



UTICA COMMUNITY SCHOOLS

GRADES 9-12 PARENT and STUDENT HANDBOOK 2022-2023



Dear Parents and/or Guardians,

A UCS education empowers students to succeed. With a range of academic and extra-curricular options, students pursue their passion, find a sense of purpose, and grow individually and socially.

High expectations, effort and accountability on the part of our students remain essential in this endeavor. This handbook details the policies and procedures that drive this success and provides our students and staff with a safe and positive learning environment. This remains a priority for Utica Community Schools; we want our students to feel a sense of purpose and belonging.

UCS will continue its tradition of forging strong partnerships with parents toward this goal. To do this, your help is essential. We ask you to familiarize yourself with the information, policies and procedures in this handbook and discuss its contents with your child. It is only through partnership between school and family that we can meet our expectations for your child.

Please stay in touch. Our teachers and administrators stand ready to assist you with any questions or concerns you may have.

Best wishes,



Mary K. Thomas, Ph.D.
President, Board of Education



Robert S. Monroe
Superintendent of Schools

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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 information in school newsletters and mailings, the UCS website www.uticak12.org, social media sites, UCS-TV channels 15 and 22 and the district newsletter, *Focus for the Community*.

School Safety and Security

School ID Badges

Ensuring safety and security for all students and staff is a priority each day. In addition to enhancing security, the wearing of ID badges provides a professional setting and promotes College and Career Readiness for all students.

Wearing of IDs is required as part of many workplace environments, as well as on many college and university campuses. One student ID and lanyard will be provided to every student at no cost.

The benefits and reasons for students wearing a current student ID card are:

- To be in class
- To borrow library books and textbooks
- To obtain early dismissal
- To allow movement during school, going to and from restrooms, etc.
- To be on campus before or after school
- To participate in school activities, assemblies, dances, etc. at school.

Student ID Guidelines

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised.

Student IDs may be left in the student's assigned locker overnight to ensure the student ID is not left at home. The following guidelines must be adhered to when wearing student ID cards:

1. Student ID cards must be worn and visible at

all times (i.e., not kept in a purse, pocket or backpack).

2. The student ID card must be presented to any school staff member or person of authority upon request.
3. The front and back of the student ID card cannot be altered (i.e., no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
4. Wearing another student's ID card is prohibited.
5. Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced immediately.

Students who fail to adhere to the above guidelines are subject to a lunch detention (or after school detention) and a replacement fee of \$5.00 to replace a lost ID badge. Students can purchase a new lanyard from the school or purchase one on their own. Tear away lanyards are recommended. Students who are insubordinate or persistently disobedient are subject to further school consequences.

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.

Background Check for Volunteers

To protect students' health, safety and welfare, every volunteer must have a Volunteer Request form on file well in advance of volunteering at school or school-related events. UCS conducts criminal background checks on volunteers through the Michigan State Police. All volunteers are required to sign in and out at the school office and obtain a badge every time they enter the building.

Safety Drills

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.

Safety Glasses

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

Emergency Information in PowerSchool

At the start of every school year, parents/guardians will complete or update their child's emergency information in PowerSchool. The information you provide will enable the school to notify you in the event of your child's sudden illness or injury or an emergency school closing.

You must provide your home and cell telephone numbers and the names and phone numbers of both parents' workplaces. You must also provide the names and phone numbers of adult relatives or friends available during school hours who have agreed to assume temporary care of your child if a parent cannot be reached.

When any changes occur in your child's emergency information you are asked to immediately update your PowerSchool account.

If a student requires emergency medical treatment and the parent/guardian cannot be reached, the school will call 911 to transport the child to the hospital by ambulance. A staff member will ride with the child and remain at the hospital until the parent/guardian arrives.

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 their student's emergency information in PowerSchool. Parents/guardians are asked to immediately notify the school of any changes to their emergency contact information. The automated system may also be used for other types of notifications.

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 call and/or email. 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 website 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.

Student Health

Health and 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:

Emergency Medical Information

Students are required to have up-to-date emergency medical information on file. This 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 your emergency 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.

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 UCS website www.uticak12.org under athletics – forms. Contact your building principal if further information is needed.

COVID-19 Self-Screening

To promote a safe school environment for all, you are asked to follow the COVID-19 self-screening process each day before sending your child to school.

Persons with COVID-19 (Macomb County Health Department update on 3-30-2022)

Students and staff who test positive for COVID-19 (PCR or antigen test) or who display COVID-19 symptoms (without an alternative diagnosis or negative COVID19 test) should isolate at home regardless of vaccination status.

Symptoms of COVID-19 include the following. These symptoms should be new or different/worse than baseline for any existing chronic illness. Any one of the following: - cough - shortness of breath - difficulty breathing - new loss of smell - new loss of taste OR two or more of the following: - subjective fever (felt feverish) or measured temperature of 100.4 degrees Fahrenheit or higher - chills or rigors (shaking or exaggerated shivering) - muscle aches without another explanation – headache.

Students and staff may return to school/work if: - At least 5 days have passed since symptom onset and - at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and - other symptoms have improved (loss of taste and smell may last for weeks or months and need not delay the end of isolation)

Students and staff who never had symptoms but who test positive for COVID-19 may return to school/work if at least 5 days have passed since the date of their first positive COVID-19 test (provided no symptoms appeared during the 5-day period).

Day zero (0) is the day of symptom onset or the day the positive test specimen was collected (if there were no symptoms). The isolation period ends at midnight on the last day of the isolation period. The last day of isolation is usually day 5 but may be a later day if symptoms have not improved or fever has not resolved for at least 24 hours without the use of fever-reducing medication.

Returning to school or work after an isolation period of 5 days includes wearing a mask for days 6-10. If a student or staff person is unwilling or unable to wear a mask, they should isolate for 10 days.

Persons Exposed to COVID-19

Persons exposed to someone who is positive for

COVID-19 and exposure is to a close personal/household contact should: - Conduct symptom monitoring for 10 days and - test at least one time (if possible) 3-7 days after exposure and if symptoms develop and - Consider wearing a mask around others for 10 days from the date of last exposure (home quarantine is an alternative for those who are unable or unwilling to wear a mask).

Persons exposed to someone who is positive for COVID-19 and exposure is to another type of contact (community, social, work/school setting) should: - conduct symptom monitoring for 10 days and - test if symptoms develop and - consider wearing a mask around others for 10 days from the date of last exposure.

Advance Notification of Pesticide Management

Utica Community Schools provides advance notice to parents in the event 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.

New Student Registration

Students who are new to Utica Community Schools should register at their school as soon as possible upon becoming a district resident. For your convenience, registration can be done online at www.uticak12.org under the New Student tab. For out of district families seeking schools of choice enrollment, please refer to the Schools of Choice tab. You will need the following information to upload to the application:

- Child's certified birth certificate
- Parent's Michigan driver's license, Michigan ID or appropriate employment picture ID
- Lease agreement, real estate closing document or property tax bill

- Immunization records detailing the month, day and year your child was vaccinated against measles, mumps and rubella (MMR), diphtheria, pertussis and tetanus (DPT/Td), chicken pox (varicella), polio and hepatitis B.

Once you complete and submit the registration, you will be emailed directions on how to set up an account through our online student management system, PowerSchool Parent Portal/Unified Classroom. The email response will come from Enrollment@uticak12.org.

Contact your school or call 586-797-1120 if you need further enrollment information. After you complete the registration process, you will be asked to provide your new UCS school with your child's most recent report card to assist with grade and class assignment. School officials will contact your child's previous school for his/her complete transcript.

Immunization Requirements

At enrollment, the state law requires parents/guardians to provide written, detailed immunization records with the day, month and year their student was vaccinated against measles, mumps and rubella (MMR), diphtheria, pertussis and tetanus (DTaP/DT/Td/Tdap), chicken pox (varicella), polio, hepatitis B, and for seventh grade entrance, meningococcal conjugate.

Students who are not in compliance with the immunization law or who fail to file a waiver will be excluded from school. Waivers are available only through the Macomb County Health Department. Immunization records or a waiver are required prior to the first day of school.

Parents of students new to the district will be asked to sign a release to allow or decline sharing immunization information with the Macomb County Health Department. For more information, call the Macomb County Health Department School Immunization Clinic at 586-466-6840.

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 year 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, a person serving on an official committee or assisting another school official in performing his or her tasks or any other person as defined by law.

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 responsibilities. 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, if the records are inaccurate, misleading or otherwise in violation of a student's privacy rights. 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). To file a complaint, parents/guardians and eligible students may fill out the form located at <https://studentprivacy.ed.gov/file-a-complaint> and send it to: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave. SW, Washington, D.C. 20202-8520 or FERPA.Complaints@ed.gov.

Directory Information Disclosure

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 and information generally found in

yearbooks, and the weight and height of athletic team members. Students' names, addresses and telephone numbers may be released 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.

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 the student is enrolled in the district. If at any time a parent chooses to exclude their student from participating in media interviews, the parent must notify the principal in writing.

Attendance

Regular attendance and active participation in class are integral parts of a student's total education. Students can achieve optimal educational benefits only through regular class attendance and a serious commitment to an educational program.

Attendance rules have been developed to reduce/prevent chronic absenteeism. The U.S. Department of Education Civil Rights Data Collection defines chronic absenteeism as missing more than 10% of school days in a year.

Student Responsibility – General

A student is to attend, be on time and prepared for each scheduled class.

Student Illness During the Day

A student who becomes ill during the regular school day, must report to the building assigned health room and a parent/guardian will be called.

Early Dismissal

A student must remain in school until the end of the school day or permission for an early dismissal has been gained from the main office.

Pre-Arranged Absence

A student is responsible for making arrangements in advance for a pre-arranged absence from a particular class.

- I. This involves obtaining permission from the office for outside activities, i.e., doctor and dental appointments, and obtaining permission from the teacher whose class will be missed for in-school activities, such as attending a counseling appointment, participating in student government activities or completing a class assignment. It also involves arranging making up any missed work.
- II. With administrative approval, absence from class for a school related activity is excused and will not count in the student's overall attendance profile. Students should review their attendance after attending a school related activity and report any error to the attendance office within 48 hours of the activity.

Absence and Missed Work

When absent from a class, a student should make arrangements for make-up work. With the exception of pre-arranged absences where work may be due upon return, students will be given at minimum the same amount of time to make up the work missed as the amount of time they are absent.

Avoid Credit Review

A student should avoid being placed on Credit Review for accumulating more than 10 absences in any class. If placed on Credit Review, students should take the necessary steps to be removed from Credit Review. Students who do not take the steps to be

removed from Credit Review will receive a final grade of an F in the class.

Parent/Guardian Responsibility – General

Encourage your student to attend, be on time and prepared for each scheduled class.

Report an Absence

When a student is going to be absent, parents/guardians should report the absence before the school day begins. Calls to the attendance line can be made 24 hours a day, seven days a week and will be received by an answering machine during non-school hours.

The following reasons for an absence will be accepted as an excused absence: student illness, hospitalization, doctor-ordered bed rest, mandatory court appearance that has been pre-arranged, death in the immediate family, family vacation that has been pre-arranged and approved, medical appointments and administrative permission. All other absences will be unexcused.

Correct Unexcused Absence

The parent/guardian will be contacted about unexcused absences through the school's automated system. If the absence is due to one of the reasons in the excused list, the parent/guardian have until the end of the next school day to correct an absence.

Be aware that a student with an unexcused absence may lose participation points or be given a zero on the day's assignment.

Early Dismissal

Should a student need to leave school before the end of the school day, the parent/guardian should contact the attendance office prior to removing student from school. The parent can contact the office by note or by phone call. Verification by the office may be required before the student is released.

Please note that in order for the early dismissal to be considered excused, the reason for the early dismissal must be listed under the excusable absences (see Parent/Guardian Responsibility).

Pre-Excused Absence (Vacation or Travel)

Vacation or travel during school days is discouraged. Families should seek permission from a building administrator for an excused vacation absence prior to making any travel arrangements. The request should be made in writing at least one week prior to the vacation.

Vacation absences of more than 10 days in a semester will not be approved. Vacation absences that would cause a student to be placed on the No-Go list will not be approved for excusal. Vacations taken without approval will be marked as unexcused absences. Arrangements should be made with the student's teacher in advance as to timelines for completing classwork. Homework may be requested and requires 24 hours to process. Work at the secondary level may be due upon return from vacation or travel.

Extended Absence

A parent/guardian of a student who will be absent (10 or more consecutive days) from school for extended periods of time due to physical disabilities or illness should contact the school to make home study arrangements.

Help Your Student Avoid Excessive Absences and Credit Review

Excessive absence is defined as more than 10 absences in a semester. Please be aware that excessive absences can lead to a student being placed on Credit Review and possibly referred for truancy.

Notify School of Changes in Contact Information

To facilitate communication between school and home involving attendance, please make sure your contact information is up to date in PowerSchool.

Excessive Absences

The school will notify the parent/guardian about excessive absences in the following ways:

- Absences are recorded daily by teacher and/or attendance secretary at each school. When an absence is not excused, an automated phone call will be made to the primary contact number as listed in PowerSchool. A parent/guardian is responsible for notifying the school office if

this phone number or any other contact information changes. A parent/guardian will have until the end of the next school day to correct any errors in attendance.

- Students and parents are responsible to track and review student attendance in PowerSchool on a regular basis to monitor student attendance.
- When a student has accumulated between seven and 10 absences* in any one class (in the case of GLK-UAIS, in any one block) per semester, the student's assistant/associate principal will meet with the student. The assistant/associate principal may use this opportunity to warn for any class that is at five absences or more (the warning should be added to the letter that will be sent home, there will not be an additional meeting when the student reaches seven to 10 absences in those classes). A letter signed by the student and assistant/associate principal will be scanned and emailed home (mailed in the case of no email address on file).
- When a student has accumulated 11 absences* in any one class over the course of a semester, a letter will be sent via email (or US mail if an email address is not on file) stating the student has been placed on Credit Review and must follow the appeal process in order to earn credit in that class.

**The following absences will be exempt from this absence total: school-approved absences (field trip, student government activity, etc.), death/funeral of an immediate family member (mother, father, brother or sister), court appearance when documentation is submitted, suspensions, and absences where a parent/guardian has submitted medical documentation supporting the absence within five (5) school days of the absence will not be considered in these totals. Chronic medical conditions can be reflected in a doctor's note indicating the student has an ongoing medical condition that can cause them to be absent from school.*

Credit Review

Definition of Credit Review

Credit Review is a process designed to decrease chronic absenteeism in a way that is restorative in nature. Students who do not take advantage of the restorative nature of credit review will receive an F in any class for which they were placed on Credit Review.

Tardies count toward Credit Review

For Credit Review, every three tardies will count as one unexcused absence.

How do you get placed on Credit Review?

All students are limited to ten (10) parent-excused, unexcused or truant absences per class period each semester. Upon the eleventh absence in any class period, the student loses credit in that class. The student will be required to continue to attend and pass the class to be eligible for the appeal process. In order to earn credit, the student must follow the proper appeal procedure.

Students should take action to restore credit as soon as they are placed on Credit Review

Students who have exceeded 10 days of absences can earn forgiveness hours (absence reduction) by participating in eligible programs. Availability of these programs may vary by the school the student attends. One hour of time is equal to one absence reduction in one class. Examples of programs include:

- Attend Homework Lunch for two days (whole lunch) for one-hour absence reduction.
- Attend afterschool tutoring at school with a teacher for one-hour absence reduction.
- Attend Saturday School for a three-hour absence reduction. Students who have been assigned Saturday School for other reasons, cannot use attendance on those days towards absence reduction (no “double dipping”).

Students will be required to provide verifiable documentation with the appeal form they submit. The basic idea is one hour of time allows for one hour of absence reductions. Each school will publish their absence reduction options at the beginning of the year in the school newsletter and/or school website. Other options for absence reduction may be available

with prior administrator approval. Students cannot bank absence forgiveness in anticipation of future absences.

Restore Credit

To restore credit, students must submit an appeal demonstrating that they either did not have more than 10 absences or that they have taken action to restore the missed class time. A student who is denied credit for a class due to excessive absences may appeal that action in accordance with the following:

- The student must have a passing grade in the class that they were denied credit.
- The student must submit a completed appeal form to their assistant/associate principal. To be considered:
 - The form must have a parent/guardian signature.
 - The form must have the student's signature.
 - The form must have the name of the class(es) the student lost credit and is appealing.
 - The form includes the reason(s) for the appeal and additional documentation should be submitted with the form. Documentation may include medical notes or evidence of absence reductions.
 - The form indicates if the student is requesting a meeting with the assistant/associate principal or just wishes them to review what was submitted. The student may have the parent present at the meeting.
 - The form must be submitted in the appeal window. The appeal window starts two weeks prior to the first day of exams each semester and closes the last day of regular class prior to exams each semester.
- The student's assistant/associate principal will review each submitted appeal.
 - If the student requested a meeting, the student and his/her parent/guardian may attend and explain their appeal. If the student did not request a meeting, the appeal with the

accompanying documentation will be reviewed.

- The assistant/associate principal will determine if the submitted documentation and reason for appeal demonstrate the student really did not exceed the 10 absence limit.

Depending on the findings, the following may result:

- Grade and credit restored.
- No credit with the opportunity to earn the credit back the following semester. In the case of a senior second semester, the senior will have the days between the last day of school and graduation to earn the credit back.

- The assistant/associate principal will notify the student and parent of the decision in an email (or letter when no email is listed in PowerSchool).
- The decision of the assistant/associate principal is final, there is no further appeal.

- Students who received the no credit with an opportunity to earn the credit back have two options:

- Test out according to district policy regarding testing out (not all classes are available for test out). Students will only be allowed to take the test once and it must be completed in the semester following loss of credit.
- (If not a second semester senior) Meet the following conditions the semester immediately following the loss of credit:

- Pass all classes.
- Miss no more than three (3) hours excused/unexcused/truant/three tardy rule in any class.*
- Within five (5) days of receipt of the report card showing all classes passed and no more than three absences in any

class, the student submits a restoration of lost credit form.

**The following absences will be exempt from this absence total: school approved absences (field trip, student government activity, etc.), death/funeral of an immediate family member (mother, father, brother or sister), court appearance when documentation is submitted, suspensions and absences where a parent/guardian has submitted medical documentation supporting the absence within five (5) school days of the absence will not be considered in these totals. Chronic medical conditions can be reflected in a doctor's note indicating the student has an ongoing medical condition that can cause them to be absent from school.*

- (If a second semester senior) Complete absence forgiveness in an agreed upon format with the assistant/associate principal. The number of hours in absence forgiveness must match the number of absences of above 10.

If the student does not fulfill either of these options by the end of the semester immediately following the loss of credit, the student's grade will be recorded as an "F."

A STUDENT WHO DOES NOT APPEAL THE LOSS OF CREDIT/OR FAILS TO EARN THE CREDIT BACK WILL HAVE EARNED AN "F" FOR THE FINAL SEMESTER GRADE IN THAT CLASS. An "F" will replace the "NC" in the permanent record.

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

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.

Age of majority students are still subject to Board of Education policies and the rules and regulations of their school.

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. You may also view secondary curriculum choices at this link:

www.uticak12.org/studentcurriculumguides.

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.

Graduation Requirements (see chart on pg.11)

- I. To meet minimum graduation requirements, a total of 22 credits must be earned in grades 9-12. One-half credit granted for each semester course.
- II. Special Education students: the

Individualized Education Plan (IEP) shall identify the appropriate course or courses of study and identify the supports, curricular requirements, or in a Personal Curriculum, and meet the requirements for a high school diploma.

- III. Every student is expected to successfully achieve a full high school program each year.
- IV. It is the responsibility of students to meet with school staff to ensure course work meets the basic requirements of the college and/or career of their choice.
- V. If a pupil successfully completes one or more of the high school credits required for the Michigan Merit Curriculum before entering high school, the pupil shall be given high school credit. Starting in the 2022-23 school year, students will be awarded a letter grade and the grade will be counted in the student's GPA.

Graduation Requirements Grades 9-12

Subject Area	Description	Personal Curriculum (Modifications)
English Language Arts (ELA) 4 credits	Aligned with subject area content expectations developed by the Michigan Department of Education and approved by the State Board of Education	No Modification
Mathematics 4 credits	<ul style="list-style-type: none"> Algebra I Geometry Algebra II One additional math or math-related credit in the final year 	<p>All students: Complete at least 3.5 math or math-related credits Complete a math or math-related credit in the final year</p> <p>Algebra II modification options: Complete 2.5 credits including 0.5 credit of Algebra II OR Complete a two-year Career and Technical education curriculum which includes 0.5 credit of Algebra II content OR Complete Algebra II over two years with credit given for each year</p>
Science 3 credits	<ul style="list-style-type: none"> Biology Chemistry or Physics 1 additional science credit 	No Modification
Social Studies 3 credits	<ul style="list-style-type: none"> .5 Civics .5 Economics U.S. History and Geography World History and Geography 	No Modification of Civics 2 credits must be earned Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages
Health and Physical Education 1 credit	Credit guidelines developed by the Michigan Department of Education	Modification only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages
Visual, Performing, Applied Arts, CTE 1 credit	<ul style="list-style-type: none"> Credit guidelines developed by the Michigan Department of Education One credit must be in the area of Visual, Performing or Applied Arts 	Modification only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages
Online Learning Experience	Online course or learning experience OR online experience is incorporated into each of the required credits	No Modification
World Languages 2 credits	<ul style="list-style-type: none"> Credits earned in Grades 9-12 OR an equivalent learning experience in grades K-12 	Students may substitute one of those credits with a CTE program or Visual, Performing and Applied Arts course, plus four additional elective credits
Michigan Merit Exam		Modifications defined by the State of Michigan applicable to Special Education students

Co-operative Education

Co-operative Education (co-op) is one of several work-based experiences offered to UCS 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.

Personal Curriculum

The Michigan Legislature provides an opportunity for students to slightly modify the state graduation requirements shown on page 12. 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 Merit Curriculum. Parent guides and request forms are available on the UCS website www.uticak12.org.

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.

Dual Enrollment

A provision of the State School Aid Act directs school districts to enable students in grades nine through twelve 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 website. Please note that participation in dual enrollment does not guarantee students a parking pass.

Summer School

Students who have failed courses can recover them through Credit Recovery options:

- Summer school offers credit for courses failed during the school year (credit recovery). Students may take up to three half-credit courses (four with permission from the administrator of summer school) in credit recovery during the summer.
- After-school credit recovery is offered at each high school during the school year. Typically, one or two half credit courses can be taken after school.
- The Alternative Learning Center provides a during school option to catch up on credits.
- Please talk to your counselor about which option is best for your student.

Credit Forward

Students who wish to open up their schedule for other courses/electives during the regular school year may opt to take a required course through summer school (Credit Forward). UCS offers a limited number of teacher-led courses and online

courses.

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
<u>Final exam</u>	<u>=20% of final grade</u>
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, percentage scale or letter grade systems will adhere to the UCS districtwide grading scale:

Letter Grade	Percentage	College Prep Course GPA	AP/IB Course Exams GPA
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

*50% is the lowest grade that may be given for an "F" on a quarter grade. Daily and exam grades are the percentage earned and can be lower than 50%.

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.

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.

Academic Probation

Academic probation applies to students whose recent period grades show failure or no credit in half or more of their courses.

Both the probationary student and his/her 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 and 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 UCS personnel 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

Tests and Exams

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

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 assessments, 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 in grades nine through twelve. Please see your counselor for information.

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.

School District News

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

PowerSchool Online Parent Portal/ Unified Classroom

Parents/guardians of high school students can view their student'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.

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.

Report Cards

Report cards are emailed home at the end of each 10-week marking period. Therefore, it is important to keep a current email address on file with the school. Should you need a paper copy of the report card for any reason, please contact the counseling office.

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. Contact the counseling office for additional information.

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 – K-6
 - Junior High – grades 7/8
 - Senior High – grades 9-12)

Utica Community Schools shall also provide to

parents online or print versions of the following:

- UCS newsletter, *Focus for the Community*
- School newsletters
- Parent/Student handbooks

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 and 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.

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.

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 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 Schools at 586.797.1000.

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.

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 and 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.

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.

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 available for small group study or teacher meetings.

English Learners (EL)

An intensive program is provided for students enrolled in Utica Community Schools who have limited or no English language skills. Students' skills are brought to a level of fluency that will enable them to take part in the regular classroom program. After completing the initial program, elementary students may continue to receive support as needed.

Section 504 Notice

Utica Community Schools has a duty to locate, evaluate and identify any child residing in the district who qualifies for Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include those who have a physical or mental impairment that substantially limits a major life activity. If you suspect your child has a disability and may require Section 504 accommodations, please contact your school principal for information.

Special Education and Child Find Notice

Utica Community Schools has a duty to locate, evaluate and identify any child residing in the district who qualifies for Special Education services.

Children eligible for special education include those with disabilities such as autism, visual impairment, blindness, developmental delay, emotional/behavior disability, hearing impairment, deafness, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment or traumatic brain injury and who, because of such an impairment, need special education services. If you suspect your child has a disability, please contact your school principal for additional information.

An integral part of the Special Services department is to provide evaluation services for students suspected of having a disability. Free evaluation Child Find services are conducted by a team of educational specialists. Child Find seeks to identify and refer individuals with special needs, birth through age 25,

for evaluation and possible special assistance. Any parent/guardian who has a concern about their child's development may contact Child Find. There is no charge for evaluations or services.

For children under age three:

If you have concerns about your child's development, you may contact Child Find at the Macomb Intermediate School District at 586-228-3321 or visit their website at [Child Find \(misd.net\)](http://ChildFind(misd.net)). The MISD offers free evaluations in the following areas:

- Audiology (hearing)
- Occupational Therapy
- Physical Therapy
- Psychology
- Speech and Language

For children over age three:

Utica Community Schools provides evaluation and referral services for students who are between three to five years of age. These services are provided through the Utica Community Schools Early Assessment Center for children suspected of having delays in communication, cognition (thinking), socialization and global development. If you have concerns about your child's educational development, please contact the UCS Special Services Department at 11303 Greendale, Sterling Heights, MI 48312 or at 586-797-1020.

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.

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.

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. Information about the hours and times minors are allowed to work is available in the school office.

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.

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 extracurricular 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 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, suspensions up to and including expulsion. For more information, contact the school's athletic director.

To be eligible for participation in high school athletics, a 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 19 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 the 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 \$40 in value for athletic performance. Athletes accepting membership, privileges, services and/or 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 in 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/her school. Not have participated in a so-called all-star 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 UCS high school 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: UCS 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.

Acceptable Use of Technology/Guidelines

Utica Community Schools encourages and strongly promotes the use of technology in the educational community. To ensure students, staff and parents can take full advantage of the technologies available, all use of technology 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 online purchasing or any other non-UCS education/personal purposes.
- Nothing will be placed on a building web

page without prior approval of the building principal or 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.
- Notify the appropriate Utica Community Schools staff member immediately of a webpage that contains questionable content.
- Use networks and technology in support of education, consistent with the goals of the district.
- Keep all passwords confidential.
- Obey all copyright laws.
- Report any malfunction of equipment immediately to a UCS staff member.
- Report any misuse of networks and technology to the building administrator or teacher.
- Use equipment responsibly and respect individual work, files and programs.
- Return any borrowed equipment when requested by an authorized UCS staff member.

Technology Users Will Not:

- Tamper with computer or network components in a way that will make them either temporarily or permanently inoperable.
- Access the district network through unauthorized technology.
- 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 of which they do not have ownership.

- Use district networks and/or technology to download and/or store games, videos, music or pictures that are not part of an educational/district project.
- Use district technology to send, receive, print or display messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate. When using district technology, appropriate and polite language and behavior is required.
- Use district technology to distribute material that: violates the Family Educational Rights and Privacy Act; jeopardizes the health and safety of students; is pornographic, obscene 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.

Food and Nutrition Services

Health and 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.utica12.org/foodandnutrition.

Free and Reduced-Price Meals

We will return to paid, free and reduced priced meals for the 2022-23 school year. Families must fill out our free and reduced price meal application to qualify for free or reduced priced meals as well as other programs and discounts, such as pay-to-play sports, low-cost internet, low-cost AP exams and college application fees and more.

For confidential and timely access to benefits, families may apply for the program online at <http://utica.familyportal.cloud> or complete a paper application available at the school office. The paper application may take about two weeks for processing.

All meals consist of five components: grain, meat/meat alternate, fruit, vegetable and milk. Students must take a minimum of three items, with one being at least ½ cup of fruit or vegetable, for the meal to qualify under this provision. Items such as cookies, chips, second entrees or bottled beverages do not qualify under these free and reduced priced meals.

Menus

Menus, allergen, and nutrition information are posted at <https://uticak12.nutrislice.com/> and available on the Utica Community Schools app.

Allergies

Student safety is a priority for Utica Community Schools. If your student has any food allergies, please have your physician fill out the Michigan Department of Education Dietary Needs form and return it to the school office or food service office. We are happy to work with parents and students to help accommodate your needs. We cannot act on your request without this form filled out properly. For questions about food allergies and menu selections please call 586-797-1180.

Meal Payment

As stated above, all breakfasts and lunches will return to paid, free and reduced priced meals for the 2022-23 school year. We are happy to report that UCS will pick up the cost of reduced-priced meals this year! Paid breakfasts are \$1.75 and reduced priced and free breakfasts are no cost. Paid lunches are \$2.95 and reduced priced and free lunches are no cost.

All meals consist of five components: grain, meat/meat alternate, fruit, vegetable and milk. Students must take a minimum of three items, with one being at least ½ cup of fruit or vegetable, for the meal to qualify under the free provision.

All a la carte items, bottled beverages, snacks and second meals must be paid for by the student and do not go with the meal. Parents can utilize the cafeteria's automated pre-pay system for these a la carte purchases. It enables parents to pre-pay an amount into an individual account for their child with cash, check or online at <http://utica.familyportal.cloud>. There is a service fee for online pre-pay. The student then can deduct

purchases from the account with a personal ID number.

The system also allows parents to monitor account activity and all accounts are confidential. All students are eligible to access their account through the automated system.

Should a student's meal account reflect a zero or negative balance, the student 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. Our website has more details at www.uticak12.org/foodandnutrition.

Breakfast

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

Lunchtime

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

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.
- 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 lunchroom supervisors.

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

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.

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 District and school rules and regulations apply. Students are expected to use their assigned bus stops, arrive 10 minutes before the bus is scheduled to arrive, wait in an orderly manner and be alert to traffic when entering or leaving the bus.

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 your 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 your 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 (such as cell phones or cameras) is not permitted.

- There are no preferential seat assignments, although the 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.

Contact UCS Transportation at 586-797-7100.

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.

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 a person's 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, 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 and/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 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 disciplinary action will be taken in accordance with procedures established in this handbook. For more information, please see policy 6100.

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.
- Clothing consistent with religious or cultural

beliefs is acceptable.

- Jewelry and accessories that may be deemed dangerous are prohibited.

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 students 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 of Unauthorized Items

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

Discipline

A student's right to a public education carries with it a responsibility to know and observe school rules. The primary objective of student discipline and control is to produce a safe school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual or by external authority.

Board of Education (the external authority) policies and in some instances, state law, establish behavioral expectations and consequences for violations. The goal of discipline is for students to become responsible, productive and self-disciplined citizens within and outside of school by assuming personal responsibility (individual authority) for their own behavior.

Utica Community Schools treats discipline as an individual matter for each student. Students must be dealt with as individuals according to their age and maturity, disciplinary history, whether the student is a student with a disability, experiences, abilities and interests, and values. 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.

Disciplinary action may vary depending upon the issues. The discipline procedures used to deal with rule infractions include but are not limited to restorative practices, detention, suspension (exclusion

from school), 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 a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

The best discipline is preventative in nature. School personnel along with parents working together can help students develop self-control and self-discipline.

Due Process

Due process is a fundamental right of all individuals. Therefore, constitutionally and legally sound procedures have been implemented in the district. For discipline that results in restorative practices, detention, or exclusion from school for less than five days, parents may request an appeal hearing with the principal. The principal will hold the hearing within five days of the request. The principal will issue a decision within two days of that hearing. The principal's decision is final.

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

Prior to exclusion, students shall be informed of the charges brought against them including the rationale for the action and the condition of time and termination. Students will be given the opportunity to discuss the charges brought against them.

- Parents or guardians shall be notified by telephone or personal contact if the student is to be excluded from school. At the time of exclusion, parents will be notified of the right to appeal (appeal procedures are explained below)

- Verbal notification shall be followed by written communication to the parents/guardians stating the charges, reasons, and conditions of the exclusion.

Appeal procedures available to parents or guardians include:

- As a first step, parents may request an appeal hearing with the principal within the period of exclusion from school. The principal shall affirm, modify or reverse disciplinary action within two school days of the conference date.
- If the exclusion is for more than five (5) days or a recommendation for something greater than ten days, the parents(s) or guardian(s) may appeal the principal's decision to the Superintendent of Schools or designee within five (5) school days from the principal's decision to exclude the student. Within five (5) school days of the appeal request, the Superintendent or designee will hold an appeal hearing.
- The Superintendent shall affirm, modify or reverse the decision of the principal within three school days from hearing the appeal. Recommendations for more than ten days may result in a Superintendent's Suspension (11-59 days of exclusion) or a Superintendent's Expulsion (60-180 days of exclusion). The Superintendent's decision is final.
- If the recommendation is for permanent expulsion, the parents(s) or guardian(s) may appeal the principal's decision to the Superintendent of Schools or designee within five (5) school days from the principal's decision to exclude the student. Within five (5) school days of the appeal request, the superintendent or designee will hold an appeal hearing. The superintendent shall affirm, modify, or reverse the recommendation of the principal within three school days from hearing the appeal. If the superintendent affirms the recommendation of permanent expulsion, the parent(s) or guardian(s) may

appeal to the Board of Education. The Board of Education's decision is final.

Unacceptable Behaviors

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. Students must not 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.
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, handholding, 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, firecrackers, 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 use skateboards, rollerblades, 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 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.
19. Smoking of any kind, the possession/use of vaping devices and alcohol is prohibited.
20. Use of electronics with recording/ photographic capabilities are prohibited in restrooms. In addition, restroom stalls are intended for the use of one person; two or more people in a stall is prohibited.

Violations will result in school and legal consequences.

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.

Restorative Practices

School staff will always consider restorative practices instead of or in addition to exclusion from school (suspension/expulsion). Restorative practices may include victim-offender conferences that are initiated by the victim; that are approved by the victim's parent or legal guardian or, if the victim is at least age 15, by the victim; that are attended voluntarily by t'e victim, a victim advocate, the offender member or the school community, and supporters of the victim and the offender; and that provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm. The attendees, known as the restorative practices team, may require the pupil to do one or more of the following: apologize; participate in community service, restoration, or counseling; or pay restitution. The selected consequences shall be incorporated into an agreement that sets time limits for completion of the consequences and is signed by all participants. Restorative practices should be the first consideration (in addition to or in replacement of exclusion) to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying. Other research based restorative practices, not described above may be used to resolve the issue.

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. Short-term suspensions may vary from one to 10 days, depending on the severity or frequency of the violation. When a suspension is necessary, parents or guardians shall be notified if the student is released from school before the end of the school day. Suspended students are not allowed on school district property or admitted to any school function during the course of the suspension. Suspended students will be permitted to make up missed work following the guidelines listed previously in the handbook. Long-term exclusion up to and including permanent expulsion from school may be recommended by the building principal or designee to the superintendent.

Principal Suspension

A principal's 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.

Parents/Guardians may appeal to the principal to reconsider the exclusion from school. For exclusions less than five days, the principal's decision is final. For exclusions more than five days, parents or guardians have the right to an appeal hearing with the superintendent or superintendent's designee. The superintendent's decision is final (See section on Due Process)

Such a suspension may be made pending an investigation of a student's conduct and recommendation of other disciplinary actions.

Superintendent Suspension

The Michigan Revised School Code defines a Superintendent Suspension as an exclusion of a student from school and school district activities for disciplinary reasons for up to 59 days. This type of suspension is initiated when a principal recommends to the superintendent in writing that the student's action warrant an exclusion of more than 10 days. The superintendent may affirm that recommendation and assign a Superintendent's Suspension of 11 to 59 days for a Superintendent's Expulsion (see section later in the handbook), modify the recommendation to 10 days or less, or reverse the decision by removing the suspension altogether (see section on Due Process).

Superintendent Expulsion

The Michigan Revised School Code defines a Superintendent Expulsion as an exclusion of a student from school and school district activities for disciplinary reasons for a period of 60 to 180 days. This type of suspension is initiated when a principal recommends to the superintendent in writing that the student's actions warrant an exclusion of more than 10 days. The superintendent may affirm that recommendation and assign a Superintendent's Suspension of 11 to 59 days or a Superintendent's Expulsion (see section later in the handbook), modify the recommendation to 1 day or less, or reverse the decision by removing the suspension altogether. (see section on Due Process)

Board of Education Expulsion

The Michigan Revised School Code defines a Board of Education expulsion as a permanent exclusion of a student from all Michigan public schools and activities. This type of exclusion is initiated when a principal recommends to the superintendent that the student's actions warrant permanent expulsion under district policy and the Michigan revised School Code. The Superintendent may affirm that recommendation and recommend to the Board of Education that the student be permanently excluded, amend the recommendation

to a Superintendent Suspension or Expulsion or Principal's Suspension, or reverse the recommendation and remove all disciplinary action. The Board of Education may affirm the recommendation of the Superintendent and permanently exclude the student, amend the recommendation to a Superintendent Suspension or Expulsion or Principal's Suspension, or reverse the recommendation and remove the disciplinary action.

Transfer of Disciplinary Records

Michigan law requires school districts to record in the student's permanent record (CA-60) 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 CA-60 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 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 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 learning environment and develops 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:

- Substantially interfering with educational opportunities, benefits or programs of one or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Bullying often occurs when a student is exposed repeatedly and over time, to negative actions on the part of one or more students.

Additional information is contained in Policy 5145 Anti-Bullying and can be found on the UCS 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 and away from school. Students who violate this policy will receive the following consequences:

- 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.
- Second violation: 10-day suspension (no reduction). A parent conference is required for re-admittance to school.
- 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 affiliation in any gang or gang-related activity; intimidating or threatening any person or inciting any other person to use force, intimidation or threats.

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 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:

- Possession of a dangerous weapon*
- Arson
- Criminal Sexual Conduct**
- Physical Assault at school by a student in grade six 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:

- The student did not possess the object for use as a weapon or for delivery to another person for use as a weapon.
- The student did not knowingly possess the weapon.
- The student did not know or have reason to know that the object constituted a dangerous weapon.
- 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:

- The district determines in writing that at least one of the factors listed above has been established in a clear and convincing manner; and
- 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.

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 student's education and/or advancement depends upon whether or not the student submits to sexual demands or tolerates such improper behavior.

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 UCS 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:

- Weapons under the control of law enforcement personnel.
- 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), theatrical props used in appropriate settings starter pistols used in appropriate sporting events.
- 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.

Dangerous Weapon Defined

A dangerous weapon means a firearm, dagger, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, 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 Board policy and law, the 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. UCS also prohibits the possession of use of airsoft guns or BB guns on school property.

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 60 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 Petition for Reinstatement, a petition 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 Executive Director of Human Resources at Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312 or call 586-797-1000.

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

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 Disabilities of 1990, (6) the Elliot-Larsen Civil Rights Act and (7) the Persons with Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to: Executive Director of Human Resources, Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312, phone 586-797-1000.

The person who believes a valid basis for grievance exists may discuss the grievance informally and on a verbal basis with the building principal or the

Executive Director Human Resources, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

The complainant may initiate formal procedures according to the following steps:

1. Step 1. A written statement of the grievance signed by the complainant shall be submitted to the Executive Director of Human Resources within five (5) business days of receipt of answers to the informal complaint. The Executive Director of Human Resources shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
2. Step 2. A complainant wishing to appeal the decision of the Executive Director of Human Resources 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 Executive Director of Human Resources, upon 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 the notice is based may be found in the office of the Executive Director of Human Resources.

Report violations:

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