

# BRIDGEPORT- SPAULDING COMMUNITY SCHOOL DISTRICT



## ELEMENTARY SCHOOLS

### CODES OF CONDUCT HANDBOOK 2018-2019

Bridgeport-Spaulling Community School District Board of Education

[www.bsks.k12.mi.us](http://www.bsks.k12.mi.us)

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Note: Reference made to “Parent” within the contents of this handbook also refers to “Guardian.”

Reference made to “District” pertains to the Bridgeport-Spaulding Community School District. Reference made to “Board” pertains to the Board of Education of the Bridgeport-Spaulding Community School District.

## INTRODUCTION

### SCHOOL DISTRICT MISSION STATEMENT

The Bridgeport-Spaulding Community School District mission is “Our students have a solid foundation for a successful life.” We will educate our students to be life-long learners.

We believe:

- A successful student has ownership of learning and is motivated to learn.
- Students learn best when they are actively engaged in the learning process which incorporates a variety of learning activities to accommodate difference in student leaning in and out of the classroom.

- Students, educators, administrators, parents, and the community share in the responsibility for creating a respectful learning environment.
- An effective school community will engage in practices that support ongoing improvement of teaching and student performance.

MISSION STATEMENT OF THOMAS WHITE ELEMENTARY SCHOOL

The mission of the Thomas White School Staff is to educate all children in a positive learning environment to achieve lifelong success.

WELCOME TO PARENTS

Staff of the elementary schools in the Bridgeport-Spaulding Community School District wishes to welcome each of you to the new school year.

The purpose of this “ Codes of Conduct” handbook is to provide you with information, which may answer any questions regarding school policies, procedures, and activities. After reading the following pages with your child, place this book where it will be easily accessible.

The goal of our schools is to help your child receive the best possible education in a warm, caring, and safe environment.

SCHOOLWIDE GENERAL INFORMATION

HEARING OR SPEECH IMPAIRED SERVICE

Hearing and/or speech impaired individuals may wish to use the MICHIGAN RELAY CENTER. Customers may call 1-800-649-3777 or 711. All calls are confidential and billed at regular telephone rates.

EMERGENCY SCHOOL CLOSINGS

There are many factors taken into consideration when the decision to close schools must be made because of inclement weather or other emergency situations.

If in doubt at any time about school closing, PLEASE DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL FOR INFORMATION. LISTEN TO THE FOLLOWING RADIO OR TELEVISION STATIONS:

WNEM TV-5	WHNN 96.1-FM	WSAM 1400-AM
WJRT TV-12	WUGN 99.7-FM	WSGW 790-AM
WEYI TV-25	WKNX 1210-AM WTLZ	WIOG 102.5-FM
	107.1-FM	

If emergency situations arise or weather conditions deteriorate while classes are in session, the safety of students may require early dismissal of school. In that event, it is important that students, particularly younger children, understand what to do and where to go if adults are not at home.

Parents: Please discuss the above information with your child.

## STUDENT HOURS

Thomas White Elementary students are to attend from 8:15 a.m. to 3:40 p.m. Atkins students attend 8:25 a.m. to 3:55 p.m. Specific schedule information will be sent home with the child, be published in a newsletter, and/or be posted at the buildings.

Children who walk or get a ride to school may arrive 5 minutes before the start of school and wait in the designated room.

Teachers are available before school and after school. Parents are not allowed to walk down to the classrooms once the school bell has rung.

Children are not kept after school without the parents' knowledge.

Thomas White Elementary school is dismissed at 3:40 p.m. There is no supervision available at school after 4:00 p.m. – please make sure your child is picked up prior to that time. \_

Atkins Elementary school is dismissed at 3:55 p.m. There is no supervision available at school after 4:00 p.m. – please make sure your child is picked up prior to that time. \_\_\_\_\_

If your child is not picked up on time, Bridgeport Police department will be notified of an abandoned child.

## PESTICIDES APPLICATION

Parents have the right to be notified, in advance, of application of pesticides at all schools in this District. Individuals listed on the Pesticides Application Contact List will be informed, in advance, as to where and when pesticides applications will take place. Parents are to call the principal's secretary to be placed on that list.

## STUDENT EDUCATIONAL RECORDS

Under the provisions of the Family Educational Rights and Privacy Act (20 USC Section 1232g) and the regulations adopted pursuant thereto, all parents of students under 18 years of age and all students 18 years of age or older ("eligible students") have the right to examine "educational records" directly related to the student which are maintained by the District in accordance with the terms of the law and regulations. Parents or eligible students who wish to review their educational records should submit to the principal a written request identifying the records they wish to inspect, and access to the requested records will be provided within 45 days from the day the District receives the request.

Parents or eligible students may also submit to the principal a written request to amend the student's records which the parent or student believe are misleading or inaccurate. The request should indicate why the parent or student believes the record is misleading or inaccurate. Parents or eligible students will be notified if the District decides not to amend the record as requested and will advise them of their right to a hearing regarding the requested amendment.

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 or eligible student except that disclosure may be made to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the Board, a person or company with whom

the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist), a parent or student serving on an official committee (such as disciplinary or grievance committee), or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

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 Educational Rights and Privacy Act allows the release of certain student information without prior consent. The District will respond to requests from various associations, alumni groups, proprietary or trade schools, the military services, and others for "directory information" regarding students. The Board annually designates information contained in a student's educational record as "directory information." This information will be disclosed without the prior written consent of the parent or eligible student. Should a parent or eligible student wish to have such information removed from the category of "directory information," (s)he may do so by notifying the Superintendent, in writing, on or before the start of each school year.

Complaints regarding violations of rights may be submitted, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington DC 20202-4605.

#### STUDENT LEGAL NAME

The District recognizes each student's legal name as that which is recorded on his/her Birth Certificate. If a legal document is produced to prove otherwise, the District will comply with such change. The District must recognize each student by his/her legal name in all official records.

[\*Also MCL 15.231 et seq.; 380.111a; 380.1134, 380.1135; 600.2165; Family Educational Rights and Privacy Act of 1974, 20 USC ♣ 1232g]

#### LOST & FOUND

A Lost and Found Box will be maintained. Should something of value be lost, please check that box.

Valuables should be left at home, unless arrangements are made with the teacher to bring them for the day. Be certain that items of value are marked and placed in a safe area.

#### SMOKING

Smoking or smokeless tobacco products are prohibited on school property.

Smoking is defined as:

- a. Having any tobacco product or similar substance that is lighted and in one's possession
- b. Inhaling or exhaling smoke from a tobacco product or similar substance

Use of smokeless tobacco products:

- a. Chewing or excreting tobacco products
- b. Sniffing or inhaling any tobacco

#### BUILDING CARE

The school is in good condition. We can keep the building in this condition, if everyone does their part. Anyone who maliciously destroys or defaces our building is insulting the pride of all of us. You will be dealt with severely. Anyone who objects to having school property mistreated should exercise his/her right as a citizen and report such incidents. If a student disfigures property, breaks windows, or does other damage to school property or equipment, the student or parent will be required to pay for the damage done or replace the item(s).

Food and beverages are not allowed outside the gym/cafeteria area, unless specific exceptions are made by an individual teacher or administrator.

TAKE PRIDE IN YOUR SCHOOL – IT  
BELONGS TO YOU!

#### RESTRICTED AREAS

The students are free to go to practically all areas of the school. There are, however, areas in the school which are closed at all times to students or are areas which require staff permission.

#### COMPLETELY RESTRICTED AREAS

- Teachers' lounge
- Custodial closets
- Supply rooms and storage places
- Locker rooms (unless directed there by teacher or coach)

#### AREAS NEEDING PERMISSION, INVITATION, OR APPOINTMENT

- Teachers' offices, desks, and work areas
- Administrative offices and counselors' offices
- Areas/rooms not in use

#### NON-DISCRIMINATION POLICY

It is the policy of the Bridgeport-Spaulling Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Inquiries or allegations of discriminatory practices within the District should be directed to: Human Resources Director

Bridgeport-Spaulding Schools  
P.O. Box 657  
Bridgeport, Michigan 48722-0657  
(989) 777-1770

### Reglamentos Contra La Discrimination

Es la poliza del distrito escolar de Bridgeport-Spaulding que ninguna persona debe, en la bases de raza, color, religion, origen nacional o antecedentes, sexo, edad, estatura, peso, estado civil, o incapacidad, ser excluida de participacion en, ser negada los beneficios de, o ser subjetada a discriminacion durante cualquier programa o actividad o en empleo. Preguntas o declaraciones de practicas discriminatorias dentro del distrito deben ser dirigidas a:

Human Resources Director  
Bridgeport-Spaulding Schools  
P.O. Box 657  
Bridgeport, Michigan 48722-0657  
(989) 777-1770

## MISCELLANEOUS

### EMERGENCY DRILLS

#### Fire Drills

Fire drill procedures are posted in each classroom – students are to become familiar with them.

Students are to:

1. Pay attention to instructions given by their teachers.
2. Move quietly and quickly out of the building to their designated areas.

#### Disaster & Tornado Drills

In the event of a tornado alert, teachers have been instructed as to which procedures will be used.

Students are to:

1. Listen carefully to all instructions.

2. Move quietly and quickly to their designated areas in the building.
3. Assume the safety position and wait until the “all clear” signal is given.

### Chemical Spills

In the event of a chemical spill, the District procedure for such occurrence would be instituted. Students and staff would:

1. Remain in the building; or
2. Evacuate. Should it be necessary to evacuate, children will be taken to a nearby school or District not affected.

Parents are urged to not attempt to pick up their children.

### ILLNESS AT SCHOOL & MEDICATIONS

All medical problems and procedures will be handled by the Main Office, except for emergency situations, which must first be dealt with by the teacher.

#### A. Illness at School

If a student becomes ill during class, he/she should report to the teacher, who will notify the office and send the student there. If a student is unable to continue school, the office will notify his/her parent and arrangements will be made to leave. NO STUDENT IS TO LEAVE THE SCHOOL WITHOUT FIRST REPORTING TO THE MAIN OFFICE.

Other than parents, only those adults specified on the emergency form will be allowed to check a student out. If an exception is to be made, the parent must notify the office by note or phone call.

#### B. Medication

PARENT MUST PROVIDE A “PERMISSION FORM FOR PRESCRIBED MEDICATION” BEFORE THE CHILD WILL BE ADMINISTERED MEDICATION AT SCHOOL. The form may be obtained from the school office and must be signed by parent and physician. If a student must keep an inhaler with him/her, that direction must be specific in the doctor’s note. Otherwise, the inhaler will be kept with other medications in the Main Office.

Parents must bring medications to school. Medications must be in their original containers specifying the type of medication, dosage, time to be taken, and duration (length of time) for them to be dispensed.

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. (This is in accordance with Section 1178 of the Michigan Revised School Code (1995)).

IT IS THE STUDENT’S RESPONSIBILITY TO ASK FOR AND TAKE THE AUTHORIZED MEDICATION AT THE PROPER TIME.

### STUDENT ACCIDENTS/INJURIES

All student injuries are reported to the office in order that the cause and extent of injury can be determined and recorded. Parents are contacted when an injury occurs to a student at school.

IT IS THE PARENT'S RESPONSIBILITY TO UPDATE THE EMERGENCY INFORMATION THROUGHOUT THE SCHOOL YEAR. If there are changes in telephone numbers or emergency contact person(s), notify the office as soon as possible.

### PHYSICAL EDUCATION CLASSES

Parents are to send a note with their child to his/her classroom teacher advising that the child has physical problems, such as heart trouble, diabetes, asthma, etc., so his/her physical education program can be modified.

In an effort to maintain the gymnasium and physical education equipment, students are asked to remember to wear tennis shoes on days they have physical education class.

Weather permitting, physical education classes may be held outside.

### STAYING INSIDE FOR RECESS

A number of students have wanted to stay indoors for recess. Children need fresh air and an opportunity to run off pent-up energy. If your child is too ill to engage in activities of a regular school day, he/she is probably too ill to be in school. Of course, there will be students who, for a medical reason, will need to remain indoors; in those cases, a doctor's excuse to remain indoors is needed. All other students will go outdoors, unless the principal determines weather conditions could cause injury to a child. Please make sure that your child comes to school with proper seasonal attire.

### STUDENT ILLNESS – HOMEWORK

Parents of ill students have the right and responsibility to work with staff. Any homework requested will be available the following day.

### HOMEBOUND STUDENTS

If the student has an extended illness, parents are to contact the principal. A homebound teacher may be provided.

## ATTENDANCE & TARDINESS

### General Statement

"Good attendance" means that the student is present and on time. The education and experience students have should prepare them for life and encourage good conduct and the habit of dependability.

The attendance rules put the burden of responsibility on each individual student and their parent(s), but include the concern and follow-up of classroom teachers and administrators. These rules provide a realistic idea of what future employers expect regarding absenteeism and tardiness.

State of Michigan law requires all students to be in school 1096 hours. After 10 absences, students will be reported to the Saginaw Intermediate School District for truancy for possible court action.

Procedure

Each student is allowed up to 10 days of absence per semester. Parents must contact the school by note or by phone when their child is going to be absent.

1. Absences that do not count toward the 10 allowed absences per semester are those that have been administratively approved. Administrators may consider extenuating circumstances; for example, the following would be permissible:
  - Medical waivers for extended medical condition of three or more days with doctor and/or dentist verification.
  - Funerals (immediate family); maximum of three days
  - Suspensions

Vacations could be included in the 10 days allowed.

2. Truancy is defined as absent or tardy from school. On the first offense, parents will be notified by phone call, but repeated unauthorized absences from school are a serious offense, and a request for a parent conference will be necessary. Repeated truancy will be reported to the Saginaw Intermediate School District for possible court action.

Children who arrive after 20 minutes after the starting time are considered absent for ½ day. Students being picked up or checked out 20 minutes before dismissal time are considered absent for ½ day.

3. Parents must sign-in students who arrive late to school and sign-out students who leave early from school.

CLOSED CAMPUS – BREAKFAST & LUNCH

Students are not allowed to leave school property after arriving until they are dismissed at the end of the day. For bus riders, this includes the time they are picked up at home until they are returned home.

School Meals (Breakfast & Lunch)

Well-balanced meals are available in the cafeteria at the following economical prices for elementary students:

Breakfast ..... There is no charge for breakfast.

Hot Lunch ..... There is no charge for lunch

Conduct & Responsibilities in Cafeteria

Students are expected to conduct themselves orderly and mannerly while in the cafeteria.

Students are responsible for picking up their own paper, milk cartons, and trays and placing them in trash barrels when finished.

BREAKFAST & LUNCH RULES

During breakfast and lunch, students are expected to:

1. Follow directions the first time
2. Walk and talk quietly
3. Use good manners
4. Keep hands and feet to themselves
5. No pop or high energy drinks, including but not limited to Red Bull or Jolt are allowed for consumption.

PLAYGROUND RULES

While on the playground, students are expected to:

1. Use equipment properly and safely –
  - a. Sit on swings; no swinging double
  - b. Sit down on slide
2. Keep hands and feet to themselves –
  - a. No fighting
  - b. No shoving
  - c. No grabbing another student's clothing

3. Miscellaneous
  - a. No playing in exit and window areas
  - b. No climbing on trees or fences
  - c. No use of inappropriate or vulgar language
  - d. No playing hardball
  - e. No throwing snowballs
  - f. No playing games considered dangerous (tackle football, martial arts, etc.)
  - g. Ask to join in a game or to share equipment
  - h. When the signal is given, line up in an orderly way

The playground supervisor is in charge – report to him/her if there are problems. \_\_\_

#### WALKERS & BIKE RIDERS

Students who do not ride buses are reminded that good behavior to and from school is important. They are also to:

1. Be careful walking on the sidewalk.
2. Obey all traffic signals and directions. They should not cut across lawns or other people's property. When school is dismissed, bikes should be walked across intersections.
3. Use bike racks provided at elementary buildings. A child should insure that his/her bicycle is locked securely to avoid possible theft.

#### ADULT VISITORS

For the safety and security of our students and staff, all visitors (including parents) MUST CHECK IN at the office. In case of emergency, the parent/adult visitor should confer with the principal before going directly to the student's classroom. In general, depending on the circumstances, it may be better to bring the student to the office.

#### Conference with Teacher

Conferences with teachers should take place at times that do not take the teacher away from assigned teaching duties. Parent volunteers and visitors in classrooms are most welcome. These arrangements are usually most successful when planned in advance with the teacher.

#### Observation of Classroom

Parents who wish to observe their child's classroom are asked to make prior arrangements with the principal and teacher. Visitors/observers will be limited to two adults at any given time. Unless the parent is a helping volunteer in the classroom, visits or observations should not take place more than twice a marking period. Exceptions may be made with the agreement of parent, teacher, and principal.

#### STUDENT VISITORS

We ask that students do not invite friends to school. Friends may be more conveniently received and entertained at students' homes.

General Rule no Visitors

#### PERSONAL PHONE CALLS

It is the student's responsibility to remember to bring books, lunch money, permission slips, etc. to school. Telephone calls regarding personal matters will be discouraged on a regular basis.

Emergency matters will be handed by the school secretary.

## FUNDRAISERS

In order to support their activities, school organizations coordinate fund raisers of various kinds. These must be authorized by the administration and be for school-related purposes. Parents must recognize that their children are responsible for the goods or money to be turned in. Failure to do so could mean disciplinary consequences.

## POSTING POSTERS & SIGNS

Any student wishing to put up posters or signs should see an administrator for permission. Posters or fliers for personal social events cannot be distributed or posted.

## RELEASE TIME FOR RELIGIOUS INSTRUCTION

Absences from school for religious instruction shall be permitted according to Michigan statutes and rules promulgated by the Michigan Board of Education to implement the statutes.

Such instruction must be taken outside the school and off school premises and shall not exceed two hours (120 minutes) per week.

[MCL 380.10; 380.11a; 380.1137]

Students must present a written request from parent. Such requests shall be made annually and shall specify the place at which the instruction will take place and the total amount of time per week for which the student shall be released.

No solicitations for attendance at religious instruction classes shall be allowed on public school premises or at any time students are under the jurisdiction of the school, nor shall any announcement of such classes be allowed. Staff members shall neither encourage nor discourage participation in religious instruction programs.

## SPECIAL PROGRAMS – IMPAIRED STUDENTS

It shall be the policy of the Board to provide a free, appropriate public education to all impaired students in accordance with applicable law. Impaired students are those who have met the legally defined criteria stated in the special education state and federal regulations and are identified as requiring special education services by the District. Accessibility of physical facilities, socially-accepting environments, and the opportunity to participate with non-impaired persons in non-academic and extracurricular activities and services will be available for all impaired students.

[MCL 380.11a; 380.1701 et seq.; 380.1751 et seq.; R340.1701 et seq.; 20 USC 1400 et seq.] LIBRARY

Students will have access to the library through their regular classroom teacher.

Students will be held responsible for lost or unnecessarily damaged library books and textbooks.

## ACADEMIC & GUIDANCE

### PROMOTION & RETENTION

If a child is thought to have problems possibly leading to retention, parents will be consulted at the earliest possible date. Retention recommendations should come from a group approach – parent, teacher, special services personnel, and principal, with the principal making the final placement decision.

All possible information will be used to make the retention recommendation, including (a) age; (b) maturity; (c) academic performance; (d) student's ability; and (e) attendance.

Regular promotion will be advised at the end of the school year.

### REPORT CARDS

Elementary report cards are distributed four times each school year

Parents are encouraged to initiate a conference with school personnel anytime they feel the need to check on their child's progress. Parents are asked to call the office to make an appointment with their child's teacher and principal.

### PARENT-TEACHER CONFERENCES

Report cards are inadequate as a thorough way of reporting pupil progress to parents; therefore, parent-teacher conferences are scheduled once each semester. Classes will be dismissed early on conference days; parents will be advised of the early dismissal time.

Parents will be notified as to the date and time of their conferences. When scheduled for a conference, parents are to let the teacher know if they are not able to keep the appointment so that someone else may use that time slot, and the conference can be rescheduled. We are especially interested in meeting as many parents as possible.

### FIELD TRIPS

Children will participate in field trips. The Permission Slip sent home with the child must be signed by a parent and returned to the teacher prior to each trip. Participation is mandatory. If parents make other arrangements for their children, they are responsible for their children's supervision during the time the field trip is planned.

Students will be expected to follow safety directives from teachers and/or principals throughout the year.

## STUDENT RIGHTS & RESPONSIBILITIES

Each student at this school has the right to:

- ... be housed in a safe, clean, and comfortable school.
- ... be free from physical or psychological harassment.
- ... be treated fairly and humanely.
- ... have work be judged constructively and fairly.
- ... be eligible to participate in all activities that his/her talents and interests indicate.
- ... initiate appeal on judgment and action made contrary to what the student believes to be in his/her best interest.
- ... be allowed to make up work lost because of unavoidable and legitimate absence from school.
- ... learn.
- ... seek advice and counsel on personal and school matters.

Each student at this school has the responsibility to:

- ... report to the proper authorities any conditions which are unsafe, unhealthy, or discomforting and to refrain from participation in any activity which would bring about these harmful conditions.
- ... respect the person and feelings of individuals.
- ... achieve at a level reflected by self-planning, thought, and hard work.
- ... participate willingly, sincerely, and enthusiastically in all school activities.
- ... listen carefully with an open mind to explanations and criticisms.
- ... find out and follow appeal procedures.
- ... attend school regularly and consecutively.
- ... assist and cooperate in the learning process.
- ... seek out persons for advice and counsel.

### STUDENT DRESS GUIDELINES

Your taste in dress is not dictated by the school. However, the school does require certain standards. They are based on factors of health, safety, and the orderly function of the school. Student dress guidelines include, but are not limited to, the following standards:

1. Clothes need not be new or expensive, but neatness and cleanliness are important.
2. Clothes should not call attention to the wearer because of design, cut, style, etc. Clothing should not disrupt or disturb any school-related function.
3. Clothes should not be crudely or severely altered. There should be no lettering, writing, or drawing that reflects poor taste, gang affiliation, is obscene or is libelous, promotes violence, or has sexual connotation.
4. Health considerations have necessitated restrictions upon wearing certain types of clothing, such as short shorts or very short mini-skirts, etc. Students must wear a shirt under basketball uniform tops.
5. Accessory items should in no way impair the educational process. Items such as hats, sunglasses, head coverings, etc. are not to be worn. Prescription sunglasses are acceptable only if indoor use is prescribed by a doctor. These items shall not be worn during the regularly scheduled school day or be carried to class.
6. Footwear is required of all students in the interest of health and safety. Heelies are not to be worn in school. Students must bring appropriate shoes for gym class.
7. Hair should be styled or cut to reflect good grooming and personal care. At no time should hairstyle or lack of grooming interrupt the normal process of school.
8. Shirts and blouses are to be buttoned. No pajama bottoms. Two inch straps on tank tops. No spaghetti straps.
9. Chains, chain belts, and some jewelry may be considered inappropriate. Staff members may confiscate items that may be considered inappropriate.

Teachers in areas with additional safety considerations have the right and obligation to set appropriate standards of wearing apparel and use of appropriate safety equipment.

Students violating the dress code will be asked to dress the correct way immediately. If necessary, parents will be called to bring the student proper clothing so that he/she may return to his/her regular class schedule. Students who refuse to comply with the dress guidelines may be considered insubordinate and be dealt with.

## DISCIPLINE/CODES OF CONDUCT

### BOARD OF EDUCATION DISCIPLINE PHILOSOPHY

The Board, in keeping with its basic philosophy, believes that discipline in the school setting provides each pupil with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls is an important part of the learning process and a necessity for young people, if they are to participate effectively in a democratic way of life. The Board believes that limits on individual freedom are necessary for the orderly function of any society.

The Board recognizes that parents are the most influential in the social and emotional development of children. Therefore, the home, school personnel, and each individual student must work cooperatively to establish limits and controls to ensure an orderly environment conducive to learning.

If it is found that a specific individual cannot function effectively in the school setting, the Board shall be informed so as to act as necessary in the best interest of the educational environment and the individual student.

### STUDENT CONDUCT

Students must realize that acceptable conduct comes from a positive concern for self and others. Every teacher has not only the right but the duty to insist on orderly behavior. However, each student also has the responsibility of self-discipline. The rules that follow are guidelines to help students understand the choices and consequences involved in their behavior.

### CODES OF CONDUCT – GLOSSARY

ABSENTEEISM: SEE BOARD OF EDUCATION POLICY

BPD: Bridgeport Police Department

BEHAVIOR CONTRACT: A contract between the student, teacher, parent, and administration that may focus on any area of a student's education.

BULLYING: Bullying, harassment or intimidation means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will effect or harm a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such gestures or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomics status, or by any other distinguishing characteristic.

CAMPUS: The perimeter of the Bridgeport-Spaulding Elementary School and other school properties extending to the street

CONFERENCE: A meeting/discussion in person or by telephone between a school employee and a student and/or parent

DENIAL OF PRIVILEGES: The denial of permission to attend and/or participate in school or school-related, extracurricular or co-curricular, activities or events for a specified time

DISCIPLINARY PROBATION: a PERIOD OF TIME IN WHICH A STUDENT IS PUT ON PROBATION DUE TO PAST

BEHAVIORAL PROBLEMS. Disciplinary probation is an acceptable disciplinary procedure whereby a student may not participate in extracurricular activities, may not perform before any audience or represent the school district in any capacity.

DRESS CODE: SEE DESCRIPTION IN THE AGENDA

DRUGS: Unlawfully possessed narcotic substances or preparations as defined by Michigan law

DUE PROCESS: A safeguard that protects the rights of individuals

EXPULSION: The exclusion of a student from school by the Board of Education

LEGAL DRUGS: Over-the-counter drugs and certain prescription drugs prescribed for the user

LUNCH DETENTION (LD): A detention served in the lunch detention room during the student's lunch period

OBSCENE: Statements or materials offensive to accepted standards of decency in an academic/school setting

PARAPHERNALIA: Accessories, apparatus, or equipment that may be used in the manufacture or utilization of a controlled illegal and dangerous substance, including alcohol PARENT: Refers to parents(s) or legal guardian(s)

PRINCIPAL: Refers to the principal, assistant principal, or principal's designee

PRINCIPAL'S DESIGNEE: An administrator or certificated educator who is approved by the principal to supervise the school in the principal's absence

REMOVAL FROM CLASS: The temporary removal of a student from class when his/her conduct is disruptive and a classroom resolution is impractical

REPRIMAND: A written notification of censure for unacceptable behavior, which may also involve the removal or restriction of school privileges

RESTITUTION/RESTORATION: The payment for, or the restoring of, property or articles that have been damaged, lost or stolen

SUSPENSION: A designated time when a student is not permitted to attend classes or to participate in or attend any extracurricular activities. Out-of-school suspension (OSS) are issued at the discretion of the administration

TIME OUT (TO): Student intervention held in the time-out room, the office, or another location for a period of time to be determined by an administrator.

The severity of the offense, prior student record, and administrator's discretion will determine the consequence imposed. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein.

Administration reserves the right/prerogative to handle on a case-by-case basis.

Administration also reserves the right/prerogative to implement a behavior contract for any aspect of a student's education that it deems necessary.

If a student is removed from school pending an investigation attendance will not be held against them.

The administration retains the right to deal with any situation not covered in the following rules.

LD = Lunch Detentions

OSS = Outside School Suspension

CLASS "A"

Consequences for the following infractions will include any one or any combination of the following: documented warning, confiscation of items, parent notification, and possible suspension/refocus room.

INFRACTIONS	MINIMUM	MAXIMUM
1. Disruptive and safety items, including but not limited to camera, pager, cell phone, CD Players, MP3's, game boys, Technological devices, cannot be brought into school	Confiscation of device Returned only to parent/guardian Documented warning LD	Second Offense: Device not returned until end of school year or One to Five day suspension/refocus room
2. Inappropriate/amorous behavior – kissing or embracing	Documented warning One to three day suspension/refocus room Parent Conference, LD	Ten days suspension/refocus room Recommend psychological Evaluation
3. Littering	Warning; may assign custodial duties, LD	One to three days suspension/refocus room Parent conference
4. Gambling – Prohibited items include but are not limited to cards, coins, dice	Confiscation One day suspension/refocus room, LD	Ten days suspension/refocus room Parent conference
5. Endangerment of others – Prohibited items include but are not limited to excessive roughness/horse- play, running in hall, throwing objects	Documented warning One to three day suspension/refocus room Parent conference LD	Five to ten days suspension/refocus room Recommend expulsion
6. Distribution of / use of unauthorized materials: Prohibited items include but are not limited to posters, squirt guns, aerosol cans, laser pointers, and stink bombs	Confiscation of materials One to Three day suspension/refocus room Parent Meeting LD	Three – five days suspension/refocus room Parent conference
7. Inappropriate attire (see student dress code pg 15)	Documented warning Removal or correction of attire, may be sent home for the day LD	Three to five days suspension/refocus room Parent conference
8. Driving conditions: Motor vehicles must have registration sticker *See section on Driving Privileges.	Warning	Loss of driving privileges on school property
8. Does not apply to Elementary School		
9. Does not apply to Elementary School		
10. Slip of the tongue, swearing in conversation	Documented warning LD	One to three days suspension/refocus room
11. Three (3) referrals sent to the office within one week	One day suspension/refocus room LD	
12. Possession of tobacco products (follows State Law)	Confiscate items Documented warning, LD	One to three days suspension/refocus room

13. Gang-related behavior (includes symbols and bandannas) (see gang policy pg 26)	Documented warning Parent conference One to three day suspension/refocus room, LD	Ten suspension/refocus room
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The severity of the offense, prior student record, and administrator’s discretion will determine the consequence imposed. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. If a student is removed from school pending an investigation attendance will not be held against them.

Class “B”

Consequences for the following infractions will include any one or any combination of the following: detention(s), suspension/refocus room(s) and parent conference.

INFRACTIONS	MINIMUM	MAXIMUM
14. Skipping class(es)/school truancy (see attendance policy); walking out of class	One day suspension/refocus room Documentation LD	Parent or guardian required to attend class Ten days suspension/refocus room Expulsion
15. Excessive Tardiness, hall sweep	See attendance Policy	
16. Loitering/trespassing – being in a place where one is not authorized to be (quiet lunch); abuse of pass	Documentation LD	Parent conference 1-5 day suspension/refocus room
17. Disrupting class/school: Unacceptable behavior, excessive talking, argumentative	One to three day suspension/refocus room LD	Three to five day suspension/refocus room Parent or guardian required to attend class
18. Disrespect	One to three day suspension/refocus room LD	Ten days suspension/refocus room Parent conference
19. Cheating – includes other student’s work and teacher materials, plagiarism	Loss of credit, LD Parent notification	One to three days suspension/refocus room Failure of the class
20. Disruptive behavior with a substitute	One to three day suspension/refocus room LD	Ten days suspension/refocus room Parent conference

21. Disobedience-not following school, or general rules, insubordination; not returning signed referrals	One day suspension/refocus room LD	Ten days suspension/refocus room
22. Leaving campus (UNAUTHORIZED)	One to three day suspension/refocus room LD	Three to five days suspension/refocus room
23. Hazing/Initiation/Rituals	One to three day suspension/refocus room	Ten days suspension/refocus room Parent conference
24. Swearing and/or vulgar language: may include but not limited to words, pictures, racial or sexual street slang, slurs, gestures, and caricatures.	One to three day suspension/refocus room LD	Ten days suspension/refocus room Parent conference

The severity of the offense, prior student record, and administrator's discretion will determine the consequence imposed. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. If a student is removed from school pending an investigation attendance will not be held against them.

### CLASS "C"

Consequence for the following includes a three-(3) day suspension/refocus room and parent notification.

INFRACTIONS	MINIMUM	MAXIMUM
25. Reasonable suspicion due to behavior of being under the influence of alcohol, drug, or mood altering substances	Parent conference Removal from school for the day Three day suspension/refocus room	Five days suspension/refocus room
26. Lying/false information given	Parent conference Removal from school for the day Three day suspension/refocus room, LD	Five days suspension/refocus room
27. Computer ethics-misuse, abuse, tampering, modification, and unauthorized access to equipment or software of school or students	One to three day suspension/refocus room Parent conference Removal from class LD	Ten day suspension/refocus room Expulsion

<p>28. Violent behavior – Fighting, physical aggression, assault or contact, threatening bodily injury, or endangering a life</p>	<p>1<sup>st</sup> Offense Three to five day suspension/refocus room Parent conference</p> <p>2<sup>nd</sup> Offense Five day Suspension/refocus room Parent conference</p>	<p><u>3<sup>rd</sup> Offense</u> Eight day suspension/refocus room Behavior contract established</p> <p><u>4<sup>th</sup> Offense</u> Ten day suspension/refocus room, possible expulsion hearing</p>
<p>29. Intimidation / Cyber bullying/ extortion / threats/ /blackmail / bullying / harassment (see bullying policy)</p>	<p>One to three day suspension/refocus room LD</p>	<p>Ten days suspension/refocus room Parent conference or expulsion</p>
<p>30. Obstruction of fight-spectator interference: not leaving, or running to a fight</p>	<p>One to three day suspension/refocus room</p>	<p>Ten days suspension/refocus room Parent conference</p>
<p>31. Use of tobacco products (follows State Law)</p>	<p>Three to five day suspension/refocus room Confiscate items Parent conference</p>	<p>Ten days suspension/refocus room Police Report Expulsion</p>
<p>32. Possession/ignition/use of devices that produce light; noxious odors, noise or smoke: Prohibited items include but are not limited to lighters and matches.</p>	<p>One to three day suspension/refocus room</p>	<p>Ten days suspension/refocus room Expulsion Police Report Legal action</p>
<p>33. Vandalism/defacing school or property</p>	<p>One to three day suspension/refocus room Payment for damages</p>	<p>Ten days suspension/refocus room Expulsion Police Report</p>
<p>34. Inciting or provoking a fight – carrying information, or arranging for hostility, or verbal confrontation</p>	<p>One to three day suspension/refocus room</p>	<p>Ten days suspension/refocus room Parent conference Expulsion</p>
<p>35. Indecent Exposure</p>	<p>Three to five day suspension/refocus room Parent conference</p>	<p>Ten days suspension/refocus room Expulsion Police Report Psychological evaluation.</p>
<p>36 Failure to serve Lunch Detention or 36.5 Receiving a referral during lunch detention by Supervisor.</p>	<p>36 Warning/additional detention 36.5 One to three day suspension/refocus room</p>	<p>36 36.5 Three day suspension/refocus room</p>
<p>37. Persistent Disobedience – reoccurring insubordination in complying with reasonable requests from school personnel</p>	<p>One to three day suspension/refocus room LD</p>	<p>Ten days suspension/refocus room Parent conference Suspension/refocus room pending expulsion</p>
<p>38. Forgery - modification of records, hall passes, and attendance notes</p>	<p>One to three day suspension/refocus room Parent conference, LD</p>	<p>Ten days suspension/refocus room</p>
<p>39. Sexual, racial, or ethnic harassment: Prohibited items include but are not limited to unwelcome or unwanted advance, gesture, verbal or written expression, or physical conduct of a sexual, racial or ethnic nature that is unwanted by or unwelcome to another person.</p>	<p>One to five day suspension/refocus room</p>	<p>10 day suspension/refocus room Expulsion Police Report</p>

40. Drug paraphernalia	Three to five day suspension/refocus room	Ten days suspension/refocus room
41. Stealing/burglary/selling of any item on school property – taking or attempting to take the property of another, illegal activity or actions	One to five day suspension/refocus room Parent conference	Ten days suspension/refocus room Parent conference Expulsion Police Report Possible legal action
41.5 Any other inappropriate behavior – behavior which disrupts educational objectives and aims of the district and/or creates an unsafe environment	One to five day suspension/refocus room Parent conference	

The severity of the offense, prior student record, and administrator’s discretion will determine the consequence imposed. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. If a student is removed from school pending an investigation attendance will not be held against them.

**Class “D”**

Consequences for the following infractions include a minimum of a five-(5) day suspension/refocus room and possible recommended expulsion.

INFRACTIONS	MINIMUM	MAXIMUM
42. Threat to harm student, school employee or school property (severity beyond intimidation and/or provoking)	Five day suspension	Expulsion Police Report
43. Inappropriate use of fire extinguisher / school equipment, teacher’s computer and/or phone	Five day suspension	Five to ten days OSS Parent conference
44. Disruptive demonstrations – causing, starting or participating in walkout or anything that interferes with school	Ten day suspension Parent conference	Expulsion Police Report

The severity of the offense, prior student record, and administrator’s discretion will determine the consequence imposed. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. If a student is removed from school pending an investigation attendance will not be held against them.

**Class “E”**

Consequence for the following infractions include a ten-(10) day suspension, parent conference, police report, and possible recommended expulsion.

INFRACTIONS	MINIMUM	MAXIMUM
45. Pulling a fire alarm, false alarm, bomb threats, and having explosives, firecrackers	Ten days OSS	Expulsion Police Report
46. Possession, threat to use, use of a dangerous article including but not limited to knives or blades (less than three inches), sling shots, blunt instruments, "look-alike" items	Ten days OSS Parent conference	Expulsion Police Report
47. Possession/use of illegal drugs or alcohol. Transfer/sale of anything that has physiological or psychological effect. Any material presented as a drug is also included.	Ten day OSS	Recommendation for counseling referral for substance abuse Indefinite suspension pending expulsion Police Report
48. Verbal Assault	Ten days OSS	Expulsion
49. Chronic Discipline – Exceeding suspension limits.	Ten days OSS & Recommend expulsion	Expulsion

The severity of the offense, prior student record, and administrator's discretion will determine the consequence imposed. Administration reserves the right to take appropriate disciplinary action for any other infraction or violation that is not included herein. If a student is removed from school pending an investigation attendance will not be held against them.

#### Class "F"

Minimum consequences for the following infractions include an indefinite suspension, police report, parent conference, and recommend expulsion.

INFRACTIONS	MINIMUM	MAXIMUM
52. Arson – any attempt to set or the actual setting of a fire		Recommend permanent expulsion from the school district Police Report
53. Criminal Sexual Conduct/Assault per school district		Recommend permanent expulsion from the school district Police Report
54 Sexual Conduct		Recommend permanent expulsion from the school district Police Report

#### DEFINITION OF DUE PROCESS

"Due Process of Law" means fair rules and fair treatment. It is a concept that protects students in disciplinary hearings. It safeguards the valuable interest students have in their education from mistaken or unfair actions by school officials. To insist upon fair treatment before passing judgment against a student accused of wrongdoing is an important part of the hearings process of the District.

The Board considers it a fundamental understanding, by parents and students, that teachers, bus drivers, playground aides, and school officials expect and will insist on good student behavior as the responsibility of each and every student in all areas of the school or whenever school functions are held, in accordance with the rules, regulations, and procedures set forth in these policies.

Administrators have the discretion to modify discipline consequences for a student on a case-by-case basis. The authority to suspend and recommend expulsion procedures is delegated by the Board to the principal or designee. Only the Board may expel a student for misconduct and/or violations of District policies and regulations.

#### PROCEDURE TO BE USED BY SCHOOL OFFICIALS FOR SUSPENSION

1. Inform student of charges and conditions of suspension.
2. Provide building principal or designee with explanation of charges and conditions of suspension.
3. Notify parent or guardian as soon as possible by one or more of the following methods:
  - a) Telephone
  - b) Letter
  - c) Personal contact

No student will be excluded by the principal or his designated representative without an opportunity to be informed of the charges against him/her. The student will be allowed the opportunity to state his/her version of what happened. The only exception will be when there is a present danger to life and limb or a reasonable probability of disruption to the education process; the student may be immediately removed provided he/she is allowed an opportunity for a procedural due process hearing at a later time. The total number of OSS/ISS days allowed in one calendar school year will be 25 days. Students that exceed this total may be recommended for expulsion for chronic discipline issues.

#### SUSPENSION APPEAL PROCESS

Suspensions of five days or less and other disciplinary action may be appealed to the principal. The principal's decision is final. A suspension of six to ten days may be appealed in the following manner:

Step 1: The principal shall uphold, vacate, or modify the assistant principal or designee's decision.

Step 2: A Faculty Review Board shall be selected whose duty it will be to uphold, vacate, or modify the principal's decision.

Step 3: A Disciplinary Review Board, as appointed by the Superintendent or designee, shall convene to hear the case. The decision of the Disciplinary Review Board is final.

#### PROCEDURE USED BY SCHOOL OFFICIALS FOR EXPULSION

Forms of Expulsion:

- Removal of student from building and campus by action of the Board for the remainder of the current semester of the school year, with the loss of said semester's credits. Upon the student's return, he/she is given one semester of probation.
- Removal of the student from the building and campus by action of the Board for the remainder of the current school year, with the loss of said year's credits. Upon return, the student is given one semester of probation.
- Permanent removal of the student from the building and campus on the basis of student violation by action of the Board. A Petition for Reinstatement may be submitted to the Superintendent's office.

1. Inform parent and student, in writing, of charges and conditions of expulsion.
2. Immediately notify parent by one or more of the following methods:
  - a. Telephone
  - b. Letter
  - c. Personal contact
  - d. Student requesting parent conference with school official

## STUDENT REINSTATEMENT POLICY

A student who has been permanently expelled from the District may apply for reinstatement in accordance with the following guidelines:

- a. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parent, adult student, or emancipated minor may submit a request for reinstatement after 60 school days from the date of expulsion, but the student shall not be reinstated before 90 school days from the expulsion date.
- b. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parent, adult student, or emancipated minor may submit a request for reinstatement at any time, but the student shall not be reinstated before 10 school days from the expulsion date.
- c. If the student is in grade 6 or above at the time of the expulsion, the parent, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student shall not be reinstated before 180 school days from the expulsion date.
- d. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent using the form available from the Superintendent or designee.
- e. The Superintendent shall, within 10 school days after receiving the form, submit the request, together with any other information (s)he deems pertinent to the requested reinstatement, to a Board-appointed committee (i.e., Disciplinary Review Board) consisting of two Board members, a District administrator, a teacher, and a parent of a District student.
- f. The Disciplinary Review Board shall, within 10 school days after being appointed, review all pertinent information and submit its recommendation to the Board. The recommendation shall include the rationale for the Disciplinary Review Board's decision. The recommendation may be for (1) unconditional reinstatement, (2) conditional reinstatement, or (3) non-reinstatement.
- g. The recommendation shall be based on, but not limited to, consideration of all of the following:
  1. The extent to which reinstatement would create a risk of harm to students or school personnel;
  2. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  3. The age and maturity of the student;
  4. The student's school record before the expulsion incident;
  5. The student's attitude concerning the expulsion and the prospects for remediation; and/or
  6. The student's behavior since the expulsion and the prospects for remediation.

7. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including but not limited to, the parent's receptiveness toward possible conditions placed on the reinstatement.
8. The Board may require an individual and, if the petition was filed by a parent or his/her parent to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. Such conditions may, as an example, include a written agreement by the student and/or parent who filed the reinstatement request to:
  - a. Abide by a behavior contract which may involve the student, his/her parent and an outside agency;
  - b. Participate in an Anger Management Program or other counseling activities;
  - c. Cooperate in processing and discussing periodic progress reviews;
  - d. Meet other conditions deemed appropriate by Disciplinary Review Board/Board;
  - e. Accept the consequences for not fulfilling the agreed-upon conditions.
9. The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the Disciplinary Review Board's submission of its recommendation. The Board's decision shall be final and not subject to appeal.

#### Transfer of Expelled Students

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent or designee.

The parent or individual shall petition the expelling Board for reinstatement prior to requesting reinstatement in this District. If the expelling Board denies a Petition for Reinstatement, the parent or individual may petition another Board for reinstatement of the individual in that other school district.

[MCLA 380.1311, 380.1308, 380.1310, 380.1310a, 380.1311a]

#### SPECIAL EDUCATION STUDENTS -- DISCIPLINE

Students who are receiving services from special education will be expected to follow the same building and classroom rules as any other student. Being in special education does not prevent a student from being suspended. However, all due process rights will be followed. Any special education student who is suspended for 10 days (cumulative for the school year) or has a disciplinary schedule change must have an Individualized Educational Planning Committee (IEPC) conference prior to any further suspension.

#### PROBATIONARY STUDENTS

Students entering the school because of another School District's disciplinary action (ex: expulsion) will enter on a probationary basis.

Consequences for violations of school rules shall begin at the second offense level. This rule shall be effective for one school year from the entrance date.

### GANG ACTIVITY

The presence of gang activities can cause substantial disruption of, or material interference with, school and school activities. A “gang” is defined as a group of two or more persons whose purposes include the commission of illegal acts. The Board prohibits the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Use any speech or commit any act of omission in furtherance of interests of any gang or gang activity, including but not limited to:
  - Soliciting others for membership in any gang.
  - Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - Committing any other illegal act or other violation of School District policies.
  - Inciting other students to act with physical violence upon any other person.

Note: Response to these behaviors will be a parent conference. Additional consequences may also be used if behaviors violate other existing rules.

### MICHIGAN SAFE SCHOOLS INFORMATION

In accordance with Michigan Safe Schools legislation and such laws, it is hereby the policy of this District to take swift and appropriate disciplinary action pursuant to the following:

#### WEAPON, ARSON, OR CRIMINAL SEXUAL CONDUCT

Any student in possession of a dangerous weapon, or who commits arson or criminal sexual conduct on District property or at a school-sponsored event shall be permanently expelled from the District for a period of not less than 180 days. [\*Board Policy 1.10.1]

Pursuant to the Revised School Code, Section 1311, if a pupil possesses a weapon that constitutes a dangerous weapon in a weapon-free school zone, he/she must be expelled from the school district permanently, subject to possible reinstatement. A dangerous weapon includes, but is not limited to, a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. The Board is not required to expel the student if he/she can establish one the following in a clear and convincing manner:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.

- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a pupil possesses, in a weapon-free school zone, a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the Board or its designee shall expel the pupil from the School District permanently, subject to possible reinstatement. Additionally, the pupil will be referred to the criminal justice system and the appropriate county department of social services or community mental health agency. The parent and/or student will also be notified of the referral.

All expulsions will be entered and maintained on the student's individual permanent record. As part of the student's record, this information shall be forwarded to any other public or private school requesting records where the expelled student seeks to enroll.

#### PHYSICAL ASSAULT AGAINST SCHOOL PERSONNEL

The Board shall permanently expel a student in grade 6 or above if he/she commits a physical assault against a District employee or against a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force of violence.

#### PHYSICAL ASSAULT AGAINST STUDENT

The Board shall also expel a student in grade 6 or above for up to 180 days if he/she commits a physical assault, as defined, against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

#### VERBAL ASSAULT

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District shall be expelled by the Board for up to 180 days.

“Verbal Assault” means an oral or written threat of immediate harmful or offensive injury, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such an injury; or, the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence; or an oral or written bomb threat (or similar threat) directed at a school building, other school property, or a school-related event.

[\*Also MCL 380.1311; 750.82; 750.235A; 752.891 (Weapons-Free School Law); MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults Against Students)]

#### BULLYING

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including school board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

The policy defines "bullying as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

The policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or school board official.

A complete copy of the Bullying Policy is available at the Superintendent's office.

#### LOCKERS, LOCKS, SEARCH & SEIZURE

The District reserves the right to search all school property including but not limited to lockers (see above), desks, storage areas, etc. Lockers secured with a lock purchased by the student (approved by administration) are still subject to a search. Searches may also be conducted during field trips. Search of student lockers and property will be limited to instances where:

1. It is suspected that the student is using his/her locker or property for illegal purposes or where evidence of breaking the law is present.
2. It is believed that the student is using his/her locker or property in a way which would interfere with school discipline or the duty of school authorities. This allows for periodic locker checks for the purpose of making sure that good housekeeping habits have been used by students and that library books and other school property are returned.
3. It is believed that a student is using his/her locker or property to endanger the health and safety of other persons.
4. Canine Search Program – The school will use a searching dog program to search for illegal materials or banned substances.
5. Cameras/Metal Detectors – The school reserves the right to place cameras within the building to monitor safety. If deemed necessary, metal detectors may be used to detect inappropriate material.

THE SCHOOL HAS THE RIGHT TO SEARCH IN SITUATIONS THAT IT  
DEEMS MEET THE REQUIREMENTS OF THE LAW.

### LOCKERS ARE SCHOOL PROPERTY

All lockers assigned to students are the property of the District. At no time does the District relinquish its exclusive control of its lockers. The principal or designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the principal or designee.

### LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items, such as outer garments, footwear, grooming aides, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by District policy or the principal or designee in advance of students bringing items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the principal or designee.

### SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of District policy and/or school regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the District authorizes the principal or designee to search lockers and locker contents at any time, without cause, without notice, and without parent or student consent.

The principal or designee shall not be obligated but may request the assistance of a law enforcement officer in conducting a locker search. The principal or designee shall supervise the search. In the course of a locker search, the principal or designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school/District policy and rules.

### SEIZURE

When conducting locker searches, the principal or designee may seize any illegal or unauthorized items, items in violation of the District policy or rules, or any other items reasonably determined by the principal or designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent of a minor student or a student 18 years of age or older shall be notified by the principal or designee of items removed from the locker. ]

[\*Also Michigan Dept. of Education Model Locker Search Policy; Revised School Code MCL 380.1306, 200 PA 87; New Jersey v T.L.O., 469 US 325 (1985); U.S. Constitution, Amendment IV] SEARCH OF LOCKERS AND STUDENTS

Searches of lockers and students shall be conducted in accordance with rules developed by the Superintendent. No law enforcement officer may search any locker without a search warrant unless (s)he has the consent of the principal or designee and is accompanied by the principal or designee.

School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be

conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

In order to protect the health, safety, and welfare of students under school jurisdiction, the principal or designee is authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.

[MCL 380.11a; 1961-62 OAG No. 3537 (9/8/61); 1979-80 OAG No. 5753 (8/6/80)]

#### INTERROGATION AND INVESTIGATION CONDUCTED IN SCHOOL

It shall be the policy of the District that a reasonable, cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The District's administrators shall, at all times, act in a manner which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials. [MCL 380.11a; 1961-62 OAG No. 3537 (9/8/61); 1979-80 OAG No. 5753 (8/6/80)]

#### SEXUAL HARASSMENT & INTIMIDATION

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment. No Board member, staff member, or student of this District shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any Board member, employee, or student to harass any member of the Board, staff, or student body through conduct or communications of a sexual nature as defined in this policy.

"Sexual Harassment" means unwelcome sexual advances or requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a Board member, employee, or student is used as the basis for decisions affecting the employee or student;
- Such conduct has the purpose or effect of unreasonably interfering with Board members', employees', or students' performance or creating an intimidating, hostile, or offensive work or learning environment.

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

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks with sexual or demeaning implications;

4. Unwelcome touching;
5. Sexual jokes, posters, cartoons, etc.; or
6. Suggesting or demanding sexual involvement, accompanied by direct or indirect threats to health, safety, etc.

Any Board member, employee, or student found to have violated school and District policies regarding sexual harassment will be subject to school sanctions and punishments, up to and including suspension and/or expulsion from school or discharge from employment.

Each administrator shall be responsible for promoting understanding and acceptance of state and federal laws and this policy and its procedures governing sexual harassment within his/her building or office and shall also assure compliance with such laws, policies, and procedures.

[MCL 37.2101 et seq.; MCL 380.11a; MCL 380.1300a; Title IX of Education Amendments of 1972, 20 USC ♣ 1681 et seq.; 45 CFR PARTS 81, 86; 42 USC 2000e; 29 CFR 1604.11]

#### SEXUAL CONDUCT/CRIMINAL SEXUAL CONDUCT/SEXUAL ASSAULT

Sexual conduct or sexual contact is defined in Michigan Law (MCL 750.520(1)). "Sexual contact" includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose or in a sexual manner for:

1. Revenge
2. To inflict humiliation
3. Out of anger

Sexual conduct or sexual contact in a building owned or maintained by the District is prohibited. Participation in any such conduct will necessitate long-term suspension and/or expulsion depending on the severity of the circumstance.

Coercing another person into engaging in sexual conduct will be considered an extremely severe form of voluntary sexual conduct, and the student will be disciplined accordingly.

Criminal sexual conduct and assault is defined in Michigan law (MCL 750.520b to MCL 750.520g). If a student commits criminal sexual conduct in a school building, on school grounds, or other school property, the student will be expelled permanently.

#### SEXUAL HARASSMENT REPORT PROCEDURE

1. Sexual harassment of a student by any staff member.

Will be handled through the process outlined in administrative procedures. These incidents must be reported to an administrator.

2. Sexual harassment of a student by a student:

Students should report incidents of alleged sexual harassment by another student during the school day or school-related event to a teacher, counselor, or administrator. If the teacher witnesses the incident or if the report is made to a teacher, that person is responsible for reporting the incident at the earliest possible time to a counselor or administrator. Jointly, a plan of action will be agreed upon. The plan will include, at a minimum:

- a. Documentation of the complaint
- b. A warning to the offender(s) about the definition and consequences of sexual harassment
- c. Notification to parent of complaining student(s) and offender(s)
- d. Addition of preventative actions, if necessary
- e. Protection of privacy of complaining student and alleged offender

Reports of alleged sexual harassment reported to a counselor or administrator will be handled in the same way. SEVERE AND/OR REPEATED INCIDENTS OF SEXUAL HARASSMENT ARE ALSO SUBJECT TO DISCIPLINARY ACTION. The disciplinary action may be taken according to the existing handbook rules regarding intimidation, provoking, swearing and vulgar language or actions, or sexual conduct.

If the complaint involves the principal or guidance counselor, or if the student or staff member for any reason is uncomfortable in dealing with the principal or guidance counselor, he/she may go to the District's Title IX Coordinator:

Human Resources Director  
Bridgeport-Spaulding Schools  
P.O. Box 657  
Bridgeport, MI 48722-0657  
(989) 777-1770

The District Title IX Coordinator shall conduct an adequate, reliable, and impartial investigation of complaints, hear witnesses, and review other evidence presented by the complainant and the accused. Upon completion of the investigation, the Title IX Coordinator shall notify the complainant and the accused of the outcome of the investigation.

The District will make every effort to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant, if appropriate.

Retaliation against any individual who files a complaint or participates in a harassment inquiry is strictly prohibited, will not be tolerated, and may result in discipline up to and including suspension, expulsion, or dismissal.

Retaliation can include but is not limited to such acts as: rumors about the student or employee, encouraging hostility from other students or co-workers, and escalating the harassment.

## PUBLICATIONS

### SCHOOL-SPONSORED STUDENT PUBLICATIONS

The Board encourages the use of school-sponsored publications, such as newspapers, annuals, magazines, theatrical productions, and other activities reasonably related to legitimate educational concerns. The District will exercise editorial control over the content and style of school-sponsored or classroom-produced publications or productions.

School-sponsored publications include those publications and newspapers created and developed as part of the educational curriculum or classroom activity. All publications produced as part of an academic class must have approval of the classroom teacher or sponsor prior to publication and distribution. Additionally, each issue must be reviewed by the principal or designee prior to publication.

Freedom of speech and expression in student publications as guaranteed by the First Amendment of the United States Constitution is to be observed scrupulously by the administration and faculty. The observance of these rights must also be balanced against the duty of educating students in an orderly manner and to protect the rights of all.

#### NON-SCHOOL SPONSORED STUDENT PUBLICATIONS

Students of the Bridgeport-Spaulding Community School District may distribute non-school sponsored student publications or unofficial publications on school property during school hours in areas designated by the principal or designee, unless the publications contain expression which:

- a. Is libelous.
- b. Is obscene for minors.
- c. Constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (i.e., threats of violence, defamation of character of a person's race, religion, or ethnic origin).
- d. Advertises drug paraphernalia, controlled substances, or any product or service not permitted to minors by law.
- e. Is pervasively indecent or vulgar (for secondary schools) or contains any indecent or vulgar language (for elementary schools).
- f. Presents a clear and present likelihood that, either because of the content or manner of distribution, the publications will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

#### TIME, PLACE, AND MANNER OF DISTRIBUTION

The distribution of written material shall be limited to a reasonable time, place, and manner as follows: distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways; which prevents or prohibits a student from arriving at class at the scheduled time; which is coercive of any other person's right to accept or reject any publication; or which causes substantial and material interference with "normal school activities" shall not be permitted.

#### PROCEDURES

Anyone wishing to distribute or display non-school sponsored written materials must first present for approval a copy of the materials to one of the following: principal, assistant principal, or the

principal's secretary. These materials must be submitted directly to one of the above persons; leaving a copy of the materials on an administrator's desk does not constitute submission for approval.

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

- a. Name and telephone number of the person submitting the request and, if a student, the homeroom number.
- b. Date(s) and time(s) of day of intended display or distribution.
- c. Location where material will be displayed or distributed.
- d. The grade(s) of students to whom the display or distribution is intended.

A copy of the materials to be distributed or displayed, together with the completed request form, must be provided to one of the persons listed above one school day (24 hours) in advance of the desired distribution time. At the time of submission, the student has the right and is encouraged to meet personally with the principal or designee so that the student and principal or designee may freely exchange views on why the distribution of the student publication may or may not be appropriate. The student or his/her representative may support his/her case for distribution with relevant witnesses and/or materials. The principal or assistant principal must approve the materials.

In determining whether a student publication is disruptive, the following factors will be considered by school personnel: past experience with similar material; past experience in dealing with and supervising students; current events influencing student attitudes and behaviors; any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the publication in question.

The principal or designee shall render his/her decision to approve or disapprove the distribution of the publication in question and notify the student of the decision within one school day of submission. If approval to distribute is not granted, the designee shall state his/her reason to the student, in writing.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to which he/she submitted the materials to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no response to the request the material may be distributed in accordance with time, place, and manner provisions in Section 2 of this policy.

If the student is dissatisfied with the decision of the principal or designee, the student may appeal this decision. The appeal from the principal's decision may be taken by notifying the Superintendent, either orally or in writing, within two school days of the principal's decision of the student's desire to appeal to the Superintendent.

The Superintendent shall render a decision to approve or disapprove the distribution of the publication in question and notify the student of his/her reasons, in writing, within three school days of the student's appeal. If the student has not received a response from the Superintendent within three days, he/she shall contact the Superintendent's office to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no

response by the Superintendent, the material may be distributed in accordance with the time, place, and manner provisions in Section 2 of this policy.

If the student is dissatisfied with the decision of the Superintendent, the student may appeal this decision to the Board. The appeal from the Superintendent's decision may be taken by notifying the secretary of the Board, either orally or in writing, within two school days of the Superintendent's decision of the student's desire to appeal and the desire for a hearing before the Board.

A hearing date must be established within 10 days after receipt of the notice of appeal has been filed with the secretary of the Board, and the Board shall render its decision, in writing, within three school days of the hearing.

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

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

#### DEFINITIONS OF TERMS

- a. "School Day" means any day during the regular school year or summer session on which regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays, and official school holidays.
- b. "Publication" means any book, magazine, pamphlet, newspaper, yearbook, flier, petition, picture, photograph, drawing, button, badge, insignia, or any other written or printed manner. Publication also includes any visual representation of a faculty sponsor.
- c. "Distribution" means circulation or dissemination of the student publication to students at the time and place of normal school activity or immediately prior to, or subsequent to normal school activity, by means of handing out free copies, selling, or offering copies for sale, accepting donations for copies of the publication, or displaying the material in areas of the school building or property which are generally frequented by students. In dealing with material which is "obscene" or libelous," the term "distribution" refers to dissemination of one or more copies; in dealing with all other types of material, the term "distribution" refers to a substantial circulation or dissemination of the student publication so as to make the student publication generally available to the students of the school.
- d. "Normal School Activity" means organized educational activity of students sponsored by the school and under the direct supervision of a member of the school staff. Normal school activities include, by way of example and not by way of limitation, the following: classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, scheduled in-school lunch periods.
- e. "Minor" means any person under the age of 18 years.

- f. "Obscene to Minor" means that an average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; that the publication depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom such distribution is requested, such as conduct describing intimate sexual acts; and that the work taken as a whole lacks serious literary, artistic, educational, political, or scientific value for minors.
- g. "Libel" is the false and unprivileged (unprotected by immunity) statement, publication in writing, or printing of pictures, effigies, or other fixed representations to the eye which exposes a person to public hatred, contempt, or ridicule which causes him/her to be shunned or avoided, has a tendency to insure him/her in his/her occupation, harm the individual's reputation, or lower him/her in the esteem of the community.

When the publication concerns "public officials" (i.e., those who hold government office), or "public figures" (i.e., those who by reason of the notoriety of their achievements, employment, or by reason of the vigor and success with which they seek the public's attention), the defamatory falsehood must be made with "actual malice" (i.e., with knowledge that it was false or with reckless disregard of whether or not it was false) in order to be libelous.

- h. "Material and Substantial Disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the School District for which student attendance is compulsory, any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, for example and not for limitation, school athletic events, plays, concerts, lunch periods), "substantial disruption" means student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity. Material that stimulates heated discussion or debate does not constitute the type of disruption prohibited herein.
  - 3. In order for a student publication to be considered disruptive, there must exist specific articulable facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial, and material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; school personnel must be able to affirmatively show substantial facts which reasonably support a forecast of likely disruption.

4. DISCIPLINARY ACTION

Distribution of the student publication during the period of initial review by the principal or designee, after a negative decision by the principal or his/her representative, or during the period of appeal shall be sufficient grounds for suspension of the student by the principal in accordance with the procedures set forth in law.

5. CONSTITUTIONAL GUARANTEES

In exercising the right of prior review, school personnel shall be guided by the following guarantees and definitions. Students are protected in their exercise of freedom of expression by the First Amendment of the Constitution of the United States. It is the responsibility of the school and its staff, while establishing the kind of environment which is necessary for an orderly program of classroom learning, to ensure that the right of students expressing themselves freely shall not be infringed upon at the same time. Distribution of student publications shall not be prohibited because they contain the expression of unpopular, critical, controversial, tasteless, or offensive ideas.

CITIZEN DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PROPERTY OR SCHOOL-CONTROLLED PROPERTY

The Board recognizes that the District's facilities and grounds do not constitute a public forum and that there is no intent on the part of the District to open them to expressive activity. Accordingly, the District prohibits the distribution by citizens of any non-school sponsored literature upon school grounds or property controlled by the District, regardless of the content of the literature. The purpose of this policy is not to suppress free expression or speech, but rather to maintain the educational process and daily school operations, including the ingress and egress of the District's parents, children, and staff members without disruption.

[MCL 380.10; Perry Educ. Assoc. v. Perry Local Educator's Assn., 460 US 37 (1983); Grattan v. Board of School Commissioners of Baltimore City, 805 F2nd 1160 (4<sup>th</sup> Cir. 1986)]  
TRANSPORTATION  
POLICIES & PROCEDURES

Transportation service is a privilege that is extended to approximately 70 percent of the Bridgeport-Spaulling Community School District students based upon their eligibility as determined by Board of Education policies and procedures. This privilege and the provisions of this policy extend to field trips that are scheduled by school staff, special events, extracurricular activities and sports.

All students that ride busses in the District are subject to school disciplinary action (in accordance with handbook policies and procedures) as deemed appropriate by administration and/or transportation personnel.

MISSION STATEMENT: All students riding the bus to and from school and for special events are to be transported in a safe and positive manner. Students will abide by the school district's policies and comply with transportation safety rules. In the event that a student needs to be disciplined, the discipline will be done in a fair and consistent manner.

WARNINGS: Bus drivers and other District personnel will make every attempt to warn students prior to recommending disciplinary action. Although the driver can best handle most problems on the bus by issuing a warning, other situations may necessitate immediate discipline. Whether or not a student is issued a warning is at the discretion of the driver and/or District personnel.

VIDEO CAMERAS: Frequently, video cameras are placed on busses to assist with monitoring student conduct. Students may or may not know when these cameras are in operation.

QUESTIONS/CONCERNS: If you have questions or concerns regarding any of these policies or procedures, or if you wish to speak to a driver or the Dispatcher, call the Transportation Office at 777-4820.

#### DISCIPLINE PROCEDURES TO BE USED BY TRANSPORTATION DEPARTMENT

1. The driver completes Student Conduct Report.
2. The driver gives the Student Conduct Report to the Dispatcher.
3. The Dispatcher or Transportation Director takes action pursuant to the Transportation Policies and Procedures.
4. If the student is to be suspended, the Dispatcher, Transportation Director, or District administrator will notify the parent and subsequently mail a copy of the completed Student Discipline Report to the parent and appropriate administrators.
5. A suspension is not to begin until the parent is notified (via phone or mail) directly by the Dispatcher, Transportation Director, or District administrator. If the notice is done by mail, sufficient time will be allowed for the letter to reach the parent.

#### PRESCHOOL DROP OFF

Preschool children will not be dropped off without a parent/adult at the bus stop. If you have any questions regarding this policy or have extenuating circumstances, call the Transportation Director at 777-4820.

#### PARENT NOT HOME AT DROP OFF

For elementary-aged students, it is expected that a parent or other responsible adult will be home at the end of the school day to receive children. In the event that no one is home, the driver and the Transportation Department will take the following action:

1. Attempts will be made to contact the parent.
2. A second attempt will be made to take the student to his/her home.
3. If after the second attempt, there is no adult present to receive the student, the driver will take the student back to the bus terminal. The parent will be called to pick up the student.
4. If this situation occurs more than twice, the District may enlist the services of other agencies in an attempt to resolve the problem or terminate transportation privileges.

#### CHANGES IN BUS ROUTES

1. Throughout the school year, it is often necessary for parents to change the regularly assigned location for picking up and dropping off children. This can create scheduling difficulties and should be minimized as much as possible. The District will be able to accommodate this type of request only TWO TIMES during the school year. If you have any questions regarding this policy or have extenuating circumstances, call the Transportation Director at 777-4820 or 777-1770.
2. Bus passes will be issued for emergency and necessary changes in destination. If a student needs to ride a bus other than his/her regularly assigned bus, a parent/guardian must call transportation at 777-4820 to see if arrangements can be made. Transportation will notify building secretaries if there

is a change and a bus pass will be issued. Bus drivers WILL NOT honor verbal requests made by students to change a route or make a change in destination.

3. Buses for After-School/Summer school: All of the policies and procedures contained within this handbook also apply to those students who might, from time-to time, ride the bus.

#### TRANSPORTATION RULES

Bus transportation to and from school is provided by the District. Riding the bus is a privilege and not a right. Misconduct on the bus will cause a student to lose his/her bus privileges and may be subject to school rules.

#### RESPONSIBILITIES OF STUDENTS RIDING A BUS

The District expects students to be safe and appropriate at all times. Students who wish to enjoy the privilege of riding a bus are expected to observe the following rules:

1. Be respectful of others at all times.
2. Treat others as you wish to be treated.
3. Sit down on the seat, face forward, with both feet on the floor.
4. Keep hands, feet, and objects to yourself.
5. Do not throw objects or take the possessions of others.
6. Keep the bus clean. Do not bring food, drinks, (other than your lunch) or glass containers onto the bus.
7. Wait until the bus comes to a complete stop before getting out of your seat.
8. Act as if your parent is on the bus with you.

9. Remain quiet and orderly while on the bus. Conversations should be done so they do not disturb fellow riders or the driver.
10. Always Remember: Riding the bus is a privilege – ABUSE IT AND LOSE IT!

Additionally, students must follow these rules prior to boarding, while riding, or after getting off the bus:

1. Stay off the traveled roadway at all times while waiting for the bus.
2. After leaving the bus, cross the traveled highway or street in the following manner:
  - a. Make certain the bus is stationary.
  - b. Upon signal from the driver or from a personal escort, look both to the right and left to make sure no cars are coming and then proceed across the street in front of the bus.
3. Respect the rights and property of neighborhood homeowners while at the bus stop.
4. Be in the place designated both before and after school, ready to board the bus at the time designated by the driver.
5. Enter or leave the bus only at the front door after the bus has come to a stop. Emergency exists should only be used at the direction of the driver or emergency service personnel such as fire or police.
6. Immediately report to the driver any observed damage to the bus.
7. Soliciting (selling candy or other items) is not allowed on the bus.
8. No pets or animals are allowed on the bus.

Any violation of these regulations can result in disciplinary consequences.

#### CONSEQUENCES OF STUDENT MISCONDUCT -- TRANSPORTATION

Reference to suspension when handled by transportation personnel is to be regarded as a bus suspension.

##### 1. Defiance/Insubordination

Not obeying a reasonable request made by bus driver or challenging the authority of driver.

1<sup>st</sup> Offense: 5-day suspension and parent conference

2<sup>nd</sup> Offense: 10-day suspension and parent conference with superintendent's designee

3<sup>rd</sup> Offense: Suspension pending hearing by the District Disciplinary Review Board for possible long-term suspension or removal from transportation services

##### 2. Destruction or Vandalism of Bus

Causing, attempting to cause, or threatening to cause damage to school or private property.

1<sup>st</sup> Offense: 5-day suspension and parent conference. Student will pay for damages.

2<sup>nd</sup> Offense: 10-day suspension and parent conference with

superintendent's designee. Students will pay for damages.

3<sup>rd</sup> Offense: Suspension pending hearing by the District Disciplinary

Review Board for possible long-term suspension or removal from transportation services. Student will pay for damages.

The school district may recover damages against parents of students, who were not emancipated minors living with them, in an amount not to exceed \$2,500 for any willful or malicious damage caused by a student riding the school bus. These damages include, but are not limited to, cutting or defacing cushions, breaking windows, etc.

[This regulation has been enacted in accordance with Section 2913 of the Michigan Revised Judicature Act.]

#### 4. Distractible/Disruptive Materials or Activities

Includes, but is not limited to:

- Gang colors, symbols, etc.
- Items that emit a distracting or offensive odor
- Laser pointers, radios, tape recorders, headphones, remote control devices, cell phones, or any other electronic device, unless permitted by administration.

Possession: Confiscation and parent notification

1<sup>st</sup> Offense: 5-day suspension and parent conference

2<sup>nd</sup> Offense: 10-day suspension and parent conference with superintendent's designee

3<sup>rd</sup> Offense: Suspension pending hearing by the District Disciplinary Review Board for possible long-term suspension or removal from transportation services

#### 4. Smoking and/or Possession of Tobacco Products

Using or possessing any tobacco product, paraphernalia, or similar substance.

1<sup>st</sup> Offense: 5-day suspension and parent conference

2<sup>nd</sup> Offense: 10-day suspension and parent conference with superintendent's designee

3<sup>rd</sup> Offense: Suspension pending hearing by the District Disciplinary Review Board for possible long-term suspension or removal from transportation services

#### 5. Swearing and/or Vulgar Actions or Language (At Any Person)

Using language that is offensive to the general standard of the community (includes using words, pictures, racial and sexual slurs, and/or gestures).

1<sup>st</sup> Offense: 5-day suspension and parent conference

2<sup>nd</sup> Offense: 10-day suspension and parent conference with

superintendent's designee

3<sup>rd</sup> Offense: Suspension pending hearing by the District Disciplinary Review Board for long-term suspension or removal from transportation

## Services

The following behaviors will result in referrals to the appropriate building administrator:

6. Alcoholic Beverages/Illegal Drugs

Follow school district policy, state/federal laws, and "Codes of Conduct" handbook guidelines.

7. Fireworks/Explosives

Follow school district policy, state/federal laws, and "Codes of Conduct" handbook guidelines.

8. Physical Assault/Fighting or Provoking Fight

Follow school district policy, state/federal laws, and "Codes of Conduct" handbook guidelines.

9. Threatening/Intimidation/Harassment (Sexual or Racial)

Follow school district policy, state/federal laws, and "Codes of Conduct" handbook guidelines.

10. Weapons, Criminal Sexual Conduct, Arson, and Physical Assault Against School Personnel

Follow school district policy, state/federal laws, and "Codes of Conduct" handbook guidelines.

The dispatcher, Transportation Director, or administration reserves the right to skip disciplinary steps, if the situation warrants.

### APPEAL PROCESS -- TRANSPORTATION

Discipline cases of 10 days or less may be appealed to the Transportation Director or building administrator. The decision of the Director or appropriate building administrator is final. Suspensions of more than 10 days may be appealed to the Disciplinary Review Board. School administrators reserve the right to take other appropriate disciplinary action when deemed necessary or appropriate as per school policy.

Updated 6/1/12 jdm

BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT  
P.O. Box 657 , Bridgeport, Michigan 48722-0657  
(989) 777-1770

## TECHNOLOGY ACCEPTABLE USE POLICY

### Preamble

The Bridgeport-Spaulding Community School District (hereinafter referred to as “District”) strongly promotes the use and advancement of technology in educational endeavors. The District provides access to informational resources available in a variety of electronic formats that enable and assist students to complete assigned tasks, communicate and develop skills necessary to participate and contribute to a technologically-rich environment and to further assist them in becoming responsible and self-directed individuals.

This policy is intended to inform and educate students as to the inappropriate uses of District technology and lay the foundation by which malicious behavior or intentional technology-related misuse is judged and consequences for unacceptable behavior are weighed.

### Educational Purpose

The District’s network has been established for educational purposes. The term “educational purposes” includes classroom activities, career development, and limited high-quality self-discovery activities. The District has the right to place reasonable restrictions on the material you access or post through the network.

The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the network. The District will not be responsible for financial obligations arising through the unauthorized use of the network.

### Internet Filtering Measures

The District's informational technology network is a protected and self-contained component of the Saginaw County Saginet Network. As part of that network, certain services are shared among all Saginaw County school districts taking part. Web-content filtering takes place at the Saginaw Intermediate School District level, which houses the Saginet network hardware infrastructure. All web activity on the District's network is monitored and recorded. Inappropriate material is blocked with Internet filtering software. This process is in compliance with the Children's Internet Protection Act (CIPA) passed in December 2000 for all schools and libraries receiving federal E-Rate funds for Internet access or internal connections.

### Unacceptable Uses

Students will not use the District's network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (such as hate literature).

Students will not download or install any commercial software, shareware, or freeware onto local workstations, network drives or disks, unless they have written permission from their teacher. Nor should students copy other people's work or intrude into other people's files.

Students will not attempt to gain unauthorized access to the District's network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

Students will not bring USB drives, 'flash drives' or other mini storage devices to school and attempt to connect them to any District workstation, unless they have written permission from their teacher.

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Students will not join in or communicate through chat rooms.

Students will not download music or use District hardware to make copies of personal music CD's. Such activity may end in the confiscation of the music CD's and the student is still subject to other disciplinary actions.

Students will not vandalize or destroy District technology property, to include but not limited to; workstations, monitors, mice, keyboards, printers, or mouse pads.

Parents should instruct their children if there is additional material that they think would be inappropriate for the student to access. The district fully expects that the students will follow their parent's instructions in this matter.

Routine maintenance and monitoring of the District's network may lead to discovery that a student has violated this policy or the law. If there is reasonable suspicion that a student has violated this policy, that student can expect to be disciplined by the building Principal or another designated disciplinary agent.

Students need to understand that whenever they are on the network, they leave "electronic footprints" that can reveal where they've been and what they've been accessing. Network monitoring software is in place that allows all activity to be seen and recorded and in the case of a violation, to be used against the student.

### Consequences

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the District may take one or more of the following disciplinary actions:

#### Discipline:

- Referral to administration for possible disciplinary action
- Possible legal action
- Law enforcement notification
- Responsibility for unauthorized charges, expenses, and fees

**ELEMENTARY STUDENT APPLICATION FOR TECHNOLOGY  
AND INTERNET USE PRIVILEGE**

Please review the Technology Acceptable Use Policy printed in the handbook before signing.

As parent/legal guardian of the below-named child, I have read, understand, and will abide by the guidelines established within the attached Technology Acceptable Use Policy of the Bridgeport-Spaulding Community School District (hereinafter referred to as "District."). I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the District, the employees, agents, and Board members, for any harm caused by materials obtained via the network. I hereby give my permission for my student to access school technology and the District network and certify that the information contained on the form is correct. I understand my child will be using the Internet

Signature of Parent or Guardian \_\_\_\_\_

**Publication Consent**

- I give permission for my child's photograph and/or name to be published and/or videoed on District publications, District sponsored publications/videos or other school related district activities.
- I give permission for my child's photograph and/or name to be published on District web pages and other media sources either individually or part of a team and/or group photograph.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

**NOTE: If you do NOT sign this form your child's name and picture will be excluded from all school publications (yearbook, newspaper, honor rolls, etc.) and electronic media.**

\*\*\*\*\*

\_\_\_\_\_ **I DO NOT** give permission for my child's name and/or address to be released (examples: photography studio (senior pictures), U.S. service branches, etc.)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

### PUBLICATION CONSENT

I understand my child's photograph and/or name may be published on School/District web pages, school paper, or local papers as part of a team and/or other large group photograph.

Signature of Parent or Guardian \_\_\_\_\_

### SCHOOL-SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic, athletic, and extracurricular trips during the current school year.

Signature of Parent or Guardian \_\_\_\_\_

- COPY ONLY – DO NOT REMOVE  
OFFICIAL FORM TO BE SIGNED WILL BE SENT HOME AT BEGINNING OF SCHOOL

## Title I Information

What is Title I?

Title I of the No Child Left behind Act of 2001 (formerly known as ECIA, ESEA, or Chapter 1) is the largest federally funded educational program. This program, authorized by Congress, provides supplemental funds to school districts to assist schools with the highest student's concentrations of poverty to meet school educational needs.

Which Bridgeport-Spaulling Schools are Title I?

Martin G. Atkins and Thomas White both qualify for school-wide Title I.

How do schools qualify to receive Title I funds?

Schools qualify based on demonstrating that their student population has a sufficiently high percentage of economically disadvantaged students. In accordance with federal law, funds are allocated directly to schools to work toward their educational goals. Funds are allocated on a per child basis.

Purpose of Title I

The Purpose of Title I is to enable high-poverty schools to offer an equitable education to less advantaged students to help them meet the state standards. Title I funds assist schools in improving student achievement. Funds are used to enhance the regular district instructional program, supplemental staff development, and facilitate parent involvement.

Support for our Title I Schools

- Highly qualified Curriculum coaches
- Parent/family events
- Enhance technology
- Staff development
- After school tutoring
- Summer school

Planning

Each Title I school develops a parent involvement plan. The parent involvement plan will be developed jointly with parents, and designed to meet the specific students' needs of each school. All Title I schools will develop jointly a parent–student-teacher compact that states what parent, students, and the school will do together to raise student achievement.

#### Parent Involvement Policy

Research indicates parental involvement increase student achievement and improves attitude. It is essential that parent and teachers have mutual respect and understanding of each other and work toward common education goals for each student.

#### Communication

Each school welcomes parents' participation in academic and social activities. On-going communication includes phone calls, progress reports, parent compacts, meetings, parent-teacher conferences, and school assemblies. Through out the year, parents are offered training on ways to work with their child at home to raise student achievement, informational nights, and family activity nights. Each Title I school is required to hold an annual meeting for all Title I parents and involve parents in an "organized, ongoing, and timely way" in the planning, review and improvement of Title I schools.

#### Rights as Title I Parents

Title I schools' parents have the right to request information regarding the professional qualifications of their child's classroom teacher or teacher aide.

Title I schools will notify parents by letter if their child is taught by a teacher who is not highly qualified for four or more consecutive weeks.

#### Title I School Parent Involvement Policy September 2016

1. We will provide all full opportunities for all of our families by:
  - a. Providing information in parent friendly format
  - b. Providing translator when requested
  - c. Providing transportation when requested
  - d. Complying with the ADA regulations
  - e. Providing support when requested
2. Parents are involved in the planning, review and improvement of the school's Parent Involvement Policy through:
  - a. Parent/teacher conferences
  - b. Parent survey
  - c. Title I Parent Advisory Council
  - d. Annual Title I Review of Program Meeting
3. Annual meetings are held to inform parents of the school's participation in the Title I program.
  - a. Annual orientation meetings in August
  - b. Monthly Title I parent events
  - c. Parent/Teacher Conferences
  - d. Monthly parent newsletter
  - e. School web-site
4. Parent meetings are held at different times during the day.
  - a. Parent conferences twice a year
  - b. Day and evening hours
  - c. By appointment with teacher as per parent request
5. Title I funds may be used to pay reasonable and necessary expense associated with parent involvement activities, including transportation, childcare, translators, or home visit expenses to

enable parents to participate in school related meetings and training sessions. Our school is in full compliance with the ADA and is accessible by parents with disabilities.

- a. Parents will be asked if there is a need for assistance
  - b. As per need.
  - c. Parent's information of rights included in parent handbook
6. Parents are involved in the planning, review and improvement of the school's Title I program.
    - a. Annual survey
    - b. Title I Parent Advisory Council
    - c. Annual Title I Review of Program Meeting
    - d. Title I parent nights
  7. The parents are involved in the joint development of the School-wide Program Plan.
    - a. Title I Parent Advisory Council
    - b. School Improvement Plan Committee
  8. The parents are involved in the joint development of the School Improvement Plan.
    - a. Title I Parent Advisory Council
    - b. School Improvement Plan Committee
    - c. Parent Survey
  9. The parents receive timely information about the Title I programs
    - a. PTO meetings
    - b. Title I parent nights
    - c. Book Fair opportunities
    - d. School Newsletter
    - e. Title I School Compact
    - f. School web-site
    - g. Teacher contact information
    - h. Kindergarten Screening & Preschool Round-up
    - i. Open House
    - j. Parent Orientations
  10. Parents receive a description and explanation of the curriculum in use at the school, the State Content Expectations, the forms of academic assessments and how to measure student progress, and the proficiency levels students are expected to meet and how parents might assist in helping their children.
    - a. Annual School Report annually presented
    - b. Report cards with DRA levels with expected proficiency level information
    - c. Parent/Teacher conferences
    - d. Parent activity nights
    - e. Parent Guides to the State Standards
    - f. Kindergarten Orientation
    - g. Parent Title I Advisory Council
  11. The school provides parents with opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.
    - a. Parent/Teacher conferences
    - b. Title 1 Parent nights
    - c. Parent Title I Advisory Council
    - d. Title I School Improvement Team
  12. A school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement.
    - a. Parent Title I Advisory Council
  13. The school provides materials and training to help parents to work with their children to improve their children's achievement.
    - a. Parent/Teacher Conferences
    - b. Parent Handbook
    - c. Parent Activity Nights
    - d. Open House and Curriculum Night

- e. Kindergarten Orientation
  - f. Elementary Title I Parent Orientation
14. The staff will discuss ways to build effective parent involvement.
- a. School Improvement
  - b. Staff Meetings
  - c. Collaborate with other programs
15. Reasonable support for parent involvement may include:
- a. Transportation
  - b. Translator
  - c. Child-care
  - d. ADA accessibility
16. The school addresses the importance of communication between teachers and parents on an ongoing basis through:
- a. Parent-teacher conferences at least annually, during which the compact shall be discussed as it relates to the student's achievement.
  - b. Frequent reports to parents on their child's progress.
  - c. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom.

## Bridgeport-Spaulling Community School District

4691 Bearcat Blvd, Bridgeport, Michigan 48722-0657 (989) 777-1770  
Carol Selby, Superintendent

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### Parent-Student-Teacher Compact A Promise of Commitment

#### Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school ready to learn.
- Finish my schoolwork and participate in classroom activities.
- Follow all school rules.
- Respect others and their belongings.
- Do my part in keeping my school clean and safe.
- Set aside a regular time and place each night to complete homework

\_\_\_\_\_  
Signature

#### Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following: ➤

- Provide teaching and leadership.
- Demonstrate care and concerns for each student.
  - Make efficient use of academic learning time.
  - Use special activities in the classroom.
  - Provide an environment that allows for positive communication between parents, students, and myself.
  - Encourage students and parents by providing information about student progress.
  - Give students strategies to increase competence.

\_\_\_\_\_  
Signature

#### Parent/Guardian Agreement

I want \_\_\_\_\_ to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.

- Support the school in its effort to maintain proper discipline.
- Encourage my child's effort to do his/her best.
- Stay aware of what my child is learning.
- Encourage positive attitudes.
- Attend parent-teacher conferences and other school functions.
- Communicate with teachers and/or school officials.
- Establish a time for sharing daily school experiences and/or completing homework.
- Read with my child and let my child see me read.

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Signature

COPY ONLY – DO T REMOVE