



# Wylie E. Groves High School

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

Property of: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2015-2016

# STUDENT/PARENT HANDBOOK

<b>Groves Mission Statement and House Rules</b> .....	3
<b>Groves High School Calendar</b> .....	4
<b>Class Schedule &amp; Staff Contact Information</b> .....	5-7
<b>Expectations and Policies for Students</b>	
Attendance Policy .....	8
Clinic, Homework Requests for Absent Students .....	9
<b>Policies Governing Student Conduct</b>	
Academic Integrity.....	10
Anti-Harassment Policy.....	12
Appeal Process, Bullying .....	13
Cell Phones & Electronic Communication Devices .....	13
Closed Campus Cooperation with School Personnel .....	14
Computer Use and Media Center.....	15
Dress and Appearance .....	16
Drugs and Alcohol.....	17
Fighting, Identification Card, Loitering and Restricted Areas .....	18
Open Lunch & Cafeteria .....	18
Parking Regulations.....	19
Search and Seizure/Smoking .....	21
Detention/Suspension Policies, Theft and Weapons .....	22
<b>Code of Conduct: for Student Athletes &amp; Participants in Extra Curricular Activities</b> .....	<b>23</b>
Activity Ticket and Family Pass, Clubs .....	22
Special Events .....	29
Senior Events.....	31
Sports Program .....	32
Student Congress, Class Representatives.....	33
<b>Counseling Services</b> .....	<b>34</b>
Early Final Examinations and Grading .....	34
Make-Up Policy .....	35
Pass/Fail & Online Courses .....	36
School Records.....	36
Senior Exams, College Testing Schedule .....	37
<b>Miscellaneous</b>	
Emergency Procedures .....	38
Insurance, Lockers, Lost and Found .....	39
Transportation .....	39
Visitors.....	40
X-Block .....	40
<b>Appendix</b>	
<b>Birmingham Board of Education Policies &amp; Regulations</b>	
Eligibility of Resident/Nonresident Students (Policy 5111).....	41
Bullying.....	41
Student Rights, Responsibilities & Due Process Code (Policy 5600).....	43
Substance Abuse Prevention (Policy 5530) .....	49
Electronic Communication Devices (Policy 5136).....	50
Enrollment Requirements .....	51
Parent Involvement (Policy 9250).....	53
MHSAA Rules and Regulations.....	54
Concussion Information .....	55
School Sponsored Publication & Productions (Policy 5722).....	56
Notice of Nondiscrimination .....	58

# 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***

## 2015-2016 GROVES HIGH SCHOOL CALENDAR

Tuesday, September 8, 2015	Students Report (Full Day); Start of 1 <sup>st</sup> Trimester
Wednesday, September 16, 2015	Seaholm High School Curriculum Night, TBD PM
Thursday, September 17, 2015	Groves High School Curriculum Night, TBD PM
Wednesday, September 30, 2015	Delayed Start Day – All Schools Delayed 90 Minutes for Staff PD
Wednesday, October 14, 2015	Groves High School Conferences, 4-7 PM
Wednesday, October 14, 2015	11 <sup>th</sup> Grade PSAT Testing
Thursday, October 15, 2015	Seaholm High School Conferences, 4-7 PM
Tuesday, November 3, 2015	High School Students Attend AM Only; Staff PD in PM
Friday, November 20, 2015	High School Students Attend Full Day with One Exam
Mon-Tues, November 23-24, 2015	High School Students Attend AM Only with Two Exams Staff Records Prep PM
Tuesday, November 24, 2015	End of 1 <sup>st</sup> Trimester for High School
Wednesday, November 25, 2015	No School – Conference Compensation Day for Teachers
November 26 and 27, 2015	Thursday and Friday, THANKSGIVING RECESS
Monday, November 30, 2015	No School for High School Students; Records Preparation (AM) and Teacher Preparation (PM)
Wednesday, December 2, 2015	Seaholm High School Curriculum Night, TBD PM
Thursday, December 3, 2015	Groves High School Curriculum Night, TBD PM
Wednesday, December 9, 2015	Delayed Start Day – All Schools Delayed 90 Minutes for Staff PD
Dec. 21, 2015 – January 1, 2016	WINTER RECESS
Monday, January 4, 2016	Classes Resume
Monday, January 18, 2016	No School for Students – Martin Luther King Day; Building PD (AM/PM)
Wednesday, January 20, 2016	Seaholm High School Conferences, 4-7 PM
Thursday, January 21, 2016	Groves High School Conferences, 4-7 PM
Wednesday, February 3, 2016	Delayed Start Day – All Schools Delayed 90 Minutes for Staff PD
Monday–Friday, Feb. 15-19, 2016	MIDWINTER RECESS
Monday, February 22, 2016	Classes Resume
Mon-Tues, March 14-15, 2016	High School Students Attend AM Only, Teacher Prep (PM)
Wed-Thurs, March 16-17, 2016	High School Students Attend AM Only with Two Exams
Friday, March 18, 2016	High School Students Attend AM Only with One Exam; Records Preparation (PM); End of 2 <sup>nd</sup> Trimester for High School
Friday, March 25, 2016	No School for Students and Staff
Monday – Friday, April 4-8, 2016	SPRING RECESS
Monday, April 11, 2016	Classes Resume
Tuesday, April 12, 2016	SAT Testing Grade 11. No school for Grades 9, 10 and 12
Wednesday, April 13, 2016	WorkKeys Testing Grade 11. Late Start for Grades 9, 10 and 12
Wednesday, April 27, 2016	Delayed Start Day – All Schools Delayed 90 Minutes for Staff PD
Thursday, April 28, 2016	Groves and Seaholm High School Conferences, 4-7 PM
Monday, May 30, 2016	No School – Memorial Day
Sunday, June 5, 2016	High School Graduation Ceremonies
Wed-Thurs, June 15-16, 2016	High School Students Attend AM Only with Two Exams
Friday, June 17, 2016	Last School Day of School, Students Attend AM Only with One Exam; Records Preparation (PM)
Monday, June 20, 2016	Conference Compensation Day for Teachers
<b><u>Start/End Times High School</u></b>	
Regular Days 7:30 am – 2:50 pm	Delayed Start 9:00 am – 2:50 pm
X-Block (Wed) 8:30 am – 2:50 pm	*Delayed Start Days: Wednesdays on 9/30/15, 12/9/15, 2/3/16 and 4/27/16
Half Days 7:30 am – 11:00 am	

## CLASS SCHEDULE

Monday – Tuesday – Thursday – Friday		WEDNESDAY	X-Block
1 <sup>st</sup> Hour	7:30 — 8:43	X-Block-Wednesday	7:30 — 8:30
2 <sup>nd</sup> Hour	8:51 — 10:09	1 <sup>st</sup> Hour	8:30 — 9:30
3 <sup>rd</sup> Hour (Lunch A)	10:17 — 10:57	2 <sup>nd</sup> Hour	9:38 — 10:44
(Class)	10:57 — 12:10	3 <sup>rd</sup> Hour (Lunch A)	10:52 — 11:32
3 <sup>rd</sup> Hour (Class)	10:17 — 11:30	3 <sup>rd</sup> Hour (Class)	11:32 — 12:32
(Lunch B)	11:30 — 12:10	3 <sup>rd</sup> Hour (Class)	10:52 — 11:52
4 <sup>th</sup> Hour	12:18 — 1:30	(Lunch B)	11:52 — 12:32
5 <sup>th</sup> Hour	1:38 — 2:50	4 <sup>th</sup> Hour	12:40 — 1:41
		5 <sup>th</sup> Hour	1:49 — 2:50

## Telephone Numbers

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

### Building Administration

Title	Name	Email	Phone
Principal	Mrs. Cathy Hurley	CHurley	248.203.3518
Assistant Principal	Mr. Othamian Peterson	OPeterson	248.203.3515
Assistant Principal	Ms. Staci Peterson	SPeterson	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. Everitt	REveritt	
English	Mrs. Reed-Nordwall	KReed-nordwall	248.203.3616
Experiential Center	Mr. Wicker	MWicker	248.203.3539
Mathematics	Mr. Kane	SKane	248.203.3575
Modern Language	Mr. McMullan	RMcmullan	248.203.3614
Science	Mrs. Searle	LSearle	248.203.3550
Social Studies	Mrs. Sheckell	LSheckell	248.203.3621
Special Education	Ms. Passage	KPassage	248.203-

### Counseling

Counselor	Mrs. Fugedi	MFugedi	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	Mrs. Phillips	LPhillips	248.203.3506
Crisis Counselor	Mrs. Wilson	SWilson	248.203.3504

### Police Liaison

Detective	Lee Davis	ldavis@beverlyhillspolice.com	248.540.3406
-----------	-----------	-------------------------------	--------------

## TELEPHONE AND EMAIL DIRECTORY 2015-2016

### To use the staff voice mail, follow these steps:

- ⇒ Dial 203-3999. You will hear this message: "Express messaging to mailbox?"
- ⇒ Enter the five-digit voice mail number.
- ⇒ You will hear a message identifying the mailbox by number or staff member's name and a request to leave your message after the tone.
- ⇒ Record your message including your name, student's name and your telephone number if you wish a return call from the staff member.
- ⇒ All e-mail addresses are followed by [@birmingham.k12.mi.us](mailto:@birmingham.k12.mi.us)

<u>Name</u>	<u>Phone</u>	<u>Email</u>			
Admin. Secretary	33520	LGarcia	Everitt, Rosa	33606	REveritt
Alder, Julia	33618	JAlder	Experiential Center	33539	MWicker
Antoniolli, Cristina	50067	CAntoniolli	Fax-Counseling	33636	
Armil, Janet	34469	JArmil	Fettig, Jeff	50017	JFettig
Arslanian, Jaclyn	50132	JArslanian	Flaherty, Brendan		BFlaherty
Athletic Office	33585	TFlynn	Flynn, Tom	33587	TFlynn
Athletic Trainer	33590	KSalter	Fraser, Sally	33501	SFraser
Attendance Office	33522		Fugedi, Monica	33508	MFugedi
Bartnick, Bonnie	50523	BBartnick	Garcia, Linda	33520	LGarcia
Bigger, Gary	34882	GBigger	Groseclose, Randy	33527	RGroseclose
Blair, Doris	50061	DBlair	Guay, Aaron	50556	AGuay
Bodary, Marlene	33543	MBodary	Gullo, Anne-Marie		AGullo
Boyer, Leandrea	50117	LGraham-boyer	Hafner, Brian	50566	BHafner
Burrell, Helene		HBurrell	Hallgren, Brenda	33611	BHallgren
Buschmann, Heather		HBuschmann	Heard, Camesha		CHeard
Business Dept.	33606	REveritt	Hoinka, Jennifer	50733	JHoinka
Cafeteria Office	33603		Holloway, Michelle		MHolloway
Career Center	33543	MBodary	Hurley, Cathy	33518	CHurley
Carpenter, Stephen	33581	SCarpenter	Hurns, Norman	33503	NHurns
Chalmers, Shirley	33565	SChalmers	Individual Needs	33611	BHallgren
Chapman, Susan	50596	SChapman	Inloes, Dan	50179	DInloes
Cibor, Nancy	50225	NCibor	Kane, Stuart	33575	SKane
Constand, Deb	53800	DConstand	Kay, Maurya	55800	MKay
Cooper, Harumi	50636	HCooper	Kelmigian, Janet	50339	JKelmigian
Counseling Office	33501	SFraser	Kennedy, Hayley	50760	HKennedy
Crow, Siv		SCrow	Klipfel-Tuka, Donna	50551	DKlipfel-tuka
CSO	33509		Kolb, Greg	33507	GKolb
Curran, John	50438	JCurran	Kong, Jason	50473	JKong
Daykin, Karen	33511	KDaykin	Kowalchuk, Lillianne	33505	LCharles-kowalchuk
Dean, Barbara	33536	BDean	Landgraf, Pamela	33548	PLandgraf
Dunn, Erin	50549	EDunn	Laszczak, Joyce	50163	JLaszczak
Durant, Nate		NDurant	Lederer, Gail	50284	GLederer
English Dept.	33616	KReed-nordwall	Leischner, Dana	50520	DLeischner
Erickson, Kristen	33538	KErickson	Mackinnon, Scott	34126	SMackinnon
ESL/Bilingual	34230		Marentette, Christina	50702	CMarentette
			Mason, Kara	50502	KMason

Mathematics Dept.	33575	SKane	Sheckell, Laura	33621	LSheckell
Maxwell, Emily		EMaxwell	Sherman, Cynthia	50640	CSherman
McCulloch, Michelle	50758	MMcCulloch	Sherman, Jim	50360	JSherman
McKenzie, Brenda	50487	BMckenzie	Simms, Bernie	33772	BSimms
McMullan, Richard	33614	RMcMullan	Smith, Carman	50717	CSmith
	33548/		Smith, Sean	33612	SSmith2
Media Center	33565	PLandgraf	Snyder, Hallie	33606	HSnyder
Moore Cove, Kristen	50494	KMoorecove	Snyder, Michelle	50124	MSnyder
Morrison, Shawn	50364	SMorrison	Soberal, Ana	50431	ASoberal
Mulcahy, Nancy	50004	NMulcahy	Social Studies Dept.	33621	LSheckell
Murphy, Kate	50666	KMurphy	Special Education	33620	KPassage
Newspaper	50476	LRedman	Spencer, Zachary	50142	ZSpencer
Ng, Melissa		MNg	Springer, Eric	50378	ESpringer
Nobis, Carrie		CNobis	Stewart, Kathleen	50083	KStewart
Nyland, Melissa	50106	MNyland	Stone, Lori	34020	LStone3
O'Reilly, Julie		JOreilly	Stuckey, Chad	50499	CStuckey
Passage, Kelly Jean	33620	KPassage	Stukey, Brian	50496	BStukey
Peterson, Othamian	33515	OPeterson	Tindall, Michelle	50603	MTindall
Peterson, Staci	33529	SPeterson	Torres, Shannon	50539	STorres
Petrovich, Kristen	50084	KPetrovich	Trupiano, Kathy	50741	KTrupiano
Phillips, Lezah	33506	LPhillips	Uhde, Ken	50389	KUde
Polk, Laura	50096	LPolk	Van Ermen, Paul	pv02bps	PVanermen
Ponzio, Christine	50789	CPonzio	Voigt, Amy	50164	AVoigt
Priebe, Carolyn	34001	CPriebe	Wagner, Jason	50563	JWagner
Prybula, Zenia		ZPrybula	Warrow, Scott	50074	SWarrow2
Receptionist	33530	VRoberts	Warrow, Susan	50489	SWarrow
Records/Registrar	33511	KDaykin	Wee Care	34024	DMarentette
Redman, Laura	50637	LRedman	West, Marc	50024	MWest
Reed-Nordwall, Karen	33616	KReed-nordwall	White, Andre	33625	AWhite
Reese, Mike	50724	MReese	Wicker, Michael	50143	MWicker
Roberts, Rene	50818	RRoberts	Wickersham, Geoff	50622	GWickersham
Roberts, Virginia	33530	VRoberts	Wilcox, Darin	34085	DWilcox
Rogers, Susan	33535	SRogers	Wilson, Jason	50474	JWilson
Rutherford, John	33580	JRutherford	Wilson, Lynne	33585	LWilson
Salter, Kelly	33590	KSalter	Wilson, Sherree	33504	SWilson
School Store	33538	KErickson	World Language	33614	RMcMullan
Schrauwen, Rebecca	50040	RSchrauwen	Yearbook	50477	SWarrow
Science Dept.	33550	LSearle	Young, Connie	33526	CYoung
Searle, Laura	33550	LSearle	Zimmerman, Holly	50599	HZimmerman
Shawver, Michelle	50311	MShawver			
Shawver, Paul	34112	PShawver			

# 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.

### **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.

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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 floppy 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.

To ensure that the center can provide its many services to the greatest number of students and classes, it is necessary to establish the following procedures:

- 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.
- 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:

- |   |                       |                            |
|---|-----------------------|----------------------------|
| • eLibrary  | Username: submich286  | Password: child286         |
| • Gale Virtual Reference Library  |                       | Password: Groves or groves |
| • Global Issues in Context  |                       | Password: Groves or groves |
| • PowerSearch   |                       | Password: Groves or groves |
| • Literature Resource Center  |                       | Password: Groves or groves |
| • Student Resources in Context  |                       | Password: Groves or groves |
| • World History in Context  |                       | Password: Groves or groves |
| • Daily Life Through History and World History<br>& 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

The general standards for student dress are those of acceptable decorum, health and safety. This means that parents, in conjunction with their son(s) and daughter(s), define their standard of dress at Groves. The school does, however, set certain limitations which reflect appropriate attire for a school/business setting:

1. Students may not wear clothes or headgear which carry pictures or writing on them that the faculty and administration deem to be disruptive for an educational setting (i.e.: violence, obscene, profane, vulgar, promoting illegal substances for minors, or harassing to others in the Groves community).
2. Students may not wear as decorative adornment articles which could be used as weapons (i.e.: pointed metal studs, handcuffs, razor blades, chains, steel toed boots, etc.).
3. Student clothing should be appropriate, substantial and not disruptive to the educational process. Thus, large tears in clothing, halters, cut-off T-shirts, or shorts without some pant leg are not permissible. All shirts and blouses must cover to the waist. Baggy pants that are worn so low as to be offensive are not permitted.

4. **Dress that detracts from the primary educational focus is not permitted. Student dress should not detract from a productive, healthy and safe learning environment at school.**

**Some examples are:**

- |  |   |
|--|---|
| • Shorts and skirts (Finger Tip length)  | • Bare midriffs   |
| • Low-riding pants   | • Low-cut tops (no excessive cleavage)                                    |
| • Transparent clothing   | • Spaghetti strap tanks and tube tops (straps must be three fingers wide) |
| • Tights or other transparent fabric that is not covered by something of finger tip length | • Masks   |
| • Sunglasses   |   |



5. Straps on dresses must be three (3) fingers wide.
6. Students must wear shoes.
7. The dress code policy is in effect during normal school hours (7:15 am-2:50 pm) and school related events.

Teachers may set standards of dress in individual classrooms and laboratories (i.e. hats/hoods) necessary to maintain a productive, healthy and safe learning environment. Students who are in violation of the Groves' dress code policy will change clothes and may face disciplinary action.

### **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.**

<b>VIOLATION</b>	<b>ACTION</b>
Parked without listed plate or valid permit	1 <sup>st</sup> offense – warning, 2 <sup>nd</sup> offense - ticket
Failure to properly display valid permit	1 <sup>st</sup> offense – warning, 2 <sup>nd</sup> offense - ticket
Parked in visitor area, North Lot or Front Circle	1 <sup>st</sup> offense – warning, 2 <sup>nd</sup> offense - ticket
Parked in no parking zone (with valid permit)	1 <sup>st</sup> offense – warning, 2 <sup>nd</sup> offense - ticket
Parking in no parking zone (no permit)	1 <sup>st</sup> offense – warning, 2 <sup>nd</sup> offense - tow
Park in Handicap zone	1 <sup>st</sup> offense – warning, 2 <sup>nd</sup> offense - tow
Failure to observe directional instruction	1 <sup>st</sup> offense – detention, 2 <sup>nd</sup> parking suspension
Excessive speed (5-10 mph over limit)	1 <sup>st</sup> offense – detention, 2 <sup>nd</sup> parking suspension
Excessive speed (+ 10 mph over limit)	1 <sup>st</sup> 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 <sup>st</sup> offense – one (1) week 2 <sup>nd</sup> offense – two (2) weeks 3 <sup>rd</sup> offense – 90 school days 4 <sup>th</sup> offense – permanent parking suspension
Sophomore Parking No sophomore parking during the school day.	1 <sup>st</sup> offense: parking ticket AND Saturday detention AND no parking in junior year until the end of the 1 <sup>st</sup> trimester
Fraudulent use of parking permit (possession of counterfeit tag, use of tag other than issued)	1 <sup>st</sup> offense: parking suspension of 90 school days to both student issued permit AND person using tag
Unregistered Vehicle or falsified registration information	1 <sup>st</sup> offense – ticket, 2 <sup>nd</sup> 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 captaincy, 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, captaincy 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, ACTIVITIES AND SPECIAL EVENTS**

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.

### **AACT**

**(all year)**

Mr. Hurms

African Americans Changing Tomorrow (AACT) strives to create change within our community while staying true to themselves and their heritage. It fosters academic and social growth by providing students with the necessary tools and resources to excel in high school. The group also offers student to student tutoring, study groups and Saturday school classes.

### **Amnesty International & Animal Rights**

**(all year)**

Ms. Marentette

Groves Amnesty/Animal Rights is a club that fights for human and animal rights both locally and internationally. We do both large projects such as the blanket drive in conjunction with Green Club and fundraisers (Dog Walk), in addition to taking action through emails and letters, dedicating about half of our time to amnesty and half to animal rights. Amnesty/Animal Rights always welcomes new members and is open to new ideas. Weekly meetings.

### **Basketball Intramural**

**(December – February)**

Basketball is open to all students (regardless of ability) except those on the Groves basketball team. This gives students a chance to have fun and compete with classmates in a non-pressure setting. Students have the chance to make their own teams and compete against other teams on Sunday afternoons.

### **Bowling Intramural**

**(December – February)**

All students are welcome to participate regardless of skill level. This club helps students learn and improve bowling techniques. Bowlers will meet once a week after school for twenty weeks. Also, the more experienced players will have a chance to compete against other schools.

### **Debate**

**(all year)**

Mr. Lawson – [jl02bps@birmingham.k12.mi.us](mailto:jl02bps@birmingham.k12.mi.us) Telephone: 248-310-5909

Groves Debate team is very active during the first and second term of each year. There is a full schedule of tournament competition for the varsity, junior varsity and novice debaters each year. Tournament travel includes in-state, regional and national events. The Debate Team has won 5 varsity state championships, 4 junior varsity state championships and 4 novice state titles and the National Catholic Forensic League National Championship. Additionally, Groves has appeared in the Octafinals (top 16 in the nation) of the National Debate Tournament of Champions on three occasions.

### **Experiential Learning Center**

**(all year)**

Mr. Wicker

The Birmingham Experiential Learning Center directs activities designed to put students in touch with experiences that will add to their education. Each year the center sponsors many weekend vacation trips that give students the opportunity to explore and experience many different aspects of life. Some of these programs have included: Appalachian service projects (midwinter break), urban adventuring in center city Detroit, dog sledding, winter cross country ski camping, white water kayaking and rafting, weekend rock climbing trips, homeless and soup kitchen support groups, Grand Canyon hiking trip (February break), Florida Everglades Exploration (spring break), and Habitat for Humanity service project (spring break). For further information visit the Experiential Learning Center or contact Mr. Van Ermen at (203-3539).

### **Forensic**

**(Oct. – May)**

Mr. Rutherford and Mrs. Kennedy

The Forensic Team tryouts are in December. The team competes January - May each year, including Saturdays in March. Students on the team compete in individual events, covering both public address and interpretation. The team has enjoyed much invitational success, and most competitors are able to compete at the state level each year.

### **Gay/Straight Alliance**

**(all year)**

Mrs. Voigt & Mr. Reese

The Gay/Straight Alliance is a student organization dedicated to promoting awareness and equality among the gay, lesbian, bisexual, transgender, and straight community. In addition to weekly discussion meetings, the GSA has participated in the Metro Detroit AIDS Walk, sponsored National Coming Out Day, Transgender Day of Remembrance, the National Day of Silence and the Night of Noise. Everyone is welcome become a part of the Groves GSA.

**GGC (Groves Green Club)****(all year)**

Mrs. Bartnick

This club is open to all interested students and staff. The primary objective of GGC is to promote environmentally sound practices at school and at home. The club strives to provide a place at Groves where students can take positive actions to understand and improve their environment. The meetings are held weekly.

**Interact Club****(all year)**

9<sup>th</sup> - 12<sup>th</sup> graders are welcome to participate in Interact Club which serves to champion community service within Groves. Sponsored by the Birmingham chapter of Rotary International, Interact members meet monthly to achieve the following goals: 1) Promote service activities within Groves; 2) Recognize service done by the Groves community; 3) Raise awareness of issues impacting the community; and 4) Do service! Interact is a great way to join like-minded people who share a desire to make a difference in the lives of others. It's also a perfect place to get introduced to community service if you've never done it before. Our motto is: "Volunteer. It's good for you!"

**International Club****(all year)**

Mrs. Antonioli

This club is open to all students but especially invites all exchange students or students who are on an extended stay at Groves from a foreign country to become a member. Students plan a variety of activities like field trips, dinners, game competitions, film parties and discussion, UNICEF drives, and other activities that aid the international community. Everyone is welcome to join.

**Japanese Club****(all year)**

Mrs. Cooper

Anyone who is interested in the Japanese Culture and/or language is welcome. You do not need to know the language or to take Japanese classes. Activities include: tea ceremony, calligraphy, cooking, arts and crafts, games, sports, music, movies, and holiday celebrations.

**Knitting Guild****(all year)**

Mrs. Bodary

The Groves Knitting Guild is open to all students regardless of skill level. Beginners are encouraged to join. The club meets weekly during the school year to learn new knitting and crochet techniques, share ideas and enjoy the fellowship of other fiber art enthusiasts. Club members also do community service activities including creating blankets for chemotherapy patients at Beaumont Rose Cancer Center, knitting chemo caps, and making scarves for the Winter Special Olympics athletes. Trips to local yarn shops, fiber & knitting festivals, and "Knit Michigan" – a fundraising event for cancer awareness/cure – might also be scheduled.

**National Honor Society****(October)**

Mrs. Kowalchuk

The application procedure begins in early October when all juniors and seniors who have achieved an unweighted grade point average of 3.5 will receive a letter of invitation and an application for admission. Students must show active participation in both co-curricular activities and community service. According to the national rules for induction of NHS members, the names of candidates along with their application forms are to be presented to a faculty selection committee for approval. This committee considers the student's character, for example: no student who has received an academic misconduct in the previous year will be considered for membership. Transfer students are eligible for membership if they meet the qualifications of Groves High School NHS. Students should consider membership in the National Honor Society very carefully. Membership is not merely a reward for academic excellence. Members are expected to be actively involved in the society, participating in community service activities, taking leadership roles in school affairs and planning the next induction of students.

**Robotics Team****(all year)**Mr. Simms – [bsimms@birmingham.k12.mi.us](mailto:bsimms@birmingham.k12.mi.us)

The Birmingham Robotics Club is a high school program that aims to spread awareness and raise interest within our school and our community about robotics and the programs of OCCRA(Oakland County

Competitive Robotics Association) and FIRST (For Inspiration and Recognition of Science and Technology). As part of participation in the OCCRA and FIRST Robotics competitions, students will have the opportunity to work with professionals and adult mentors to earn valuable life experience with robotics, technology, science, and math.

### **Ski Club**

**(December – February)**

Mrs. Constand

All students are welcome to participate in skiing or snowboarding regardless of skill level except those playing a winter sport. We will go once a week to a local ski resort when conditions allow. Students receive discounted lift tickets, transportation, and the opportunity to take lessons to improve their skills. Fee required.

### **Spanish/French Club**

**(all year)**

Mrs. Arslanian

The Spanish/French Club is open to students interested in Spanish/Latin American and French culture as well as the Spanish and French languages. Some activities include: holiday celebrations, crafts, field trips to local restaurants, Latin dance lessons, and exposure to movies and music. It is not necessary to take Spanish or French to participate.

### **Theatre**

**(all year)**

Mr. Rutherford and Mrs. Kennedy

Groves Performing Arts Company produces each year a play, a talent show, freshman/sophomore shows, a musical, and a competition play. Auditions are open to all students at Groves High School with the exception of the Freshman/Sophomore Shows. Only Freshmen and Sophomores are invited to try out for a part in the Freshman/Sophomore Shows. Also, students are needed to help with set crew, publicity, tickets, etc., with all productions.

## **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**

Students must enter a dance by 9:00 p.m. Students are expected to remain at the dance until 10:30 p.m.

#### **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 from 9 – 11 p.m. 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 from 8-11 p.m. At this dance, the Homecoming Court is honored. Two girls and two boys from each grade are elected to be on court during Spirit Week. This dance is dressy, but not semiformal. Tuxedos are not worn to the Homecoming Dance. Denim is not appropriate dress. All students are welcome to attend. Tickets for this dance are on sale during Spirit Week in front of the cafeteria.

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. 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 dance scheduled for December and usually has a "dress-up theme." Dance contests and best costume contests are held. Groves' students only with valid Groves' I.D.

#### **February GSC Dance**

This dance is not as formal as Homecoming, but is dressy. All students are welcome to attend. The dance is held in early February in the Commons from 8-11 p.m. Denim is not appropriate dress.

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. 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.

The guest policy for this dance is as follows: 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. 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. All participants are required to stay until 10:30 p.m.

#### **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 seriously 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. Groves Scholars, students who achieve a weighted grade point of 3.800 or better, are awarded a gold cord. Groves Cum Laude graduates, students who achieve a weighted grade point of 3.500 to 3.799, are awarded a green and white honor cord to be worn at Commencement. Academic based clubs and activities may award pins to recognize student membership. All students receiving academic recognition will be honored at Honors Convocation.

## 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 <sup>th</sup>		Varsity	J.V.	9 <sup>th</sup>
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

**2015-2016**

President(s)	Claire Brauer, Emma Gijsbers
Vice President	Joey Rubin
Secretary	Vincent Weber
Treasurer	Jasmine Jordan
Directors of Community Service	Jillian Gordner, Emma Hourdakakis, Emily Levin, Olivia Stillman
Historians	Sydney Laub, Devin McIntyre
Directors of Publicity	Grace Sleder, Ava Scott
Directors of Social Activities	Jack Gross, Hadrien Ovize, Andrew Saad
Directors of Communication	Kyra Alpiner, Annabelle Honet, Morgan Mattler, Josh Olmstead
Director of Curriculum	Eric Davis, Christy Mestdagh
Parliamentarian	Jonah Kamoo

### **Class of 2016, Seniors**

President(s)	Hannah Balicki, Nathan Lazor
GSC Representatives	Grant Anger, Julia Dickerson, George Googasian, Ross House, Logan Lucas, Shelby Pitts

### **Class of 2017, Juniors**

President(s)	Kendall Hall, Beau Kewley
GSC Representatives	Emma Lulkin, Max Robinson, Casey Sherwood, Nate Wagner

### **Class of 2018, Sophomores**

President(s)	Rolando Arambula, Emma Lucken
GSC Representatives	Matt August, Ellery Cupelis, Olivia Siklich, Ashley Werthman

### **Class of 2019 Freshmen**

GSC Representatives	TBD
---------------------	-----

## 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 at those times when final examinations are taken. Generally, this involves students who are accompanying their parents or guardians on travel that cannot be scheduled at a later time. In other cases, it may involve students who desire to participate in summer educational experiences, which are not part of the public school program. In order to provide an acceptable common method by which such students can take their 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 not later than three (3) weeks in advance of the student's last day of attendance. This request will explain the reason for the absence.
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 **unweighted 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.**

Student grades are determined by the teacher acting within the guidelines established by the District.

No grade given a student by a teacher may be changed by anyone unless:

- a teacher concurs with the grade change, or
- a review panel composed of three teachers, one board member and the superintendent of schools approves the change, and the teacher does not appeal the decision, or
- the school board appeals the grade change by a majority vote.

Informal discussions concerning the grade may be held with parents, students, teacher, department heads, and principal or district administrator.

### **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.

## 2015-2016 COLLEGE TESTING SCHEDULE

### ACT

#### TEST DATES

September 12, 2015  
October 24, 2015  
December 12, 2015  
February 6, 2016  
April 9, 2016  
June 11, 2016

#### MAIL IN REGISTRATION

August 7, 2015  
September 18, 2015  
November 6, 2015  
January 8, 2016  
March 4, 2016  
May 6, 2016

### PSAT/NMSQT

#### TEST DATES

October 14, 2015

Juniors Required

### SAT

#### TEST DATES

October 3, 2015  
November 7, 2015  
December 5, 2015  
January 23, 2016  
March 5, 2016  
May 7, 2016  
June 4, 2016

#### REGISTRATION DEADLINE

September 3, 2015  
October 9, 2015  
November 5, 2015  
December 28, 2015  
February 5, 2016  
April 8, 2016  
May 6, 2016

### AP - ADVANCED PLACEMENT PROGRAM

#### TEST DATES

May 2-13, 2016

#### REGISTRATION AT GROVES

To be determined

## **MISCELLANEOUS INFORMATION**

### **EMERGENCY PROCEDURES**

In general, our schools remain in session if it is at all 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 the major radio stations for information about school closings. Radio stations rarely announce school districts that remain open; television stations make announcements only in unusual conditions.

School closing information will also be announced immediately on the school district Newline (248-203-3000) and on the Birmingham Public Schools website: [www.birmingham.k12.mi.us](http://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 child walks to school and weather conditions in your immediate area make the trip to school hazardous, **Keep Your Child At Home**. If your child 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 children 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 children the possibility of an early dismissal and make certain each child knows where to go when parents are not at home.

#### **Tornadoes**

In the event of a tornado watch or warning, schools are notified immediately. We have a communication link with National Weather Service authorities. Although tornadoes are a rare occurrence, each school conducts tornado drills as it does fire drills, so that children are familiar with the procedure to be followed.

Because children are safer in school than they would be traveling home when a tornado has been sighted in the area, children will not be sent home. Appropriate safety measures will be taken and students will stay at their emergency stations until we have been notified that the danger is over.

Under certain circumstances, children may also be kept at school after the "all clear" signal. (For example, if there is a danger of fallen wires or trees.)

#### **Procedures for Parents**

Parents who feel they should pick up their child 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 a tornado warning. 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 Wednesdays from 7:30 – 8:30 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

### ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS-BOARD POLICY 5111

(Policy detail available on the Birmingham Public School web page)

#### **Summer School Enrollment**

Fees for enrollment in the District's Summer School Program shall be established annually by the Board. A separate fee structure for resident and non-resident students will be posted at the time of registration and all fee payments are due prior to the first day of classes for the session in operation. Students who have yet to enroll in the District but wish to attend summer school using the resident fee structure shall establish residency before registering.

Proof of adequate immunization or an immunization waiver signed by the parent(s)/legal guardian(s) must be provided by non- Birmingham Public Schools summer school students at time of registration.

#### **Other Community Education Programs**

Classes and programs sponsored by the District Community Education Department are available to residents and non-residents alike at tuition rates established by the Board of Education. A fee schedule shall be published and/or posted annually.

#### **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy is intended to protect all students from bullying/aggressive behavior, including cyberbullying, regardless of the subject matter or motivation for such impermissible behavior.

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student is attending any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control.

Bullying or other aggressive behavior toward a student, including cyberbullying, that is not initiated at a location described above, or using a device or service owned by or under the control of the District, is nevertheless, covered by this policy if the incident could likely lead to a material or substantial disruption of the school learning environment for one (1) or more students and/or the orderly day-to-day operations of any school or school program.

#### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the student and parent/guardian handbooks.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and

allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying or other aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

In instances where bullying or other aggressive behavior is believed to be based on race, color, national origin, sex or disability, a complaint should also be filed with the School District's designated Compliance Officer. The School District will, then in addition to the above, follow its policies and practices for investigating claims of discrimination.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training**

The District shall support programs involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide all students annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide all parents/legal guardians annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyberbullying and other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" means any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the School District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" is defined as the use of the Internet, telephone, cell phone or other electronic devices to engage in "bullying."

For further definition and instances that could possibly be construed as: Harassment, see Policy [5517](#); Hazing, see Policy [5516](#).

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education  
Adopted 9/08 - Revised 4/17/12

## **5600 - RIGHTS AND RESPONSIBILITIES (CODE OF CONDUCT)**

### **Preamble**

The District recognizes:

- A. The primary intent of society in establishing a system of public schools is to provide an opportunity for learning;
- B. An environment that fosters learning places paramount importance on the achievement of educational objectives; and
- C. Educational objectives include both the mastery of academic disciplines and the responsible exercise of civic rights and responsibilities.

This Code of Conduct is concerned with individual rights in the context of the school community. We believe that students, teachers, administrators and parents should create the rules which govern that community. We are mindful of the freedoms guaranteed by the Constitutions of the United States of America and the State of

Michigan. Any Code of Conduct should: assist students in the learning and understanding those rights; how to exercise them responsibly; and promote the practical realization of the Policy which these bases of our government envision.

This preamble is a point of departure. The Code of Conduct itself, and the administrative guidelines promulgated to implement the Code of Conduct, will provide greater detail about the way in which each individual student must exercise his/her rights and responsibilities in the school community. Both the Code of Conduct and the administrative guidelines will seek to define the consequences which will occur when a student fails to meet his/her responsibilities.

Each student has a basic right to educational opportunities. When a student infringes upon this basic right of others, it becomes the duty of the District to discipline this student and restore the conditions that promote learning for all students. It is also the District's responsibility to respect, at all times, the rights and privileges of the students as defined in this Code of Conduct. In disciplining students and regulating their conduct, the District strives to assure that guidelines and consequences are appropriate and proportionate in nature, consistent with applicable law, constructive and limited to that reasonably necessary to promote the District's educational objectives.

The Superintendent or designee shall publish to all students and their parents the rules of this District regarding student conduct, the consequences that may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

### **Character Education**

Character education is integral to all that is done in school, and most effective when school, home and community work together. The oldest and most critical mission of schools, character education focuses on core human values, including virtue, good habits and disposition. Character education is about ways of being that are constantly practiced and developed to strengthen students from within. The goal is to help students become morally responsible, self-disciplined citizens.

It is expected that students will develop:

- A. **Positive Attitude** – Students should strive to be hopeful and confident in their thoughts and actions about themselves, others and the future.
- B. **Honesty and Integrity** – Students should show others, by their just and principled words and actions, that they are deserving of their trust.
- C. **Respect and Kindness** – Students should show empathy and regard for others, the environment and the world around them.
- D. **Responsibility and Accountability** – Students should show that they follow through on commitments and are answerable for their actions and decisions.

### **Positive Behavior Support**

The District strives to provide a system that will support students' efforts to manage their own behavior and promote academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments.

### **Conduct in School and at School Activities**

The Superintendent or designee shall establish administrative guidelines to assure that no person can, without consequence, disrupt the educational process by that person's actions, manners, or lack of consideration and cooperation.

Daily attendance of all who are enrolled in the Michigan public schools is required in accordance with State law and Board policies. Students will attend all regularly scheduled classes unless officially excused. Excessive tardiness to school or individual classes will not be tolerated.

The use, possession, or distribution of alcoholic beverages, illegal drugs, devices or contrivances intended for or adapted for use of any illegal drugs is prohibited on school grounds and at school activities. (See Policy and AG 5530 - Substance Abuse Prevention.)

Smoking by students is not permitted on school property or at school-sponsored activities. (See Policy 5530.01 - Smoking.)

Dress and appearance must not present health or safety problems or interfere with the educational process. Students must obey the proper directions of District personnel. All persons must, upon request, identify themselves to school personnel in the school building, on school grounds, or at any school-sponsored event. Participation in extra-curricular activities is a privilege. The District expects its students to behave in an exemplary fashion at all times, and requires appropriate behavior during any District-sponsored extra-curricular activity. If the District employee in charge of supervising an extra-curricular activity determines that a student is behaving inappropriately, that employee may remove the student from the activity. Such removal may, in appropriate cases, be at the expense of the student and his/her family. The student may be subject to additional discipline as provided in these guidelines. Students at school-sponsored, off-campus events shall be governed by District rules and guidelines and are subject to the authority of District personnel. Students may not leave the school grounds during the school day nor be in areas of the school grounds declared off-limits unless permission has been granted by proper school officials. Access to the school buildings or school grounds during the school day is limited to students. All others must report first to the principal's office for permission to visit or use these facilities.

### **Student Rights and Responsibilities**

The following rights and responsibilities are listed to protect and to preserve all students' status as citizens:

- A. Freedom of Speech – Students are entitled to express their opinions verbally. Such verbal opinions shall not interfere with the rights of others to express themselves. Verbal opinions must not disrupt the educational process. The use of obscene language is prohibited.
- B. Freedom of Assembly – All meetings in school buildings or on school grounds may function only as authorized as part of the formal educational process of the school or as authorized by proper school officials. Students have the right to assemble peaceably; however, there is an appropriate time and place for the expression of opinions and beliefs. Conducting or participating in demonstrations which disrupt or interfere with the operation of the school or classroom is inappropriate and prohibited.
- C. 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).

Students who edit, publish, or distribute hand-written, printed, or duplicated materials within the school or on school grounds must assume responsibility for the content of such publications. Obscenity is prohibited in all publications. School-sponsored publications should be free from policy restrictions outside of the normal rules for responsible journalism.

### **Search and Seizure**

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 designee for legitimate cause that may include health or order. (See Policy [5771](#) - Search and Seizure.)

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 designee with a witness present. The student will have the right to know the reason prior to the search of person or belongings.

### **Procedural Rules**

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.

Substantial effort shall be made by staff members to resolve problems through effective utilization of District resources in cooperation with the student and his/her parent/guardian. Such efforts must be recorded by the school administrator and should be recorded by the staff member and kept on file.

No student shall be detained by the District after the close of the regular school day unless the student's parent/guardian, or designated adult when the parent/guardian is unavailable, has been contacted and informed that the student will be detained.

No student shall be refused transportation services until the parent/guardian has been notified. During debarment (one [1] day or less) or short-term suspension (up to ten [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.

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.

Students shall not be subject to "corporal punishment," as defined in M.C.L.A. 380.1312. Seclusion and/or restraint shall only be used on an emergency basis, and, then, only in accordance with the Policy adopted by the Michigan State Board of Education and by this Board (see Board Policy 5640.)

### **Criminal Acts**

A student shall not commit or participate in any conduct or act defined as a crime by State or Federal laws. Such acts may be considered to be violations of this Code of Conduct.

### **Michigan Revised School Code**

Under Sections 1311 and 1311a of the Michigan Revised School Code (M.C.L.A. 380.1311 and 1311a), the District is required to expel students who are found to have engaged in certain acts of misconduct:

### **Dangerous Weapons, Arson, Criminal Sexual Conduct**

If a student possesses in a weapon-free school zone a weapon that constitutes a "dangerous weapon", commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the Board shall expel the student from the District permanently, subject to possible reinstatement after the expiration of not less than one hundred eighty (180) school days, as provided for within the Michigan Revised School Code. The Board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one (1) of the following:

- A. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- B. The weapon was not knowingly possessed by the student.
- C. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- D. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

### **Physical Assault**

If a student in grade 6 or above commits a physical assault against an employee, volunteer, or contractor of the District while at school, the student shall be permanently expelled from the District, subject to possible reinstatement after the expiration of not less than one hundred eighty (180) school days. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

The Michigan Revised School Code also permits a teacher to suspend a student from the teacher's class, subject or activity for up to one (1) full school day, if the student engages in any of the following types of conduct during the class, subject or activity:

- A. physically fighting;
- B. disruption of the educational process, including insubordination, after repeated warnings;
- C. profanity/inappropriate use of language after repeated warnings;
- D. refusing to wear safety glasses or other safety required attire despite the teacher's request that the safety equipment must be worn;
- E. using a laser light without the teacher's permission after repeated warnings;
- F. possessing, using or under the influence of alcohol or a controlled substance; and
- G. having a dangerous weapon as defined by the Revised School Code.

A teacher-initiated one (1) day suspension from the teacher's class, or subject, does not preclude the building administration from administering additional discipline in accordance with Board policy.

It should be noted that the above items that are referenced in State or Federal statutes are also considered by this Board to independently serve as a basis for discipline under this Code of Conduct. A change in any of the statutory provisions, including new interpretations or clarifications will not affect the inclusion of any such items in this Code of Conduct.

### **Misconduct in Another School System**

A student who has been found to have engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from a school system prior to a hearing on alleged misconduct, may be charged with a violation of this Code of Conduct as a result of the prior misconduct. All applicable due process procedures will be followed in determining whether discipline will be imposed by the District.

The Superintendent or designee shall establish administrative guidelines, in accordance with State and Federal law and regulation, for suspension and/or expulsion for misconduct in another District.

### **Off-Campus Misconduct**

Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of District personnel and are governed by all applicable rules and guidelines of the District. In addition, students' off-campus conduct which may have an effect on the general safety and welfare of students, staff, or others in the school community may result in disciplinary action, whether or not part of a school-sponsored activity.

### **Debarment, Suspension and Expulsion**

The Superintendent or designee shall establish administrative guidelines, in accordance with State and Federal law and regulation, for debarment, suspension and expulsion.

#### **A. Debarment**

A debarment is a prohibition against the student attending classes for up to one (1) day. An administrator may make a debarment. A debarment request by a teacher shall be reviewed by the building administrator or designee, but no later than the end of the school day. A debarment is not a suspension.

#### **B. Suspension: A short-term suspension is a temporary exclusion from school, and any school-related activities, for not more than ten (10) school days. The authority to issue a short-term suspension rests with the principal or designee. Prior to the imposition of a short-term suspension, the student shall be given the opportunity to meet with the principal or designee. The student shall be:**

1. advised of the specific violation of the Code of Conduct with which s/he is charged;
2. advised of the nature of the evidence the principal or designee has to support the charge; and
3. provided an opportunity to respond to the charge.

A long-term suspension is the exclusion from school and any school-related activities for a definite period of school days exceeding ten (10) school days. The Superintendent or designee has the authority to impose a

long-term suspension based upon a recommendation from the building administrator and a finding of misconduct following the opportunity for a hearing.

C. Expulsions

An expulsion is the total and permanent exclusion of a student from the District, subject to the potential for readmission described in this policy. The Board has the authority to expel based upon a recommendation from the Superintendent or designee and a finding of misconduct, following the opportunity for a hearing.

Following expulsion, the Board may, but is not required to, authorize administration to render services to the expelled student such as admission to a community education program within the District for continuation of academic classes or assistance in obtaining placement in alternative programs within or outside the District.

**Building-Level Debarment or Suspension**

Lunch/off-campus and parking lot privileges, athletics and extra-curricular participation, detentions, and attendance are considered building-level issues. The student handbook and other documents define the building's policies and procedures for building-level issues, which align with the preamble of the District's Code of Conduct and are made available to students and parents at the building.

Debarment and suspension of privileges or participation, the assignment of detentions and consequences for attendance issues are the decisions of the building administration. Appealing decisions made at the building level are heard through the principal or designee. The Superintendent or designee will not hear appeals on debarment and suspension of privileges or participation, or the assignment of detentions and consequences for attendance issues unless the appeal is based on an alleged failure to follow building policies or procedures. In such cases, the debarment or suspension stands during the pendency of the appeal.

**Exclusion during Suspension or Appeal**

A student is not permitted to attend classes, remain on school grounds (except in the case of an in-house suspension), or participate in any extra-curricular activities during the period of suspension or appeal.

**Readmission**

This section does not apply to students who have been expelled for so-called "mandatory expulsion" offenses under Section 1311 of the Michigan Revised School Code (M.C.L.A. 380.1311; MSA 15.41311(5)). Reinstatement for such students shall be in accordance with Section 1311(5) of the Michigan Revised School Code, M.C.L.A. 380.1311(5); MSA 15.41311(5).

A student who is expelled shall not be readmitted to any school within the District except by action of the Board.

After an expelled student's absence from school for the remainder of the semester during which the incident leading to the expulsion occurred and the one (1) regular school semester/trimester following, the student or, on behalf of the student, the student's parent/guardian may seek readmission by applying to the Board through the Superintendent or designee. The Board may, in its discretion and subject to this policy, choose to readmit the student if s/he can satisfactorily demonstrate that s/he had made a sincere effort at rehabilitation subsequent to the expulsion, will not represent a threat to the safety and welfare of the students, and will not disrupt the educational process of the District. The Board shall base its decision in part on the severity of the incident leading to expulsion. The Board may further qualify readmission upon specified conditions that it determines are appropriate.

Such applications shall be filed no earlier than forty-five (45) days prior to the commencement of the semester/trimester for which readmission is sought. The decision of the Board on the question of readmission is final.

M.C.L.A. 380.1308-1311  
Gun-Free Schools Act of 1994 (20 U.S.C. 3351)  
P.L. 103-382 (Section 14601, Part F)  
Revised 1/09



**BOARD OF EDUCATION REGULATION 5530**  
**SUBSTANCE ABUSE PREVENTION REGULATION**  
(Revised January 1998)

The Birmingham Public Schools states that it is illegal and detrimental to the educational process for 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.

When a student is under the influence of, possesses, transmits, buys or sells any narcotic drug, alcoholic beverage, intoxicant or mood altering chemical of any kind, the response of the Birmingham Public Schools is controlled by the following regulation. This regulation also governs BPS response to counterfeit or "look-a-like" drugs, and devices intended for or adapted for use with any illegal drug. For purposes of this regulation, the word "drugs" shall mean all of the above noted substances and devices as more fully defined in Board Policy 5530.

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

Abuse of drugs is separated into three categories:

- 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.

If a student, based upon reasonable cause, is suspected of being under the influence or in possession of drugs, school personnel shall:

- A. Take necessary emergency procedures to protect student's or others health, welfare and safety
- B. Investigate the situation
- C. If it is determined a violation has occurred, school personnel shall:
  - Contact the parents
  - Contact the Police Liaison Officer
  - Conduct a parent-student conference
  - Suspend the student up to ten (10) school days. The principal may administer additional discipline up to and including a recommendation for permanent expulsion

At the discretion of the administrator, suspension may be reduced up to one-half of the original suspension if the student and parent meet with the crisis counselor or other school support personnel and the student agrees to successfully completing some combination of the following:

- A. Professional drug and alcohol assessment by an outside agency
- B. Drug testing a minimum of twice over the following 60 calendar days by an outside agency
- C. Out-patient treatment
- D. In-patient treatment
- E. Outside counseling
- F. Counseling by the Crisis Counselor or other school support personnel
- G. Participation in AA/NA meetings

- H. Participation in a school support group
- I. Participation in community service related to alcohol and other drugs

All expenses associated with the above shall be the responsibility of the student/parent.

Subsequent violations of this policy will warrant suspension from school for ten days. This suspension may not be reduced. In addition, the principal will begin an investigation that may result in a recommendation for expulsion as defined by District Policy 5600.

If a student, based upon reasonable cause, is suspected of selling, delivering, distributing or transferring a drug or making arrangements to do so, school personnel shall:

- A. Take necessary emergency procedures to protect student's or others health, welfare and safety
- B. Investigate the situation
- C. If it is determined a violation has occurred, school personnel shall:
  - Contact the parents
  - Contact the Police Liaison Officer
  - Conduct a parent-student conference
  - Suspend the student up to ten (10) school days. The principal may administer additional discipline up to and including a recommendation for permanent expulsion

Policies 5530, 5600, and 5611 shall be utilized regarding all procedures under this regulation.

### **5136 - ELECTRONIC DEVICES**

For the purpose of this policy, "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.

A student may possess and use electronic devices in school, on school property, including school buses or other Board-provided vehicles, at after school activities and at school-related functions, provided that during times to be determined by the building administrator, or designee in charge of the activity, the electronic devices remain off.

Also, during school activities when directed by the administrator or sponsor, electronic devices shall be turned off and stored away out of sight.

The use of electronic devices in locker rooms or bathrooms is prohibited at any time.

Students are prohibited from using electronic devices to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an electronic device to take or transmit audio and/or pictures/video of individuals without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building administrator, or designee.

Possess and use of electronic devices by a student is a privilege, which may be revoked by the District if a student fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. No expectation of confidentiality will exist in the use of electronic devices on school property.

Students are prohibited from using electronic devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 517.01 - Bullying and Other Aggressive Behavior Toward Students.

Students are also prohibited from using electronic devices to capture and or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their electronic devices to receive such information.

Violation of this policy may result in disciplinary action and/or confiscation of the electronic device. The building administrator may also refer the matter to law enforcement if the violation involves an illegal activity. Electronic devices in District custody will not be searched or otherwise tampered with unless building administrators reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure.

The student who possesses an electronic device shall assume responsibility for its care. At no time shall the District be responsible for theft, loss or damage to electronic devices brought onto its property.

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.

Revised 6/09  
Revised 1/17/12  
Revised 12/3/13

## **ENROLLMENT REQUIREMENTS**

### **Immunization**

All students enrolling for the first time in the Birmingham Public Schools as well as students from other school districts are required to provide evidence of having had adequate immunization for measles, diphtheria, tetanus, pertussis, rubella, and poliomyelitis, hepatitis B and varicella prior to enrollment.

The requirement for immunization may be waived if parent(s)/legal guardian(s) provide a signed statement indicating that they object to immunization for religious or medical reasons. An appointment with the County Health Department must be scheduled to request a waiver.

In the event that a child is identified by the Oakland County Health Division as being inadequately immunized and a request for waiver signed by the parent(s)/legal guardian(s) has not been received, the child will be prohibited from attending school until satisfactory evidence of adequate immunization is presented.

### **Physical Examination**

It is strongly recommended that children entering kindergarten, grade six (6) and nine (9) or entering the Birmingham Public Schools for the first time have a physical examination by a licensed physician and that the results be made available to authorized District administrators.

All students wishing to participate in athletics shall provide evidence of a physical examination conducted by a licensed physician on or after April 15th of the prior school year and a medical opinion by the attending physician that the student is able to compete in athletic contests. A student may not participate in tryouts, conditioning, practices or athletic contests unless and until the physical examination has been completed and the medical opinion provided.

### **Establishing Parentage and Right on Enrollment**

The person enrolling the student must have a Driver's license or government-issued picture identification. All students enrolling in Birmingham Public Schools for the first time are required to provide a certified copy of the student's birth certificate to verify his/her identity. Where a certified copy of a birth certificate is not obtainable, other satisfactory and reliable evidence of proof of age may be submitted, but must be accompanied by an affidavit explaining the person's inability to produce a copy of a certified birth certificate. A certified copy of the birth certificate must be made available to the District within thirty (30) days of enrollment. If the birth certificate or affidavit is not presented, or when the School District receives an affidavit that appears suspicious in form or content, the School District shall immediately report this to the local law enforcement agency. If the enrolling parent(s)/legal guardian(s) does not appear on the birth certificate, affidavit of parentage must accompany the birth certificate as well as an application for an amended birth certificate.

## **Proof of Residence**

In order to complete the enrollment process, the person seeking to enroll the student must reside in a dwelling that is located within the geographical boundaries of the Birmingham Public Schools. The following documentation will be required:

For homeowners, deed to the property or property transfer and a current property tax statement in the name of the person seeking to enroll the student that indicates the property is their principal residence, together with two (2) different original current utility bills at the District residential address (or verifications of utility activations which are subject to forty-five (45) day verification) in the name of the person enrolling the student, current auto insurance certificate or auto insurance binder at the District residential address, in the name of the person enrolling the student.

For renters, a signed lease or rental agreement in the name of the person seeking to enroll the person, the rental unit must be a non-homestead property and comply with local licensing where applicable. A completed and signed "statement of landlord form", two (2) different original current utility bills at the district residential address (or verifications of utility activations which are subject to forty-five (45) day verification) in the name of the person enrolling the student, current auto insurance certificate or auto insurance binder at the district residential address, in the name of the person enrolling the student. Persons establishing residency within the Birmingham Public Schools' geographical boundaries through a lease agreement, may not own a declared principal residence outside the geographical boundaries of the Birmingham Public Schools.

Leases are subject to review at the time of their expiration in accordance with this policy. Long-term leases may be reviewed at the discretion of the District. Month-to-month lease extensions will be required to provide monthly verification of continued occupancy of the rental property.

For persons moving in with a Birmingham resident for the purpose of locating temporary suitable housing, the Birmingham resident shall establish residency under A and B above, together with affidavits from *both* the resident and the person seeking to enroll the student attesting to the actual living arrangement. In addition, the person moving in with the Birmingham Public Schools resident shall supply further evidence of the person's address, including, but not limited to, paycheck stubs, medical bills, insurance certificates, etc. as well as providing a written statement explaining their need to find temporary suitable housing.

Persons establishing residency in the Birmingham Public Schools' through living with a Birmingham resident may not own or have an interest in suitable housing outside the geographical boundaries or the Birmingham Public Schools.

Living with a Birmingham resident is subject to annual review in accordance with this policy.

Students enrolled under guardianships, the guardian shall establish residency under A, B, or C, the guardian shall present for review the court ordered guardianship as well as the placement plan approved by the court. Guardianships solely for educational purposes will not be acceptable or enrollment in the Birmingham Public Schools.

The guardian and parents shall meet with District enrollment personnel to be advised on and acknowledge District procedures as it pertains to guardianships.

Guardianships are subject to review at the time of their expiration in accordance with this policy.

The Birmingham Public Schools reserves the right to determine the validity of any documentation presented in lieu of the requested documentation.

## **False Information with Respect to Residence**

Should it be determined that a person has knowingly provided false information to the Birmingham Public Schools in order to permit a child to enroll as a resident student, the following shall apply:

The child will be immediately disenrolled from the Birmingham Public Schools.

The parent(s)/legal guardian(s) shall be responsible for tuition for the entire period of the child's attendance, in accordance with the Birmingham Public Schools' Tuition Policy for non-resident students.

The parent(s)/legal guardian(s) shall be responsible for any and all costs incurred by the Birmingham Public Schools in its investigation of the particular residency issue, including actual attorney fees.

The Birmingham Public Schools will refer the matter to the applicable local police department and/or the Oakland County Prosecutor to pursue a claim of criminal residency fraud.

Should the student subsequently seek to enroll in the Birmingham Public Schools, after establishing a bona fide residence, the student will be denied the opportunity to participate in any extra-curricular activities for a period of one (1) school year.

The child will be immediately disenrolled from the District.

The parent(s)/legal guardian(s) shall be responsible for tuition for the entire period of the child's attendance, in accordance with the District's Tuition Policy for non-resident students.

The parent(s)/legal guardian(s) shall be responsible for any and all costs incurred by the District in its investigation of the particular residency issue, including actual attorney fees.

The District will refer the matter to the applicable local police department and/or the Oakland County Prosecutor to pursue a claim of criminal residency fraud.

Should the student subsequently seek to enroll in the District, after establishing a bona fide residence, the student will be denied the opportunity to participate in any extra-curricular activities for a period of one (1) school year.

M.C.L.A. 380.1148, 1401 et seq., 388.1606 -Emancipation of Minors Act, Section 4, Subsection 6 Public Law 100-77, Section 721, 42 U.S.C. 11431 - Stewart McKinney Homeless Assistance Amendment Act of 1990 - PA 203 of 1994, Sec. 163a (1) & (2)

## **BOARD OF EDUCATION POLICY 9250 PARENT INVOLVEMENT AND RELATIONS WITH PARENTS (Revised March 2005)**

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

In accordance with Board policies and administrative regulations, the District will provide the opportunity for parents to review curriculum and instructional materials and to visit the school to observe the instructional process within the limits prescribed by policy.

The Board requires, in compliance with MCL 380.1294, PA 107 of 2004, the superintendent to develop a parent involvement plan to encourage parent-school cooperation. Each school will also develop a parent involvement plan that encourages parent-school cooperation.

The parent involvement policy and plans will be shared with parents on the district web site, school web sites, and in parent/student handbooks.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's in-school behavior;
- B. Sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. Reading all communications from the school, and District and signing and returning them promptly when requested;
- E. Cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

See also, Policies 2413, Health Program and Policy; and 9150, School Visitors, MCL 380.1294

## 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 19<sup>th</sup> 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 9<sup>th</sup> 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.

## CONCUSSION

### 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 CONCUSSIONS

#### Some Common Symptoms

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

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

**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
- A headache that gets worse
- Repeated vomiting or nausea
- Convulsions or seizures
- Becomes increasingly confused, restless or agitated
- Loses consciousness (even a brief loss of consciousness)
- Is drowsy or cannot be awakened
- Weakness, numbness, or decreased coordination
- Slurred speech
- Cannot recognize people/places
- Has unusual behavior

**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](http://www.cdc.gov/concussion).

**5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board



authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

The Board designates the following official, school-sponsored student media to be limited-purpose public forums: high school newspaper publications (including, but not limited to, all electronic versions) known as *The Scriptor* and *Highlander*.

As limited-purpose public forums the student journalists associated with the publications listed above may address matters of concern and/or interest to their readers/viewers. The student journalists involved in the above-listed publications have the right to determine the content of these student media. The content is open to the public at large at the discretion of the student journalists and may address general matters of public concern. School officials will not restrict content of the publications listed above prior to their publication, except with respect to unprotected speech. Each medium should provide a full opportunity for students to inquire, question and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent and/or controversy.

These publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and not subject to prior review, except in circumstances directly related to established publications standards, as determined by the advisor/teacher in the class syllabus. These standards include, but are not limited to:

- A. Grammar, spelling and punctuation
- B. Proper sourcing (three (3) sources, minimum, for a news story)
- C. Accuracy
- D. objectivity in a news story, presenting both views in an opinion story
- E. material that is libelous, obscene as to minors or that will cause a material and substantial disruption of school activities

Given these student publications have been designated as limited-purpose public forums, the school assumes no liability for their content. With editorial control comes responsibility. Student journalists are expected to establish and enforce standards for their publications that are consistent with professional journalism and broadcast standards.

All other school-sponsored student publications and productions, including classroom and/or other curricular, co-curricular, or extra-curricular/club related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate, pedagogical, and school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media, except for those publications listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

The Board expressly authorizes the publication/performance of student media outside the school community (i.e., to the general public). See Board Policy [9160](#).

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

### **Advertising**

Advertisement submitted for publication or inclusion in a production shall be reviewed by the building principal or his/her designee for determination that they are appropriate for students. The Superintendent or his/her designee retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate, pedagogical, and school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

### **General Prohibitions**

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. fail to identify the student or organization responsible for the publication/performance;
- B. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Superintendent or his/her designee.

## 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:

<p><u>Title VI</u> Assistant Superintendent of Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025 248-203-3032</p>	<p><u>Title IX</u> Assistant Superintendent of Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025 248-203-3032</p>
<p><u>Section 504 /Americans with Disabilities Act</u> (employees and applicants for employment) Assistant Superintendent for Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025</p>	<p><u>Section 504 /Americans with Disabilities Act</u> (students and prospective students) Director of Special Education Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025</p>