

Early Arrival

For safety reasons, children will not be allowed in the building until five (5) minutes prior to classes beginning. The Latchkey Center is

available if your child needs to be dropped off early.

Dismissal from School

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

Curriculum Development and Improvement

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

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

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

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

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

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

"Learning by doing" is one way students are learning. This method is used throughout the science curriculum where students work

individually or in small groups to experience for themselves why certain things happen.

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

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

Serious Communicable Disease Curriculum

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

Curriculum Materials

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

Grading Scale

The District will use the following uniform grading scale for both the elementary and secondary level when grades are issued.

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

Homework

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

Homework can:

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

Make-up Work

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

Student Services

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

Early Intervention Program

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

Federally Funded Program - Title I

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

Fees and Fines

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

Parent - Teacher Conferences

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

School Psychologist

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

School Social Worker

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

Special Education

An Individual Education Plan (IEP) will be developed for each student who is eligible to receive special education services under the Individuals with Disabilities Education Act.

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Special Education Teachers

Our teachers in the resource room provide the necessary help for children who are mildly disabled - mentally, emotionally, physically, or visually or who have hearing or learning problems. Our mainstream program enables these students to attend regular classrooms as much as possible and to receive the extra help they need from special teachers who are certified in special education.

Speech Pathologist

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

State Funded Program - Section 31a

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

Student Support Coordinator

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

Textbooks and Library Books

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

Dress Code

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

The following are **NOT** appropriate:

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

- ❖ Body piercing other than to the ear may not be displayed at school.

Attendance Policy – Elementary Schools

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The Bedford Board of Education believes regular school attendance is essential to quality education. Compulsory attendance of all students between the ages of 6 and 16 years shall be enforced in compliance with the laws of the State of Michigan.

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

Absences

Students may sometimes miss school because of illness, family tragedy or other unavoidable reasons. A written notice of the reason for the absence must be submitted to the school upon the student's return. These occasions should be limited. Personal convenience absences, including vacations, are strongly discouraged when school is in session. As school attendance is essential to success, patterns of excessive single day absences, repeated tardies, or early departures may lead to a mandatory meeting with the school administration. It is crucial that the home and the school work together to maintain regular attendance. Our goal is to avoid truancy issues.

Truancy

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

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

problem:

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

Religious Instruction

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

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Tardiness / Half-Day Absences

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

Tier II (AM Attendance-8:10 AM-11:40 AM / PM Attendance-11:40 AM-3:10 PM)

AM Attendance needs to be submitted by 8:20 AM.

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

- ❖ AM Tardy - 8:15 AM to 9:45 AM
- ❖ AM Absent - after 9:45 AM to 11:40 AM
- ❖ PM Tardy - 11:45 PM to 1:45 PM (12:10 PM -1:45 Kindergarten Tardy)
- ❖ PM Absent - leaves school before, or arrives after 1:45 PM
- ❖ Left Early - leaves after 1:45 PM but before 3:10 PM dismissal (must be signed out in the office by a parent or guardian)

Tier III (AM Attendance-8:50 AM-12:20 PM / PM Attendance-12:20 PM-3:50 PM)

AM Attendance needs to be submitted by 9:05 AM

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

- ❖ AM Tardy - 8:55 AM to 10:25 AM
- ❖ AM Absent - after 10:25 AM to 12:20 PM
- ❖ PM Tardy - 12:25 PM to 2:25 PM (12:45-2:25 Kindergarten Tardy)
- ❖ PM Absent - leaves school before, or arrives after 2:25 PM
- ❖ Left Early - leaves after 2:25 PM but before 3:50 PM dismissal (must be signed out in the office by a parent or guardian)

Health Services

The staff at Bedford Public Schools recognizes that the physical, social and emotional well-being of the students is important to their ability to perform well; therefore, we will assist the students in maintaining good health. There are two district-wide registered nurses who cover all the buildings. They assist students who have acute and chronic health conditions to help ensure that their health needs are met at school. If your child has a health concern that may require accommodation within the classroom, contact the district nurses at 850-6288.

Absences

Please call your health aide to report when your child is absent: DRE—850-6710; JRE—850-6620; MRE—850-6820; SRE—850-6420; or

When your child returns to school after any absence, it is necessary that a note be sent to the teacher explaining why the child was absent. This will assist the staff in helping your child when he or she returns. Students are responsible for work missed while absent from school.

Students are given one day corresponding with each day absent to make up work missed during an absence. However, under special circumstances, students may be granted additional time to make up work with the permission of the building principal.

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

Illness and Communicable Disease

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

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

- ❖ **Fever** - If your child has a temperature over 99.6°, or is too sick to enjoy group activities.
- ❖ **Rash** - Children may attend school with non-contagious allergic rash (i.e. poison ivy). If your child has a fever with a rash, talk to your doctor before sending the child to school.

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

Immunizations

It is important for all students to be immunized in order to control the spread of communicable diseases in our schools. Updated immunization records are required by law for school entry according to the Michigan Department of Community Health. All 6th grade students' immunizations records are audited and any deficiencies must be updated. If the child's parent/guardian submits a signed statement providing that the child has not been immunized because of religious convictions, the child will be exempt from providing updated immunization records to obtain entry, pursuant Section 1170 of the Michigan Revised School Code, MCL 380.1177.

Health Room Card

Emergency medical information must be completed by parents annually on this card. It is important that parents provide the names of at least two other people the school may contact in case the parent is not available in an emergency. The

child can only be released to the individuals listed on this card. The principal or school nurse has the authority to call an ambulance to transport the student to a hospital in case the parents or other persons listed on the emergency card cannot be reached. Information regarding child custody issues and court documentation regarding same should also be provided to the District.

Medications and Medical Procedures

If a student requires medications and/or certain limited non-invasive procedures that cannot be performed outside of school hours, the District will administer medications or procedures only when requested by the parents in writing.

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 the original container, labeled with the student's name and exact dosage will be administered. Unless other arrangements are made, it is the responsibility of the student to report to the health room at the time a medication or treatment is to be administered.

With building administrator approval, students may possess and self-administer their asthma inhalers and epi-pens if there is a medication authorization form completed by the child's physician and parents on file in the school office.

Medication and treatment authorization forms signed by the child's physician and parent 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.

Student Safety

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

Moving from the District

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

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Money, Electronic Devices and Other Valuables

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

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

Valuable items such as collections, coins, jewelry, skateboards, skates, and toys should not be brought to school. Pagers, radios, CD players, head sets, laser pointers, compact disc players or related technology are not allowed at school unless you have obtained prior permission from the building principal and they are to be used for educational purposes or other pre-approved reasons. Unless specifically permitted by a school

official, cellular phones may not be turned on or in view during school or in school vehicles. Electronic communications may not be used at a school sponsored activity where such use could be a distraction to others.

Wearing Jewelry – Playground & Physical Education Class

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

Lost and Found

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

Recess

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

Safety Drills

By law, each school will conduct various safety drills during the school year. These include, but are not limited to fire, severe weather, and emergency preparedness drills as may be mandated by federal and/or state law.

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School Closing/Delays Due to Inclement Weather

School Closing

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

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

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

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

School Delays

When school is delayed, the same radio and television stations as listed above will be notified. When school is delayed, the starting time will be two (2) hours later than normal. Lunch will be served in all buildings. School normally begins at 8:10 a.m. (JRE, SRE & TRE) / 8:50

a.m. (DRE & MRE); therefore, if there is a 2 hour delay, school will start at 10:10 a.m. (JRE, SRE & TRE) / 10:50 a.m. (DRE & MRE).

Honeywell Instant Alert for Schools

Parents/guardians can register to receive email, text message, pager, or voice mail notification of school closings or other important school announcements. Parents may register at <http://instantalert.honeywell.com>

Tornado Watch-Tornado Warning

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

- ❖ During a tornado warning, staff and students have been instructed as to proper safety procedure and will follow it.
- ❖ Weather bureau statistics reveal that most tornados strike between 3 p.m. and 7 p.m. and rarely occur during normal school hours.
- ❖ When severe weather conditions occur, we receive literally dozens of phone calls from parents asking us to give messages to their children. This is difficult for us to do. At your request, children will be released to you during a severe storm.

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

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Band and Strings Program

Students interested in learning to play a band or stringed instrument are offered this opportunity in the fifth and sixth grades. Fifth graders will be provided two sessions and sixth graders will be provided three sessions of instruction each week so that students can learn proper instrument playing positions, note reading, rhythm, and ensemble skills. Students are responsible for the rental of an instrument if they do not have one.

School Parties/Birthday Observances

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

Birthday celebrations are left to the discretion of the teacher and should not interfere with the instructional program. In consideration of our students who are diabetic or have food allergies, food items should not be sent for birthday celebrations. An alternative to treats is permitted. Please contact your child's teacher before sending birthday items to school.

Field Trips/Camps

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

Chaperones

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

Food Service Program

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

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

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Community Education

Bedford Public Schools, through the philosophy of community education, serves the educational needs of the entire community; preschoolers, students, adults, and senior citizens. We believe that learning is a lifelong endeavor and that the schools can play an active role in providing a variety of learning experiences for everyone. As a result of the community education concept, Bedford Public Schools sponsors the following programs: Bedford Educational Child Care

Center, The Latchkey Centers at Douglas, Monroe, and Smith Road Elementary Schools, Recreation and Enrichment Programs, Adult Education, Retired Senior Volunteer Program (RSVP), Senior Citizens Center, and the Health Van Program. Each of these programs is financially self-supported through various federal, state, and local grants, participant fees, and donations.

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

After School and Weekend Activities

The Community Education Department offers many enrichment and recreation activities. These activities are provided to help meet student interests and to

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

The Latchkey Center - TLC

The Latchkey Center provides care before and after school for elementary students who would otherwise be home alone while parents are working. The Latchkey Center provides a variety of enrichment activities to help the child develop physically, socially, emotionally, and intellectually. Latchkey hours and fees (additional / same family child discounted) are:

- ❖ Mornings: \$6.50 daily
- ❖ Afternoons: \$6.50 daily (after school up to 6:00 p.m.)

Advance registration is required. For more information contact your Latchkey Center at 850-6719 (DRE & JRE), 850-6819 (MRE) or 850-6419 (SRE & TRE). Bedford Public Schools reserves the right to contact appropriate law enforcement officials and other agencies if children are not picked up within a reasonable period of time following the conclusion of latchkey services.

Pets

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

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Visitors

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

Parents are encouraged to maintain regular contact with their child's instructors.

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

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

School Bus Transportation

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

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

students can walk up to one mile. While the Board of Education furnishes transportation, it does not relieve parents from the responsibility of supervision at the bus stop. Once a student boards the bus - and at that time only - does he or she become the responsibility of the school district. Such responsibility will end when the student leaves the bus at the close of the school day.

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School bus transportation is a privilege available to all Bedford students. To ensure each student's safety, normal school regulations for code of conduct will extend to each student from the time he or she enters the bus until such time as the student exits the bus. While the Board of Education furnishes transportation, parents are responsible for the safety and supervision of children at the bus stop.

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

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

- ❖ Students must be at the designated bus stop prior to the arrival of the bus.
- ❖ Students must stand 15-30 feet from the point where they board the bus.
- ❖ Students must enter the bus in single file.
- ❖ Students must be seated immediately and remain seated until the bus arrives at its destination.
- ❖ Students must sit on the seat, facing the front of the bus, with their hands inside the windows and their feet on the floor. Student's feet and legs should not be in the aisle.
- ❖ Students must speak at normal levels, use proper language, and not instigate others.
- ❖ Students must become silent when crossing railroad tracks or at any time the driver asks for "quiet."
- ❖ Students may not bring glass objects on the bus.
- ❖ Students may not bring animals on the bus.

- ❖ Students may not use cell phones on the bus.
- ❖ Students may not eat, drink, or chew gum on the bus.
- ❖ Students may not light matches or lighters on the bus. Smoking is prohibited.
- ❖ Students are requested to help keep the bus clean, sanitary, and in good condition.
- ❖ The emergency door and equipment shall be used only in an emergency.
- ❖ Pursuant to Section 2913 of the Michigan Revised Judicature Act, the School District may recover damages against the parent(s)/guardian of minor in an amount not to exceed \$2,500 for any willful or malicious damage caused by the student. These damages include, but are not limited to, cutting or defacing cushions, breaking windows, or any damage of a similar nature.

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

Student Discipline

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. 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:

- ❖ Discipline must be treated as an individual matter for each student. Every effort will be made to apply discipline in an equitable and consistent manner and still allow for differences in age and maturity.

- ❖ The best discipline is preventative in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including the student's self-image, active participation in both curricular and co-curricular activities, and the understanding and support received from parents, teacher, peers, and other adults.
- ❖ Interventions: Every attempt will be made to resolve disciplinary issues within the school setting. The following actions may be used when dealing with behavioral problems short of exclusion from school: written and/or verbal warning, parent/guardian conferences, after school detentions, in-school suspensions, and/or referral to a resource agency or person. These interventions do not preclude the use of other methods or approaches that are reasonable and purposeful.

Bullying/Hazing

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as "the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Because such conduct is disruptive of the educational process, bullying is not acceptable behavior in this District and is prohibited.

Students who engage in any act of bullying while at school or at any school function in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified.

The act of hazing is a crime in the State of Michigan. Hazing includes any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, or deprivation of rights, or that creates physical or mental discomfort, that is directed against a student for the purpose of being initiated into, affiliating with, or maintaining membership in any organization, club or athletic team sponsored or

supported by the District and whose membership is totally or predominately made up of students from the District. Any student who engages in any form of hazing will be subject not only to discipline pursuant to the Student Code of Conduct, but will also be referred to law enforcement officials as required by law.

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Extortion

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

Falsification of School Work/Cheating/Forgery

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

Physical Assault

Grade 6

Pursuant to the Michigan School Code, any student enrolled in grade 6 or above who commits a physical assault at school against a District employee, volunteer, or contractor shall be expelled from school permanently subject to possible reinstatement. Any student enrolled in grade 6 or above who commits a physical assault at school against another student at school shall be suspended or expelled from school for up to 180 days.

Grade 5 and Below

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

Sexual Harassment

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

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

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

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

Verbal Threats/Assaults

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

Suspensions and Expulsions

A Principal may suspend a student for up to ten (10) days. The decisions to suspend a student for a period exceeding ten (10) days requires the approval of the Superintendent or his designee. Suspensions of more than ten (10) days in duration may be appealed in writing to the Board of Education.

The Board of Education has the exclusive and final authority to expel a student from school based upon the recommendation and request of the Superintendent or his designee.

Students and their parents or guardians will be accorded due process in any suspension or expulsion proceeding. This includes notice of the charges, an opportunity to present the student's version of the events; right to present evidence and witnesses in his or her behalf; and a right to be represented by legal counsel. The disclosure of the identity of students providing information related to the charges may be limited in accordance with applicable state and federal laws.

Permanently expelled students shall not be eligible for re-admission unless an application is approved by the Board of Education.

Drug Free Schools

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

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

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

Performance Enhancing Substances

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

in addition to other discipline in the School Code of Conduct regarding the use of an illegal substance.

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Tobacco Free Schools

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

Use or Possession of Tobacco

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

Weapon Free School Act

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

Under this Act, a weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by

a mechanical device, iron bar, or brass knuckles. The term firearm includes:

- ❖ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of the device,
- ❖ the frame or receiver of any such weapon,
- ❖ any firearm muffler or silencer, or
- ❖ any destructive device, including bombs, rockets, or any other explosive type device

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

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

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Other Weapons

Bedford Public Schools may suspend or expel any student who is found to possess other items intended for use as a weapon that are not included in the above sections. This includes knives under three inches in length, BB guns, toy guns or look-alike weapons, and any other object that is used to threaten, harm and/or harass another student.

Parental Liability for Minors who Commit Weapon Free School Zone Violations

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

Information Technology Policy

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

Information Technology User Guidelines

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.

Students 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, and 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 as well as restriction, suspension, or termination of access to the District's Information Technology resources. Please be advised that any off campus computer use or electronic activity including but not limited to emails, text messages and twitter type activity that invades the legal rights of, or threatens the safety of staff members or that as a result of the contents presents a likelihood of causing a material and substantial disruption of the proper and orderly operation of the school district may be subject to discipline in accordance with the penalties set forth in the student handbook and/or use policy. 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

The following is prohibited:

- ❖ Use of District computers, computer equipment, computer network, and Internet connections to access another person's accounts, files, data, or information without authorization or for any unlawful activity. The interference with others' accounts, files, data, or information.
 - ❖ Unauthorized access, unethical, or other inappropriate use of Information Technologies.
 - ❖ Malicious use of Information Technology to disrupt the use of technologies by others, to harass or discriminate against others, or to infiltrate or use an unauthorized information technology facility.
-
- ❖ Violation of copyright, trademark, trade secret, or licensing agreement.
 - ❖ Use of the District's technological resources for commercial or political purposes.
 - ❖ Use of Information Technologies to draft, send, or receive inappropriate communications, including, but not limited to, communications that are indecent, obscene, profane, vulgar, offensive, harassing, slanderous, threatening, defamatory, or otherwise prohibited by district policy.

Student Expressive Activities

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

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

Student Non-School Sponsored Activities

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

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.

Family Educational Rights and Privacy Act

Access to student records is available to authorized school personnel, to the student's parent or legal guardian, and to the student. Arrangements for review may be made through the principal. Under provisions of the Family Educational Rights and Privacy Act (20 USC Section 1232g) and regulations adopted pursuant thereto, all parents and guardians of students under 18 years of age and all students 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 types of records 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 Superintendent's Office.

Complaints can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education & Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201. Generally, no personally identifiable information from the education records of 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, the Family Rights and Privacy Act allows the release of certain student "directory" information without prior consent. Information as to a student's name, date and place of birth, address and telephone number may 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.

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

is also considered directory information

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under FERPA and may be released at the discretion of the administration 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 his information as directory information is received by the principal of the school with the student attends or last attended.

Bedford Public Schools reserves the right to deny a third party's request for student information if the District believes it would not be in the best interest of the student(s) to release such information.

Similarly, from time to time, photographs of students in an educational or extra-curricular setting may be taken as part of the school district's newsletter, newspaper, and/or web page sequence site(s). The purpose of the photographs is to recognize student achievement and activities consistent with the Family Educational Rights and 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 web site will not include the child's last name, address, telephone number, or location other than attendance at a particular school or participation in a particular event.

Non-Discrimination and Equal Opportunity

Bedford Public Schools prohibits discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, or disability as defined in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990. All students shall have an equal opportunity to participate in, and benefit from, all academic and co-curricular activities and services. 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 the Title VI, Title IX, or Section 504, or is in some way discriminatory, he or she may bring forward a complaint which shall be referred to as a grievance to the local Civil Rights Coordinators.

Local Civil Rights Coordinators

Assistant Superintendent of Instruction and Student Services
Assistant Superintendent of Human Resources
Bedford Public Schools - (734) 850-6000
1623 West Sterns Road
Temperance, Michigan 48182

K-12 North Central Association Accreditation



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

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

Parent Teacher Association—PTA **Available at DRE, MRE, SRE, TRE**



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

Parent Teacher Organization—PTO **Available at JRE**

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

Douglas Road Elementary

6875 Douglas Road
Lambertville, Michigan 48144
(734) 850-6700
Report Absences: (734) 850-6710
FAX: (734) 850-6799

Jackman Road Elementary

8008 Jackman Road
Temperance, Michigan 48182
(734) 850-6600
Report Absences: (734) 850-6620
FAX: (734) 850-6699

Monroe Road Elementary

7979 Monroe Road
Lambertville, Michigan 48144
(734) 850-6800
Report Absences: (734) 850-6820
FAX: (734) 850-6899

Smith Road Elementary

1135 Smith Road

Temperance, Michigan 48182
(734) 850-6400
Report Absences: (734) 850-6420
FAX: (734) 850-6499

Temperance Road Elementary

1575 W. Temperance Road
Temperance, Michigan 48182
(734) 850-6500
Report Absences: (734) 850-6520
FAX: (734) 850-6599

Bedford Public Schools

1623 W. Sterns Road
Temperance, Michigan 48182
(734) 850-6000
FAX: (734) 850-6099