

Senior High School Parent and Student Handbook

2016-2017

UTICA COMMUNITY SCHOOLS

High School

Parent and Student Handbook 2016-2017

*Welcome to Utica Community Schools,
where your child's education is our first priority.*

Dear Parents/Guardians,

Providing your child with a high-quality educational experience in a safe, nurturing environment is the goal of the Board of Education and staff of Utica Community Schools.

We invite you to share this responsibility by monitoring your child's academic progress and gaining a clear understanding of the standards we have for our

Sincerely,

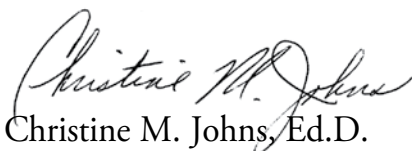
students – standards that are vital to advancing the learning process.

We ask that you take time to review the important information and expectations contained in this parent and student handbook with your child. Working together, we can ensure every child has the opportunity to reach his or her highest potential.



Carol Klenow, Ed.D.

President, Board of Education



Christine M. Johns, Ed.D.

Superintendent of Schools

Utica Community Schools BOARD OF EDUCATION



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Utica Community Schools



Core Values

- Every child can learn and achieve.
- Parents and guardians are partners in the learning process.
- Being “smart” can be achieved through persistence, hard work and effective effort.
- Excellence is expected and celebrated.
- Data is used to guide our decision-making.
- All UCS employees will exemplify ethical behavior; exhibit a strong work ethic; and continue to develop their leadership, performance and service skills.
- Technology supports and enhances instruction, business operations, research and communications.
- The Board of Education, district educators and staff, parents, community members and business leaders must collaborate and work as a team to enhance educational opportunities for student success.

District Vision

All children have the right to a rigorous, high-quality education which meets their individual needs. Utica Community Schools will respect, encourage and empower each and every student to acquire the necessary knowledge, skills and attitudes to be successful, contributing members of a diverse community and global society.

District Mission

We are committed to exemplary teaching and learning in order for our students to be prepared for success in the 21st Century. We will achieve this commitment by engaging the entire community to focus on each child’s achievement, with the expectation that every student will pursue some type of post-high school educational endeavor.

Internet Use Agreement

When students log onto to district computers, they accept a commitment to be good digital citizens. Below is the acceptance agreement.

As a responsible digital citizen, I accept this opportunity to learn through researching, collaborating, gathering information and publishing digitally using the resources of my school and the Utica Community Schools (UCS). I agree to do so in accordance with all guidelines established by my school and the district, including but not limited to, those included in the UCS Parent and Student Handbook.

I acknowledge that I am responsible for:

- Following the UCS Board of Education Responsible Use of Technology Policy, Administrative Rules and Regulations and school procedures when using UCS technology and networks.
- Using privately-owned information technology devices at school only with permission of a district staff member.
- Appropriate conduct on the district network and understanding that I may not connect or network privately-owned information technology devices to district technology without permission of a district staff member.
- Respecting the intellectual property rights of others. I will follow copyright laws.

I accept and agree to practice proper digital citizenship and responsible use of technology as a Utica Community Schools student.

I Accept

Off to a Good Start

This handbook is your guide to information about your high school and Utica Community Schools in general, as well as policies and procedures that enable UCS to provide and manage a positive school environment for all students. Look for the school calendar and other valuable information in school newsletters and mailings, the district Web site *www.uticak12.org*, social media sites, UCS-TV channels 15 and 22 and the district newsletter, *Focus for the Community*.

New Student Registration

Students who are new to Utica Community Schools should register at their high school as soon as possible upon becoming a district resident. To confirm the school your student will attend or to begin the enrollment process when school is not in session, call Pupil Services at 586.797.1120.

To enroll your son or daughter, you must present:

- his/her certified birth certificate
- his/her immunization record
- parent/guardian photo ID
- accepted proof of residency: lease agreement, closing document or current tax bill

Utica Community Schools will request official records from your student's previous school when registration is completed. Class scheduling will be simplified if you bring your student's most recent report card or unofficial transcript when you register.

At enrollment, the state law requires parents/guardians to provide detailed immunization records with the day, month and year their student was vaccinated against measles, mumps and rubella (MMR); diphtheria, pertussis and tetanus (DPT/Td); chicken pox (varicella); polio and hepatitis B. Students who do not comply with the immunization law or who fail to file a waiver will be excluded from school. Call the Macomb County Health Department at 586.469.5372 for immunization information or 586.412.5945 for vision and hearing screening.

When the Bell Rings

The high school day extends from 7:20 a.m. until 2:11 p.m. and is divided into six class periods. In the morning, students report directly to their first hour classrooms. Announcements are made at the start or end of the day. Students cannot leave the school premises during school hours without an early dismissal pass issued by the office. Absences without such

permission may not be excused and may result in suspension (see Attendance section). Students must remain in the building during lunch.

Dress and Grooming

Utica Community Schools takes pride in its students and encourages their development of good hygiene and grooming habits. Student dress and appearance that is neat and clean contributes to a positive school environment. Student dress and appearance should not be disruptive to the educational process. Consider the following guidelines when selecting school clothing:

- Indecent, tattered or unsafe dress or footwear, or attire that calls undue attention to the wearer or has lettering or symbols that are disrespectful or derogatory are not allowed.
- Beach wear, low-cut tops, tank tops, sleeveless tops, muscle shirts, see-through clothing, short skirts, short shorts, pajamas, tight clothing without proper coverage and clothing exposing the shoulders or mid-section are not allowed.
- Knee length shorts and skirts are acceptable. Shoes must be worn.
- Outerwear, such as coats and hats, is not to be worn in school.
- Clothing that promotes illegal substances or drugs, illegal activities, violence, tobacco or alcohol is prohibited.
- Clothing or head coverings worn as group identifiers that promote a disruptive school climate are prohibited.
- Jewelry and accessories that may be deemed dangerous are prohibited.

High School Daily Schedule 7:20 a.m. - 2:11 p.m

1st Hour	7:20 – 8:18
2nd Hour	8:24 – 9:20
3rd Hour	9:26 – 10:22
4th Hour	10:28 – 12:07
5th Hour	12:13 – 1:09
6th Hour	1:15 – 2:11

Utica Center for Mathematics, Science and Technology (UMST)

Utica Center for Science and Industry:

Grades 9 and 12:

1st Hour	7:45 – 8:36
2nd Hour	8:41 – 9:32
3rd Hour	9:37 – 10:30

Grades 10 and 11:

4th Hour	11:05 – 11:53
5th Hour	11:58 – 12:46
6th Hour	12:51 – 1:40

Utica Academy for International Studies:

Block 1	7:20 – 8:50
Block 2	8:56 – 10:57
Block 3	11:03 – 12:34
Block 4	12:40 – 2:11

UCS Alternative Learning Center:

Start time	7:40 a.m.
Dismissal	2:30 p.m.

Bus Transportation

UCS Board of Education policy and Michigan State Board of Education guidelines are used to determine student eligibility for bus transportation, based on the distance from home to school. Safety conditions for walkers are also taken into consideration. Your school office will know if your street is on a district busing route. Routes may be altered during the school year to accommodate enrollment changes.

Students are expected to use their assigned bus stops, arrive ten minutes before the bus is scheduled to arrive, wait in an orderly manner and be alert to traffic when leaving the bus. Bus transportation is a privilege. Students may be denied the privilege of riding the school bus for misconduct on a bus or at a bus stop. Student conduct on the bus should be an extension of good classroom behavior. All school rules and regulations apply.

- Students must obey the bus driver, who is in full charge of the bus and students.
- Drivers or administration have the authority to assign seats to students.

All busing issues should be directed to the UCS Transportation Department, 586.797.7100.

Emergency School Closings

In the event of severe inclement weather and/or loss of electrical power, heat or water, or other emergency, Utica Community Schools may: close the school(s) for the entire day; open the school(s), but without bus transportation; delay bus transportation and start time(s); or dismiss students early.

Parents will be notified of emergency school closings by an automated telephone calling and/or email system. Depending on conditions, the calls/emails may go out the night before or the early morning of a closing.

Emergency closings will also be broadcast on radio stations WWJ-950 AM; on TV stations WJBK-2, WDIV-4 and WXYZ-7 and on the district's Web site www.uticak12.org and UCS-TV cable channels 15 and 22.

Regular attendance policies apply to all students who walk or otherwise provide their own transportation when bus transportation is suspended and school is open.

Emergency Card

Parents should designate on the school emergency card where their student may go in the event school is closed when parents are not at home. Please notify the school office immediately if your child's emergency card information changes.

Lunchtime

All UCS schools operate a closed campus during the school day. Students must remain in the building during the lunch period. A nutritious, reasonably priced lunch is available in the school cafeteria. A monthly menu is posted at school and on the district cable channels and website. Students may purchase a complete lunch or bring lunch and purchase milk.

A nutritious, reasonably priced breakfast is also available at district schools. Check with your school for more information.

Students are expected to observe the following cafeteria rules:

- Deposit all trash in the wastebaskets.
- Return all trays and utensils to the dishwashing area.

- Leave the table and floor clean for others to use.
- Do not take food from the cafeteria.
- Do not bring glass containers into the building.
- Cooperate with cafeteria staff and lunch room supervisors.

Note: All applicable rules for unacceptable school behavior listed elsewhere in this handbook are in effect in the cafeteria.

Free and Reduced Price Meals

Families who cannot afford to buy breakfasts or lunches may be eligible for the federal free or reduced price meals program. Applications for the program are available by request in the school office or at www.lunchapp.com. Applications take about two weeks to process.

Lunch Pre-Pay

Rather than having their child pay for lunch with cash, parents can utilize the cafeteria's automated pre-pay system. It enables parents to pre-pay an amount into an individual account for their child with cash, by check or online at sendmoneytoschool.com. (There is a service fee for online pre-pay.) The student then can deduct lunch purchases from the account with a personal ID number. Contact the school for more information. Students eligible for the free or reduced-price meal program can also access their account through the automated system.

Wellness

UCS is committed to providing a healthy school environment that enhances student learning and development of lifelong wellness practices. Our child nutrition program complies with federal, state and local requirements and food safety standards.

The district will promote nutrition education, offer physical education activities and encourage students to make healthy food and beverage choices. Nutrient density and portion size will be considered before permitting an item to be sold to students during the school day.

The Instructional Program

Curriculum Choices

Utica Community Schools offers students broad curriculum choices in planning for future education and careers. Parents/guardians and students should make thoughtful decisions

when selecting courses, keeping in mind that students should challenge themselves and strive for excellence. Contact the counseling department with questions or concerns regarding course selection.

Homework and Makeup Work

Homework is assigned in most high school classes. Students are responsible for completing all assignments. When a student is absent, it is the student's responsibility to arrange for makeup work. While teachers must provide information regarding the nature of the work to be made up, students must assume responsibility for completing the work. Teachers may require that class time not be used to arrange or complete makeup work. Students are generally given the same amount of time to make up the work as the amount of time they were absent.

Tests and Exams

Students are tested regularly to determine their progress. Common final exams are administered at the end of each semester.

Special Education

Each elementary, junior high or senior high school provides special education programs and services for students who qualify according to the Michigan Administrative Rules for Special Education. Additional services are available as needed through the Macomb Intermediate School District (MISD). The UCS Special Services department has special education teachers to provide specialized instruction, as well as speech and language therapists, social workers, psychologists, occupational therapists and physical therapists to provide support services according to each eligible student's individual needs.

An integral part of the Special Services Department is to provide evaluation services for all students suspected of having a disability. Child Find evaluation services are conducted by a team of educational specialists. If you have concerns about your child's educational development in school, please contact your building administrator for further information.

Co-operative Education

Co-operative Education (co-op) is one of several work-based experiences offered to Utica Community Schools students. It is referred to as a capstone experience because students apply the skills they learned in Career and Technical Education

classes (CTE) to real-life work experiences. While on co-op, students practice effective job skills, earn a letter grade, gain one elective credit and receive compensation for their effort.

To be eligible for co-op, a student must have completed one or more CTE courses, have a GPA of 2.0 or higher and have a good attendance record. While on co-op, students must report to work as scheduled, adhere to school and employer policies, maintain good grades and attendance and be enrolled in a career-related class. Usually, co-op students are juniors and seniors.

The co-op program is supervised by a certified school-to-work coordinator who assists with job placement and is the liaison between the employer and the school.

Students on co-op are not guaranteed a school parking permit.

Internship

The internship program provides students with the opportunity to experience the work environment, develop employability skills and learn about different careers while in high school.

This structured work experience is for juniors and seniors. Students may be placed into internships in the areas of arts and communication; business, management, marketing and technology; engineering/manufacturing and industrial technology; health sciences or human services.

Student interns may be paid or unpaid, depending on the placement. Students may elect this course for one semester or for a full year.

Work-Study Program

The work-study program is administered through the Special Services department.

Students are placed and monitored by a work-study coordinator. Students are paid and earn graduation credit. Student placement is based upon the Individual Educational Planning Team recommendation.

Apprenticeships (STRA)

In a School-to-Registered Apprenticeship program, high school students work part-time in registered apprenticeships for local employers while completing their high school graduation requirements. After graduation, they work full-time in their apprenticeship field and pursue related college course work. Contact the School-to-Work coordinator in your high school counseling office or the Career and

Technical Education department at 586.797.6800 for more information.

Summer School

Summer school is designed to assist students in the following ways:

- To earn credit for courses failed during the school year (Credit Recovery). A maximum of two credits may be taken each summer.
- To take enrichment or refresher courses.

Summer school is not designed to accommodate students who want to improve a grade received in a previous class.

Testing Out

Students may attempt to waive a course through testing out. Students are permitted to test one time for that course and will receive a credit on their transcript if they pass the test with an 80% or better. Testing out sessions are generally offered quarterly. Students wishing to waive a class must complete a Waiving a Course through Testing Out Authorization and Notification form, which can be obtained from the school's counseling office.

Credit Forward

Where available, students may opt to take a required course during the summer for the purpose of opening their schedule for other courses/electives during the regular school year. UCS offers a limited number of teacher-led courses and access to online courses through approved agencies.

Health Education Exclusion Disclosure

According to Public Act 226 of 1977, parents/legal guardians have the right to review materials to be used in courses in which reproductive health is taught. They have the right to excuse, without penalty, their son/daughter from participation in a class or course of instruction in reproductive health and Acquired Immunodeficiency Syndrome (AIDS). AIDS instruction is included in Health Education classes.

Dual Enrollment

A provision of the State School Aid Act directs school districts to enable students in grades 9 through 12 to participate in dual enrollment by assisting with their tuition and fees for courses they take at Michigan public or private colleges or universities while attending high school. Districts pay the lesser of either the tuition and fees charged or the

student's state foundation allowance, adjusted to the portion of the school year he or she attends the post-secondary institution.

Students must meet specific grade-level proficiency testing and course selection criteria in order to participate, and are no longer eligible for dual enrollment once their high school graduation requirements have been met. For further clarification of criteria and eligibility, contact your high school counselor and/or refer to Board Policy 6225, available on the UCS Web site.

Participation in dual enrollment does not guarantee students a parking pass.

Grade Changes

Grade means a grade given for a final examination or a grade given at the conclusion of a marking period (or semester). The proponent of a grade change must submit a written request for a grade change to the principal, setting forth reasons for the change within 30 days after the student received the grade.

If the teacher who gave the grade does not agree with the change proposed, the principal, after consulting with the teacher who gave the grade and the proponent of the grade change, may cause a review panel to convene to consider a grade change.

Acceptable Use of Technology

Utica Community Schools encourages and strongly promotes technology use in the educational community. To ensure students, staff and parents can take full advantage of the technologies available, all use of technologies in the school district must have proper authorization and adhere to district policy. All use of technology must be in support of and consistent with the purposes and stated goals of the school district. Misuse of technology will result in disciplinary action, up to and including loss of computer privileges, suspension or expulsion.

Technology Guidelines:

- Students shall not use technology unless authorized by appropriate school personnel.
- Only software legally owned by the district and authorized by a UCS administrator may be put on district computers.
- Illegal/inappropriate activities of any kind are forbidden.
- Students shall not use district technology for on-line purchasing.

- Nothing will be placed on a building web page without prior approval of the building principal or a district administrator. Web pages representing Utica Community Schools will only be placed on district authorized web hosts.
- Establishment of web pages and/or distance learning activities must have an educational/ management purpose related to an assignment, project, job or function that meets UCS goals.

Technology Users Will:

- Comply with district policies, rules and regulations.
- Use network and technology in support of education, consistent with the goals of the district.
- Obey all copyright laws.
- Report to the building administrator or teacher any misuse of the networks and technology.
- Use equipment responsibly and respect individual work, files and programs.

Technology Users Will Not:

- Tamper with computers or network components in any way that will make them either temporarily or permanently inoperable.
- Access or modify other accounts, data, files and/or passwords without authorization.
- Use district technology for commercial or for profit purposes.
- Use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.
- Use district technology to send, receive, print or display messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Use district technology to distribute material that violates the Family Education Rights and Privacy Act; jeopardizes the health and safety of students; is obscene, pornographic or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying or is not approved by the building administrator or 2eb manager.

Curriculum Review and Classroom Visitation

The Board of Education has always recognized and respected the rights of parents/legal guardians to determine and direct the care, teaching and education of their children.

The Board welcomes and encourages the involvement of parents/legal guardians in the schools and is committed to a partnership to develop each student's intellectual capability and career preparation skills in a safe and positive environment.

Parents/legal guardians of enrolled students may, upon request, review curriculum, textbooks and other teaching materials. They may also visit a classroom to observe the instructional activities of their enrolled student, if the student is present. Instructional activities that can be observed do not include testing. Contact your building principal to make a request or schedule a visit.

Looking Ahead to Graduation

Requirements for Graduation Begin in Ninth Grade

The first steps toward successful completion of the course requirements for high school graduation are taken in the ninth grade, when a student begins earning credits toward graduation. Students and their parents should keep in mind the requirements available under the academics tab of the UCS website (<http://www.uticak12.org>). Note these are the minimum state requirements and may not fulfill all admission requirements at some post-secondary institutions. All students are required to take a full-day program each year.

Personal Curriculum

The Michigan Legislature provides an opportunity for students to slightly modify the state graduation requirements shown on page 9. This modification is called a Personal Curriculum or PC. A student and his/her parent or guardian can request a PC for one of four reasons:

1. Students who are interested in earning additional credits in math, science, English language arts or foreign languages.
2. Students who demonstrate a need to reduce the Algebra II requirement in the Michigan Merit Curriculum.
3. Students transferring from out-of-state or non-public

schools after completing two years of high school.

4. Students with an Individualized Education Program (IEP).

While a PC can be requested at any time during a student's high school experience, with the exception of social studies and math, it should be used in limited circumstances after students have had the opportunity to succeed in the Michigan Merit Curriculum. Parent guides and request forms are available on the UCS Web site, www.uticak12.org, under the Academics tab. Contact your school's counseling office for additional information.

Senior Status

No student can be considered a senior unless he/she can meet all of the graduation requirements within the regular school day and current school year.

Graduation Requirements

Graduation Requirements are listed on the UCS website (<http://www.uticak12.org>) and all high school websites under the academics tab.

Attendance

Optimal educational benefits can only be achieved through a student's regular class attendance, active class participation and serious commitment to the educational program. Setting an expectation of good attendance forms a habit of lifelong benefit, as school attendance is often repeated in the workplace.

Utica Community Schools considers absenteeism and tardiness a serious disruption to the educational process, not only for the student, but for the teacher and entire class. To protect the integrity of the classroom and to encourage students to establish good attendance attitudes and habits, students who are absent or tardy may be subject to disciplinary action by the school.

Attendance in school is the responsibility of the student and the parent/guardian. The school's task is to provide instruction, encourage attendance and notify the parent/guardian of absences from class. Exemplary class attendance should be the desired goal of students, parents/guardians and teachers. Many teachers incorporate a class participation component in their grading system. Therefore, a student's grade may be adversely affected by absences.

Student Responsibilities

1. A student is to attend each scheduled class.
2. A student is to be on time and prepared for class.
3. A student is responsible for making arrangements if he/she is to be absent from a particular class. This involves obtaining permission from the office for outside activities, (i.e., doctor/dental appointments) and obtaining permission from the teacher whose class will be missed for in-school activities, such as counseling appointments, student government activities or completing class assignments.

The following reasons for an absence will be accepted as an excused absence, but will count in the student's attendance profile:

- Student's illness
- Hospitalization
- Doctor-ordered bed rest
- Mandatory court appearance that has been prearranged
- Death in immediate family
- Family vacation that has been prearranged and approved
- Early dismissal
- Administrative permission

Absences resulting from school-sponsored activities are excused.

Parent Responsibilities

Parents must inform the school of their student's absence by calling the school attendance line **before 10 a.m. the day of the absence**. Schools have 24-hour voice recording for absence notification. Other verification of an excused absence may be required. Please keep any absence verification numbers you are given until the end of the school year.

When a student is absent, it is his/her responsibility to arrange for make-up work. Students are generally given the same amount of time to make up work as the amount of time they were absent.

Student Illness

A student who becomes ill during the school day should report to the office and his/her parent/guardian will be called. The student will remain in the attendance office area until

an emergency card contact is made. All classes missed will count toward the absence total.

Early Dismissal

When an early dismissal is necessary, the parent/guardian must make contact with the school by note or phone call, prior to the student leaving the building. All classes missed will be counted as excused absences. Early dismissals on assembly days and prom days are strongly discouraged.

Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass or student planner authorized by a staff member. Students using the restrooms during a class period must have a valid pass. A student who is ill should report to the office.

School Campus

Leaving school property without permission is not allowed. Students leaving school property without proper authorization are subject to suspension. No student should be on campus before or after school unless supervised by a teacher or participating in a school-sponsored activity. Visitors are not allowed on campus without prior approval from an administrator.

Pre-excused/Extended Absences

Absences for family vacations or travel during scheduled school days are discouraged; however, should it be necessary for a student to be absent for a family vacation or travel, a pre-excused absence should be obtained by submitting a written request one week prior to the event. Arrangements should be made with the student's teachers in advance as to the timelines for completing class work. Homework may be requested and requires 24 hours to process. Extending school vacations by taking additional days off is strongly discouraged.

In the case of a student who will be absent for extended periods due to physical disability or illness, the parent/guardian should contact the school to make home study arrangements.

Skipping and Suspension

1. Upon evidence that a student has skipped a class, that student will:
 - a. Not receive participation credit for that day.

- b. Not be permitted to make up missed work.
2. Upon evidence that a student has been suspended from a class, that student will:
 - a. Not receive participation credit for that day.
 - b. Be permitted to make up missed work. However, the student will receive 70% of the grade earned for that completed work (for example, if the earned grade is 85%, the grade given will be 60%).
 - c. Be allowed to take the semester final exam for full credit.
 3. Suspensions will typically result in unexcused absences and will be counted in the student's overall attendance profile.
 4. For certain behavioral infractions, suspensions may be counted as excused absences. This may occur when alternative suspension programs are in effect, such as Saturday School or in-school suspension (ISS).

Credit Review

The following guidelines are implemented on a semester basis. Parents will be notified of unexcused absences. In order to receive credit in a class, two criteria must be met:

- Passing grades
- Acceptable attendance

A student will be placed on credit review in one of the following ways and the parent/guardian will be notified:

1. Any student who accumulates three (3) unexcused absences in a class in a semester.
2. Any student absent from a class more than seven (7) times in a semester if the eighth or any subsequent absence is unexcused.
3. Any student who accumulates fifteen (15) excused absences from school will be placed on credit review in all classes.

A student who is placed on credit review in a class will be expected to show improved attendance in that class for the remainder of the semester. Any student who is placed on credit review status in any class will have his/her parking privileges reviewed with possible loss of that privilege for five weeks.

At the end of the semester, a final determination regarding credit will be made after an administrative review of the

student's attendance, and one of the following will happen:

1. The student will receive the letter grade earned in the class if the administrative review determines the student has fulfilled all class requirements and attendance has improved.
2. The student will receive no credit (NC) if the administrative review shows attendance did not improve.
3. A grade of F will be given if a student failed the class.

Tardiness

1. Tardiness is defined as not being in the assigned area at the ringing of the bell.
2. A student who is more than 10 minutes late to class will be charged with an unexcused absence.
3. When authorized personnel detain a student, he/she will receive a pass from that person to the next class and the tardiness will not be counted.
4. Tardiness to class will be addressed in the following manner:
 - a. A parent/guardian will be notified regarding excessive tardiness to class.
 - b. A student who accumulates 12 tardies in a class will be subject to a one-day suspension.
 - c. A student who accumulates 16 tardies in a class will be subject to a two-day suspension. A parent conference is mandatory before the student can re-enter school.
 - d. A student who accumulates 20 tardies will be subject to a three-day suspension.
 - e. Students and parents/guardians are reminded that, at three (3) unexcused absences (suspensions/skips, etc.), a student is put on credit review.

Age of Majority

After informing the principal or designee in writing, high school students who are 18 years of age may have all personal school correspondence mailed directly to them and may access their school records and sign excuses for themselves. These students are still subject to Board of Education policies and the rules and regulations of their school.

School-Home Communication

Education is a team effort involving student, teacher and

parent. The school staff anticipates working closely with parents/legal guardians. In order to keep parents/legal guardians well-informed of their student's progress, the school communicates with them in a variety of ways.

Automated Phone Messaging

In the event of emergency school closings, parents/guardians will be notified by an automated telephone message using the contact numbers listed on the student emergency card. Parents/guardians are asked to immediately notify the school of any changes to their emergency contact information. The school may also use the automated system for other types of notifications.

Parent-Teacher Conferences

Parents/legal guardians are invited to meet with teachers to discuss student progress during scheduled conference days in the fall and spring. At conference time, teachers will usually present information on a student's homework record, classroom activity and test results.

Parents/legal guardians are also encouraged to call a teacher at school or schedule a conference if special issues need to be discussed. Email correspondence between parent and teacher can be arranged by completing an Acceptable Use of Technology Parent Request for Academic Progress via Electronic Message form available at school.

PowerSchool Online Parent Portal

Parents/guardians of high school students can view their son's or daughter's progress online using the Parent Portal in PowerSchool, the UCS student information system for scheduling, attendance, grades, etc. Contact the school for directions on how to access your child's information.

Student Records

A cumulative student record is maintained by Utica Community Schools for the benefit of the student. This record reflects the scholastic and physical growth of each student. Access to this record is restricted to parents/legal guardians, eligible students (those who are 18 years of age or older) and school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member; a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task; or a person serving on an official committee

or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Appointments to review records can be made through the building principal or counselor. Parents/guardians and eligible students shall have an opportunity for a hearing to challenge the contents of the records. Upon written request from parents for a hearing on the contents of their student's records, the principal will set a time and date convenient to both the parents and school.

Parents/guardians and eligible students shall have the right to file a complaint concerning alleged failure by the school district to comply with the Family Educational Rights and Privacy Act (FERPA). Complaints may be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Report Cards

Report cards are issued at the end of each ten-week marking period. A student's report card may be held temporarily until all fines, fees and obligations are paid.

Progress Reports

Progress reports are issued at the end of the fifth week of each marking period for the purpose of notifying parents of their student's progress or when the student is in danger of failing. A parent-teacher conference may be required.

Honor Roll Criteria

1. The All-A Honor Roll requires an A or A- in every class.
2. The B Honor Roll requires a B average (3.00 grade point average required) with no mark below a C-.
3. Semester and year-end Honor Rolls are based on the final semester marks.

Grading Policy

The school year is divided into two semesters of 20 weeks each, with each semester comprised of two 10-week marking periods.

In grades 9-12, grades are weighed as follows:

- First 10 weeks = 40% of final grade
- Second 10 weeks = 40% of final grade
- Final exam = 20% of final grade
- Final grade = 100%**

Beginning in the ninth grade, any combination of two failing marks within the semester will result in a failing final grade regardless of the mathematical average (i.e. first 10 weeks = F, second 10 weeks = C and final exam = F will result in a final grade of F).

Grading Scale

Although daily classroom grading systems may vary among teachers, at the 10-week and semester marking periods, classroom percentage scale or letter grade systems will adhere to the districtwide grading scale:

Districtwide Grading Scale (Required for quarterly and semester reported grades)

*50 is the lowest grade that may be given for an F or 0 for a semester grade, not a daily grade.

A	Superior – Indicates achievement of the highest distinction involving exceptional quality in several, if not all, of the following: completeness and accuracy of knowledge, sustained and effective use of knowledge, independence of work, originality. Outstanding in relationship to the work of other students. Clearly beyond others in scope and/or depth.
A-/B+	Excellent – Indicates achievement of high quality involving distinction in some areas and competence in many areas, which oftentimes exceeds course expectations.
B/B-	Good – Indicates achievement of fine quality involving fulfillment of course expectations through effective application of time, effort and attention. Work is good and above average in scope and/or depth but is clearly not outstanding in that it is not unlike the work of other students whose work is also good and above average.
C+/C/C-	Adequate – Indicates satisfactory work with adequate performance in most, but not all areas. Work is satisfactory in that it meets the assignment. It does not go beyond what is expected of students.
D+/D/D-	Poor – Indicates work which in one or more important respects fall below the minimum acceptable level. Work is unsatisfactory, lacking understanding, sloppy, incomplete.
F	Failure – Indicates completely unacceptable work, lack of participation, understanding and effort. Below the standards set for the class.

Incompletes

An incomplete grade is given only if a student has been absent at or near the end of a marking period. A student has the same number of days as in the absence period to make up the work before an incomplete is given. An incomplete becomes a failure if the work is not made up within the next marking period.

Academic Probation

Academic probation applies to students whose recent marking period grades show failure or no credit in half or more of their courses. Both the probationary student and the parents will be notified in writing. At the end of the next marking period, all probationary cases are reviewed. Students earning credit in more than half of their courses, who have reasonably complied with probationary conditions, are removed from probation. Every effort will be made to assist these students.

Probationary students may return the following year on probation until evidence of academic achievement is shown.

Any student who does not meet the conditions, but appears to be making a determined effort

improve, will remain on probation.

Withdrawal from Class

After the semester begins, parent/guardian permission must accompany all requests for class changes.

Withdrawal from School

Any student planning to move out of the district must obtain a “drop slip” from the associate principal’s office. The drop slip must be signed by all the student’s teachers, then returned to the associate principal’s office.

All property loaned to the student must be returned and outstanding obligations settled.

A student who plans to withdraw from or leave school for reasons other than moving must

first report to a counselor.

Directory Information

Utica Community Schools may, upon request, release the following directory information: student’s name, address, participation in school activities, dates of school attendance, honors and awards, information generally found in yearbooks, weight and height of athletic team members, and students’ names, addresses and telephone

Letter Grade	Percentage	College Prep Course GPA	National Reported Course Exams (i.e. AP or IB)
A	94-100	4.00	4.50
A-	90-93	3.67	4.17
B+	87-89	3.33	3.84
B	83-86	3.00	3.50
B-	80-82	2.67	3.17
C+	77-79	2.33	2.83
C	73-76	2.00	2.50
C-	70-72	1.67	2.17
D+	67-69	1.33	1.83
D	63-66	1.00	1.50
D-	60-62	0.67	1.17
F	*50	0.00	0.00

numbers when requested by military recruiters only.

Parents or students, 18 years or older, who do not wish this information made public should notify the principal in writing by October 1.

Parental Involvement in Education

The involvement of parents and community members is an essential component to nurture students and ensure their success. Utica Community Schools will make every effort to invite and consider parent and community input to ensure the success of our students.

Parent involvement in Title I schools will be governed by Rules & Regulations #5510 Title I Parent Involvement.

Utica Community Schools shall maintain Web access to the following:

- Annual Report Information
- District Events Calendar
- Individual School Web Sites
- Parent/Student Handbooks (Elementary, Junior High, Senior High)

Utica Community Schools shall also provide to parents online or print versions of the following:

- District Newsletter – *Focus for the Community*
- School Newsletters
- Parent/Student Handbooks (Elementary, Junior High, Senior High)

Utica Community Schools provides information for parents regarding school activities and district updates on community access cable television.

Utica Community Schools shall coordinate and integrate opportunities for parental involvement with:

- Academic Support Programs
- Academic Competitions

Utica Community Schools shall assess parent involvement by including questions on the Community Survey. The information from the survey will be used to develop strategies to improve parental involvement.

Parents can be involved in school activities by:

- Volunteering at the school
- Helping their children with homework
- Attending open houses

- Attending parent/teacher conferences
- Joining a parent organization

Utica Community Schools will do the following to build the capacity for strong

parental involvement in our schools:

- Help parents understand the state's academic content standards; academic achievement standards; state and local assessments; the requirements of Title I, part A
- Make available opportunities for parents to monitor their children's progress and work with educators
- Make available materials and resources for parents to help them work with their children to improve their children's academic achievement
- Educate administrators and staff members on how to reach out to and communicate and work with parents as equal partners
- Coordinate parental involvement activities with state and federally funded programs available to students
- Ensure that information related to school and parent programs is sent to parents in an understandable and uniform format, including an alternative format upon request

Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (eligible students) certain rights regarding Utica Community Schools conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These include the right to:

• Consent to federally funded surveys concerning protected information.

If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of student's family members
- Privileged or similar relationships recognized by law,

such as with attorneys,
doctors and ministers

- Religious practices, affiliations, or beliefs of the student or student's parents
- Income other than that required by law to determine program eligibility

A survey that concerns any of these points is called a "protected information survey."

- **Opt out of certain surveys and exams.**

Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others
- Any protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law

- **Inspect certain material.**

Parents and eligible students have the right to inspect the following, upon request, before Utica Community Schools administrators use them:

- Protected information surveys of students (including any instructional materials used in connection with the survey)
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

- **Discuss concerns.**

- Parents and eligible students who have questions or concerns regarding pupil rights may contact the Executive Administrator of Schools at 586.797.1000.

- **Report violations.**

- Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

Media Release

Students are often interviewed by local news media reporting on the district's instructional programs. Utica Community Schools Board of Education policy governs media relations that affect students. News media representatives are required to report to the Office of School- Community Relations or the building principal for prior approval before interviewing students involved in instructional programs.

Parents are asked to complete a media release form giving Utica Community Schools and the news media permission to interview/photograph their student in connection with school activities. The signed form is kept in the school office and remains valid as long as a student is enrolled in the district. If at any time a parent chooses to exclude a student from participating in media interviews, the parent must notify the principal in writing.

Visitors

Parents and other visitors who have legitimate business at the school are always welcome. Upon entering the building, visitors must register in the office and obtain a visitor's badge. They must leave promptly when their business is completed. Students from other schools are not permitted to visit, unless authorized by the principal's office.

School District News

News of the school district's instructional programs and activities is shared via school newsletters, the district Web site www.uticak12.org, social media sites, UCS TV channels 15 and 22 and the district newsletter *Focus for the Community*.

Services to Students

Guidance and Counseling

Students are assigned to a counselor. It is important for students and their parents/guardians to become acquainted with the counselor so that all can work together for the student's benefit.

The counseling department provides many student services, including course selection, program planning, testing administration and interpretation, college planning and

financial aid, vocational planning, job placement, personal and social guidance and employment recommendations. Computerized information about careers, colleges, vocational schools and scholarships is also available

Students can arrange to see their counselor by filling out a request form from the counseling office or by personally arranging an appointment. Parents/guardians are invited to call the counselor for information or to make an appointment.

Career Information Center

Each high school has a Career Information Center offering assistance in career planning to UCS high school students and community residents.

Each center is staffed by a Career Development Facilitator (CDF) and is supported by the Career and Technical Education Department. Each center has a career information library for researching existing and emerging careers. Electronic searches for post-secondary training or educational options in specific career fields can be conducted.

Career center staff can help individuals define or clarify their career goals, match their job skills with those required by employers and assist with job applications, resume writing and interviewing.

School Insurance

Utica Community Schools provides a free basic accident insurance policy for students. The policy covers students while at school or participating in school-sponsored events.

A student must report any accident to the school office immediately. To collect benefits, a parent or guardian must complete a claim form. Only expenses not covered by family, employer or group insurance will be considered.

Accident victims may be required to pay a deductible. The benefit period covers 52 weeks from the date of injury. A 24-hour coverage policy may be available on a voluntary pay basis.

Applications and Forms

College applications, test applications and job postings are available through the counseling office. Students completing college applications are strongly advised to follow up with their high school counselors to make sure all necessary

admissions materials are included and completed correctly.

Standardized Tests

The following standardized tests are administered by the counseling department:

- Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT):
- Eleventh graders are tested on reading, writing and language and math.
- Scores are also used for the National Merit Scholarship program.
- Preliminary SAT (PSAT 10): Tenth graders are tested on reading, writing and language and math.
- Preliminary SAT (PSAT 9): Ninth graders are tested on reading, writing and language and math.
- Michigan Merit Exam (MME): The State of Michigan suite of summative assessment, includes SAT, M-Step and WorkKeys assessments.
- Michigan Student Test of Educational Progress (M-Step): All eleventh graders are tested in science and social studies. This assessment is designed to measure student growth effectively for today's students.
- Scholastic Aptitude Test (SAT): All eleventh graders take the SAT, which measures achievement in reading, writing and language and math. The assessment also includes an optional Essay. This test is required for all students anticipating acceptance into a 4-year college program directly out of high school.
- ACT WorkKeys: All eleventh graders take the ACT WorkKeys, which is a skills assessment that helps employers select, hire, train, develop, and retain a quality workforce. The assessment measures foundational and soft skills.
- MI-Access – An alternative assessment given to students with disabilities if stated on the student's Individuals Education Program (IEP). MI-Access measures reading, writing and mathematics skills.
- World Class Instructional Design and Assessment (WIDA) – All English Learners (EL) students are assessed in reading, writing, speaking and listening.
- Advanced Placement (AP) exams available to all

students grades nine through twelve. Please see your counselor.

Student Vehicles

Parking is a privilege, not a right, based on good behavior and good attendance. Students must apply at the associate principal's office for permission to drive a vehicle to school. Students driving to school must register their vehicle with the office and receive a parking sticker which must be displayed on the windshield. Students must park in their assigned parking space.

All vehicles on school property are subject to search with or without cause. Students may not use their vehicles during the school day for any reason.

Students who are in a shared-time program (taking a class at another UCS high school) are provided bus transportation to the second school. Students are not allowed to drive to shared-time classes, UCSI or UCMST.

Drivers of unauthorized vehicles and those who do not comply with these rules may be suspended.

Work Permits

Any student under 18 years of age must obtain a work permit in order to accept employment. Most employers must comply with state and federal child labor laws concerning hours and working conditions.

Applications for work permits are available from the main office in each secondary school.

Offer of Employment forms, which must be completed by a prospective employer, can be obtained at the high school office.

The following are some general guidelines for the hours and times minors are allowed to work. Further information is available in the school office.

Ages 14 and 15 may work:

- No more than six (6) days in one week
 - Eight (8) hours maximum per day on non-school days
 - Three (3) hours maximum per day on school days, but only after school and only until 7:00 p.m.
 - 18 total hours per week when school is in session
 - 48 combined school and work hours in one week
 - 40 hours in one week during non-school weeks
- Allowable times: 7:00 a.m. to 9:00 p.m. (within above

guidelines)

- Ages 15 and under cannot be employed during school hours

Ages 16 and 17 may work:

- No more than six (6) days in one week
 - A weekly average of eight (8) hours per day
 - 10 hours maximum per day on non-school days
 - 48 combined school and work hours in one week
- Allowable times: 6:00 a.m. to 10:30 p.m. when school is in session
6:00 a.m. to 11:30 p.m. during summer vacation

Minors ages 16 and 17 may be employed in agricultural processing when school is not in session for not more than 11 hours in one day, 62 hours in one week, limited to a four-week period in a year and not between 2:00 a.m. and 5:30 a.m.

Lockers

At the beginning of the school year, every high school student is issued a locker and is required to purchase a school lock from the bookstore. Additionally, locks and lockers are issued to students taking physical education.

Lockers are school property:

- All lockers assigned to students are the property of Utica Community Schools. At no time does the school relinquish its exclusive control of its lockers.
- A student who uses a locker that is the property of Utica Community Schools is presumed to have no expectation of privacy in that locker or that locker's contents. The school principal or his/her designee shall have custody of all the combinations to all lockers and/or locks.
- Students are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

Legitimate use of school lockers:

- The school assigns lockers to its students for the students' convenience and temporary use.
- Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming

aids or lunch.

- Students shall not use lockers for any other purpose, unless specifically authorized by the school principal or his/her designee, in advance of student's bringing the items to school.
- Students are solely responsible for the contents of their lockers and should not share their lockers with other students, and not divulge locker combinations to other students unless authorized by the principal or his/her designee.
- If the principal or his/her designee assigns more than one student to a locker, the locker or lock combination should not be shared with anyone other than the assigned locker partner.

Search of locker contents:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property and provide greater safety and security for students and personnel.

Accordingly, the Board of Education authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent or guardian consent.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search.

In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Seizure:

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board of Education policy or rules or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others.

Such items include, but are not limited to, the following: tobacco products, drug paraphernalia, firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance look-alikes or other intoxicants, contraband, poisons and stolen property.

Law enforcement officials shall be notified upon seizure of dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy.

Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker.

Community Resources

Information about community resources for students, such as the Macomb County Crisis Center, CARE Student Assistance Center and Macomb County Health Department, is available through the counseling office. The phone numbers for CARE are 586.541.0033 or 586.541.2273.

Instructional Media Center

The media center is the academic hub of the school. It offers an efficient, individualized study area stocked with books, up-to-date resource materials, computers and high speed internet access, as well as video-conferencing capabilities. There may be conference rooms for small group study or teacher meetings.

Health & Emergency Information

Students are expected to attend school every day, if possible. Helping maintain the good health of every student is a concern of teachers and administrators. Students who become ill or are injured during the school day must report to the main office. The following are some school procedures and general information governing student health issues.

Accidents

Anyone injured during school hours or while participating in school sponsored activities, including athletics, must immediately report the injury to an instructor or to the office.

An accident report is filled out and parents are notified, when necessary. If the injury requires professional medical attention, the parents will be asked to pick the student up at school or at a medical facility.

Concussion Awareness

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 fact sheet about the symptoms and what to do if a concussion is suspected appears on the district Web site www.uticak12.org. Contact your building principal if further information is needed.

Emergency Medical Information

Students are required to have an up-to-date emergency medical card on file. The card should include parents' work phone numbers and the student's pertinent medical information. In emergency situations, the parent/guardian or emergency contact listed will be notified. Please inform the school office if the emergency card information changes during the school year.

Medication

Students should not take medication at school unless it is absolutely necessary. In order for a student to receive over-the-counter or prescription medication during the school day, the student's parent/guardian must file an Authorization for Medication form with the school.

The form can be obtained in the principal's office and must be signed by the parent/guardian and the child's doctor. With medical authorization on file, high school students may carry and use their own medication.

Medical Limitations

Students who have a permanent or temporary physical disability, allergy or illness should notify the school counseling department of the condition at the beginning of the year.

This information will be given to teachers and staff members, as necessary.

Safety Drills

Fire, severe weather and security drills are held regularly at school to develop and reinforce safety procedures. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety depends upon students properly carrying out the regular procedures or any modified instructions the situation may dictate.

Safety Glasses

Safety eyeglasses will be furnished to students and must be worn in classes where they are required.

Extracurricular Activities

Participation in high school extracurricular activities provides a valuable educational experience. More than a means to have fun or be with friends, activities help support the academic mission of your high school and are an extension of a quality educational program. Whether a student's interests lie in future careers, the environment, social events, community service, student government, foreign cultures, robotics, fine or performing arts or others too numerous to list here, his/her high school offers a related activity or organization.

Students who participate in extra-curricular activities tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than students who do not participate. Through their involvement, students learn self-discipline, build confidence and develop skills to handle all types of situations.

Dance Regulations

Normal school dress is required at all school dances unless otherwise announced. Any student who leaves a dance before it ends will not be readmitted. Tickets are sold at school prior to a dance. For special dances, non-students may be required to be registered as a guest well in advance of the dance. The administration reserves the right to limit attendance.

National Honor Society

The National Honor Society gives special recognition to students who have demonstrated excellence in scholarship, leadership, service and character. The organization is sponsored by the National Association of Secondary School Principals. Membership is governed by national by-laws. Students are eligible during their junior and senior years. A faculty committee is responsible for decisions regarding membership.

Athletics

In Utica Community Schools, athletic participation is not a right, but a privilege. A student may be removed from athletics for failure to meet the standards and requirements

of the team, school or district.

A pay to participate fee is required for athletics. Contact the school's athletic director for specific information. Depending on the sport, additional costs may be incurred.

Board of Education policy states that students are forbidden to use any performance-enhancing substances including, but not limited to, those banned by 31.2.3 of the bylaws of the National Collegiate Athletic Association (NCAA) and those that may be listed by the Michigan Department of Community Health. Discipline for students who violate this policy could range from warnings, detentions and suspensions up to and including expulsion. For more information, contact the school's athletic director.

To be eligible for athletic participation, a senior high student must comply with the following rules:

1. **Enrollment:** Have been enrolled in a high school not later than the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester). A student must be enrolled in and passing at least twenty credit hours (four classes) at the school for which he or she competes.
2. **Age:** Be under nineteen years of age at the time of contest unless the nineteenth birthday occurs on or after September 1 of the current school year, in which case, the student is eligible for balance of that school year in all sports.
3. **Physical Examinations:** Have passed a current year physical examination. A record of this must be on file in school office. A physician's statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year.
4. **Semesters of Competition:** A student, once enrolled in ninth grade, pursuant to the MHSAA Handbook, Section 4, shall be allowed to compete in four first semesters and four second semesters. When two seasons leading to a state championship of the same sport are offered, an athlete may participate in only one.
5. **Semester of Enrollment:** Not have been enrolled for more than eight semesters in grades nine to twelve, inclusive. The seventh and eighth semesters must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day or the fourth Friday of February or participation in one or more athletic contests constitutes a semester of enrollment.
6. **Undergraduate Standing:** Not be a high school graduate.
7. **Previous Semester Record:** Have received at least 66% of full credit load (four classes) for work taken during previous semester of enrollment.
8. **Current Semester Record:** Academic eligibility checks of not less than five or more than ten weeks are required. A student not passing at least 66% of full credit load (four classes) when checked is ineligible for competition until the next check (but not less than the next Monday through Saturday).
9. **Transfers:** In general, a full and complete change of residence (as defined by the MHSAA Handbook, Section 9) by the athlete's parent, guardian or other person with whom he/she has been living during the period of his/her last high school enrollment is required by the receiving district or service area of the school, in order for the athlete to be eligible during the first semester of attendance.
10. **Undue Influence:** The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. Examples of undue influence would include but not be limited to offers of or acceptance of financial aid to parents, guardians or student; reduced or eliminated tuition and /or fees; any special privileges not accorded to other students, whether athletes or not; transportation allowance; preference in job assignments; room, board or clothing.
11. **Awards:** Athletes MUST not have accepted any award or merchandise exceeding \$25 in value for athletic performance. Athletes accepting membership, privileges, services, negotiable certificates of money are in violation.
12. **Amateur Status:** Not have accepted money, gifts, loans, merchandise, membership, privileges, services or other valuable consideration for participating in any form of athletics, sports or games, or for officiating interscholastic athletic contests, or signed a professional baseball contract. (Reinstatement will not be considered for one year). A student may be compensated for giving lessons as part of a youth camp or recreation program, but may not also be a camper or participant in the program.
13. **Limited Team Membership:** Not have participated in

any outside competition in a sport during the season after the athlete has represented his/her school in that sport, except during the high school season in the individual sports, a member of the school team in that sport may participate in a maximum of two non-school meets or contests in that sport while not representing his or her school. Not have participated in a so-called all-star, charity or exhibition contest during the school year. In addition, a member of a school's interscholastic team may not participate in either a school or non-school 3-on-3 (or more) competition in that sport during the MHSAA season for that sport without loss of eligibility under this regulation.

14. Attendance Required for Participation: Utica

Community Schools requires that a student must be in attendance for three school hours the day of an athletic contest to participate.

*Athletic Eligibility Criteria Source: UCS Student Athlete Code of Conduct, UCS Athletic Coaches Handbook and Michigan High School Athletic Association Handbook.**

Note: Ninth graders of a designated junior high/middle school in a district with multiple junior and senior high schools may be counted for athletic purposes and therefore be eligible in the senior high school designated by residence.

Ninth graders not housed in their designated high school in UCS may participate in sports at their designated high school. Any ninth grade student who competes at the high school level in any sport is expected to participate at his/her feeder high school, not another high school out of his/her attendance area.

Game day transportation: District transportation for athletes will only be provided to the event (with the exception of football, because of equipment). Parents/guardians will be responsible for their child's transportation home.

**For clarification of the MHSAA handbook, please see your school's athletic director.*

Student Conduct

Expectations

Well-disciplined students help make school an effective place of learning. School discipline is an integral and important part of training young people to be good citizens.

A good disciplinary policy has two elements:

- Clear expectations for good student behavior.
- Fair, consistent consequences when these expectations are not met.

Parental cooperation and support of the school are critical factors in maintaining effective discipline.

Students are expected to be courteous and show respect for classmates and all adults. A student's language and attitude must be respectful to all.

The district intends to keep its schools safe for students and staff. Students are reminded that it is their responsibility to report to a responsible adult any incident that they feel could be dangerous or threatening to themselves or others.

Students' safety and welfare depend on their compliance with the following policies, which apply while students are in school, going to or from school or at any school activity on or off campus. (For example, policies apply to home and away athletic events, ski trips, band or athletic camps).

This section of the handbook addresses disciplinary procedures. **Not every situation is covered here.** However, students are expected to use reasonable judgment in avoiding all incidents that might be viewed as prohibited by school officials.

Disciplinary action can vary depending upon the situation. Consequences used at the secondary level to deal with rule infractions include, but are not limited to, detention, special work projects, suspension, Saturday School, expulsion or social probation. If a law has been broken, local law enforcement will be contacted. Once law enforcement officers are involved, their actions may include physical restraint or arrest, if necessary.

Unacceptable Behavior

The right to a public education carries with it a responsibility to know and observe school rules. These rules help minimize distractions which disrupt learning and help maintain a safe learning environment. Board of Education policies and, in

some instances, state law establish behavioral expectations and outline consequences of behavioral infractions. All students have rights and privileges, but they are expected to act in a reasonable manner at all times, to and from school and during all school activities.

Behaviors which are distracting or disruptive to the learning environment, or cause property or physical damage, may lead to disciplinary action. Such behaviors include, but are not limited to:

1. Students must not damage books, supplies or furniture provided by the school; mark on furniture, walls, lockers, books, etc., litter or tamper with fire alarms or extinguishers. Students will be assessed repair and replacement costs for damaged or lost textbooks. A student who damages or destroys school property will be expected to pay for it. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.
2. Per state law, smoking or the possession of tobacco in any form is forbidden to all students. This rule is in effect at school related activities, on school property and on school buses 24 hours a day, seven days a week. Additionally, adults are not permitted to use tobacco products at any time in any buildings owned or operated by Utica Community Schools.
3. Possession or use of electronic cigarettes, hookah pens or other similar devices.
4. Gambling, participating in games of chance or skill for money or profit and extortion are illegal and prohibited.
5. Name calling, intimidation, bullying, profanity, vulgarity, "hate" speech, use of abusive or derogatory comments or gestures or threats to do harm to staff or other students are prohibited.
6. Planning to fight, harassment, threatening of other students or fighting (which may include pushing, punching, wrestling or physical assaults) or otherwise assaulting another student or employee are prohibited.
7. Physical contact and public displays of affection, such as hugging, kissing, etc., are prohibited.
8. Student behavior should not offend or endanger others. Students should not run in halls, throw objects, make bomb threats or trigger false fire alarms. Possession or the use of matches, lighters, firecrackers, stink or smoke

- bombs, knives, metal finger armor, explosives or weapons is forbidden. Students also may not possess squirt guns, pea-shooters or other disruptive or harmful objects.
9. Intoxicants, narcotics, depressants, stimulants, look-alike drugs or illegal substances are prohibited on school property. Any infraction will result in referral to parents and police.
 10. Students are not permitted to operate or park motor vehicles, motorcycles and mopeds on school property without appropriate authorization.
 11. Students are not permitted to possess or use skateboards, roller blades, radios, cameras, laser pens, hand-held electronic games, MP3 players, iPods, tape recorders/players, video recorders/players, CD players or similar items or devices at school without administrative permission. These items will be confiscated and must be picked up by parents. If valuable items must be brought to school, they are to be checked in at the office. Utica Community Schools will not be responsible for theft, loss or damage to any valuables brought to school.
 12. Students may not sell or buy any item from another student in school, except as authorized by the principal or for sale by the student store.
 13. Theft, forgery, cheating and all forms of plagiarism are prohibited.
 14. Students must not be in unauthorized areas.
 15. Eating food outside the cafeteria is forbidden. Glass containers are not permitted.
 16. Pornographic and other inappropriate materials are prohibited.
 17. Any use of electronic communications devices is prohibited without permission of an administrator – this includes use of cell phones, text messaging and camera usage.

Due Process

Based on state and federal laws governing education, principals of Utica Community Schools are delegated the authority to temporarily separate or suspend a student from school. In such actions, the following procedures shall be followed:

1. A student shall be fully informed of the charges brought against him/her, including the rationale for the action and the conditions of time and termination.
2. As soon as possible, the parents shall be notified by telephone or personal contact if the student is to be suspended from school. Written notation of such contact shall be made in the student's discipline file.
3. Verbal notification shall be followed by written communication to the parent or guardian. A copy of the letter shall be placed in the student's discipline file.
4. Appeal procedures available to parents include:
 - a. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm, modify or reverse the terms of the disciplinary action within two school days of the conference date.
 - b. Within five school days from the principal's decision, the parent may appeal such a decision to the Superintendent of Schools or a designee. The Superintendent shall affirm, modify or reverse the decision of the principal within three school days from hearing the appeal. The Superintendent's decision is final.
 - c. A recommendation for permanent expulsion by the Superintendent to the Board of Education may be appealed to the Board of Education.

Discipline

n Disciplinary Action

The first step in the disciplinary process is for the appropriate staff member to discuss the problem with the student. Parents are also informed of the problem.

- **Detention**

A teacher or the principal has the right to keep a student after school for disciplinary reasons or academic makeup work. A day's notice is given in all cases of detention and a student may be detained for a reasonable amount of time. When detention is assigned, it is the responsibility of the student and parent to arrange transportation home for the student.

- **Special Work Project**

Special work projects may be assigned for improper conduct as determined by the teacher or the administrator. Such projects are intended to reinforce the importance of proper student behavior.

- **Suspension**

School suspension will be administered by the principal or a delegated assistant. Suspensions may vary from one to 10 days, depending on the severity or frequency of the violation.

When a suspension is necessary, parents or guardians shall be notified if the student is released from school before the end of the school day. Suspended students are not allowed on school district property or admitted to any school function during the course of the suspension.

Suspended students will be permitted to make up missed work following the guidelines listed on page 11.

- **Social Probation**

When anti-social behavior warrants, a student may be sent home on social probation.

This decision is made by the principal, or designee, in line with these procedures:

1. A student will be excluded from attending school and school functions from one to 10 days.
2. Parents shall be notified if the student is released before the end of the school day.
3. Assignments will be collected by office staff for the parent to pick up. Full credit will be granted for work completed.

4. A conference may be held with a parent and the student prior to, or upon completion of, probation.

- **Superintendent Expulsion**

A Superintendent expulsion is an expulsion for up to 180 school days. The student is excluded from all school district activities. The decision of the Superintendent is final. There is no further appeal. The conditions for returning to school are outlined in the Superintendent's decision regarding expulsion. Unless restricted by law, the Superintendent can place any conditions deemed in the best interests of the school and/or school district.

- **Board of Education Expulsion**

A Board of Education expulsion is defined as a permanent expulsion. The student is excluded from all school district activities. The decision of the Board is final and there is no further appeal. A student who is permanently expelled has the opportunity to apply for reinstatement at designated times depending on grade level and offense.

Citizenship

Good citizenship is essential to the educational process. Citizenship marks may determine attendance at assemblies, dances, club meetings, athletic events and other activities. Students who receive poor citizenship marks may be excluded from special school events.

Electronic Communications Devices

The personal use of cell phones or other electronic communications devices (ECD) by students is prohibited at any time while in school or in a district vehicle. Students may carry ECDs during the school day, but they cannot be displayed or used without permission from a teacher or administrator for educational purposes. Personal use of the device shall be limited to the time before and after the school day and only when students are outside the building. ECDs shall not be used during instructional time, lunch, passing time between classes or on any school bus without permission of a school official.

The use of an ECD's picture-taking or internet connection capability is not permitted without permission of a teacher or administrator. Utica Community Schools will not be responsible for the theft, loss or damage of any ECD. Appropriate disciplinary action will be taken against students who violate the policy regulating ECDs.

Substance Abuse

Being under the influence, use or possession of alcohol, illicit drugs, controlled substances, drug paraphernalia (i.e.

pipes, cigarette wrapping paper, roach clips), or a substance which is represented as a drug or “look-alike drug” on school property by students is prohibited.

The prohibition of these substances and/or items includes during extracurricular or school-related activities that take place both at or away from school. Students who violate this policy will

receive the following consequences:

- 1. First violation:** 5 to 10-day suspension. The building administrator may reduce the suspension if the student seeks help through the school’s substance abuse program or through an approved outside agency and satisfactorily follows the recommendations. Failure to complete the recommended program will result in the remainder of the suspension being imposed. A parent conference is required for re-admittance to school.
- 2. Second violation:** 10-day suspension (no reduction). A parent conference is necessary for re-admittance to school.
- 3. Third violation:** Immediate suspension pending further disposition. A recommendation for expulsion may be initiated through the Superintendent of Schools.

Note: Any student involved with the sale or distribution of illicit drugs, controlled substances, look-alike drugs and/or alcohol, or possession of an amount that would reasonably indicate sales, will be automatically suspended. A recommendation for expulsion may be initiated and the local police may be involved.

Student Smoking and Use of Tobacco

Smoking by students and adults is not allowed in school buildings, on school property or on school buses at any time (24 hours a day, 7 days a week). Smoking is defined as:

- A student seen puffing on a lighted cigarette, cigar or using chewing tobacco.
- A student seen with a lighted or unlighted cigarette, cigar, etc.
- A student seen discarding a cigarette butt.
- A student acting as a “look-out.”

1. First offense: Suspension for one school day. Parents will be contacted and informed of the offense and disciplinary action. Law enforcement agencies may be notified of an infraction.

2. Second offense: Suspension for two school days. Parents will receive formal notice of the parent conference which must be held before the student may re-enter school.

Law enforcement agencies may be notified of an infraction.

3. Third offense: Suspension for three or more school days. A parent conference must be held before the student may re-enter school. Law enforcement agencies may be notified of an infraction.

Transfer of Disciplinary Records

Michigan law requires school districts to record in the student’s permanent record (CA60) permanent expulsions for violations of Michigan statutes prohibiting possession of a dangerous weapon, arson or criminal sexual conduct (380.1311(3); UCS Policy 5105). The same is required for students permanently expelled for physical assault against an adult or verbal assault or bomb threat (MCL 380.1311a(3); UCS Policies 5100 and 5105). Discipline recorded in the CA60 will be transferred to any private or public school to which a student is transferring and in which he/she is enrolling. Other suspensions and expulsions are recorded in the student disciplinary record and are available to the next school if a student transfers/moves.

Student Gangs

Gangs and gang-related activities are prohibited on, and to and from, any premises owned or used by the district and at any district-related function. Gangs and gang-related activities are also prohibited to the extent they are related to or interfere, or threaten to interfere, with school or other district-related functions, even when they occur off school premises (for example, on the Internet).

The term gang, as used in this policy, means a group of two or more persons whose purposes or activities include the commission of an illegal act(s) or a violation(s) of district policy, procedures or rules; or, the defense of its members against another gang or group of persons. District students are prohibited from engaging in gang or gang-related activities, which include:

- Dressing or grooming in a manner which, in the reasonable judgment of a district administrator, teacher or student, communicates membership in or affiliation with a gang;
- Communicating, verbally or non-verbally (e.g.,

gestures, handshakes, tagging, etc.) in a manner which, in the reasonable judgment of a district administrator, teacher or student, conveys membership or affiliation with a gang;

- Committing an act(s) in furtherance of the interest of a gang or gang-related activity including, but not limited to: soliciting others for participation; membership or affiliation in any gang or gang-related activity; intimidating or threatening any person; or inciting any other person to use force, intimidation or threats.

Sexual Harassment Policy and Procedure

Sexual harassment of students by other students or employees of the Utica Community Schools is unlawful under both Michigan and Federal law, and is contrary to the Board of Education's commitment to provide a stable learning environment.

It is the Board's policy that all contact between students, teachers and other adult employees and others in the district be in keeping with respect for the individual student and be of a nature which does not make the student feel uncomfortable. Sexual harassment includes, but is not limited to, the following:

- Unwelcome sexual advances
- Subtle or overt pressure for sexual activity
- Engaging in improper physical contact, such as patting or pinching, etc.
- Making improper sexual comments, including sexually-oriented kidding, creating an intimidating, hostile or offensive environment
- The threat or suggestion that a student's education and/or advancement depends upon whether or not the student submits to sexual demands or tolerates such improper behavior.

Reporting Concerns

Students who have concerns about any conduct or physical contact by a person employed by the District, by any fellow students, or by any person, should immediately report this concern to the building principal, to a counselor or to the Superintendent of Schools.

Students should also discuss their concerns with parents and/or guardians. Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome or is contrary to a stable learning environment.

Any person who receives a complaint of conduct perceived to be sexual harassment should immediately report the concern to the building principal, Executive Administrator of Schools or the Superintendent's designee.

n Weapons, Criminal Sexual Conduct, Arson and Physical Assault of Employee

Students in possession of a dangerous weapon, or who commit arson or criminal sexual conduct* or, if in the sixth grade or above, commit a physical assault against a school district employee, volunteer or contractor, on district grounds, in district buildings or at district or school sponsored events, shall be permanently expelled from school and referred to the local police agency and the appropriate county department of social services or community mental health agency. The parent or legal guardian and student shall also be notified of the referral.

** Note: Students should be aware that in Michigan, depending on the circumstances, it may be criminal sexual conduct to have consensual sex with anyone under the age of 16.*

Dangerous Weapon Defined

A dangerous weapon means a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC 921.

A student who possesses a dangerous weapon on school property must be expelled unless he/she can establish one of the following in a clear and convincing manner:

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

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

The Board of Education reserves the authority to permanently expel students.

Reinstatement

Students permanently expelled for reasons covered in this policy may seek reinstatement. A Petition for Reinstatement must be completed in writing to the Board of Education through the Superintendent or designee. The final decision to reinstate is made by the Board.

An individual who was in grade five or below at the time of expulsion and who has been expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days after the date of expulsion.

An individual who was in grade five or below at the time of expulsion and who has been expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of expulsion.

An individual who was in grade six or above at the time of expulsion shall not be reinstated before the expiration of 180 school days after the date of expulsion.

Reference: Gun-Free School Act of 1994 as amended by PL 1103-382 and Michigan P.A. 250-1995.

Bullying

In order to maintain a positive school atmosphere that fosters learning, promotes a safe school environment and develops the self-worth and dignity of its students, Utica Community Schools will not permit bullying behavior. Bullying in all of its forms and practices is absolutely prohibited.

Appropriate disciplinary action will be taken against students who participate in bullying.

Bullying shall be defined as 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 pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Adversely affecting the ability of a pupil to participate

in or benefit from the school districts or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying often occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Additional information is contained in Policy 5145 Anti-Bullying and can be found on the UCS Web site.

Hazing

The Board of Education has approved policies prohibiting hazing by both students and employees of the Utica Community Schools.

Hazing is inherently hazardous and may place its victims at risk of physical or emotional harm. Consequently, hazing is absolutely prohibited.

As defined, hazing is any action or the coercion of another – including the victim – to perform any act that endangers the physical safety of a student or employee, produces mental or physical discomfort, causes embarrassment or ridicule or degrades the student or employee, regardless of that person's willingness to take part.

Appropriate disciplinary action will be taken against anyone who participates in hazing.

Nondiscrimination in Education

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Utica Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Executive Director of Human Resources at Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312 or call 586-797-1000.

Grievance procedures for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, Elliot-Larsen Civil Rights Act, Persons with Disabilities Civil Rights Act:

Any person believing that the Utica Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, (5) Title II of the Americans with Disability Act of 1990, the Elliot-Larsen Civil Rights Act, and the Persons With Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to:

**Assistant Superintendent of Human Resources,
Utica Community Schools,
11303 Greendale, Sterling Heights, MI 48312,
phone 586.797.1000**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the building principal or the Assistant Superintendent of Human Resources, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1. A written statement of the grievance signed by the complainant shall be submitted to the Executive Director of Human Resources within five (5) business days of receipt of answers to the informal complaint. The Executive Director shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2. A complainant wishing to appeal the decision of the Assistant Superintendent of Human Resources may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent's response. The Superintendent or the Superintendent's designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

The Assistant Superintendent of Human Resources, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the office of the Assistant Superintendent of Human Resources.