



Student/Parent Handbook

Wylie E. Groves High School

20500 West 13 Mile Road
Beverly Hills, MI 48025
(248) 203-3500

NOTICE TO STUDENTS

Board of Education Policies and Student Handbook provisions regarding student conduct and discipline are being reviewed, and may be revised during the 2018-2019 school year. If and when revisions are made, students will be notified of those changes.

Property of: _____

In case of emergency, please notify:

Name: _____

Phone #: _____

2019-2020

STUDENT/PARENT HANDBOOK

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GROVES MISSION STATEMENT AND BELIEFS AND HOUSE RULES

MISSION STATEMENT:

The mission of Wylie E. Groves High School is to be a community of learners which values each individual and fosters intellectual excellence, personal development, social responsibility and ethical standards.

BELIEFS:

The Groves School Community believes:

- in fostering a reverence for learning;
- in respect for and appreciation of human diversity;
- that a school functions best as a community of learners;
- that the acquisition of essential learning skills is necessary for intellectual growth;
- that we learn best when our education includes a variety of experiences which provide depth, cohesion, and significance to our lives;
- that creative thinking is necessary for progress in all areas of endeavor;
- that we should be encouraged to make informed decisions about our physical, social, spiritual, and emotional well-being;
- that achievement requires high expectations and sustained commitment;
- that we should participate responsibly within the framework of a democratic society;
- that we are integrally connected to the global community; and
- that learning is a lifelong process.

Groves House Rules

- Give back to the community
- Promote trust and communication between students and staff
- Avoid stereotypes and judgments of others
- Maintain personal and academic integrity
- Take ownership for your actions and handle your mistakes maturely
- Respect the views of others
- Don't stand silent if you see or hear an injustice
- Be responsible, helpful, and mature in the hallways
- Respect the Groves environment
- Be the change you wish to see

BE PROUD TO BE A FALCON

CLASS SCHEDULE

Monday / Wednesday / Friday		Tuesday & Thursday X-Block	
1 st Hour	7:30 — 8:43	X-Block	7:30 — 8:20
2 nd Hour	8:51 — 10:09	1 st Hour	8:25 — 9:26
3 rd Hour (Lunch A)	10:17 — 10:57	2 nd Hour	9:34 — 10:42
(Class)	10:57 — 12:10	A Lunch	10:50 — 11:30
3 rd Hour (Class)	10:17 — 11:30	3 rd Hour	11:30 — 12:31
(Lunch B)	11:30 — 12:10	3 rd Hour	10:50 — 11:51
4 th Hour	12:18 — 1:30	B Lunch	11:51 — 12:31
5 th Hour	1:38 — 2:50	4 th Hour	12:39 — 1:40
		5 th Hour	1:48 — 2:50

Telephone Numbers

E-mail addresses are followed by @birmingham.k12.mi.us

Building Administration

Title	Name	Email	Phone
Principal	Dr. Embekka Thompson	ETHompson	248.203.3518
Assistant Principal	Mr. Othamian Peterson	OPeterson	248.203.3515
Assistant Principal	Mrs. DeLois Spryszak	DSpryszak	248.203.3529
Assistant Principal	Mr. Darin Wilcox	DWilcox	248.203.3517
Athletic Director	Mr. Tom Flynn	TFlynn	248.203.3587

Academic Departments

Business/Engineering	Mrs. Snyder	HSnyder	248.203.3606
English	Mrs. Reed-Nordwall	KReed-Nordwall	248.203.3616
Experiential Center	Ms. Kuretzky	SKuretzky	248.203.3539
Mathematics	Mr. Kane	SKane	248.203.3575
Science	Mrs. Searle	LSearle	248.203.3550
Social Studies	Mrs. Sheckell	LSheckell	248.203.3621
Special Education	Mrs. Constand	DConstand	248.203.3620
World Language	Mrs. Arslanian	JArslanian	248.203.3614

Counseling

Counselor	Mrs. Barksdale	MBarksdale	248.203.3508
Counselor	Mr. Hurns	NHurns	248.203.3503
Counselor	Mr. Kolb	GKolb	248.203.3507
Counselor	Mrs. Kowalchuk	LCharles-Kowalchuk	248.203.3505
Department Chair	TBD		248.203.3506
Crisis Counselor	Mrs. Fugedi	MFugedi	248.203.3504

Police Liaison

Detective	Ron Baller	rballer@beverlyhillspolice.com	248.540.3406
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STUDENT CODE OF CONDUCT

Student Code of Conduct: The current BPS Student Code of Conduct may be found at the following link:

<https://www.birmingham.k12.mi.us/cms/lib/MI01908619/Centricity/Domain/2161/BPS%20District%20Code%20of%20Conduct.pdf>

EXPECTATIONS AND POLICIES FOR STUDENTS

ATTENDANCE

Groves High School believes that academic achievement is the result of high expectations, strong commitment and regular attendance. Groves strongly supports the belief that the interaction between teachers and students in the classroom setting is an integral part of the student's total learning experience.

Daily Absences – Excused and Unexcused

To excuse a student's absence, a parent or guardian must telephone the 24-hour answering service (248) 203-3500 option #2 no later than 8:00 a.m. on the school day following the absence. Whenever possible, parents are encouraged to notify the attendance office on the day of a student's absence. If the attendance office is not contacted, this absence will be considered unexcused. Doctor's notes may be required to verify appointments.

EE = Excused Exempt – Parent called in the absence within 24 hours. The reason for the absence is supported by the factors outlined in the attendance policy:

- Illness with medical documentation
- observation or celebration of a religious holiday
- recovery from accident with medical documentation
- required court attendance with court notice
- death in the family
- other absences that may be deemed acceptable by the Superintendent or designee
- religious instruction according to M.C.L.A. 380.1561(3d)(3e) (See Policy 5223) will be counted toward loss of credit.

EN = Excused Nonexempt - Parent called in the absence within 24 hours. The reason for the absence is not outlined as one of the factors in the attendance policy to make the absence exempt.

A = Unexcused Absence - Parent did not call in the absence, student did not attend class or a combination of both.

- Leaving class without permission is an unexcused absence.

If a student arrives more than 10 minutes late to class, it will be recorded as an absence.

Absences from class for reasons other than those listed above will be considered unexcused and therefore trancies. The assistant principal will notify students of unexcused absences and provide consequences for these trancies.

Leaving School During the School Day

Students who leave Groves for any reason during the school day must sign out in the Attendance Office. Approval to sign-out requires a written note from the parent prior to departure. The student should present the note in the Attendance Office at the time of sign out. Phone calls to classrooms are disruptive to the educational environment and are only used in emergency situations. Upon return to school, the student must sign in at the attendance

office so we are aware of the student's presence in school. Students who leave the building without signing out may be assigned Saturday detention.

Planned Absences

Students who will be absent for two days or more for family trips, college visits, etc. are encouraged to discuss their plans with their teachers. Parents should notify the attendance office by telephone (248-203-3522) in advance of the absence. **We strongly discourage students from missing extensive amounts of school for any reason. We strongly discourage families from extending vacations by removing students from school prior to or following a vacation. All academic assignments and responsibilities are the responsibility of the student.** These absences will be included in the total number of excused absences students are allowed to accumulate.

Consequences for Excessive Absences

In order to retain privilege of earning both a grade and credit for a class, a student must not exceed a total of eight (8) absences. Upon a student reaching eight (8) absences, they may be placed on an attendance contract. If a student violates the contract, a letter grade of "F" will appear on the transcript and will affect the student's overall GPA. However, credit may still be earned based on the student demonstrating competency in the course as defined by the district and the class syllabus. If a student receives credit, the grade will appear as "FC" on the transcript.

Students will have the right to appeal this decision and remain as a student in the class until the appeal has been heard. School sponsored activities will not count toward these absences.

Tardy Policy

Students are expected to be on time for all scheduled classes. Students will be considered tardy if not in the classroom at the assigned start time for that class. While events do happen that cause occasional tardiness; reasons such as car trouble, forgetting to set an alarm or oversleeping are generally considered an unexcused tardiness. **Tardiness greater than ten (10) minutes will be considered an absence for that class.** Students who arrive late for classes due to a late school bus should report to the attendance office to receive a late pass. **Each classroom teacher is encouraged to set his/her own policy regarding consequences for the first three tardies. Upon receiving a sixth tardiness, parents will be notified and the student will receive a Saturday detention or similar consequence.** Upon receiving a ninth tardiness, parents may be notified; the student may receive a Saturday detention or similar consequence. When tardiness becomes excessive, administration reserves the right to implement additional measures to address the problem.

Blended Learning Classes

Students who are enrolled in Blended Learning classes should have a completed, signed, and approved "BPS Off-Site Exploration Agreement" form registered with his/her Blended Learning teacher in order to leave campus. The Blended Learning teacher will issue a Pass for the student to exit the building daily. The student should have a "Blended Learning Pass" in his/her possession daily in order to exit the building. Failure to do these things will result in the student being unable to leave campus. If a student leaves campus without permission or the proper documents, then he/she is subject to disciplinary consequences. If a student abuses this privilege or shows an inability to be responsible, his/her opportunity to leave the building can be revoked at any time by the Blended Learning teacher or the Groves' administration.

Online Learning Classes/Dual Enrollment/Co-Op/Experiential Education

Students who are enrolled in classes that do not have daily attendance requirements should have a completed, signed, and approved "BPS Off-Site Exploration Agreement" form registered with the front office in order to leave campus during the school day. If approved, the student will receive a Pass to leave the building. The student is still required to sign in and out of the Attendance Office if he/she exits the building during the school day. Freshmen and Sophomore students are required to adhere to the Closed Campus policy.

Eighteen-Year-Old Students

Students attending Groves, regardless of age, are expected to follow the attendance policy.

Attendance Appeal Process

All students have the right of appeal for any administrative action. The attendance appeal process is explained on page 13. Students who appeal an attendance decision must continue to attend the class in question.

CLINIC

Students who are ill or injured during the school day must go to the clinic located in the attendance office area. Students should first check in with the teacher whose class will be missed to obtain a pass to the clinic. The teacher should issue a hall pass for the student to go to the clinic. Students must sign in when they arrive at the clinic so that they will be excused from class. Students: please wait to contact parents until arriving at the clinic so appropriate care can be coordinated.

Medication which must be taken by pupils at school requires a written request from the parent or guardian together with a written set of instructions from the physician prescribing the medicine. The child's name, the doctor's name, the name of the medicine, the dosage, the specific time of administration, the expected duration of the treatment, possible side effects, and special instructions, shall be listed clearly by the doctor on form #BH-97A. This request is to be kept on file in the school office.

HOMEWORK REQUESTS FOR ABSENT STUDENTS

Parent should make homework requests to individual teachers by email. An extended absence exists when a student is **absent three days** and additional absence is anticipated. Homework requests require **24 hours notice** so that teachers may be contacted and submit homework information. For absences of less than three days, the absent student may contact a classmate to gain homework information. Be sure to pick up all requested homework. In addition, parents and students are advised to email teachers directly for homework and class information. If there is reason to believe a student will be absent due to illness, injury or accident more than five consecutive days, you may notify your student's counselor to request homebound or hospitalized service.

POLICIES GOVERNING STUDENT CONDUCT

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty and discipline—qualities which are important not just in school, but throughout life. As learning is the primary mission of Groves High School, the following policies and rules are instituted to ensure that no person disrupts the educational process or violates the rights and safety of others by his/her actions, or lack of consideration and cooperation. These rules apply on the Groves campus, at extracurricular events, off campus, on school buses and at school bus stops. Specifically, students should be aware of the following information.

ACADEMIC INTEGRITY

We believe that students are in school to learn from doing their own work. Homework, tests, papers, and projects are all important tools for learning. Therefore, schoolwork that is turned in by a student must be a result of that student's effort. An academic violation occurs any time a student turns in work that is not his/her own. Any academic violation is a serious offense which may result in the filing of an official report of Academic Misconduct.

I. Homework, Group Work and Other Class Work

Homework and class work should represent the student's effort. In some situations, collaboration is acceptable. Teachers will clearly define these opportunities. However, teachers may designate homework and laboratory assignments on which collaboration is not permissible. **The copying of someone else's work (word processed, photocopied, or hand copied) on these assignments is not permissible. Students who allow their work to be copied will also be penalized. Unreasonable similarities between the works of two or more students are not acceptable.** At the high school level, parents/guardians should avoid excessive assistance in the completion of student assignments.

II. Tests

A. Closed Book

The results of a test or quiz should represent only the student's own work. This work must be performed during the testing period without any unauthorized assistance. Verbal and nonverbal communication between students is not permitted during the testing period. **It is the student's responsibility to be certain that:**

- Desk and all writing paper are clean
- All unauthorized materials are removed from view, including cell phones/electronic devices
- Personal behavior is appropriate
- He/she remains in class for the duration of the testing period.

Examples of improper behavior include but are not limited to:

- Looking at another student's paper or scanning the room
- Talking to other students (for any reason) during testing
- Sharing test information with students outside of class
- Having inappropriate written material available for use
- Having items (i.e. water bottles, purses, eyeglass cases) on desk that are not required for testing.
- Using unauthorized electronic devices.

B. Open Book

The same rules apply to open book tests that apply to closed book tests except that teachers will define the specific resources that a student may use. Unreasonable similarity between the works of two or more students is prohibited.

C. Unauthorized Access

Students are prohibited from gaining unauthorized access to test materials through such behavior as going into a teacher's files (physical or electronically), looking through a teacher's desk, or taking materials from on top of a teacher's desk, computer disk or hard drive, or other unauthorized source. Students are prohibited from modifying or fabricating official school documents or records.

D. Other situations

Students who provide unauthorized assistance (i.e. papers to be copied, answers to tests, copies of tests or test questions, electronic files or emails) have violated this policy.

III. Essays, Paper and Projects

All academic work should be the product of an individual's original thinking and writing. It is the responsibility of writers to distinguish between words and ideas which are theirs and those which are not and to credit material which has been incorporated from other sources and persons. The use of the ideas and words of others without this crediting is academic theft. Violations of this ethical code in the professional world have resulted in the loss of jobs, awards, and degrees.

Plagiarism can be defined as:

- Putting your name on a piece of work of which any part is not yours
- Taking words, phrases, sentence structure or any other element of the expression of another person's idea, and using them as if they were yours
- Paraphrasing without proper documentation
- Appropriating someone else's ideas, and calling them your own
- Significantly revising student work by parents and guardians.
- Using purchased, borrowed, or downloaded papers.

IV. Consequences

The consequences for academic violations related to plagiarism and other types of unethical behavior will vary with the severity of the offense and the frequency of other incidents. The faculty has agreed to adhere to the following procedure in cases of academic violations:

- A. The teacher will file an academic violation report for each incident.
- B. The teacher will inform the assistant principal, department head and parent.
- C. The assistant principal will contact parent(s)/guardian(s).
- D. The assistant principal will meet with the student and, as necessary, the teacher, counselor, and parent(s)/guardian(s) to discuss the violation and its consequences, and to explore ways for the student to avoid further instances.
- E. The assistant principal will communicate the consequences, which could include, but are not limited to:
 - Verbal warning
 - Grade of zero on affected part of assignment/test
 - Grade of zero on entire assignment/test
 - Compensatory work
 - Detention and/or suspension
 - Suspension of privileges
 - Filing an Academic Misconduct Report
- F. The administration will keep academic violation reports on record for the duration of the student's high school career.
- G. The assistant principal will use the violation reports and the student's past record to determine if an Academic Misconduct report will be filed.
- H. An Academic Misconduct automatically disqualifies a student from National Honor Society eligibility for one calendar year and revokes membership for current members.
- I. Any action taken by a teacher or administrator is subject to the appeal procedure by the student and his/her parent(s)/guardians(s).

V. School Responsibility

It is the responsibility of Groves High School to inform and educate students, parents, and faculty regarding the nature of academic misconduct and its possible consequences and to establish and present programs which promote academic integrity.

ANTI-HARASSMENT POLICY (Board Policy 5517)

An environment of mutual respect for the rights of others must prevail if the Birmingham Schools are to fulfill their educational purposes. Students are encouraged to form, hold, and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the rights of other students, and **all students must be able to learn and grow in an atmosphere which is free from any form of harassment.**

Harassment for the purposes of this policy shall be defined as verbal, physical, or written behavior which:

- intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin or disability;
- involves an expressed or implied threat to personal safety; or
- has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.

Sexual harassment for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that is severe or pervasive enough to create a hostile or intimidating school environment.

Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include but is not limited to:

- * Written Contact: sexually suggestive or obscene letters, notes, invitations, drawings.
- * Verbal Contact: sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person's body or sexual characteristics that are used in a negative or embarrassing way.
- * Physical Contact: any intentional pats, squeezes, touches, pinches, repeated brushes up against another's body, assault, blocking movement, or coercing sexual intercourse.

A student who feels he/she is being harassed by peers or by a staff member of the Birmingham Schools, or is aware of the harassment of another student, shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, paraprofessional, etc.

The staff member receiving a student's report, a parent's report or who observes an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, he/she will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to a building administrator. The building administrator will initiate a further investigation of the harassment charges and implement appropriate measures.

Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education including Policy 5600, Student's Rights, Responsibilities.

ANTI-HAZING POLICY (Board Policy 5516)

Hazing activities of any type are inconsistent with the educational process and are prohibited at any time in school facilities, on school property, at any school-sponsored event, or at any school-related activity on or off campus.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional or physical harm. **Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.**

APPEAL PROCESS - ATTENDANCE AND DISCIPLINARY

Students and/or parents may file an "appeal" and request a hearing on actions taken by school personnel. Appeal forms may be obtained from the principal's secretary. The appeal form must be returned **within one school day** of the disciplinary action to the principal's secretary.

Ordinarily, appeals will be heard by building administrators as follows:

Academic Misconduct	Assistant Principal/Principal
Attendance Appeals	Assistant Principal/Principal
Detention Appeals	Assistant Principal
Grade Appeals	Department Head/Principal/Review Committee
Suspensions	Assistant Principal/Principal

If a student appeals a disciplinary action, the discipline is held in abeyance until the hearing has been held. Thus, a student who is appealing an attendance drop from a class should attend the class until the hearing is held, and a student who is appealing a suspension from school should attend school until the hearing is held and a decision is rendered. This right does not exist in the case of investigations leading to possible expulsion, criminal investigations, or concerns for the health and safety of the school community. It also does not exist when a student is involved in expulsion proceedings. Students (or witnesses) who are involved in the appeal process and perjure themselves risk having further disciplinary action taken. Appeals which are determined to be frivolous or without any substantive merit may be decided without a hearing - but on the basis of written documentation only.

BULLYING

Bullying or other aggressive behavior toward a student, whether by students, staff or third parties within the school community 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. This policy extends to a student's use of social media (cyber bullying), behavior at extracurricular activities or any other venue that may affect another student's educational experience within the school. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of all administrators, faculty, staff, students, parents and volunteers. Students should report bullying

to any adult at Groves who will notify an administrator of the allegations. The administrator is required to begin an investigation. The detailed policy is available in the appendix of this handbook and on the BPS website.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

Cell phones and electronic communication devices may be used during non-instructional times (i.e. X-Block, passing time, lunch time, before/after school) in the hallways, cafeteria, and commons. Phones must be set to silent or vibrate (no ring tones should be audible). Cell phones and electronic devices are not to be audible or visible during class periods unless explicit permission has been granted by the classroom teacher. This rule applies to students who travel to Seaholm and students who are participating in school related activities off school grounds.

Violation of the cell phone policy will result in confiscation of the cell phone and the following cumulative consequences:

Note: If a student refuses to turn over a cell phone upon a staff member's request, this behavior will be addressed as insubordination and will result in additional consequences.

1st offense: Confiscated electronic devices must be picked-up by a parent/guardian from administration after the school day. The student will be issued a two (2) hour Saturday School.

2nd offense: Confiscated electronic device must be picked-up by a parent/guardian from administration after the school day. The student will be issued a four (4) hour Saturday School.

Subsequent Offenses: Confiscated electronic device must be picked-up by a parent/guardian from administration after the school day. The student will be issued a four (4) hour Saturday School. Repeat offenders of this policy may be subject to further disciplinary action.

Remember that Electronic Device Usage is a privilege at Groves High School. Any abuse of this privilege may result in a student forfeiting the ability to possess electronic devices on the school campus.

Teacher may implement additional rules concerning the specific usage of electronic devices in their classes. These rules should be described in their individual class syllabus.

For the purpose of this policy, electronic communication devices are defined as, but not limited to; cell phones and all other devices in which a purpose of the device is to transmit and/or receive voice, imaging, and/or text communications. *The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, illegal images or photographs, or items that disrupt the educational process, whether by electronic data transfer or otherwise (commonly called texting, 'sexting,' emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, illegal images or photographs, or items that disrupt the educational process, will be disciplined, and may be reported to law enforcement and/or other appropriate state or federal agencies.* See Board Policy 5510 in the Student Responsibility Section.

Note: Electronic Device violations are cumulative. Groves High School is not responsible for lost, damaged, or stolen electronic devices. Students who choose to bring these items to school do so at their own risk. The school is not responsible to investigate thefts of electronic devices.

CLASSROOM CONCERNS

From time to time, students or parents become concerned over an action taken by a teacher. These concerns may involve grading procedure, the nature of an assignment, the handling of a test or quiz, classroom discipline measures or a particular classroom procedure.

Frequently, these concerns are the result of a misunderstanding or incomplete communications. If a concern exists, we believe the following steps are appropriate:

- Step 1. Discuss the concern directly with the teacher. In most cases, this will be the only step necessary.
- Step 2. Discuss the concern with the appropriate department head.
- Step 3. Discuss the concern with an administrator or submit a written appeal.

It is always appropriate for parents to become involved at any step. Similarly, the counselor or administrator may be consulted at any time in the process.

CLOSED CAMPUS

No student is allowed to leave the school building during lunch, during scheduled class time or during X-Block without permission from the administration, hall monitor or attendance office. The exception being 11th and 12th graders with open lunch privileges may leave the building during their scheduled lunch period. Those who leave without permission or transport students without permission off campus face a consequence for violation of closed campus.

COOPERATION WITH SCHOOL PERSONNEL, DISRUPTIVE AND DISRESPECTFUL CONDUCT

Any conduct which disrupts or interferes with the educational process of the school is prohibited. Students must obey the proper direction of all school district personnel.

- A. Courtesy for every staff member is expected from each student. Disrespectful or destructive conduct toward school personnel or school property will not be tolerated.
- B. Insubordination by students is a very serious matter and will not be tolerated.
- C. Student behavior which threatens the safety of staff members or other students is prohibited and can lead to removal from class, suspension or expulsion and/or police action.
- D. The use of obscene or profane language is prohibited in school.
- E. Public displays of affection are prohibited in school or at school activities.
- F. Students are responsible for the disposal of all litter or debris. Using proper receptacles, students are expected to clear their places after eating in the cafeteria or courtyard.
- G. Students are not to loiter in corridors, restrooms, autos or the parking lots.
- H. Gambling in any form is prohibited in school and at school-sponsored activities.
- I. Card games are prohibited unless under the direct supervision of an adult staff member.
- J. In-line skating is prohibited in the school building.
- K. Laser pointers are prohibited in school and at all school events.

This list is not exhaustive and includes but is not limited to the above. Violations of the above behaviors will not be tolerated and are subject to discipline including detentions and/or suspensions.

COMPUTERS, EQUIPMENT, NETWORKS, MEDIA CENTER, ETC.

Technology Acceptable Use Policy

Students must have an acceptable use policy form signed by a parent or guardian on file to access any computer at Groves High School.

TECHNOLOGY CODE OF ETHICS & RULES

Internet Use

Internet access is available to students and teachers in the Birmingham Public Schools. The Internet provides vast resources for reference, research and information. We are committed to continuing to provide excellence in our schools by facilitating resource sharing, communication, and access to current information.

With the availability to access information from all over the world comes the responsibility that information may not be considered to be of educational value. On a worldwide network it is impossible to control all materials that an industrious user may find. We do believe in the benefits of having access to research, information access, communications and other educational materials electronically.

BPS may at anytime make determinations that particular use or uses are not consistent with the goals of the Birmingham Public Schools.

An Internet use agreement must be signed by both students and parents in order for students to access the Internet. The following are some activities NOT permitted on school computers:

- Using the computer for non-school or non-curricular purposes
- Intentionally introducing a virus/worm/Trojan Horse/Rootkit/etc. into the system. Students should notify a teacher or media center staff if they receive a computer virus warning.
- Using the computer network for illegal or unethical purposes.
- Damaging the computer system hardware or software.
- Engaging in cyber bullying.

- Attempting to bypass the Internet filter or accessing the command window.
- Sharing another student's password, attempting to obtain staff or student passwords, or allowing other students to use my password.
- Downloading programs onto the school computer network. For example: *.exe
- Running personal software programs from a disc, flash drive, or other device.
- Altering files that belong to someone else.
- Playing computer games.
- File sharing, chatting, instant messaging or other uses of social media for personal use.
- Creation of a homepage on a district server without BPS authorization.
- Disconnecting mice or other peripheral equipment.
- Seaholm students are expected to follow the Groves' technology policies and will be given a copy of such.

Consequences may include suspension, payment for service repair or replacement of equipment, loss of access to network, referral to local police.

Media Center Service

The Groves Media Center is a spacious facility housing more than 15,000 books as well as computer labs. It is available daily from 7:15 am to 3:30 pm for research and study by classes and individuals.

- A. Students may elect to come to the center during X-block or lunch to study, research or use the computers. Students must obtain passes to come to the media center during lunch or class time.
- B. Food is not permitted.
- C. Students may not talk on cell phones.
- D. Those who violate these expectations may be asked to leave, assigned a detention or may be denied elective use of the facility.

The Groves Media Center provides databases for student use. Passwords are as follows:

- | | |
|---|---|
| • Gale Virtual Reference Library | Password: Groves or groves |
| • Global Issues in Context | Password: Groves or groves |
| • PowerSearch | Password: Groves or groves |
| • Student Resources in Context | Password: Groves or groves |
| • World History in Context | Password: Groves or groves |
| • US History in Context | Password: Groves or groves |
| • Daily Life Through History and World History
& World Geography databases | Username: groveshs Password: library |
| • WorldBook | Username: research123 Password: find123 |

DISTRIBUTION OF LITERATURE & BULLETIN BOARDS

Before any poster, notice, etc. is posted in hallways or on hallway bulletin boards, it must be approved and initialed by an administrator. Materials that may be posted include: information relating to school activities, other Birmingham Schools' activities, publications approved by Birmingham Public Schools Information Services and activities sponsored by other schools and deemed appropriate. Job postings are restricted to the Career Center.

The Birmingham Board of Education Policy 5600 reads in part: Freedom to Publish – Students are entitled to express in writing their personal opinion. The distribution of such material may not interfere with, disrupt, or distract from the operation of the school. Such written expressions of personal opinions must be signed by the author(s).

DRESS AND APPEARANCE

Dress Code

Groves High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the Birmingham Public Schools' intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student

and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, navel and breasts are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops, off the shoulder tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Tube tops
- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code

consistently using the requirements below.

School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be meet the dress code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to meet the dress code for the remainder of the day.
 - Students will be provided with temporary school clothing to meet the dress code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards. Students who feel they have been subject to discriminatory enforcement of the dress code should contact their Assistant Principal.

(Adapted from Evanston Township High School Dress Code)

DRUGS AND ALCOHOL

The Birmingham Public Schools state that it is illegal and detrimental to the educational process of students to be under the influence of, to possess, sell, conceal, transfer, receive, deliver, distribute and/or use drugs and alcohol on school property and at school-related functions.

The word “drugs” shall mean:

- A. All controlled substances as so designated and prohibited by Michigan statute and/or federal statute;
- B. All chemicals which release toxic vapors and may be used as inhalants;
- C. All alcoholic beverages;
- D. Any prescription, except those for which permission to use in school has been granted pursuant to board policy;
- E. Counterfeit controlled substances or controlled substances analogues (“look-alike” drugs);
- F. Anabolic steroids;
- G. Any other illegal substances so designated and prohibited by law.

Birmingham Public Schools also acknowledges that drug and alcohol use and/or dependency are problems that are treatable. The district offers direct assistance to the student and family and supports firm disciplinary action.

- A. **Being Under the Influence** - meaning the student is exhibiting characteristics attributable to the use of drugs while on school property or at school-related activities/events.
- B. **Possession** - meaning the student is in physical possession of a drug or device or has such within his/her back pack, personal possessions, locker, or automobile in the school building, parking lot or other areas of the school either during school or at any school related event.
- C. **Selling or Distributing** - meaning the student is selling, delivering, distributing or transferring a drug to another person on school grounds or at a school-related activity whether or not in exchange for compensation, or has in his/her possession a quantity of drugs in excess of that normally used for personal use. This includes making arrangements at school for the sale or delivery of drugs to another person off school property or at non-school events.

For purposes of this policy, “drugs” shall not mean non-prescription drugs, medications, vitamins, or similar uncontrolled substances such as pain relievers, analgesics, vitamins, laxatives, or cough medicines, so long as such substances are possessed by students for their individual use and not for any improper purpose.

A breathalyzer may be used in school or at school-sponsored activities, including athletic contests and dances, to establish alcohol use. (See complete Board Policy 5530)

FALSE FIRE ALARM

State statute prescribes the offense and penalty for placing a false fire alarm: “Any person who shall knowingly and willfully commit any one or more of the following actions shall be guilty of a misdemeanor and punished by imprisonment for not more than one year and may be fined not more than \$500.”

- A. Raise a false alarm of fire at any gathering or in any public place.
- B. Ring any bell or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false alarm of fire.
- C. Raise a false alarm of fire orally, by telephone or in person.

FIGHTING/ASSAULTIVE BEHAVIOR

Groves has a zero tolerance for any type of fighting or assaultive behavior is not tolerated. Students who engage in physical confrontations face multi-day out-of-school suspensions. Verbal confrontations which include, but not limited to threats or implied threats are taken seriously. Students who engage in this type of behavior face multi-day out-of-school suspensions also.

IDENTIFICATION OF SELF AND IDENTIFICATION CARDS

Each year at registration, new identification cards are prepared for all students registered at Groves. This card should be carried at all times and must be carried while attending school or school events. The student ID card serves as the Media Center card. When asked by school personnel, a student must present the ID card. **Failure to identify themselves to school personnel may result in disciplinary consequences.** Students who deface or alter ID cards may be subject to disciplinary action. Should an ID card be lost or through use become unusable, a replacement should be obtained immediately from the Counseling secretary. Replacement cards cost \$10.

LOITERING ORDINANCE/RESTRICTED AREAS

Beverly Hills Ordinance No. 150 prohibits loitering on school lands and in school building by non-students and unauthorized persons (including Birmingham students with no classes scheduled at Groves and suspended students). It also prohibits disturbances on school lands and in school buildings. Violation of either section carries a fine and/or imprisonment. Co-op students are expected to leave the building after they have completed their scheduled classes for the day unless they have a scheduled appointment.

- A. **During the school day, students are not to loiter in the parking lots, outer edges of the building, vehicles in the parking lot, or restrooms. Students are not to be in the parking lot without a pass from a staff member. The only exception would be juniors or seniors with an open lunch during their assigned lunch period.**
- B. Only permit parking is permitted in the school parking lots from 7:30 am to 2:50 pm, Monday through Friday. Unauthorized vehicles will be ticketed.
- C. The small academic court yards and two office court yards are "off limits" during the school day.
- D. Designated classroom areas are "off limits" during lunch hours.
- E. Students are not to be in the auditorium without teacher supervision present.
- F. Students are not permitted in locker rooms unless they are participating in a scheduled PE class, athletic contest or practice.

Students are to leave the Groves campus by 3:00 pm unless they are involved in a school-sponsored activity. Students are expected to follow the directions of school personnel when asked to leave the campus. Student conduct standards apply before and after school hours also. Students who disregard the expectations listed above may face consequences as deemed appropriate by the administration.

OFF CAMPUS MISCONDUCT

Students are subject to discipline for acts of misconduct occurring away from the school campus, whether or not related to a school activity, where such acts present a likelihood of danger to members of the school community.

OPEN LUNCH/CAFETERIA

Open lunch is a **privilege** made available to juniors and seniors students with parental permission. Violation of any of the following expectations may result in loss of open lunch privilege, disciplinary action, and/or loss of the privilege of using the Groves parking lot.

- A. **To maintain open lunch all juniors and seniors must demonstrate responsibility with regard to classroom attendance. When a student has received truancy in a class, open lunch privileges may be revoked.**
- B. Students with open lunch privilege are not to influence or aid any underclassman in leaving campus during lunch.
- C. Students should leave for lunch through the West Porch and Pool entrance.
- D. Students must be prepared as they exit the building to present both Open Lunch Pass and Groves ID to the staff member on duty.
- E. ID's and Open Lunch Passes are not transferable.
- F. Students are not to visit other schools or participate in any illegal activity while away from school for open lunch. Students are expected to observe standards of common courtesy as representatives of Groves in our community during the lunch hour.
- G. Students are expected to drive responsibly.
- H. Replacement lunch passes will cost \$10.

Only juniors and seniors who have their parent's permission may leave the campus at lunchtime. Juniors and seniors wishing to obtain the open lunch privilege should return a signed parental permission form to the Counseling office.

Students eat lunch during A or B lunch, as determined by their schedule. Food service is available for breakfast, snacks or lunch. A large cafeteria at Groves provides a daily hot lunch program, as well as snack bar service for those who wish to supplement a sack lunch. Families may deposit money in a prepaid meal account by sending a check or cash to the Groves cafeteria or by creating a lunch account online through the BPS website. The Groves student ID card is used as a debit card for food purchases.

Eating of food is restricted to the cafeteria, student commons and courtyard weather permitting. Food and drink may not be taken into classrooms. Students who have food and drink in unauthorized areas may be issued a detention.

PARKING REGULATIONS

- Driving to school and parking on campus is a privilege. Every student vehicle parked on campus must have a valid parking tag properly displayed. Vehicles without valid parking tags will be ticketed. Parking tags may be purchased at registration for \$75. Only one tag per student will be issued. Students should register all vehicles they may drive to school. If a student loses their parking tag, a temporary parking pass may be purchased for \$5/day while the student has the opportunity to find the original tag. A \$10 replacement tag will be issued seven (7) days after the loss is reported.
- Parking permits are non-transferable.
- Students may only park in the West Parking Lot student parking area. Students may not park in the North Lot (staff lot).
- Juniors and seniors may purchase a parking pass allowing them to park on campus every day. To be eligible for a parking permit, a student must have earned 14 credits, hold a current valid driver's license and show registration for each vehicle they may drive on campus.
- All Groves students who attend classes at Seaholm must take the shuttle bus to and from class. The shuttle leaves the Music Wing Circle Drive from Groves and the Front Porch area from Seaholm promptly at the end of each class.
- No sophomores will be issued parking tags for any reason. Short-term parking passes may be available following the senior class departure.
- Any student may park on campus after the close of the school day.
- Because every student does not drive his/her vehicle every day, more parking permits may be issued than there are parking spaces available. Possession of a parking tag does not ensure a parking space on campus. Parking availability will be monitored and the opportunity to purchase a pass may be limited or eliminated anytime during the school year.

Student Drop-Off / Pick-Up and Visitor Parking

We want to provide as safe and orderly an environment as possible for students. Families are encouraged to use the district transportation service whenever possible. Families choosing not to use district transportation are encouraged to carpool with friends and neighbors.

Students may be dropped off and picked up from three (3) locations: the Front Circle Drive off 13 Mile Road, the designated drop off lanes in the West Lot-the West Porch "designated drop off lane" or the Pool Entrance area. The "designated drop off lanes" will be marked by painted lines along the West Porch and Pool Entrance area. Parents are asked to pull up as far forward as possible when using the Front Circle Drive, the West Porch, or the Athletic area. Please pull into the area so student traffic can continue to move in the lot. Left hand turns from the Front Circle Drive are strongly discouraged. Left hand turns may be unsafe and will cause traffic to become congested in the circle drive. These areas will become congested from 7:15 to 7:30 a.m. and from 2:45 to 3:00 p.m. Parents are encourage to drop students off prior to 7:10 a.m. and pickup after 2:50 p.m. **All students need to be picked up by 3:00 every day.**

There will be no student drop-off or pick-up in the North Lot or North Lane because of safety issues. Drivers **may not** use the Music Circle Drive for drop-off or pick-up - this area is designated for buses only. Students who are dropped off in the North Lot, North Lane or Music Circle drive may be issued detentions. All consequences are at the discretion of the administration and are adjusted as necessary based on the severity of the situation.

Parents who visit the school during the day may park in the Front Circle Drive or the visitor parking area at the entrance to the West Lot. Visitors must check in with the front desk to identify their vehicle.

Parking/Driving Violations and Enforcement Guide

All consequences are at the discretion of the administration and may be adjusted as necessary based on the severity of the infraction.

VIOLATION	ACTION
Parked without listed plate or valid permit	1 st offense – warning, 2 nd offense - ticket
Failure to properly display valid permit	1 st offense – warning, 2 nd offense - ticket
Parked in visitor area, North Lot or Front Circle	1 st offense – warning, 2 nd offense - ticket
Parked in no parking zone (with valid permit)	1 st offense – warning, 2 nd offense - ticket
Parking in no parking zone (no permit)	1 st offense – warning, 2 nd offense - tow
Park in Handicap zone	1 st offense – warning, 2 nd offense - tow
Failure to observe directional instruction	1 st offense – detention, 2 nd parking suspension
Excessive speed (5-10 mph over limit)	1 st offense – detention, 2 nd parking suspension

Excessive speed (+ 10 mph over limit)	1 st offense – parking suspension
Reckless driving (driving on sidewalk, cutting across lot, failing to yield to traffic or pedestrian, student in back of pick-up truck student on or hanging out of vehicle, road rage or intimidating other drivers)	Parking suspension progression: 1 st offense – one (1) week 2 nd offense – two (2) weeks 3 rd offense – 90 school days 4 th offense – permanent parking suspension
Sophomore Parking No sophomore parking during the school day.	1 st offense: parking ticket AND Saturday detention AND no parking in junior year until the end of the 1 st trimester
Fraudulent use of parking permit (possession of counterfeit tag, use of tag other than issued)	1 st offense: parking suspension of 90 school days to both student issued permit AND person using tag
Unregistered Vehicle or falsified registration information	1 st offense – ticket, 2 nd offense - tow

SAFETY AND LIABILITIES

- A. Any conduct by a student which would endanger the student's health and safety or that of others is prohibited. Examples of unsafe conduct includes but is not limited to:
 1. Racing or reckless driving on school property
 2. Throwing snowballs
 3. Running or pushing in corridors or classrooms
 4. Fighting
 5. Riding on a car hood or fender, or the open bed of a pick-up truck.
- B. Students and parents are liable for damages which result from deliberate or reckless behavior on school property.
- C. Students are responsible for the safety and care of all school property issued to them or charged out by the student (i.e.: textbooks and library books).
- D. Vandalism and all other illegal acts will be considered most serious and police reports or court action, as well as school discipline, will be taken whenever school personnel deem such action necessary.
- E. Students must, without hesitation, follow directions for all emergency drills.
- F. This Code of Conduct applies to all students while riding school district buses, on all field trips, and at all school sponsored activities.

SEARCH AND SEIZURE (Board Policy 5771)

It is understood that cell phones and automobiles may be searched by administrators based on reasonable suspicion. The following rules shall apply to the search of school property. Students are granted the privilege of using lockers by the school district. Lockers may be opened by an administrator for the purpose of investigation.

Lockers that are assigned to students remain the property of the District. Students have no reasonable expectation of privacy in their lockers and lockers may be searched at any time with or without reasonable suspicion. A search in the student's absence, however, shall only be conducted where there is reasonable belief that a clear and present danger to health and/or safety exists, or where there is a search warrant. General searches of school property may be conducted only by the school principal or the principal's designee for legitimate cause that may include health or order.

Illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of students or the school will be removed from student possession. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons or belongings (including electronic devices) shall be done only with good reason by the school principal or his/her designee with a witness present. The student will have the right to know the reason prior to the search of person or belongings.

SECRET ORGANIZATIONS: FRATERNITIES, SORORITIES AND GANGS

Students attending public schools are prohibited by state law from holding membership in fraternities, sororities, gangs and secret organizations. In order to provide a comfortable and safe environment, students are prohibited from wearing, selling or possessing at school any clothing, jewelry or other emblems that tend to identify them with a fraternity, sorority or gang. Students are also prohibited from drawing gang graffiti or encouraging gang membership.

SMOKING POLICY

Senate Bill No. 459 which amended the Public Health code prohibits tobacco use by all persons -- students, employees, and visitors -- in all buildings owned by public schools. This legislation also restricts tobacco use on school property. Smoking is prohibited on all District property and at all District sponsored activities at all times. In addition, Michigan Act No. 314 of 1988 ("Youth Tobacco Act") makes it unlawful for persons under age 18 to possess, buy or use any type of tobacco product.

Students may **not** smoke in the school building, on school property, in school buses, in cars on school property or at school sponsored activities **at any time**. Students may not possess cigarettes, lighters, matches, cigars, chewing tobacco, snuff, e-cigarettes, hookah or any related paraphernalia etc. at school.

First violation of the smoking policy in the school building may result in a three-day suspension.

DETENTION AND SUSPENSION POLICIES

Students are to serve detentions in the assigned room. A "House Rules Violation Report" will be completed by the administrator or designee assigning the detention indicating the reason for the detention and the time the detention will be served. At least a day's notice will be given so students can make provision for transportation. Date and time of detention will be noted on detention slip. **Students who fail to serve their detention run the risk of being suspended. It is the responsibility of the student to meet with the administration prior to the detention if there is a need to reschedule.**

Saturday detentions are served on Saturday between 8:00 am – 12:00 pm. For serious policy violations students may be assigned a suspension.

In-School suspensions are served as a supervised study hall during the school day. Students serving an in-school suspension should report to the attendance office.

Out of School suspensions are served at home and supervised by parents. They are reserved for serious infractions and/or repeated misbehavior.

During debarment (one day or less) or short-term suspension (up to 10 days), the student will be provided the course content (i.e. worksheets, handouts, assignments), except for notes and other information provided by the teacher during the class period that would be considered part of the in-class lesson. Any content that would have received a grade will not be graded; the ungraded content will not be averaged into the student's final grade for the class. It is up to the teacher's discretion to determine the amount of work that the student will be required to complete.

A student shall be given make-up privileges if a test or other major evaluation occurs during the time of the debarment or short-term suspension. Make-up privileges shall be extended for unit or chapter tests, term papers, projects, class presentations, etc.

It shall be the responsibility of the student to contact each teacher for course content and/or to arrange for make-up privileges.

During long-term suspension, a student will not be provided the course content, unless authorized by the Deputy Superintendent for Educational Services.

THEFTS

Stealing is an unacceptable behavior and will not be tolerated at Groves. Students caught stealing will face appropriate consequences. Consequences include but are not limited to, restitution, detention, suspension and police action.

WEAPONS (Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent or his/her designee.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent or his/her designee is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions Include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. MCLA 380.1311, 380.1312(1), 380.1313 20 USC 7151

Illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of students or the school will be removed from student possession. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons or belongings (including electronic devices) shall be done only with good reason by the school principal or his/her designee with a witness present. The student will have the right to know the reason prior to the search of person or belongings.

CODE OF CONDUCT FOR STUDENT ATHLETES AND STUDENTS PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES AND CO-CURRICULAR ACTIVITIES (Privileged Activities)

EXTRA-CURRICULAR = Activities/sports without a grade or credit implication that occurs outside of the normal school day.

CO-CURRICULAR = Activities that are an extension of the classroom, has an impact on a student's academic grade, and occurs outside of the normal school hours.

Participation in Athletics or student activities at Groves High School is a privilege not a right. Students who earn the right to wear a Falcon uniform also assume the responsibility of representing Groves High School, the Birmingham School District, their parents, and themselves with pride. A Groves athlete/participant is a Groves athlete/participant 24 hours per day, every day of the year, whether in season or out of season. Athletes/participants must make good decisions about behavior and his/her health, or accept the consequences for poor choices, which may include dismissal from the athletic program or activity.

STUDENT ATHLETE/PARTICIPANT RESPONSIBILITIES

STUDENT ATHLETIC PARTICIPATION FORM

Every athlete (prior to the first practice) must submit this form to the athletic director. The form needs both the student and parent (or guardian) signature.

STUDENT ACADEMIC ELIGIBILITY REQUIREMENTS FOR ACTIVITIES & ATHLETICS

All student-athletes/participants must demonstrate school achievement is their primary responsibility at Groves. All student-athletes/participants must have passed 2 credits in the prior term (4 of 5 classes) to be eligible for competition. In addition, student athletes/participants must be currently passing 2 credits (4 of 5 classes) to participate.

Academic eligibility checks will be performed at interim report dates and at term ending. Students not currently passing 2 credits progress reports (failing 2 or more classes) will lose eligibility for 2 weeks. Students may continue to practice but not compete. Academic eligibility checks will be performed by the athletic director or a designee every two weeks thereafter for students not passing 2 credits. If a student's

grades improve and he/she is passing 4 of 5 classes at a 2 week check, eligibility is reinstated. Students failing 1 class (passing 4 of 5) may have their grades monitored for 2-week periods while still eligible to practice and compete. If a student is failing 2 or more classes at the end of a trimester, the student will be ineligible for the following trimester.

PHYSICALS

Every athlete at the high school level is required to pass a physical exam every school year. To be valid, these physicals must be taken after April 15. You may use a doctor of your choice or schedule the physical through Groves High School in the spring.

CONCUSSION POLICY

Students and parents are required to sign the concussion awareness educational material acknowledgement form upon entering their first trimester at Groves High School. Concussions are a serious injury that can happen during athletics and activities. MDCH requirements may be found in the Appendix.

ATTENDANCE IN SCHOOL ON DAY OF CONTEST/ACTIVITY

Students are expected to attend school at least half the school day, if they plan to participate in an athletic contest or activity during the same day or evening. Students who attend school for less than a half day unexcused may not participate in extracurricular activities for that day. If the absences are excused the student may be eligible for participation based upon the Athletic Director's or Designee's recommendation.

ATTENDANCE AT PRACTICES AND CONTEST

Attendance at practice sessions is necessary to prepare athletes physically and mentally for contests. All team members shall be at all practice sessions and contests at all times designated by the coach. There are situations when it is impossible for a participant to attend due to illness, injury, religious observance, or special family commitments. Excused or unexcused absences from practice may affect a student's playing time. The participants shall make PRIOR arrangements with the coach for an excused absence.

DRESS AND APPEARANCE

Students are expected to follow the school dress code at home and away events when not in uniform. Individual teams may expect additional dress code requirements.

STUDENT ATHLETE/PARTICIPANT CONDUCT EXPECTATIONS

Student athletes and activity participants are expected to represent Groves High School in a positive manner. All school rules and regulations are expected to be followed on the Groves campus, at away events, on school buses and in the community.

USE, POSSESSION OR SALE OF TOBACCO, ALCOHOL OR DRUG SUBSTANCES

Excellent physical and mental condition is necessary for performance in athletics and other activities as well as for protection of the personal health and safety of the participant.

Students participating in the athletic program and school sponsored activities are prohibited from the use, possession or transmittal of tobacco, alcohol, illegal drugs, unauthorized drugs including steroids, or misuse of any drug, either on or off season. Students in violation of this expectation will face the following consequences:

First offense:

1. The student will be suspended from 25% of the season's competitions or organization's activities. Suspensions from games or activities could impact two sports seasons or two terms.
2. The student will lose captancy, leadership positions or leadership role for the current school year.
3. For offenses occurring over the summer, the student will be ineligible for participation in 25% of the next school year's season or activity, and will be removed from leadership positions.
4. The student who violates this policy after club or school government elections in the spring will be removed from office, captancy or leadership positions for the next school year.

Subsequent Offenses:

The student may be suspended for the remainder of the current season/activity or organization activities, for the remainder of the school year, or for the remainder of their high school athletic/activity career.

SPORTSMANSHIP

Athletes are expected to demonstrate the highest level of sportsmanship at all times. Athletes are to display personal control under practice and game conditions toward their teammates, opponents, coaches, officials, and spectators. In addition, it is understood that any harassment, racial or ethnic slurs said at any time, is unacceptable and will be dealt with accordingly. (See Failure to Comply)

SUPPLEMENTAL RULES AND REGULATIONS

Supplemental rules/regulations unique to a given sport or activity may be implemented upon the approval of the principal and building athletic director by the coach. These rules must be in writing and submitted to participants prior to the start of the season.

The building principal, or designee, is the only person who may suspend or exclude a student from athletic participation. Suspension and exclusion are based on the recommendations from the coach, building athletic director or activity sponsor.

FAILURE TO COMPLY

The student should understand that by violating team, organization or school rules, excluding the tobacco, drugs or alcohol rules, they risk the following penalties:

- A. Ineligibility to participate in the next athletic contest or sponsored activity which could occur on the day of the violation (first offense).
- B. Ineligibility to participate for no less than the next athletic contest in which the student is eligible to participate, exclusion from the program and/or contest by the athlete and parent to seek, and receive counseling from a source approved by the principal (first offense).
- C. Loss of captainship position for current season (first offenses) and ineligibility for future captainships (first or second offense).
- D. Ineligibility to participate in the next three (3) athletic contests/sponsored activities (first or second offense).
- E. Exclusion from the team/activity for the remainder of the current sports season (third offense)
- F. Exclusion from athletics/privileged activities for one year from date of violation (third offense).
- G. Ineligible for athletic competition for a period ranging from the remainder of the season up to high school graduation.

APPEAL PROCEDURES

The athlete or parent may initiate an appeal of disciplinary action. Appeals must be directed first to the building principal or designee. (See Student Rights, Responsibilities and Due Process Code in the Student Handbook)

SPECTATOR SPORTSMANSHIP AT ATHLETIC EVENTS

The Oakland Athletic and Activities Association principals and athletic directors have agreed to make a strong and united effort in support of good sportsmanship. We have agreed to the following goals:

- A. We believe cheers at games should be of a positive, encouraging nature in support of one's team.
- B. We believe that fan behavior which baits and derides other teams, individual players, coaches or schools is inappropriate.
- C. We believe that officials in games have difficult decisions to make and should be treated with respect, whether one agrees with a decision or not.
- D. We believe that cheers which make use of vulgarities are inappropriate.
- E. We believe that students should be encouraged to use humor, creativity and good taste in support of their own team.

The principals and athletic directors have agreed to take the following action steps to implement their position:

- A. To share with the student body and the community-at-large our support of good sportsmanship.
- B. To actively enforce our goals at all games. Persons whose behavior is not consistent with the goals stated above will be dealt with directly by the supervisors of the game.

Game supervisors may talk with offending persons and request they change their behavior, excuse such persons from the game or recommend disciplinary actions by school officials and/or law enforcement agencies.

Each student should understand clearly that good sportsmanship is an expectation at both home and away games. We expect that students at away games will cooperate fully with game supervisors of the host school.

ELECTRONIC DEVICES AND SOCIAL MEDIA

"Electronic devices" are defined as, but not limited to: cellular telephones, laptops, pagers, and all other devices, including electronic communication devices (ECDs) and electronic storage devices (ESDs), in which the major purpose of the device is to transmit and/or

receive voice, imaging, and/or alphanumeric communications. Board of Education policies detail the appropriate and inappropriate use of electronic devices.

“Social media” shall be defined as internet-based applications (such as *Facebook, YouTube, Twitter, Instagram, etc.*) that turn communication into interactive dialogue between users.

Student athletes are cautioned to use electronic devices and social media in a manner that is consistent with the philosophy of the athletic program and the District’s mission of character education. Coaches and building administrators shall discipline student athletes who use electronic devices and social media in a manner inconsistent with the philosophy of the athletic program, the District’s mission of character education and/or Board of Education policies. Discipline shall include exclusion from participation.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, illegal images or photographs, or items that disrupt the educational process, whether by electronic data transfer or otherwise (commonly called texting, ‘sexting,’ emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, illegal images or photographs, or items that disrupt the educational process, will be disciplined, and may be reported to law enforcement and/or other appropriate state or federal agencies.

CAPTAINS AND THEIR ROLE

The captain of a team is an extension of the coach. They are there to help the coach get information out to the players, to help with day-to-day activities and to work closely with the coach in communication.

STUDENT ACTIVITIES AND ATHLETICS

The Student Activity Ticket can be purchased during fall registration or throughout the year from the Bookkeeper. The ticket purchaser is identified by a special stamp embossed on a student’s I.D. card which is nontransferable. The Activity Ticket provides admission to all home athletic events. The Student Activity Ticket represents a value of more than \$100 and can be purchased for \$40.

The Family Athletic Passes, which are good for admission of all family members to all home athletic contests, are available for \$100 at registration and in the athletic office. This represents a considerable savings for many families. Each Groves student in the family receives the activity pass discounts.

CLUBS AND ACTIVITIES

All students are welcome to join one or more clubs. Being involved in a club is a great way to meet people from all grades and have fun. Listen to the announcements for times and dates when club meetings start or talk to the club sponsor. New clubs are established upon evidence of student support. You may find a listing of the clubs and activities on the Groves website under the Clubs and Activities tab.

SPECIAL EVENTS

Dance Rules and Protocol

Several dances are scheduled throughout the school year to provide a positive and safe social event for Groves students. The following guidelines have been established:

Time Guidelines

Times for dances throughout the year will be announced in advance. Students must arrive within one hour of the start time and may not leave until 30 minutes prior to the end time.

Guest Guidelines

Groves’ students must have valid I.D. and their pre-arranged guests must have picture identification. Guests must be accompanied by a current Groves student. One guest per a Groves student will be allowed. The Groves student must complete a guest registration form for his/her guest in advance. The Groves administration reserves the right to obtain information regarding guest from his/her current school. **No guest tickets will be sold at the door.**

Fall Kickoff Dance (Fighting Falcon Dance)

The sophomore class sponsors an “opening of school” dance each fall. It is scheduled after one of the first football games. This dance is open to Groves students only with valid Groves ID.

Homecoming Dance

This is held on the Saturday night after the Homecoming football game. This is a semi-formal dance and jeans are not permitted. All students are welcome to attend. Tickets for this dance are on sale during Spirit Week in front of the cafeteria.

Groves students must have valid I.D. and pre-arranged guests must show picture identification. Guests must be accompanied by a current Groves student. One guest per Groves student will be allowed. The Groves student must complete a guest registration form for his/her guest in advance. All guests must have current school high school identification or have graduated from Groves within the last two years. The Groves administration reserves the right to obtain information regarding guest from his/her current school. **No guest tickets will be sold at the door.**

Winter GSC Dance

This is a dressy, semi-formal dance and jeans are not permitted. This dance is not as formal as Homecoming, but is dressy. All students are welcome to attend. Guest guidelines for this dance are: Groves students must have valid I.D. and pre-arranged guests must show picture identification. Guests must be accompanied by a current Groves student. One guest per Groves' student will be allowed. The Groves student must complete a guest registration form for his/her guest in advance. All guests must have current school high school identification or have graduated from Groves within the last two years. The Groves administration reserves the right to obtain information regarding guest from his/her current school. **No guest tickets will be sold at the door.**

Junior-Senior Prom

The junior class sponsors this annual formal dance. The Prom is the only school dance that is not held at the school. The junior class in February/March of each year announces the location, date, time and ticket prices. Freshmen may not attend the prom. Attendance is open to Groves' juniors and seniors and pre-arranged guests. Guests may be any high school student or any non-student who is under 21 years of age at the time of the dance. Guests must be accompanied by a Groves junior or senior. One guest per Groves' junior or senior will be allowed. The Groves' student must complete a guest registration form for his/her guest in advance. All guests must have picture I.D. The Groves administration reserves the right to obtain information regarding guest from his/her current school. The Groves administrators reserve the right to limit the number of guests. Seniors will be given the first opportunity to register guests.

Spirit Week

This is a time when freshman, sophomores, juniors and seniors compete in various activities to see which class has the most spirit. Each day of the week is signified by a special dress up day. For example, if Thursday is Hawaiian Day, everyone would wear something Hawaiian to school.

STUDENT PERFORMANCES

Talent Show - The Groves Performing Arts Company sponsors this annual showcase of talent. Completely written, produced and directed by Groves' students, this show is a one-night extravaganza. All Groves' students are invited to try out for this entertaining and talent filled evening.

Drama or Comedy Play - Each year the Groves Performing Arts Company presents a drama or comedy offering for the school and the community. The play showcases the acting talents of Groves' students. Tryouts are publicized and are open to all students at Groves. This play is presented in the Little Theatre in the Spring.

Freshman/Sophomore Shows - Here is a chance for our talented 9th and 10th grade students to showcase their talents during a two-night run in January each year. This show is an evening of one-act plays produced, directed and often written by junior and senior members of the drama classes. This is truly a student show. Tryouts are announced well in advance and are open to all 9th and 10th grade students.

Musical - This is the crowning achievement by the Groves Performing Arts Company. A well known Broadway musical is selected each year to show off our singing, dancing, acting and musical abilities. Students in all grades participate in all phases of the production. Watch for the announcement of the musical each year. This production is scheduled for November. Auditions are scheduled for early September.

Musical Offerings - The Groves vocal and instrumental music classes present concerts during the year and participate in parades and other public appearances in the Birmingham area. Each December the two groups combine their talents to present a Winter Concert.

In the Spring each group presents its' own evening performance for the school and the community. Groves band members annually participate in the Memorial Day parade held in Beverly Hills.

SENIOR EVENTS AND ACTIVITIES

The Senior Activities Committee directs activities of each graduation class at Groves. This group consists of the class officers, class sponsor, assistant principal and parents. The committee meets weekly throughout the year. The activities committee determines plans and coordinates all senior class activities for the year, including the Commencement exercise. Seniors and their parents should be alert to announcements concerning all senior activities including the following:

Cap and Gown Orders - This takes place at a class meeting held in December of each year. All seniors planning to participate in Commencement must order and pay for the required cap and gown.

Yearbooks - All seniors should consider purchasing the "Talon" in their senior year. This yearbook provides a recap of all the activities of the senior year and is a valuable keepsake for the future. Yearbooks are on sale at various times during the year, but are available at the best price during registration.

Senior Pictures - A traditional part of senior activities. Our official school photographer, Prestige Portraits, will contact all seniors regarding an appointment time to have their formal sitting taken. Only seniors who are photographed by Prestige Portraits will appear on the class photo composite. A copy of the composite is given to all seniors photographed at graduation rehearsal in June. Seniors who elect other studios are responsible for delivering appropriate photographs to the yearbook staff for the senior section.

Senior Seminar - This event has become traditional with the senior class at Groves. A day devoted to topics which don't receive much regular attention: college life, leaving home, making career choices, and handling stress.

Senior All Night Party - Information on this event is made available to senior parents by the Groves Boosters. The parents sponsor, plan and coordinate this "all night" party for Groves seniors.

MAJOR STUDENT AWARDS

Tom Carson Award - This award is presented annually to a senior boy and a senior girl in memory of Tom Carson, Groves first basketball coach. A committee chooses the recipients from nominations received from faculty, parents, friends and students. The Groves Boosters established the award in 1969. Mr. Carson felt very strongly about young people and valued very highly the qualities of loyalty, service and commitment. Announcement of the winners is made each year during Commencement.

Parents Award - Each varsity athletic team chooses a senior athlete to receive this award each season. Groves parents instituted this award many years ago to recognize outstanding contributors to athletic teams.

Commencement Honors and Awards - Groves High School honors the superior academic achievement of seniors by conferring honor cords to be worn at Commencement.

There are 3 types of honors:

High Honors – 4.01 and up weighted GPA

They will receive a Gold Medal to wear at graduation.

Scholar – 3.8 – 4.0 weighted GPA

They will receive a Gold Cord to wear at graduation.

Cum Laude – 3.5 – 3.79 weighted GPA

They will receive a Green and White Cord to wear at graduation.

To be in **National Honor Society** a student must have a 3.5 weighted GPA, fill out an application and must fulfill 20 hours of community service. They will receive a pin to wear on their gown. This year NHS members had an option to purchase a NHS stole to wear at graduation.

SPORTS PROGRAM

The school offers an extensive sports program for all students.

There is a fee for participation on an interscholastic athletic team. Most sports have a freshman, a junior varsity and a varsity team. Athletes are placed on a particular team by ability. If there is no freshman team in a particular sport, freshmen may compete on either a junior varsity or a varsity team.

Participation in sports at Groves High School is a privilege not a right. Behavior of athletes is governed by "Code of Conduct for Student Athletes."

To find out when practice starts for a particular sport ask the coach, the athletic director or the office receptionist. Listen to the announcements for the times and dates of practices. If you want to know when a preseason practice begins for a fall sport, call the school office. Most fall sports seasons begin practices in August. If you are on vacation with your family, this should be communicated to the coach and you will be excused from practice, otherwise you are strongly urged to be present. Preseason practices give you a chance to get in shape early and meet new people before school starts.

Beginning and Ending Dates of Seasons (approximate)

Fall Season	Second Monday in August to first Saturday in December
Winter Season	Second Monday in November to third Saturday in March
Spring	Fourth Monday in February to second Saturday in June

FALL							
Boys				Girls			
	Varsity	J.V.	9 th		Varsity	J.V.	9 th
Football	x	x	x	Golf	x	x	
Cross Country	x	x		Cross Country	x	x	
Tennis	x	x		Swimming	x		
Soccer	x	x	x	Volleyball	x	x	
Water Polo	x	x		Cheerleading	x	x	
				Pom Pon	x		
Bowling	X	X	X	Bowling	X	X	x
WINTER							
Basketball	x	x	x	Gymnastics	x		
Hockey	x			Skiing	x	x	
Skiing	x	x		Cheerleading	x	x	
Swimming	x			Pom Pon	x		
Wrestling	x	x		Basketball	x	x	x
SPRING							
Lacrosse	x	x		Lacrosse	x	x	
Track	x	x		Soccer	x	x	x
Golf	x	x		Softball	x	x	x
Baseball	x	x	x	Tennis	x	x	
				Track	x	x	
				Water Polo	x	x	

Practice Expectations - Athletes are to be present at **all** practices unless excused by the head coach. Missing practice, for any reason, may mean you will not be allowed to play in that week's contest.

Responsibility for Equipment - All athletic equipment issued by the coach to the athlete is the athlete's responsibility to return to the coach at the end of the season. Failure to return this equipment will result in the athlete being fined for the replacement of this equipment. **If you have any questions about the athletic program at Groves High School, please call the athletic director, Tom Flynn at 248-203-3587.**

STUDENT CONGRESS

This is the representative council of the students whose aim is to provide a forum for student opinion, to aid in communication between faculty and students, and to help create a better school life for everyone at Groves. Student congress officers and members are elected and will consist of:

GSC Co-Presidents, Vice President, Treasurer, Secretary, Class Presidents for all grade levels. Also elected for the Senior Class will be Senior Members at Large, Senior Members, Senior Directors of Community Service, Senior Directors of Communications, Senior Publicity, Senior Director of Social Activities, Senior Directors of School Spirit, Senior Directors of Technology and Social Media, and Junior, Sophomore and Freshman Class Presidents

COUNSELING SERVICES

The counseling staff is available to meet with students in a confidential, nonjudgmental and personal helping way. Specific assistance includes:

- A. Developing an appropriate schedule of courses.
- B. Helping students who are experiencing difficulty in such areas as conflict with others, motivation, responsibility, authority, self-identity and decision-making.
- C. Interpreting standardized test scores and assessing academic potential.
- D. Developing realistic career and post high school plans.
- E. Reviewing educational progress and interpreting student's files.
- F. Making schedule changes and adjustments such as pass/fail, accelerated placement, special help programs.
- G. Consulting with students regarding special placement such as OTC (Oakland Technical Center), Learning Resource Center, or assistance from specialists such as social workers, public health nurse, etc.
- H. Providing information on financial aid, careers, college admission, course requirements, school policy, college testing, tutoring, etc.
- I. Assisting with college exploration, letters of recommendation, meetings with college representatives and processing applications.

Assignments - Each student is assigned a counselor. Each counselor has students from each grade. The name of each student's counselor will appear on the student's schedule. The counselor may be seen regarding any critical personal, family or school related issue, and may be contacted by students on a walk-in, self-referral basis or by faculty, parents or friends. Students remain with the same counselor throughout high school.

Counseling Appointments – Students may be seen on a drop in basis. If the counselor is not available, students should leave a note with the counseling secretary or email the counselor explaining their concern and/ or request an appointment. Parents must schedule an appointment in advance by calling or e-mailing the counselor.

REPORT CARDS

Final term grades are calculated three (3) times during the school year - early December, mid March and mid June. Since all courses are one term, grades earned are final grades and become part of the student's permanent record. The final exam weight is defined on course syllabus. Final grades are available on Power School. A printed copy of a report card may be requested from the Counseling Department.

COURSE EXPECTATIONS

During the first few days of a course, each teacher is expected to distribute to each student in each class a written statement describing the following: the materials covered in the class, evaluation procedures and evaluation criteria, make up procedures and expectations for student behavior. Students should review these materials carefully and keep them accessible as they contain important information.

EARLY FINAL EXAMINATIONS

There are occasions when it is necessary for students to be absent during final examinations. Generally, this involves students who are accompanying their parents or guardians on travel that cannot be scheduled at a later date. In other cases, it may involve students who are participating in summer educational experiences that are not part of the public school program. In order to provide an acceptable common method for those students to take final examinations early, the following rules and procedures are recommended:

1. Early examinations will not be given more than two (2) weeks prior to the last day of the term.
2. **Student's parent or guardian will submit a written request for permission to take early final examinations to the building principal no later than three (3) weeks in advance of the student's last day of attendance. This request will explain the reason for the absence. After the office receives the permission from a parent/guardian, a form will be issued to the student for gaining teacher approval.**
3. Upon approval, the teacher will arrange to give the early final examination at a time agreeable to the student and teacher.

GRADING

In computing the **un-weighted grade point** average for the term, the following numeric values for each letter grade are used

A = 4.0 grade points	A- = 3.7 grade points	B+ = 3.3 grade points
B = 3.0 grade points	B- = 2.7 grade points	C+ = 2.3 grade points
C = 2.0 grade points	C- = 1.7 grade points	D+ = 1.3 grade points
D = 1.0 grade points	D- = .7 grade points	E = 0.0 grade points

In computing the term grade, 80% of the grade reflects the percentage of points earned during the marking period while 20% of the grade reflects the percentage of points earned on the final exam. Individual teachers may modify this distribution, but the final exam will be worth no more than 20% of the term grade.

A weighted grade point (WGPA) will be computed for each student during his or her four year high school program as follows:

All courses will be used in computing the WGPA.

Advanced placement and honors courses will be scored on a 0 to 5 point system.

The WGPA will be used to determine academic distinctions. The WGPA will appear on all official student transcripts along with the GPA.

The weighted point system for these courses will be as follows:

In computing the average for the term or year, the following numeric values for each letter grade shall be followed:

A = 5.0 grade points	A- = 4.7 grade points	B+ = 4.3 grade points
B = 4.0 grade points	B- = 3.7 grade points	C+ = 3.3 grade points
C = 3.0 grade points	C- = 1.7 grade points	D+ = 1.3 grade points
D = 1.0 grade points	D- = 0.7 grade points	E = 0.0 grade points

In order to pass, students must all complete major assignments in a course and the final examination. Major assignments are defined on the course syllabus or course outline.

Grade Changes/Appeals

Student grades are determined by the teacher acting within the guidelines established by the District. Grades can only be changed by the teacher of record. Discussions concerning the grade should begin between parents, students, and teacher. Additional discussions should include the department head. The formal appeal process is defined in Board Policy #5421.

Citizenship Guidelines

In addition to a letter grade, each student may receive a citizenship comment on each report card. The numerical grade indicates the degree to which the student consistently demonstrates within the classroom the courteous, cooperative behaviors that are the hallmarks of productive citizens. Teachers may use the following scale to assign citizenship grades:

1. Exceptional attendance and punctuality; always contributes to a positive classroom atmosphere; always shows respect for teacher and classmates; always wears appropriate attire

2. Satisfactory attendance and punctuality; almost always contributes to a positive classroom atmosphere; shows respect for teacher and classmates; usually wears appropriate attire
3. Attendance and punctuality needs improvement; occasionally inattentive or disruptive; can be disrespectful toward teacher and classmates; occasionally wears attire that distracts or disrupts
4. Unacceptable attendance and punctuality; lack of respect for teacher and/or classmates; causes frequent disruptions; frequent dress code violations.

In lieu of numerical citizenship indications, teachers may add comments to specify citizenship behaviors.

MAKE-UP POLICY

Please refer to the course syllabus for specific make-up policy guidelines as specified by the teacher. Individual make-up policies cannot be more restrictive than those listed below.

Students are absent from school for a number of legitimate reasons. Make-Up privileges are not granted if students have been truant from class. It is the policy of this school that the student, parent and teachers work together to complete schoolwork due to excused absences. To assist in that effort the following guidelines have been adopted:

- A. It is imperative that the individual student contacts each teacher on the first day after an absence to review make-up work.
- B. Students shall have no more than two X-Blocks to complete make-up assignments unless there has been an extended illness and the time is extended by the teacher. Students are encouraged to make-up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete make-up work.
- C. In certain circumstances teachers may alter assignments to be made-up. In other circumstances, the teacher may not require make-up. Should this be the case, the excused assignments will not be counted toward the marking period grade.
- D. A teacher who opts to require make-up work is responsible for supplying all assignments (maps, handouts, labs, etc.). Science teachers may require students to bring in perishable items for labs they missed.
- E. A student absent only on the date of a quiz-test should be prepared to take it the next class day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a preannounced assignment is expected to be prepared to turn in that assignment on the first class day back.
- F. Preannounced special assignments, tests, quizzes and homework are due on the day scheduled even if a student is absent the day before that assignment is due. A student will not be held responsible for new material covered during his one day absent.
- G. If a major assignment is due on a day and a student is present any part of that day, then the student is responsible for seeing that the major assignment is turned in to the teacher on the due date.
- H. Help with make-up work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled during X-Block.
- I. Each teacher will supply the students with a statement, at the beginning of each term, regarding make-up tests, homework and assignments, and the times that they are available for assistance.
- J. Students who expect to be absent for more than three days are advised to request homework assignments from the teacher by emailing the teacher directly. Please allow 24 hours for the teacher to be contacted and pick-up all requested work.
- K. A student with a prearranged absence is expected to see his/her teacher one week prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during the prearranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wished to have these requirements changed. While teachers will provide the student with necessary assignments, teacher assistance in completing these assignments is not mandatory. It is recommended to complete labs that will be missed in advance.
- L. Credit will not be granted for work not made up within these guidelines.

PASS/FAIL COURSES

Students may elect up to two units of credit on a pass/fail basis. However, pass/fail courses are limited to one per term. Any course is eligible to be taken pass/fail; the grades carry no grade points and do not figure into a student's grade point average.

If this option is desired, a student should obtain a pass/fail application, fill it out completely and return it to the counselor within one week of the first progress report each term.

This completed form represents a contract. A student must remain on a pass/fail grading basis for the course and must take the final examination. Late applications will not be accepted. Students are urged to pay close attention to pass/fail request deadlines.

POLICY FOR ONLINE COURSES/TESTING OUT

Information about online courses/testing is available on the district website.

PUBLIC LAW 93-380 (SCHOOL RECORDS)

Parents and students 18 years of age or older shall have complete access to all records pertaining to their child. Parents shall be given the opportunity to challenge in writing the contents of the child's file.

Personal school records will not be furnished to any other person (except school staff) unless there is written consent from the student's parents, or from a student who has reached the age of majority. The release request must state the reason and to whom the records are to be sent. Without the written release form, the school is limited to releasing only directory information such as: name, age, address, phone number, height, etc.

SENIOR EXAMS

Third term seniors who have met all of the following criteria are exempt from taking final examinations:

1. The senior must not be taking the course on a Pass/Fail basis.
2. The senior must be receiving a grade of 3.0 or above for the term.
3. The senior must not have any unexcused absences for the term.
4. The senior must not have more than 8 absences for the term, excluding specified school sponsored events.
5. Any senior who has accumulated 6 tardies in the third term must take the final examinations.

MISCELLANEOUS INFORMATION

EMERGENCY PROCEDURES

In general, our schools remain in session when possible. Changes are made only when conditions develop which are detrimental to the health and safety of students or staff.

At the beginning of each school year, parents are requested to provide emergency information for each child enrolled in school. It is imperative that "Emergency Data Cards" be completed and the information is up to date.

Closing of School Prior to Regular Starting Time

The decision to close school is made by the Superintendent upon the advice of the Director of Transportation and local police authorities. During severe weather, parents and student are requested to stay tuned to major radio and television stations for information about school closings.

School closing information will also be announced immediately on the school district Newsline (248-203-3000) and on the Birmingham Public Schools website: www.birmingham.k12.mi.us. Please do not call the radio stations, police or school officials. You can help by keeping telephone lines open.

If your student walks to school and weather conditions in your immediate area make the trip to school hazardous, keep your students at home. If your student is a bus student, instruct him to wait only a reasonable time for his/her bus in inclement weather and then return home. Our school district covers an area of approximately 25 square miles and conditions can vary significantly.

Early Dismissal

We attempt not to send students home after school has started. However, on rare occasions when mechanical failures occur in the school building or when inclement weather develops after school is in session, it could become necessary to dismiss school early. Local police will be notified. It is imperative that all parents discuss thoroughly with their student the possibility of an early dismissal and make certain each student knows where to go when parents are not at home.

Inclement Weather Warning

When a warning is issued for inclement weather while school is in session, students and staff will be moved to the areas in the building assigned for such an emergency. During a warning, there will be no access into the building. Students and staff will remain in the assigned areas until the warning is lifted. If the warning extends beyond dismissal time, the school will communicate, as soon as it is safe to do so,

how the delayed release of students will be managed, including dismissal time and procedures, parent pick-up, bus transportation, and after-hours student supervision.

Tornadoes

In the event of a tornado watch or warning, schools are notified immediately. We have a communication link with the National Weather Service authorities. Each school conducts tornado drills so that students are familiar with the procedures to be followed. Students are safer in the school than they would be traveling home when a tornado has been sighted. Appropriate safety measures will be taken and students will stay in their emergency stations until we have been notified that the danger is over.

Procedures for Parents

Parents who feel they should pick up their student must stop at the office first. Remember, however, that confusion will only be complicated by the presence of many adults in the school building. Please do not telephone the school during inclement weather warnings. It is imperative that lines be kept open for emergency matters. We appreciate your cooperation in helping us ensure the safety of your youngsters during emergency situations that might arise. We believe that observance of the procedures outlined will enable us jointly to achieve that goal.

INSURANCE

Students and their families should be aware that the Birmingham Public Schools do not provide insurance for student injuries or damage/loss to personal property. State statute provides the Birmingham Public Schools with immunity to tort liability. We do, however, provide access to student accident insurance, which can be purchased in September of each year. Contact the school for further information. A homeowner's policy may cover property damaged or lost from the school premises: i.e., band instruments, calculators, etc. We encourage you to make sure you have adequate health and property damage/loss insurance coverage.

LOCKERS

Each student with classes at Groves is offered a wall locker at the time of registration or enrollment. Lockers are not to be shared and combinations should be closely guarded. Students are expected to assume full responsibility for the security of their lockers. Problems with locker operation should be reported to the attendance office. Student lockers are school property and may be searched. (See "Search and Seizures" provisions in this handbook). Locker room lockers are for the storage of athletic/PE clothing and associated equipment only. Students are not permitted to use those lockers for the storage of textbooks or other school supplies.

LOST AND FOUND

All "found" articles should be taken to the main office, where "lost" items may be claimed. Items will be retained for the term only. All unclaimed articles will be donated to charitable organizations. **Unclaimed articles include those left in lockers at the end of the each school year.**

TRANSPORTATION

School bus transportation is designed to provide safe bus transportation for secondary school students. This does not mean that the school district is compelled to transport any student who does not conform to our rules and regulations.

Bused students may not leave school on any other bus than the one to which they have been assigned except with prior permission by the school administration.

The principal of the school may withdraw the privilege of riding the bus on any route if the behavior of the pupil interferes with the safety of any other student or if any pupil causes damage to the school bus or violates the rules as outlined below.

The following cooperation is expected from all students riding school buses:

- A. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and carefully.
- B. Pupils must be on time. The bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing the traffic when going to the bus stop.

- C. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the travel portion of the road. Students should wait in an orderly manner and never push a fellow student. Snowballing at bus stops, on the bus or at the bus will not be tolerated.
- D. Bus riders must wait until the bus comes to a complete stop before attempting to enter or leave the bus. Passengers should not move about the bus while it is in motion. All discharged passengers are to cross in front of the bus at unloading areas whenever crossing is necessary.
- E. The bus driver may assign seats to passengers.
- F. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember - your safety is in the driver's hands!
- G. Outside of ordinary conversation, classroom conduct is to be observed. No student will be allowed to use loud or obscene language.
- H. Pupils must not throw waste paper or other trash on the floor of the bus. Help keep bus clean and sanitary at all times.
- I. Pupils must not at any time extend arms or head out of the bus windows, nor throw any objects from the bus.
- J. Never open the rear safety door or use it as an exit except in the case of an emergency.
- K. Any damage to the bus is to be reported at once to the driver.
- L. No books, chairs, seats, instruments, equipment or articles shall be transported in the school driver's compartment or placed in school bus aisles.
- M. There is to be **no smoking** on the bus by students or staff.

Bus Incident Report - The school bus driver may issue a "School Bus Incident Report to Parents" form promptly to any student who does not cooperate with these transportation guidelines. The purpose of this report is to call to the attention of school staff, as well as parents, that a potentially dangerous situation exists as a result of the misbehavior which may jeopardize the safety and well being of all students on board the school buses.

Students issued such a report may ride to school on the morning bus run but will not be allowed to ride home until a completed copy of the report is given to the driver.

Students are expected to report to the assistant principal for the purpose of reviewing the incident report and securing a signature.

VISITORS

During school hours, all visitors to the building are required to enter at the main (13 Mile Road) entrance and report to the main office and must pick up a visitor's pass.

Visitor Notification System (VNS) Protocol:

Main entrance doors will be locked within 5 minutes after the start of the school day, and will not be reopened until the end of the school day. When a visitor approaches the main entrance of the school building, he/she shall press the intercom button and office personnel will assist them as soon as possible. If the reason for the visit is within the school's protocol for accepting a visitor, the visitor shall be directed to report immediately to the main office. If the visitor has any reason to enter the main part of the building, he/she shall be instructed on how to sign in and will be issued a visitor's 'ID.' The ID shall be placed where it is visible to staff and students. Visitors shall sign out at the end of the visit.

Arrangements for visiting students should be made in advance with the Assistant Principal or the CSO. Students attending schools within 25 miles of Groves are not welcome as visitors unless they have a sincere interest in attending Groves. The family should contact the Groves CSO to arrange a family tour. After the tour, a shadow visit may be arranged. Younger siblings are not permitted as visitors. Student visitors without a visitors pass will be considered in violation of Beverly Hills Loitering Ordinance No. 150 and risk fine or imprisonment.

X-BLOCK

X-Block is scheduled on Tuesdays and Thursdays from 7:30 – 8:20 a.m. Students usually do not have to report for regular classes at this time, but may use school facilities and services including: math help, writing lab, test and lab make-up, media center facilities, computer lab, counseling sessions and other support services.

Once students arrive at Groves for X-Block, they must remain on campus until classes begin.

Teachers and administration reserve the right to require students' participation during X-Block. For example: students may be required but not limited to:

1. participate in a class activity,
2. serve detention or suspension time,
3. participate in testing program,
4. follow an altered schedule to include an assembly or other special event, or
5. attend Marching Band practice.

APPENDIX MHSAA Rules and Regulations

The following set of regulations has been established by the Michigan High School Athletic Association. Student athletes must comply with these regulations if they are to maintain eligibility.

- 1. Enrollment:** The student must be enrolled in the school for which he/she competes by the Monday of the fourth week of the trimester and must move into the school district with the parent or guardian with whom they last lived during the current school year. The student must reside in the school service area in which he/she attends school unless he/she has received prior District and MHSAA approval to compete in a different school.
- 2. Age:** The student who competes in any high school interscholastic athletic contest must be under 19 years of age. When a student's 19th birthday occurs on or after September 1 of a current school year, he/she is eligible for participation for the balance of that year. A seventh or eighth grade student must be under 14 or 15 years of age, respectively. A student who reaches that age after September 1 is allowed to participate for the remainder of the school year.
- 3. Physical Examination:** A student must have a physical examination completed by a physician certifying that the student is fully able to participate in athletics. A current-year physical is one given on or after April 15 of the previous school year. The student shall not participate in any practice sessions or contests until the completed physical form has been turned into the athletic office.
- 4. Trimesters of Enrollment:** A student may not compete in more than four (4) first trimester seasons of competition.
- 5. Trimesters of Competition:** A student who has been enrolled in grades 9-12 for more than 12 trimesters shall not compete in any branch of athletics. The seventh and eighth trimesters must be consecutive.
- 6. Previous and Current Trimester Record:** To be academically eligible to participate in athletics, a student shall have successfully completed at least 5 classes during the previous trimester. Additionally, for a student to maintain current academic eligibility, he/she must be successfully passing 5 classes.
Compliance will be checked every ten weeks. If the student is not meeting the standard, the student will be ineligible for competition until the standard is met, a period of not less than one calendar week.
Deficiencies, including an incomplete, condition, and failures from a previous trimester may be made up during a subsequent trimester, summer session, or night school, or by tutoring. Eligibility may be reinstated during the next trimester when the school accepts the credit.
- 7. Transfers:** Any high school student transferring to another high school is ineligible to participate in interscholastic athletic contests for one (1) semester (1 ½ trimesters) in the school to which the student transfers. All beginning 9th grade students are immediately eligible, unless they are open enrolled from a current feeder school (please see the Athletic Director for details on transfers or appealing).
- 8. Awards:** A student will not accept, from any source, anything for participating in athletics other than an emblematic award. An emblematic award would include, but not be limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, picture, or regular letter award. No acceptable award shall exceed twenty-five dollars (\$25) in value.
No one, such as a parent, friend, or other person may accept an award on behalf of the athlete at any time prior to graduation from high school.
- 9. Maintaining Amateur Status:** Students participating in athletics or planning to do so in their school career will not:
 - a. Accept any money for participating in athletics, sports or games;
 - b. Receive any money or other valuable considerations for officiating an interscholastic athletic contest; or,
 - c. Sign a contract with a professional team.
- 10. Outside of School Team Competition:**
A student, after participating in any athletic contest as a member of his/her school team, will not participate in the same sport or athletic competition outside of school on a team not sponsored by his/her school during the same sport season. A student may participate in only one sport during a given sport season. During a season an individual may participate in a maximum of two (2) individual sport meets or on tests in the sport while NOT representing his/her sport team.

Additional Information

Freshmen Program: The ninth grade athletic program will emphasize self-esteem, individual and team sport skill development. Individual and team success, as measured by a score, plays a very small role as a goal at the ninth grade level. The freshmen program is exclusively for ninth graders.

JV Program: The junior varsity program will emphasize self-esteem, individual and team sport skill development. Individual and team success, as measured by a score, plays a somewhat more significant role as one of the goals in the junior varsity program.

The junior varsity program is primarily for tenth and highly skilled ninth graders. Eleventh graders, under certain circumstances, may participate in the program.

Varsity Program: The varsity program emphasizes self-esteem, individual and team sport skill development. Individual and team success, as measured by a score, is a significant element of the varsity program goal.

Note: Some programs may have a varsity level only. In these circumstances, students of all grade levels will be members of the same team.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

One pupil larger than the other
Is drowsy or cannot be awakened
A headache that gets worse
Weakness, numbness, or decreased coordination
Repeated vomiting or nausea
Slurred speech
Convulsions or seizures
Cannot recognize people/places
Becomes increasingly confused, restless or agitated
Has unusual behavior
Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion

Birmingham Public Schools Board of Education Bylaws and Policies

Birmingham Public Schools Bylaws and Policies are located on the Birmingham Public Schools website:
<http://www.neola.com/birmingham-mi>

1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
2413 - HEALTH PROGRAM
5111 - ELIGIBILITY OF RESIDENT/NON-RESIDENT STUDENTS
5136 - ELECTRONIC DEVICES
5340.01 - CONCUSSIONS AND ATHLETIC ACTIVITIES
5421 - ASSESSMENT AND GRADING
5516 - ANTI-HAZING
5517 - ANTI-HARASSMENT
5530 - SUBSTANCE ABUSE PREVENTION
5600 - RIGHTS AND RESPONSIBILITIES (CODE OF CONDUCT)
5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS
5771 - SEARCH AND SEIZURE
5772 - WEAPONS
9150 - SCHOOL VISITORS
9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS
9250 - PARENT/GUARDIAN INVOLVEMENT AND RELATIONS WITH PARENTS/GUARDIA

NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

The Birmingham Public Schools has adopted the following procedure for addressing complaints of discrimination:

Step 1: A person who believes that he/she has been discriminated against by the Birmingham Public Schools shall discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student. [NOTE: If it is the immediate supervisor or building principal who is the subject of the complaint, the employee or student may, instead, contact the School District's Compliance Officer.] The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 days.

Step 2: If the informal Step 1 process does not resolve the matter, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the School District's Compliance Officer. The complaint shall include (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and (5) the specific relief sought. A Step 2 meeting shall be conducted within 10 days following the submission of the written complaint. Within the next 10 days, the immediate supervisor or principal [or School District's Compliance Officer] shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

Step 3: If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the School District's Compliance Officer within 10 business days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Compliance Office shall reply in writing to the complainant and the person who is the subject of the complaint within 10 business days.

Step 4: If the complainant wishes to appeal the decision of the Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within 10 business days after receipt of the Compliance Officer's reply. The Superintendent or his designee shall meet with all parties involved and respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

All inquiries concerning the school district's implementation of its nondiscrimination policy may be referred to the appropriate compliance officer as listed below:

Title VI

Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
248-203-3032

Title VII

Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
248-203-3032

Title IX

Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48009
248-203-3032

Title IX is part of the Education Act stating that no one shall because of sex be denied the benefits of any educational program.

Section 504 /Americans with Disabilities Act
(employees and applicants for employment)
Assistant Superintendent for Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025

Section 504 /Americans with Disabilities Act
(students and prospective students)
Director of Special Education
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025