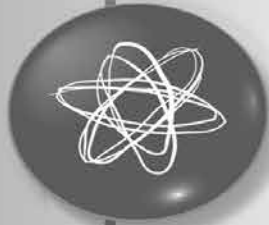
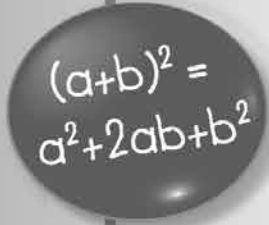




Administrative Service Center  
11303 Greendale  
Sterling Heights, MI 48312  
Phone: 586.797.1000  
[www.uticak12.org](http://www.uticak12.org)





# Senior High School

Parent and  
Student  
Handbook

2018-2019

# UTICA COMMUNITY SCHOOLS

High School

Parent and Student Handbook 2018-2019

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

Dear Parents/Guardians,

Utica Community Schools is committed to providing all of our students with a rigorous and high quality education in a positive learning environment. We share with our families the importance of establishing and setting high standards for this academic success.

The information in this handbook provides a framework for this shared responsibility. It is important that every parent reviews the contents of this publication to understand the expectations, rights and responsibilities of our students.

*Christine Johns, Ed.D.*

*Superintendent of Schools*

This handbook also includes important information about how families can work closely with UCS staff to support their child's academic achievement.

Please feel free to talk directly to your child's teacher or principal at any time if you have a question about this handbook, your child's progress or the school's learning environment.

We wish you and your child the best for a successful 2018-2019 school year.

*Gene Klida*

*President, Board of Education*



**Gene L. Klida, President**

**Michele Templeton, Vice President**

**Robert A. Ross, Ph.D., Treasurer**

**Jennifer L. Prybys, Secretary**

**Ken Krolczyk, Trustee**

**Mary K. Thomas, Ph.D., Trustee**

**Denyeal Nesovski, Trustee**

# 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.

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# 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](http://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 2:14 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 or 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. - 2:14 p.m

1st Hour	7:20 – 8:18
2nd Hour	8:24 – 9:21
3rd Hour	9:26 – 10:24
4th Hour	10:28 – 12:09
5th Hour	12:13 – 1:12
6th Hour	1:15 – 2:14

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

Utica 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.

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

*Bus Guidelines:*

- Obey the bus driver, show respect to the bus driver and fellow passengers
- Remain seated at all times and keep all parts of the body inside the seating area
- Eating, drinking and gum chewing are not allowed
- Hold all carry-on items, such as backpacks, musical instruments, etc. in your lap
- Board and exit the bus in an orderly manner at assigned bus stop
- Name calling, vulgarity, profanity, abusive or derogatory comments or gestures, bullying, harassment, hate speech or threats of violence are prohibited
- Use of electronic communication devices, (cell phones, cameras and pagers) is not permitted
- There are no preferential seat selections, although bus driver or administrator may assign seats
- Only students eligible for transportation may ride home with another student. The students must have a permission note from both sets of parents and signed by the principal. Seating space is reserved for assigned riders.

### **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 WJR-760 AM, WWJ-950 AM; on TV stations WJBK-2, WDIV-4 and WXYZ-7 and on the district's Web site [www.uticak12.org](http://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.

## Food and Nutrition Services

### *Breakfast*

A nutritious and affordable breakfast is also available at district schools. Pricing, service times and other breakfast information is available on the website.

### *Secondary Lunchroom Expectations*

All UCS schools operate a closed campus during the school day. Students must remain in the building during the lunch period. A nutritious and affordable lunch is available in the school cafeteria. Students may purchase a complete lunch or bring lunch and purchase milk.

### *Menus*

A monthly menu is posted at the school and on the district cable channels and website at [www.uticak12.org](http://www.uticak12.org) menus can be found under the parent link. You can also find menus, allergen and nutrition information on [www.uticak12.nutrislice.com](http://www.uticak12.nutrislice.com) and available on the Utica Community Schools App.

Students are expected to observe the following cafeteria rules:

- Deposit all trash in the waste containers.
- Return all trays and utensils to the designated 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.

### *Allergies*

We take food allergies and student safety very seriously. If your student has any food allergies please have your physician fill out the MDE Dietary Needs Form and return it to the food service office or school office. We are happy to work with parents and students to help accommodate your needs. For questions about food allergies and menu selections please call our office at 586-797-1180.

## *Free and Reduced Price Meals*

Families may be eligible for the federal free or reduced price meals program. For confidential and timely access to benefits, families may apply for the program online at [www.lunchapp.com](http://www.lunchapp.com) or a hard copy application is available by request in the school office, which may take about two weeks for processing. Students are responsible for all meal charges until their applications are approved. All meals consist of 5 components: grain, meat/meat alternate, fruit vegetable and milk. Students must take a minimum of 3 items, with 1 being at least ½ cup fruit or vegetable, for the meal to qualify under the free and reduced provision.

### *Meal Pre-Pay*

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 [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). (There is a service fee for online pre-pay.) The student then can deduct meal purchases from the account with a personal ID number. The system also allows parents to monitor account activity. All accounts are confidential. Students eligible for the free or reduced-price meal program can also access their account through the automated system.

Should a student's meal account has a zero or negative balance, they can charge up to five meals to allow time for families to properly fund their student's meal account. Prompt repayment is expected. Students whose account remains negative will have restricted purchasing privileges and will be offered a regular, alternate meal. If a student has a zero or negative account balance, they will not be allowed to make any a la carte or beverage purchases. Please check the website for more details at [www.uticak12.org/foodandnutrition](http://www.uticak12.org/foodandnutrition).

### *Wellness*

UCS is committed to providing a healthy school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity. Our child nutrition program complies with federal, state and local requirements and food safety standards. Please check the website for more details at [www.uticak12.org/foodandnutrition](http://www.uticak12.org/foodandnutrition).



## **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 and 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.

### *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 efforts.

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.

### *Summer School*

Summer school is designed to assist students to earn credit for courses failed during the school year (credit recovery). A maximum of one credit may be earned each summer.

### *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 servers.
- 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 web 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 Michigan Merit Curriculum state graduation requirements when selecting courses each term. 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](http://www.uticak12.org), under the Instruction 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*

In order to graduate, students must earn a total of 22 credits – 18 credits required by the State of Michigan that must include World Language Credit. Beginning with the class of 2016 through 2024,, students may substitute one of those credits with a CTE program or Visual, Performing and Applied Arts course, plus four additional elective credits.

## **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.
  - 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/Unified Classroom*

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.

<b>A</b>	<b>Superior</b> – 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.
<b>A-/B+</b>	<b>Excellent</b> – Indicates achievement of high quality involving distinction in some areas and competence in many areas, which oftentimes exceeds course expectations.
<b>B/B-</b>	<b>Good</b> – 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.
<b>C+/C/C-</b>	<b>Adequate</b> – 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.
<b>D+/D/D-</b>	<b>Poor</b> – Indicates work which in one or more important respects fall below the minimum acceptable level. Work is unsatisfactory, lacking understanding, sloppy, incomplete.
<b>F</b>	<b>Failure</b> – Indicates completely unacceptable work, lack of participation, understanding and effort. Below the standards set for the class.

### 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.

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

### 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 to improve, will remain on probation.

#### *Withdrawal from Class*

After the semester begins, parent/guardian permission must accompany all requests for class changes. The request may require principal approval.

#### *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 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 Websites
- 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

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 Secondary Curriculum and 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.

### **Advance Notification of Pesticide Management**

Utica Community Schools provides advance notice to parents in the event that a pesticide is being applied for the purpose of preventing or managing weeds or common indoor or outdoor pests, such as ants. The notice will include the area being treated, date of application, purpose and contact information. The notice will be placed on the entrance of the school being treated and the front page of the building's website.

Parents can also contact their school at any time to review historical information regarding the school's pest management program and records. Parents also can request a first-class mailing for a three-day advance notification of applications by contacting their school principal.

## 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

Utica Community Schools maintains a safe and secure environment. All doors to all UCS school buildings are locked. Designated entrances are monitored by cameras. All visitors, including parents, must first provide identification to office personnel before being buzzed into the building and proceeding to the office to sign in and be issued a visitor's badge.

Visitors who have legitimate business at the school are always welcome. All visitors are subject to Board of Education policies and must leave promptly when their business is completed.

## 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](http://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.

### *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 on-line sources, such as Naviance. 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 Individual 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 pass 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. Law enforcement may utilize the services of a police canine to assist in the 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, vaping paraphernalia, 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 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/athletics](http://www.uticak12.org/athletics). 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 66 percent of a full credit load (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 in order 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.

### **School Safety and Security**

UCS has comprehensive safety and security plans in place for the well-being of students. These plans include teaching and practicing with students the appropriate steps to take should emergency situations occur. Each school holds fire, take-cover (tornado), security and bus evacuation drills during the school year.

Weapons on School Property, in School Settings, in School Vehicles or at School-Sponsored Events

UCS prohibits any person from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the USC including, but not limited to, property leased, owned, or contracted for by UCS, a school-sponsored event, or in a UCS-owned vehicle.

This prohibition applies regardless of whether the person is otherwise authorized by law to possess the weapon in non-school settings, including if the person holds a concealed weapons permit.

The following are exceptions to this policy.

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual project or presentation under adult supervision, if used for the purpose of and in the manner

approved (working firearms and ammunition shall never be approved);

- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events;
- E. instruments or equipment as required by District operations, including school or District security.

Persons who knowingly violate this policy may be referred to law enforcement. Additional information is contained in Policy 6120 and can be found on the UCS website.

#### Freedom of Expression

Students have the right to exercise freedom of speech. This includes the right to distribute or display written material, petitions, buttons, badges, signs or other insignia subject to reasonable times, places and manner.

Exceptions include information that is:

- Obscene to minors;
- Libelous;
- Pervasively indecent or vulgar (for secondary schools); or contains any indecent or vulgar language (for elementary schools);
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (i.e. threats of violence, defamation of character or of person's race, religion or ethnic origin);
- Presents a clear and present likelihood that either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution and/or display of material in any of the above categories is prohibited on school premises at any time or at any school-related or school-sponsored event whether on or off campus.

Any student wishing to distribute or display non-school sponsored material must first submit for approval a copy of the material to the building principal at least twenty-four (24) hours in advance of the desired distribution/display time, together with the following information:

- Name and contact information of student or organization

- Date(s) and time(s) of day of intended display or distribution
- Location where material will be displayed and/or distributed
- Grade(s) of students to whom the display and/or distribution is intended.

Student publications are also sponsored to provide students the opportunity to learn – under adult direction and supervision – the rights and responsibilities of the press in a free society.

Publications and related advertising will be prohibited which:

- are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- libel any specific person or persons;
- seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view;
- advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
  - constitute a direct and substantial danger to the health of students;
  - contain obscenity or material otherwise deemed to be harmful to impressionable students
  - who may receive them;
  - incite violence, advocate the use of force, or urge the violation of law or school regulations.

Publications will also be prohibited that:

- fail to identify the student or organization responsible for distribution;
- solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Director of Community Relations;
- promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

Non-compliance with the above guidelines will be halted and action will be taken in accordance with discipline procedures.



Non-compliance with the above guidelines will be halted and disciplinary action will be taken in accordance with procedures established in this handbook. For more information, please see policy 6100.

### **Discipline**

A student's 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 to maintain a safe educational environment. Board of Education policies and, in some instances, state law, establish behavioral expectations and consequences for violations. While all students have rights and privileges, all are expected to act in a reasonable manner at all times, going to and from school and during all school activities.

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.

In accordance with district policies and state and federal laws governing schools, school administrators and staff in Utica Community Schools, when considering student discipline, will first consider restorative practices to remediate such offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying. Restorative practices are practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct. Unless otherwise provided under the Revised School Code or the Policies adopted by the Board of Education, where required to do so, restorative practices will be considered in addition to suspension or expulsion.

Students who are eligible for special education and related services under the Individuals with Disabilities Education Act ("IDEA") or under Section 504 of the Rehabilitation Act of 1973 shall have the district's discipline policies applied in a manner consistent with their rights under federal and state law.

### *Due Process*

Due process is a fundamental right of all individuals. Therefore, constitutionally and legally sound procedures have implemented in the district.

Based on state and federal laws governing education, building principals in 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 events surrounding the discipline. A student shall be also given the opportunity to discuss the events which occasioned the suspension/expulsion.
2. Parents or guardians shall be notified by telephone or personal contact, if the student is to be suspended from school. If the student is to be suspended from school for more than five (5) school days, the parents or guardians shall be notified of their right to appeal to the superintendent. Written notification of such contact shall be made in the student's discipline file.
3. Verbal notification shall be followed by written communication to the parents/guardians. A copy of the letter shall be placed in the student's discipline file.
4. Appeal procedures available to parents or guardians include:
  - As a first step, parents may request a conference with the principal within the period of suspension. The principal shall affirm, modify or reverse disciplinary action within two school days of the conference date.
  - Within five (5) school days from the principal's decision and for suspensions for more than five (5) school days or a recommendation for expulsion, the parent(s) or guardian(s) 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.
  - A recommendation for permanent expulsion by the superintendent may be appealed to the Board of Education.

Disciplinary action may vary depending upon the issues. The discipline procedures used to deal with rule infractions include detention, suspension and expulsion. Utica Community Schools will apply its discipline policies and procedures consistent with the requirements of Michigan law.

The Board of Education prohibits corporal punishment as an acceptable method of disciplining students. A school employee, volunteer or contractor may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

## Unacceptable Behavior

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 and furniture supplied by the school; litter or mark on furniture, walls, lockers, texts, etc.; or tamper with fire alarms and extinguishers. Students will be assessed repair and replacement costs of 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. Possession or use of electronic cigarettes, hookah pens, vaping paraphernalia or other similar devices.
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, vaping paraphernalia 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 abrasive or derogatory comments or gestures or threatening to do harm to staff or other students.
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 is prohibited.
7. Physical contact and displays of public affection, such as hugging, hand-holding, kissing, etc., are prohibited
8. Student behavior should not offend or endanger others. Students should not run in the halls, throw objects, make bomb threats or trigger false fire alarms. Possession or the use of matches, lighters, fire crackers, fireworks, stink or smoke bombs, knives, metal finger armor, explosives or weapons is forbidden. Students also may not possess paintball guns, squirt guns, pea shooters, electric shock devices or other disruptive or harmful objects.
9. Intoxicants, narcotics, depressants, stimulants, look-alike drugs or illegal substances are not allowed on school property. Any infraction will result in referral to parents and police.
10. Students are not permitted to operate or park motor vehicles, including motorcycles and mopeds, on school property.
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. Pornographic and other inappropriate materials are prohibited.
13. 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.
14. Eating food outside the cafeteria is forbidden. Glass containers are not permitted.
15. Theft, forgery, cheating and all forms of plagiarism are prohibited.
16. Unauthorized use of telephones is prohibited.
17. Students may not be in unauthorized areas.
18. Any use of electronic communications devices is prohibited without permission of an administrator – this includes use of cell phones, text messaging, and camera usage.

### *Disciplinary Action*

Disciplinary action may vary depending upon the situation. The first step in the disciplinary process is for the appropriate staff member to discuss the situation with the student. Parents are also informed of the situation.

### *Detention*

A teacher or the principal has the right to assign a student to before or after school detention 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.

It is the parent/guardian's responsibility to arrange transportation for the student when detention is assigned.

### *Special Work Projects*

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

### *Suspension*

School suspensions will be administered by the principal or his/her designee. Suspensions may vary from one to ten 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 previously in the handbook.

#### Principal Suspension:

A suspension is defined as an exclusion of a student from school and school district activities for disciplinary reasons by a principal for a period of ten school days or less. If the student is to be suspended for more than five school days, the parent or guardian shall be informed of the right to appeal the decision to the superintendent of schools within five school days. Such a suspension may be made pending an investigation of a student's conduct and recommendation of other disciplinary penalties. If a principal believes a suspension beyond ten school days is appropriate for the offense, the principal may make that recommendation in writing to the superintendent who may exercise his/her discretion to grant or deny the principal's recommendation.

#### Superintendent Suspension:

A suspension can also be defined as an exclusion from school by the superintendent for disciplinary reasons for a period of up to 180 school days.

**Michigan Revised School Code Suspension.** A suspension under Section 1310d of the Revised School Code means to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 days. This definition applies to offenses under Sections 1310 (grade six or above physical assault against a pupil); 1311(1) (gross misdemeanor or persistent disobedience); 1311(2)(possession of dangerous weapons, arson and criminal sexual conduct); or 1311a (grade 6 or above physical assault against an employee, volunteer, or contractor; verbal assault, or bomb threat) of the Revised School Code.

### *Social Probation*

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

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

1. A student will be excluded from attending school and school functions from one to ten days.
2. Every attempt will be made to notify parents before the student is released from school.
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 from school by the superintendent for disciplinary reasons for a period 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.

#### Michigan Revised School Code Expulsion:

An expulsion under Section 1310d of the Revised School Code means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days. This definition applies to offenses under Sections 1310 (grade 6 or above physical assault against a pupil); 1311(1) (gross misdemeanor or persistent disobedience); 1311(2) (possession of dangerous weapons, arson and criminal sexual conduct); or 1311a (grade 6 or above physical assault against an employee, volunteer, or contractor; verbal assault, or bomb threat) of the Revised School Code.

## Citizenship

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

### *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.

## Hazing

Utica Community Schools has 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.

### *Bullying and Cyberbullying*

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, without regard to its subject matter or motivating animus.

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
3. placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
4. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
5. Causing substantial disruption in, or substantial
6. 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 website.

### *Substance Abuse*

Being under the influence, use or possession of alcohol, illicit drugs, controlled substances, drug paraphernalia, hookah pens and similar devices, 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 follows their recommendations satisfactorily. 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 required for re-admittance to school.
3. Third violation: Immediate suspension pending further disposition. A recommendation for expulsion may be initiated through the superintendent.

Note: Any student involved with the sale or distribution of illicit drugs, controlled substances, look-alike drugs and/or alcohol, or possession of amounts that would reasonably indicate sales, may be automatically disciplined at the third violation level. In all cases, 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: One day suspension. Parents must be contacted and informed of the offense and the disciplinary action.
  2. Second offense: Two day suspension. A parent conference must be held before the student may re-enter school.
  3. Third offense: Three or more day suspension. A parent conference must be held before the student may re-enter school.

District administrators are encouraged to notify the police when a student’s violation of this policy may be a criminal offense.

### *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 by employees of the Utica Community Schools is unlawful under both Michigan and federal law, and is contrary to the district’s commitment to provide a stable learning environment.

It is the district’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 sex-oriented kidding; creating an intimidating, hostile or offensive educational learning 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.

Students should also discuss their concerns with parents 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 Curriculum and Schools or the Superintendent's designee.

### *Weapons, Criminal Sexual Conduct, Arson and Physical Assault of an Employee*

The following behaviors, as defined under state law, are subject to permanent expulsion from all public schools in the State of Michigan:

1. Possession of a dangerous weapon\*\*;
2. Arson;
3. Criminal Sexual Conduct;
4. Physical Assault at school by a student grade 6 or above against an employee, volunteer or contractor of the school

\*\*Michigan law requires the permanent expulsion of a student for possession of a dangerous weapon at school unless there is clear and convincing evidence of one of the following:

1. The student did not possess the object for use as a weapon or for delivery to another person for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not know or have reason to know that the object constituted a dangerous weapon.
4. The student possessed the weapon at the suggestion, request or direction, or with the express permission of the school or police.

There is a rebuttable presumption that permanent expulsion is not justified for possession of a dangerous weapon other than possession of a firearm (as defined by 18 USC §921) in weapon free school zone if both of the following are met:

1. The district determines in writing that at least one of the factors listed above has been established in a clear and convincing manner; and
2. The student has no history of suspension or expulsion.

Students permanently expelled as is permissible under Board Policy and Michigan law, shall be 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.

Additional information is contained in Policies 5100 and 5105 and can be found on the UCS website.

\*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, 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.

A student who possesses a weapon that constitutes 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 pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.

The weapon was not knowingly possessed by the pupil.

The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.

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

As permitted by district reserves the authority to permanently expel students.

## Firearm Defined

A firearm means any weapon (including a starter gun) 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 devices; or any other weapon as set forth in 18 USC §921.

## Physical Assault Defined

A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

## Arson Defined

Arson means conduct which otherwise would constitute a felony violation of Sections 750.71 through 750.80 of the Michigan Compiled Laws.

## Criminal Sexual Conduct Defined

Criminal sexual conduct means conduct which otherwise would constitute a violation of Sections 750.520b through 750.520e, and Section 750.520g of the Michigan Compiled Laws.

## *Reinstatement*

Students permanently expelled for reasons covered in this policy may seek reinstatement. Such reinstatement is not a matter of right, but is discretionary with the Board of Education. 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 of Education.

- An individual who was in grade five or below at the time of permanent 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 permanent expulsion and who has been expelled for a reason defined in Section 1311(2) of the Revised School Code of the State of Michigan 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 permanent expulsion for an offense covered by Policy 5105 shall not be reinstated before the expiration of 180 school days after the date of expulsion.

The time limits and procedures for filing a petition for reinstatement and reinstatement shall be governed by the provisions of Sections 1311(6) and 1311a(5) of the Revised School Code of the State of Michigan.

Once action has been taken by the Board of Education on a Petitioner for Reinstatement, a petitioner regarding the same student may not be submitted again until 90 school days have passed.

Additional information is contained in Policies 5100 and 5105 and can be found on the UCS website.

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

## Non-Discrimination Policy

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 Assistant Superintendent 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 and Transportation Services, 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 Executive Director 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 Assistant Superintendent of Human Resources within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent 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 Services may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Executive Director'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 and Transportation.