BRIDGEPORT-
SPAULDING COMMUNITY
SCHOOL DISTRICT



Bridgeport Spaulding Middle School

HANDBOOK
2026-2027

Bridgeport-Spaulding Community School District Board of Education

www.gobearcats.net

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GRADING SCALE

100-94	=	A
93-90	=	A-
89-87	=	B+
86-84	=	B
83-80	=	B-
79-77	=	C+
76-74	=	C
73-70	=	C-
69-67	=	D+
66-64	=	D
63-60	=	D-
59 and below	=	F

HALF-DAY SCHEDULE – A

1st Period	7:35 - 8:00 a.m.
2nd Period	8:05 - 8:55 a.m.
3rd Period	9:00 - 9:50 a.m.
4th Period	9:55 - 10:40 a.m.

HALF-DAY SCHEDULE - B

1st Period	7:35 - 8:00 a.m.
5th Period	8:05 - 8:55 a.m.
6th Period	9:00 - 9:50 a.m.
7th period	9:55 - 10:40 a.m.

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TWO-HOUR DELAY

3rd Period 9:35-9:50 a.m.
Resume Normal Schedule

DAILY CLASS AND LUNCH SCHEDULE

1st Hour	2nd Hour	3rd Hour	4th Hour	Lunch	5th Hour	6th Hour	7th hour
7:35-8:00	8:05-:855	9:00-9:50	9:55-10:50	10:55-11:25	11:30-12:30	12:35-1:25	1:30-2:27

BREAKFAST AVAILABLE FROM 7:35 – 7:55A.M.

TIME BETWEEN CLASSES: 5 minutes

Student Full Day 7:35 – 2:27
Student Half Day 7:35 – 10:40
Teacher Hours 7:25 – 2:55

A MESSAGE FROM THE PRINCIPAL

Dear students, parents, and guardians,

On behalf of the faculty, administration, and staff of Bridgeport-Spaulding Middle School, I wish to welcome you to the new school year. We hope this is a happy and exciting time for you and we look forward to helping you make it a success.

The information contained in this student handbook and agenda is the result of a special effort on our part to communicate to you how to become a contributing and successful member of our school community. Please take the time to read it carefully and use it as a reference throughout the year.

The purpose of education is to help each student achieve success and become a productive citizen in a democracy while fostering a sense of self-worth and a respect for others. By developing and accepting the responsibilities and obligations of good citizenship, you will be able to participate fully in our school and in the world of tomorrow.

We hope that you will find enjoyment in the varied activities offered here at Bridgeport-Spaulding Middle School. They will not only enrich your present world, but will also prepare you to live a better adult life. Remember that your success at Bridgeport-Spaulding Middle School will be directly proportional to your effort. We wish you the very best year! If you have any questions, please see me personally, call me at (989) 777-9440, or visit our website at www.gobearcats.net

Sincerely,

Steven Baker, Principal

GREETINGS FROM THE FACULTY

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year! We believe that teachers, students, parents, faculty, administrators, and other members of the Bridgeport-Spaulding community must work together in a team effort to better educate our students and to prepare them to be literate, problem solving, and productive members of our society.

FOREWORD

The purpose of this handbook is to acquaint students, parents, guardians, and teachers with necessary information. However, it is not a complete school policy manual. In it you will find information regarding our school's mission and philosophy, as well as school expectations, policies, rules, procedures, routines, and guidelines. We urge you to read it carefully with the realization that such a resource, at its best, has limitations. You are encouraged to contact your teachers or the administration concerning any phase of our total school program. We hope that this information will contribute to a better understanding and appreciation of that program, and to that end we dedicate this handbook.

BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The Bridgeport-Spaulding Community School District mission statement affirms that..."All students will learn and effectively use fundamental skills and develop abilities which will enable them to achieve lifelong success in our changing global society. To this end, we commit our skills, abilities, and resources. The **Fundamental Skills** are:

- To show care and respect for self and others;
- To apply process skills to effectively solve problems and make decisions;
- To exhibit group skills which are characterized by cooperation and sharing; and
- To approach learning as a lifetime endeavor."

BRIDGEPORT-SPAULDING MIDDLE SCHOOL MISSION STATEMENT

Bridgeport-Spaulding Middle School is committed to the following goals:

- Teach every student the language arts, mathematics, science, and social studies as stated in the district core curriculum;
- Provide students with as much individual attention as needed to make them feel good about themselves;
- Provide student opportunities to explore fine arts and career preparation.

THE RIGHTS AND RESPONSIBILITES OF BSMS STUDENTS

STUDENTS HAVE THE RIGHT TO:

- A quality education
- An education without undue interruption, disruption, fear, or inhibition
- Freedom of expression through First Amendment rights
- Privacy in their person and possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and/or concealed by the student
- A copy of the Code of Conduct
- Receive respect from school personnel and other students
- Due process procedures
- Participate in school functions and extracurricular activities
- Protection and confidentiality when fulfilling responsibility to report violations of the Code of Conduct
- Full access to opportunities within the educational environment without discrimination by gender, sexual preference, religious beliefs, ethnic background, nationality, or disability, and support services that promote the development of student potential

STUDENTS HAVE THE RESPONSIBILITY TO:

- Put forth their best effort to meet classroom expectations
- Conduct themselves in such a manner as to promote a positive educational environment
- Not interfere with the orderly conduct of classes and activities; not force others to participate; and not violate the rights of persons who may disagree
- Not carry, conceal, or bring onto school property any materials that are inappropriate or may disrupt the educational process
- Read and abide the Code of Conduct
- Inform school personnel about persons who show disrespect
- Read and understand their due process rights
- Meet academic qualifications and/or other criteria/qualifications/standards of behavior
- Assist school personnel by reporting misconduct
- Access necessary support services, participate in these support services, and make school personnel aware of individual needs

BRIDGEPORT-SPAULDING MIDDLE SCHOOL PHILOSOPHY

The middle school student is a unique being, neither a child nor an adult, but caught in a transitional period of life. We recognize the needs of the preadolescent student are special and their fulfillment is extremely difficult. It is during this time of life that students should be allowed to explore and expand their potential and abilities within a safe environment.

We realize that the middle school years are only a part of a student's education and must be a result and extension of elementary school and an introduction into the high school program. Activities in middle school should reflect our concern for a smooth transition.

The middle school program must be designed to meet the emotional, intellectual, physical, and social interests and needs of students, and to facilitate the development of self-discipline and self-esteem. It is important that the student participate in the learning experience with an open mind, a positive attitude, and a cooperative spirit.

PHILOSOPHY (Cont.)

Communication is a vital part of education and must be encouraged between students, faculty, staff, administration, parents, guardians, and community. A school-parent partnership is essential to the education of youth.

THE GOAL OF BRIDGEPORT-SPAULDING MIDDLE SCHOOL

To make decisions in the best interest of student achievement through student, faculty, staff, administrative, and parent involvement. School improvement will be consistent with our mission statement and philosophy.

NON-DISCRIMINATION STATEMENT

Bridgeport-Spaulding Middle School does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

ACADEMIC RECOGNITION – TEAM ACHIEVE

At the end of each marking period, students will be recognized for academic achievement and citizenship. Students will need to earn a minimum of A's, B's, C's, with limited absences (5) and have no disciplinary referrals during that given marking period. Team Achieve students will earn a variety of privileges that may include but are not limited to pizza parties, monthly activities, field trips, T-shirt, early lunch, open gym, attend after school events without parent chaperone, and discount ticket prices for extracurricular events.

ACCIDENTS

All accidents occurring in the building, on school grounds, or at school-related events and activities must be reported and filed using forms available in the Main Office.

ASSEMBLIES

Throughout the year, our school will have various assemblies including pep and spirit rallies, concerts, presentations, or guest speakers. At assemblies, students are to listen courteously to the presentation and clap or cheer in an appropriate manner. Students are to sit where directed, remain with their class, and stay seated until dismissed. Students not following these guidelines will be removed and referred to an administrator for disciplinary action according to the Code of Conduct.

ATTENDANCE

See Bridgeport Spaulding Community School District Attendance Policy located on the District website.

BACKPACKS AND BOOKBAGS

Students may be required to leave backpacks, book bags and other items such as coats and jackets in their lockers. Students will only be allowed to bring into class the materials necessary for instruction and learning.

BICYCLES

Bicycles must be parked and locked in the racks provided. The school district is not responsible for damage or theft while bicycles are parked in the racks.

BUILDING AND HALLWAY GUIDELINES

To ensure a proper and safe educational environment and to allow teachers adequate time to prepare their classrooms in the morning, students are permitted to enter the building and stay on the first floor only after 7:20 a.m. During the school day, students are permitted in the hallways only during passing periods, with an appropriate pass. Likewise, students are to leave the building by 2:40 each day unless they are participating in a supervised school-related activity. Students found in violation of these guidelines may be referred to the office for disciplinary action following the Code of Conduct.

BULLYING/CYBERBULLYING/HARASSMENT/INTIMIDATION

Michigan anti-bullying laws and regulations include the following definitions of bullying and cyberbullying:

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

CAFETERIA

Lunch can be a pleasant break in the school day. However, for all students to enjoy their meal, appropriate behavior must be observed in the cafeteria at all times. During lunch, students are under the authority of staff members who supervise the cafeteria. Supervisors will refer students to the office for serious disruptions or misbehaviors. This helps to ensure a smooth lunchroom atmosphere and helps the supervisors to monitor student behavior. The following are important cafeteria expectations:

1. Enter and leave the cafeteria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor. Cutting in line or saving a place in line is not permitted.
3. When you have obtained your food, return to your seat and remain there. However, you may return for more food.
4. Common courtesy and good manners are always expected. Loud or boisterous behavior will not be tolerated.
5. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats, and floor in his or her area are wiped and clean.
6. Students must request permission from supervisors before they leave the cafeteria. There will be no food, candy, or drinks permitted in classrooms or hallways. Food and drink are to be consumed only in the cafeteria.

COMPUTERS

Bridgeport-Spaulding Middle School students are able to use computers/Chromebooks. Computers/Chromebooks are useful tools that can enrich the learning experiences available to students. Students who abuse this privilege by damaging or destroying hardware or software, or who use this technology for inappropriate or illegal purposes, will lose the right to use the technology and may face serious disciplinary and/or financial consequences. In this regard, students should know that:

1. Computers, software, and related technology at Bridgeport-Spaulding Middle School are ONLY to be used for school-approved educational purposes.
2. Student access to the Internet and related off-site information services will be strictly monitored and limited to approved educational activities.
3. Students must have a signed parent permission form on file to access the Internet. – (See *Technology Use Agreement*)
4. Students who copy, alter, or erase software programs without authorization or who copy, alter, or erase files belonging to others, or other inappropriate uses of technology will face serious disciplinary consequences for stealing, destroying, or abusing school property.

DANCES

The Middle School will offer school dances periodically during the year. The sponsoring group may set the price of admission and guidelines for the dance. Generally, middle school dances take place immediately after school. ***ONLY BRIDGEPORT-SPAULDING MIDDLE SCHOOL STUDENTS MAY ATTEND OUR DANCES.*** Students with reoccurring discipline, such as excessive tardies, being placed in alternative room, suspensions, **ARE NOT ELIGIBLE** to attend. Any student suspended from school within the same marking period as dance will also not be allowed to attend. Students are asked to have rides at school at the time announced for the end of the dance.

DRESS CODE

It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. Extremes in dress and personal appearance that tend to cause distraction to the educational process, pose health problems, or call undue attention to the wearer will not be tolerated at school. The following regulations set limits on what is or is not permissible to wear or have at school.

1. Clothing or hairstyles designed to call undue attention or make the wearer conspicuous. Moreover, all clothing must be clean.
2. Clothing, jewelry, or body markings with sexual, vulgar, violent, offensive, or illegal insinuations or messages will not be allowed.
3. Items displaying or endorsing drugs, alcohol, or tobacco products will not be allowed.
4. Spaghetti-strap, see-through, or midriff tops are not allowed and shirts and tops must have sleeves OR must have 3" across the shoulder.
5. Cut-off shorts will not be allowed, but must follow #11
6. Undergarments worn, as outer garments will not be allowed.
7. Apparel designated to indicate gang membership will not be allowed.
8. Sunglasses, or other accessories that fall under #2 may not be worn in the building at any time.
9. Shoes must be worn at all times, and must have a sole. No Slippers or house shoes are allowed.
10. Administration may ask students to remove jackets, coats, outerwear, etc during the school day.
11. Length of shorts and skirts must be in good taste and must be at or below fingertips.
12. Pants must be worn at the waist. No sagging – underwear or shorts should not be visible at anytime

If appearance becomes disruptive to the educational process, discipline or removal of the student is possible. The principal reserves the right to all final decisions regarding questionable dress.

All students MAY be required to keep coats and jackets secured in their lockers during the school day. If a coat or jacket is too valuable to leave in a locker, the item should not be worn to school. If the student describes him or herself as "always cold," he or she should wear a sweater or sweatshirt.

Clothing items in violation of these guidelines shall be removed upon entering the building and are not to be worn during the regularly scheduled school day nor carried to class. Items in violation of these guidelines may be confiscated at the discretion of school staff and later returned to the student or parent by an administrator. (Unclaimed confiscated items from the current school year will be disposed of by the second marking period of the following school year.) 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 the student may return to class. Students that refuse to cooperate or comply with the dress code will be referred to the office. The administration reserves the right to all final decisions regarding questionable dress.

ACCEPTABLE DURING SCHOOL DAY	NOT ACCEPTABLE DURING SCHOOL DAY
Jogging (pants/top)	Coats or jackets (permitted at admin discretion)
Sweatshirts	Crop tops, belly shirts
Sweaters	Book bags/backpacks
Dress jackets	Purses or handbags
Hoodies-sweatshirt	Slippers

EIGHTH-GRADE PLACEMENT

The administration will review student attendance, academics, and discipline records throughout the year and make recommendations to High School administration for placement or probation.

ELECTRONIC DEVICES/CELL PHONES

Electronic items should be brought to school at your own risk. Electronics should be "locked up" at the beginning of each school day. Electronics should not be used during instruction time or used during class exchange without direct teacher permission and supervision. Items will be confiscated when they are in "plain sight", brought to class, **or used during inappropriate times.** Confiscated items will be turned in to an administrator and only returned to parents or guardians.

Level 1 - Is the standard expectation.

Students are to keep their cell phones, smart watches **and headphones*** in their lockers/Yondr Pouch.

Consequences for Level 1 violations

Cell phone confiscation ***- Phone will only be returned to a parent and ONLY the parent.***

Level 2 - Repeated violations of Level 1

Level 2 is reached when an individual student's cell phone issues and confiscations become a burden on staff and conflict with learning in the classroom.

Consequences for Level 2 violations

Parent Meeting ***- Parent and school staff will work together to develop a plan of action for an individual student.***

Any electronic devices that are lost or stolen are not the responsibility of the school district or any district personnel.

EMERGENCY SCHOOL DELAY STARTS AND CLOSINGS

Given the climate and weather of the Saginaw area, there may be days during the school year that the start of the school day will be delayed two hours or the day may be cancelled altogether. If there is any doubt about the status
of the school day, PLEASE DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL FOR INFORMATION. LISTEN TO THE FOLLOWING RADIO OR TELEVISION STATIONS: WNEM TV-5, WJRT TV-12, WEYI TV-25, WHNN 96.1-FM, WUGN 99.7-FM, WIOG 102.5-FM, WTLZ 107.1-FM, WSGW 790-AM, WKNX 1210-AM and WSAM 1400-AM.

Monitor school website: www.gobearcats.net

Listen to school robo calls.

Monitor school text message. (Please update your contact numbers if they change)

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.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent, or his/her designee, the principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as is reasonable. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

EXTRACURRICULAR AND ATHLETIC PARTICIPATION

Participation in extracurricular and athletic competition is one of the many fine opportunities available to all students at Bridgeport-Spaulding Middle School. Such participation is highly encouraged and can be one of the most rewarding experiences in the middle school. The rules and regulations for participation are established by the administration, athletic director and coaches, and approved by the Board. Please refer to athletic department for a written copy of policies.

FIELD TRIPS

Throughout the school year, students will have a variety of opportunities to go on curricular, co-curricular, and extra-curricular field trips. The purpose, destination, and length of these trips will differ and will be determined by the sponsoring teacher, team, or group. The principal must approve all field trips and the district will usually provide transportation. In some cases, students will walk to close locations. Students are to follow all teacher or supervisor instructions during the trip and misbehaviors may be referred to the

office for disciplinary consequences following the guidelines in the Code of Conduct. If warranted, the principal may deny a student the privilege of attending future field trips based on those misbehaviors.

FIRE/TORNADO DRILLS AND SECURE MODE DRILLS

Fire, tornado, and secure mode drills are practiced to help prevent injuries and deaths in case of an emergency. When the fire alarm sounds, students should walk from the building to their assigned areas outside the building. Each teacher will review and post the fire drill and tornado procedures within their rooms. Instructions for tornado drills will be handled in the same manner. All teachers will be assigned a designated area in the building to take their classes. Students are to listen carefully to and obey all instructions from any teacher or staff member during a drill. Failure to do so will result in a referral to the office.

FREE AND REDUCED-PRICE LUNCH

Due to a Federal Grant, Bridgeport-Spaulding Community School will provide free breakfast and lunch to all students. In order to receive these services, students must adhere to the menu restrictions which include taking all required components on their tray. Middle school students do have the opportunity to purchase additional food and snack items.

GUEST/SUBSTITUTE TEACHERS

Bridgeport-Spaulding Middle School is fortunate to have guest teachers come to our building when our regular teachers are absent. These substitute teachers deserve the highest courtesy and cooperation from students at all times. Students will receive an automatic referral to an administrator for any misconduct while under the supervision of a guest teacher.

HAZING

A student will not haze or conspire to engage in hazing of another. As used in this section, “hazing” includes any method of initiation or pre-initiation into a student organization or any pastime or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term “hazing” does not include customary athletic events or similar contests or competitions.

ILLNESS DURING SCHOOL HOURS

At times, students will become ill during school hours. When a student feels ill during class, he or she must get a pass from a teacher and then report to the office. If a student feels ill during a passing period, he or she must report to his or her next period teacher to get a pass.

School personnel will attempt to provide basic first aid and care for injuries and illnesses that occur in school. Students may be referred to the school nurse if necessary and when she is available. Students seeing the school nurse under false pretenses or that behave inappropriately while there will be referred to an administrator. If an emergency arises during the school hours due to injury or illness, school personnel will attempt to notify the child’s parents or guardians. If unsuccessful, school personnel will call one of the telephone numbers listed on the student emergency medical card. If contacted to pick up their child, parents or guardians must do so in a reasonable amount of time and sign their child out in the main office.

LIBRARY MEDIA CENTER

The library media center houses books, magazines, newspapers, reference materials, electronic databases, audio-visual materials and equipment. Students may use the resources before and after school, with their classes accompanied by a teacher, or at other times for group or individual study and research.

Books are loaned for two weeks and may be renewed. Magazines are loaned for one week and may be renewed. Reference books and materials may not be checked out. The library media center is automated and provides full text magazines articles and electronic encyclopedias on-line. There is a fine of five cents each school day for every item that is overdue. However, if a student is absent the day his or her materials are due, and he or she returns these materials the first day back at school accompanied with an excused absence slip, no fine will be assessed. If materials are not returned on the student's first day back to school, then fines will be charged.

LOCKERS AND LOCKS

Students are assigned lockers and are not permitted to share lockers or lock combinations with others. Lockers are the exclusive property of the school district and are lent to students for their use. Students have no expectation of privacy concerning locker use or items contained therein. Illegal items stored in lockers, items that pose a threat to student safety, or items that disrupt the educational process are prohibited. To ensure compliance, school personnel may inspect lockers and their contents periodically with or without student notification. Lockers should not contain valuables and should be locked at all times. The school is not responsible for lost or stolen items.

MEDICATION

Students needing to take medication during the school day must have on file an appropriately completed "PERMISSION FORM FOR PRESCRIBED MEDICATION." This includes **non-prescription** (over-the-counter) medication.

If it is necessary for a student to take medication during school hours, the medication must be left in the office. At no times are students allowed or permitted to have prescription or non-prescription medication in their possession or in their lockers while at school. Students found in violation of this expectation will be handled following the guidelines established in the Code of Conduct. School personnel will not assume responsibility for application of ointments, change of dressing, blood testing or injections.

Each student's medication must have affixed a prescription label including his or her name, the name of the drug, directions concerning dosage, and duration of the period of medication. Medication forms may also be obtained from the attendance secretary. NO MEDICATION INCLUDING PAIN RELIEVERS WILL BE GIVEN WITHOUT PROPER FORMS BEING ON FILE IN THE ATTENDANCE OFFICE.

PBIS (School-Wide Program)

A School-Wide Positive Behavior Intervention Support (PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. PBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions.

The four main elements in PBIS:

- Customize practices to support student behavior
- Systems of support for educators in the school
- Data collection and decision making
- Promoting social and academic proficiency for all students

PERSONAL PROPERTY

Every reasonable attempt is made to encourage each student to take common sense care of his/her personal property. The district will not be held liable for any items lost or stolen. We have lockers, and each student is provided with combination locks. The only thing we cannot supply is a sense of individual responsibility. We have listed some suggestions that may help.

We believe if students follow these suggestions the chances of loss or theft will be greatly reduced.

1. Do not share a locker combination with anyone. If a student is aware of someone else knowing his/her combination, administration should be notified immediately.
2. Double check the lock – Be sure it is completely fastened. Report any damage to lock or locker. Report all defective locks to the office.
3. Do not bring large amounts of cash and other expensive valuables (electronics) to school.
4. Report any person observed taking something that does not belong to him/her.
5. Do not open anyone else's locker at any time.
6. In classes where a student may have to set aside valuables or clothing (i.e. gym, shop, etc) and he/she is not satisfied with the precautionary measures taken, the student should ask the teacher to hold his/her valuables for safekeeping.
7. Rings and other forms of jewelry are often left in bathrooms or locker rooms. As an example, be particularly alert to putting rings back on if they have been removed to wash hands.

Gym clothing, shoes, gym bags and all other items should be clearly and unmistakably identified with a name.

PHONES

Students should ask a secretary for permission to use their respective grade-level office phone in case of sickness, school-related issues, or emergencies. Students may not use the phones without permission in the office, library, classrooms, or other parts of the building. Teachers will not give passes to use the phone. **Secretaries are not responsible to take personal messages for students from parents or guardians unless the message involves an emergency.** Students using the phones without permission will be referred to an administrator.

POSTERS, SIGNS, AND PUBLICATIONS

Any student or staff member wishing to put up posters, signs or distribute publications must see a building administrator for permission. Posters or fliers for personal social events cannot be distributed or posted (Board Policy 3.16).

PROMOTION

Middle School Students must demonstrate proficiency throughout their school year. Bridgeport Middle School students may do this in a couple of different ways:

1. Pass state assessment testing (MSTEP or PSAT) + reduced credit requirements
2. Meet grade level targets AND individual growth goals on NWEA testing + reduced credit requirements.
3. Earn the required number of credits during the school year.

Middle school students will be required to earn/accumulate a minimum 18 credits in their classes. A minimum of three credits must be earned in each core class. In addition, a minimum of 4 core classes must be passed each marking period. The core classes are defined as Reading, Writing, Science, Math, and Social Studies. One credit will be earned with each passing core subject grade for each marking period. Students may also earn a half-credit per marking period in their standard graded elective class.

Therefore, two of the student's 18 credits could be earned by passing all four elective classes during the school year. All other credits must be earned by passing additional core classes. Students who do not meet the above criteria will be retained. **Students who are not on target to meet credit requirements may be offered one or more of the following support intervention services: credit recovery courses, tutoring, academic support hour, or homework lunch. Please contact administration to discuss other out of school fee based alternatives.**

REPORT CARDS

As a general rule, report cards are distributed within one week of the end of the marking period. Parents may request a copy of a student's report card from the Guidance Office, if necessary. Reports cards are not mailed home. They may be access electronically or picked up from the school during business hours.

RESTORATIVE PRATICES

In accordance with Michigan School Code (MCL 380-1310c), middle school staff will consider restorative practices as alternative or in addition to suspension or expulsion. Restorative practices may include but are not limited to; apologize, participate in community service (Bearcat Service Hours), restoration, counseling, or pay restitution.

SCHEDULE CHANGES

Students may REQUEST a schedule change by:

1) Obtaining and properly completing a change-of-schedule form from the main office or the guidance office.
2) Having their parent(s) or guardian(s) sign the change-of-schedule form to indicate their permission.
3) Obtaining the signature(s) of the teacher(s) of the class(es) being dropped.
4) Obtaining the signature(s) of the teacher(s) of the class(es) being added.
5) Returning the completed form to the main office before the announced deadline for each nine-week grading period.
6) Principal must approve final schedule change(s).

Deadline dates for the changes are one week before the beginning of the nine-week grading period. No schedule changes will be accepted after the deadline date - NO EXCEPTIONS.

STUDENT COUNCIL

Students should be free to establish and participate in a student council that provides all students a voice through a democratic system. The purpose of student council is to serve the best interests of the school by planning school activities, events, and assemblies, organizing charity and fund raisers, promoting service and volunteer drives, and by representing student interests concerning policies and administrative decisions. The operation of student council will be governed by a constitution approved by the Bridgeport-Spaulding Middle School Site-Based Decision-Making Council and which is not in violation of state statutes or district policies. Student Council must have a faculty advisor. All students will have the right to vote for a classroom representative that will serve a term of either one or two semesters. The statements, votes, decisions, or actions of a student council representative, specifically relative to his or her role on student council, will not have any affect on his or her grades, participation in extracurricular or co-curricular activities, rights, or responsibilities. Should a member of the student council feel that his or her rights under this section have been violated, he or she should report this to the principal for immediate review.

STUDENT EDUCATIONAL RECORDS (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (20 USC Section 1232g) and the regulations adopted pursuant thereto, all parents and guardians of students under 18 years of age and all students 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 building coordinator 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 received the request.

Parents or eligible students may also submit to the building coordinator a written request to amend the student's records which the parent or student believes 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, legal guardian 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 School Board; a person or company with whom the
District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a 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 or her professional responsibility.

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.

TEXTBOOKS

Teachers may issue textbook(s) to their students as required. Students are responsible for these books until they are returned. It is important that students write their names clearly in ink on the inside cover so that the book can be returned in case it is lost. Each book is given a rating according to its condition. If the book is returned damaged, has torn pages, or has been defaced, students may be charged a fine based on the rating condition of the book when it was issued to them. Students should call any existing damage to the attention of the teacher at the time the texts are first handed out. Questions on condition of textbooks should be directed to the teacher.

TRANSFERING STUDENTS

In the event a student who has been suspended/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.

TRANSPORTATION

The Bridgeport-Spaulding School District provides free bus transportation for students in the district who do not reside within a predetermined walking distance from their assigned school. Good behavior is expected from students when waiting at bus stops, during loading and unloading, and while riding to and from school. For the safety of all passengers, the bus driver must expect all students to obey the bus rules at all times. Like the teacher in the classroom, the driver is in charge on the bus and deserves every student's full cooperation. Please remember the following rules:

1. Arrive at least five minutes before your scheduled pick-up time.
2. Stay back at least five feet from the road at the bus stop.
3. Sit in your assigned seat and keep the bus aisle clear of book bags, legs, arms, and instruments.
4. Avoid loud talking or excessive noise.
5. Keep the window closed unless given permission by the driver.
6. While in transit, speak to the driver only when necessary.
7. Keep your seat and area on the bus clean and free of litter or garbage.
8. Keep glass objects, dangerous materials, and balloon bouquets off the bus.
9. Eating or drinking of any kind is prohibited on the bus.

At the middle school, busses will drop off and pick up students in the back of the school. This process should be done as quickly as possible with SAFETY in mind at all times. If you have any questions concerning transportation, call the Transportation Office at 777-4820.

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 to others at all times.
2. Treat others as you wish to be treated.
3. Sit down on the seat, face forward, and put 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, 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, except for ordinary conversation, while on the bus
10. Always Remember: Riding the bus is a privilege – ABUSE IT AND LOSE IT!

VISITORS

Bridgeport-Spaulding Middle School welcomes visitors to our school, and we hope they enjoy seeing our students, faculty, staff, and educational program. To maintain a safe and secure school and academic environment, we ask that visitors follow these guidelines:

1. Visitors need to report to the main office and sign in. A visitor pass will be issued when necessary.
2. Visitors need to be clear about their purpose for visiting, whom they wish to visit, and for how long.
3. Parents wishing to observe classrooms must have approval of the administrator. Visits will be limited to two per semester, or at the discretion of the building administrator.
4. Parents interested in conferencing with a teacher are always welcome. However, all conferences with teachers should take place at times that do not take teachers away from assigned teaching duties and it is recommended that parents make appointments for such visits.
5. No students from other districts will be allowed to visit or accompany Bridgeport-Spaulding students during the school day.
6. The administration reserves the right to deny visitation to anyone. Failure to comply with procedure may result in restricting of privileges.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from Bridgeport-Spaulding Middle School is encouraged to report the withdrawal to the school secretary and should be accompanied by his or her parent or guardian. Grade transcripts will not be sent until the student has returned all school property. Original transcripts will be sent to the receiving school by mail only. Copies of transcript materials are available.

WITHHOLDING GRADES

Grades may be withheld for any student with outstanding fees, fines, or books until such obligations are handled satisfactorily. Any fees still outstanding at the end of the school year may result in a delay in starting the next school year.