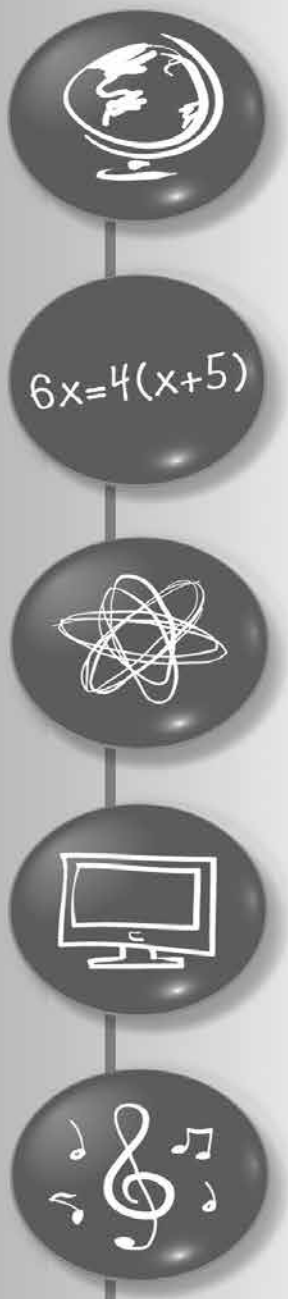
Utica Community Schools



Junior High School Parent and Student Handbook

2017-2018

UTICA COMMUNITY SCHOOLS

Junior High School Handbook
Parent and Student Handbook 2017-2018

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

Dear Parents/Guardians,

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

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

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

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

We wish you and your child the best for a successful 2017-2018 school year.

Christine Johns, Ed.D.
Superintendent of Schools

Gene Klida
President, Board of Education

Utica Community Schools
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Utica Community Schools

Core Values

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

District Vision

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

District Mission

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

Internet Use Agreement

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

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

I acknowledge that I am responsible for:

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

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

I Accept

Off to a Good Start

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

How to Enroll

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

To enroll your son or daughter, you must present:

•his/her certified birth certificate

•his/her immunization record

•parent/guardian photo ID

•accepted proof of residency: lease agreement, closing document or current tax bill

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

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

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 appearance should not be disruptive to the educational process. Consider the following guidelines in 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 is not allowed.

•Beach wear, low-cut tops, tank tops, sleeveless tops, muscle-shirts, see-through clothing,

short skirts, short shorts, tight clothing without proper coverage, pajamas 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.

•ewelry and accessories that may be deemed dangerous are prohibited.

When the Bell Rings

Punctual and regular attendance is important for school success. The junior high school day begins at 8:10 a.m. and ends at 3:01 p.m. The school day for the Utica Academy for International Studies, located at Heritage Junior High School, is 7:20 a.m. to 2:11 p.m. Schedules for the Utica Center for Mathematics, Science and Technology; the Utica Center for Science and Industry and the UCS Center for Alternative Learning also appear below.

Junior High Daily Schedule:

1st Hour	8:10 – 9:08
2nd Hour	9:14 – 10:10
3rd Hour	10:16 – 11:12
4th Hour	11:18 – 12:57
5th Hour	1:03 – 1:59
6th Hour	2:05 – 3:01

Utica Center for Mathematics, Science and Technology (UMST)

Utica Center for Science and Industry (UCSI):

Grades 9 and 12:

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

Grades 10 and 11:

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

Utica Academy for International Studies:

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

UCS Alternative Learning Center:

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

Bad Weather Procedures/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; or

•Open the school(s), but without bus transportation; or

•Delay bus transportation and start time(s); or

•Dismiss students early.

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

Emergency closings will also be broadcast on radio stations WOMC-104.3 FM, WJR-760 AM, WWJ-950 AM; on TV stations WJBK-2, WDIV-4 and WXYZ-7 and on the district's Web site www.uticak12.org and UCS-TV cable channels 15 and 22.

Absence Notification

Parents should call the school attendance line before 10:00 a.m. on the day a student is absent. The attendance line will record absence calls during non-school hours.

Excused Absences

Excused absences include illness, hospitalization, doctor-ordered bed rest, mandatory court appearance, death in the immediate family, medical or dental appointments, authorized religious holidays or other absences approved in advance. Make-up work is the student's responsibility. Students are generally given the same amount of time to make up the work as the amount of time they were absent.

Pre-excused Absences

Absences for family vacations or travel during scheduled school days are discouraged. However, should it be necessary for a student to be absent for a family vacation or travel, a pre-excused absence should be obtained by submitting a written request one week prior to the event. Arrangements should be made with the student's teachers in advance as to timelines for completing class work. Extending school holidays into lengthier vacations is strongly discouraged.

Homework requests may be made for an absence of three or more days in the case of both

excused and pre-excused absences. Homework requests require 24 hours to process.

Extended Absences

The parent/guardian of a student who will be absent from school for extended periods of time due to physical disabilities or illness should contact the school to make home study arrangements.

Early Dismissal

When it is necessary for a student to be dismissed early, the parent/guardian must contact

the office by note or phone call prior to the student being permitted to leave the building. Students may be released only to their parents/guardians, except in an emergency.

Illness Dismissal

Students who become ill at school should report to the office. If the parent/guardian cannot

be reached, the student will be made as comfortable as possible in the health room until an emergency card contact can be made. No medication, including over-the-counter medicine, will be given.

Tardiness

Tardiness is defined as not being in the assigned area at the ringing of the bell. Tardiness limits a student's learning time and is disruptive to others in the class. Excessive or chronic tardiness will result in parent notification, detention or other disciplinary action. Students who are late to school must pick up a tardy slip at the office to be admitted to class. Classroom tardiness

will be handled by the individual teacher.

Excessive Absences

School administration will address excessive absences in the following manner:

Student contact – parent/guardian contact

Conference with parent/guardian

Referral to the attendance officer

Skipping and Suspensions

1. Upon evidence that a student has skipped a class, the student will:

a. Not receive participation credit for that day.

b. Not be permitted to make up missed work.

2. Upon evidence that a student has been suspended from a class, the student will:

a. Not receive participation credit for that day.

b. Be permitted to make up missed work.

c. Be allowed to take the semester final exam for full credit.

Requirements for Graduation
Begin in the Ninth Grade

Students begin earning credits toward graduation in ninth grade. Every student is expected to successfully complete a full high school program every year, ninth through twelfth grade, regardless of credits earned, in order to meet minimum graduation requirements. A total of 22 credits – 18 required by the State of Michigan, plus additional elective credits – must be earned in order to graduate. Students and their parents should keep in mind the Michigan Merit Curriculum state graduation requirements.

Dual Enrollment

A provision of the State School Aid Act directs school districts to enable students in grades 9 through 12 to participate in dual enrollment by assisting with their tuition and fees for courses they take at Michigan public or private colleges or universities while attending high school. Districts pay the lesser of either the tuition and fees charged or the student's state foundation allowance, adjusted to the portion of the school year he or she attends the post-secondary institution.

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

In the Classroom

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.

Acceptable Use of Technology

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 on-line purchasing.

•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.

•Use networks and technology in support of education, consistent with the goals of the district.

•Obey all copyright laws.

•Report to the building administrator or teacher any misuse of networks and technology.

•Use equipment responsibly and respect individual work, files and programs.

Technology Users Will Not:

•Tamper with computer or network components in a way that will make them either temporarily

or permanently inoperable.

•Access or modify other accounts, data, files and/or passwords without authorization.

•Use district technology for commercial or for-profit purposes.

•Use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.

•Use district technology to send, receive, print or display messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.

•Use district technology to distribute material that: violates the Family Educational Rights and Privacy Act; jeopardizes the health and safety of students; is obscene, pornographic or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying; or is not approved by the building administrator or web manager.

Classroom Procedures

Students should arrive on time for class and be seated when the bell rings. Students are responsible for bringing materials needed for each class. During class, a student may leave the classroom only if issued a pass from the teacher. The bell is a signal to the teacher that the class period is over. Students will be dismissed by the teacher according to the established classroom rules and safety procedures.

Homework and Makeup Work

Homework is assigned in most junior high courses. Students are responsible for completing all assignments. When a student is absent, it is the student's responsibility to arrange for makeup work. Students are generally given the same amount of time to make up the work as the amount of time they were absent.

Tests and Exams

Students quickly discover testing is a fact of life, as they are tested regularly to determine their achievement progress. Common final exams are given at the end of each semester. Students also take state and national standardized tests to determine both their ability and learning progress during the junior high years.

Standardized Tests

The following standardized tests are administered:

•Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT):

•Eleventh graders are tested on reading, writing and

language and math.

•Scores are also used for the National Merit Scholarship program.

•Preliminary SAT (PSAT 10): Tenth graders are tested on reading, writing and language and math.

•Preliminary SAT (PSAT 9): Ninth graders are tested on reading, writing and language and math.

•Michigan Merit Exam (MME): The State of Michigan suite of summative assessment, includes SAT, M-Step and WorkKeys assessments.

•Michigan Student Test of Educational Progress (M-Step: All eleventh graders are tested in science and social studies. This assessment is designed to measure student growth effectively for today's students.

•Scholastic Aptitude Test (SAT): All eleventh graders take the SAT, which measures achievement in reading, writing and language and math. The assessment also includes and optional Essay. This test is required for all students anticipating acceptance into a 4-year college program directly out of high school.

•ACT WorkKeys: All eleventh graders take the ACT WorkKeys, which is a skills assessment that helps employers select, hire, train, develop, and retain a quality workforce. The assessment measures foundational and soft skills.

•MI-Access – An alternative assessment given to students with disabilities if stated on the student's Individuals Education Program (IEP). MI-Access measures reading, writing and mathematics skills.

•World Class Instructional Design and Assessment (WIDA) – All English Learners (EL) students are assessed in reading, writing, speaking and listening.

•Advanced Placement (AP) exams available to all students grades nine through twelve. Please see your counselor.

Personal Curriculum (High School)

The Michigan legislature provides an opportunity for students to slightly modify the state graduation requirements. 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 nonpublic schools after completing two years of high school.

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

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

Testing Out

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.

Special Education

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

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

Keeping in Touch

Between School and Home

A strong partnership between school and home lays the foundation for your child's educational success. Many teachers keep in touch with notes and phone calls to parents.

Email correspondence between teacher and parent can also be arranged through a prior written arrangement with the teacher. Progress reports, homework logs, student agenda books, report cards and parent-teacher conferences provide detailed information on your student's progress.

Report Cards

Report cards are issued every ten weeks to provide parents and students with an understanding of the student's progress. Grades, citizenship marks and teachers comments are included in the report. Citizenship marks are based on a student's classroom behavior, ranging from outstanding to unacceptable.

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

Progress Reports

Progress reports are issued at the end of the fifth week of each marking period for the purpose of notifying parents of their student's progress or when the student is in danger of failing.

A parent-teacher conference may be required.

Grading Policy

The school year is divided into two semesters of 20 weeks each. Each semester is comprised of two ten-week marking periods. Semester grades will be determined using the following criteria.

Grade 7	Grade 8	Grades 9 – 12
10 weeks=45%	10 weeks =45%	10 weeks = 40%
10 weeks=45%	10 weeks=45%	10 weeks= 40%
Final Exam=10%	Final Exam =10%	Final Exam=20%
Final Grade= 100%	Final Grade=100%	Final Gr.= 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

UCS junior high school teachers average a student's grades on tests, projects, homework and class participation to arrive at a letter grade. The percentage value given the four grading areas is determined by each individual teacher.

In cases of extended student absence, an incomplete grade may be given. A student has the same number of days as his or her excused absence in which to make up the work. An incomplete becomes a failure if the work is not made up within the next marking period.

Although daily classroom grading systems may vary amongst teachers, at the 10-week and semester marking periods, class room percentage scale or letter grade systems will adhere to the district-wide grading scale:

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

PowerSchool Online Parent Portal

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

Grade Changes

Grade means the grade given for a final examination or at the conclusion of a marking period or semester. The proponent of a grade change must submit a written request to the principal, setting forth the reasons for the

grade change. This must occur within 30 days after the student received the grade.

If the teacher who gave the grade does not concur with the grade 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.

Students Who Move

Students who are moving are asked to check out through the counseling office. Any change of address or phone number should be given to the office as soon as possible.

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 teacher and parent can also be arranged through a prior written arrangement with the teacher. School personnel are willing to work with parents to resolve any situation affecting a student's education.

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

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

Directory Information

Utica Community Schools may, upon request, release the following directory information: student's name, address, participation in school activities, dates of school attendance, honors and awards, weight and height of athletic team members, information generally found in yearbooks, and students' names, addresses and telephone numbers when requested by military recruiters, only.

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

Curriculum Review/Classroom Visitation

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

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

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

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 and Regulations #5510 - Title I Parent Involvement.

Utica Community Schools shall maintain Web access to the following:

•Annual Report Information

•District Events Calendar

•Individual School Web Sites

•Parent/Student Handbooks (Elementary, Junior High, Senior High)

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

•District Newsletter – Focus for the Community

•School Newsletters

•Parent/Student Handbooks (Elementary, Junior High, Senior High)

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

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

•Academic Support Programs

•Academic Competitions

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

Parents can be involved in school activities by:

•Volunteering at the school

•Helping their children with homework

•Attending open houses

•Attending parent/teacher conferences

•Joining a parent organization.

Utica Community Schools will do the following to build the capacity for strong parental involvement in our schools:

•Help parents understand the state's academic content standards; academic achievement standards; state and local assessments; the requirements of Title I, part A

•Make available opportunities for parents to monitor their children's progress and work with educators

•Make available materials and resources for parents to help them work with their children

to improve their children's academic achievement

•Educate administrators and staff members on how to reach out to and communicate and

work with parents as equal partners

•Coordinate parental involvement activities with state and federally funded programs

available to students

•Ensure that information related to school and parent programs is sent to parents in an understandable and uniform format, including an alternative format upon request.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are

18 or older or emancipated minors (eligible students) certain rights regarding Utica Community Schools conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These include the right to:

•Consent to federally funded surveys concerning protected information.

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

Political affiliations

Mental or psychological problems of the student or student's family

Sexual behavior or attitudes

•Illegal, anti-social, self-incriminating or demeaning behavior

•Critical appraisals of student's family members

•Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers;

•Religious practices, affiliations, or beliefs of the student or student's parents; or

• Income other than that required by law to determine program eligibility. A survey that concerns any of these points is called a protected information survey.

Opt out of certain surveys and exams.

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

•Activities involving collection, disclosure or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others

•Any protected information survey, regardless of funding

•Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

•Inspect certain material.

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

•Protected information surveys of students (including any instructional materials used in connection with the survey)

•Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes

Instructional material used as part of the educational curriculum.

•Discuss concerns.

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

•Report violations.

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

Advance Notification of Pesiticide Application

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

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

Media Release

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

Parents are asked to complete a media release form giving Utica Community Schools and the news media permission to interview/photograph their student in connection with school activities. The signed form is kept in the school office and remains valid as long as a student

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

Automated Phone Messaging

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

School Supplies

Essential supplies necessary to meet course requirements will be furnished. Additional supplies may be available for purchase at some schools.

Lost and Found

Students should report lost items to the office. Any items found should be reported or brought to the office as soon as possible so the owner can claim them. Items not claimed at the end of the year are usually discarded or given to a charity.

Student Services

Counseling

Each student is assigned a counselor to assist them in course selection and program planning. Counselors are also available by appointment to discuss academic issues,

personal concerns or career planning. 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 also offers Career Cruising, an interactive online resource available to students, enabling them to survey their own career strengths and interests and gain information about career fields, post-secondary education and financial aid.

Situations needing immediate attention will be promptly handled. Parents and teachers may request counseling services for a student. Counselors are available to meet with parents during the school day to discuss curriculum and individual student concerns.

Student Records

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

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

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

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

Parents/guardians and eligible students shall have the right to file a complaint concerning alleged failure by the school district to comply with the Family Educational Rights and Privacy Act (FERPA). Complaints may be sent to:

Family Policy Compliance Office,

U.S. Department of Education,

400 Maryland Avenue SW,

Washington, D.C. 20202-4605.

Lockers

Lockers are school property

Every student is issued a locker and combination at the beginning of the school year. All lockers assigned to students are the property of the 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 the student's bringing the items to school.

Students are solely responsible for the contents of their locker and should not share their locker with other students, pre-set locker combinations or divulge locker combinations to other students, unless authorized by the school principal or his/her designee.

If the principal or his/her designee assigns more than one student to a locker, the locker or locker combination should not be shared with anyone other than the assigned locker partner.

Search of locker contents

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

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

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered

that are not illegal or against school policy and rules.

Seizure

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

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

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

Any items seized by the school principal or his/her designee shall be removed from the locker

and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker.

Student 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.

Lunchtime

All UCS schools operate a closed campus during the school day. Students must remain in the building during the lunch period. A nutritious, reasonaFbly priced lunch is available in the school cafeteria. A monthly menu is posted at the school and on the district cable channels and website at www.uticak12.org menus can be found under the parent link. Students may purchase a complete lunch or bring lunch and purchase milk.

Breakfast

A nutritious, reasonably priced breakfast is also available at district schools. Pricing and other breakfast information is available on the website.

Students are expected to observe the following cafeteria rules:

- Deposit all trash in the wastebaskets.
- Return all trays and utensils to the dishwashing area.
- Leave the table and floor clean for others to use.
- Do not take food from the cafeteria.
- Do not bring glass containers into the building.
- Cooperate with cafeteria staff and lunch room supervisors.

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

Free and Reduced Price Meals

Families may be eligible for the federal free or reduced price meals program. For confidential and timely access to benefits, families may apply for the program online at www.lunchapp.com or a hard copy application is available by request in the school office which may take about two weeks for processing.

Meal Pre-Pay

Parents can utilize the cafeteria's automated pre-pay system. It enables parents to pre-pay an amount into an individual account for their child with cash, by check or online at sendmoneytoschool.com. (There is a service fee for online pre-pay.) The student then can deduct meal purchases from the account with a personal ID number. The system also allows parents to monitor account activity and all accounts are confidential. Students eligible for the free or reduced-price meal program can also access their account through the automated system.

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

Wellness

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

Health and Safety

Emergency Cards

Students are required to have an up-to-date emergency card on file. It should include parent/guardian work numbers and the student's pertinent medical information. In emergency situations, the parent/guardian or emergency contact listed is notified. Please immediately notify the school office if your student's emergency information changes during the school year.

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 each school year. Teachers and staff will be notified as necessary.

Medication

Students should not take medication at school unless it is absolutely necessary. Parents/guardians must file an Authorization for Medication form with the school office in order for students to receive over-the-counter or prescription medication in school. The form can be obtained in the principal's office and must be signed by the parent/guardian and the child's doctor. All medicines must be in their original containers and will be kept in the office.

Vision Screening

The Macomb County Health Department will provide vision screening to students in seventh and ninth grade, and upon other referral.

Accidents

Any student injured during school hours or while participating in school-sponsored activities or athletics, must report the injury to an instructor and/or the office immediately. An accident report is filled out and parents are notified when necessary.

If the injury requires professional medical attention, the parent will be asked to pick up their child at school or at a medical facility. If a student must be transported by ambulance to a hospital, a school official will accompany him or her until a parent appears at the hospital.

The hospital must have prior parent/guardian approval before treating a minor.

Concussion Awareness

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A fact sheet about the symptoms and what to do if a concussion is suspected appears on the district Web site www.uticak12.org under forms in the

athletics tab. Contact your building principal if further information is needed.

Safety Drills

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

regular procedures or any modified instructions the situation may dictate.

Visitors

Parents and other adult visitors who have legitimate business at the school are always welcome. Upon entering the building, visitors must register in the office and obtain a visitor's badge.

They must leave promptly when their business is completed. Students from other schools are not permitted to visit.

Extracurricular Activities

Utica Community Schools encourages student participation in extracurricular activities as

a beneficial part of the educational experience.

Students who are involved at school tend to do better academically and have better attendance and fewer discipline problems. Taking part in an interesting new – and possibly challenging – activity can enhance a student's opportunities to learn self-discipline, build confidence and develop skills in handling all types of situations.

School Dances

Dances are scheduled periodically during the school year and each junior high dance lasts about two hours. Students may not arrive late or leave early. Dance attendance is a privilege which may be affected by citizenship grades. All school policies and conduct regulations are in effect during dances. Guests from other schools will not be admitted.

Assemblies and Events

School assemblies, pep assemblies and athletic events take place at all junior high schools and students are welcome to attend. The observance of school rules, particularly the display of good sportsmanship and respect, is expected at all such events. Spectators must be orderly and courteous. They should use only applause to show respect for the people involved in the events.

Evening Programs

Normally, students should not attend after-school activities, such as concerts, plays or athletic events, unless they are accompanied by an adult or are participating in the program or event.

Note: Participation in extracurricular activities including those above require a student to be in attendance at school for one-half of the school day on the day of the event.

Athletics

Athletics can play an important role in rounding out the junior high educational experience.

In addition to developing physical skills, athletic participation encourages goal setting, organizational and time management habits and sportsmanship.

In UCS, 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, district or the Michigan High School Athletic Association (MHSAA).

A student must pass a physical examination and present a record of it before trying out for a team. No tryouts will be permitted without proof of a current year physical exam. Most schools arrange economical physical examinations each spring and fall.

Ninth graders must pass at least 66 percent of full credit load (four classes) in order to participate in school sports. A student is not permitted to participate in any outside competition while representing a school in that sport.

If seventh or eighth grade sports are offered, a student must have passed at least 50 percent of the previous semester's classes and be passing at least 50 percent of his/her current classes in order to participate.

To practice or play in a game, a student must be in attendance for three school hours that day.

Ninth graders who play on a high school team will not be allowed to participate in practices until after 3:10 p.m. Students are dismissed early for transportation to away games, only. There is no early dismissal for home games.

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

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

For more information, contact the school's athletic director.

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

Athletic Eligibility

The following MHSAA eligibility rules apply to seventh and eighth grade students competing in athletic events. Ninth grade athletics are governed by Regulations I and II of the MHSAA Handbook.

1.Students must be enrolled in school by the fourth Friday after Labor Day/fourth Friday

of February of the semester in which student is competing.

2. A seventh grade student competing in any interscholastic athletic contest must be under

14 years of age, except that a student whose 14th birthday occurs on or after September 1 of a current school is eligible for the balance of that school year. An eighth grade student competing in any interscholastic athletic contest must be under 15 years of age, except that a student whose 15th birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. There is no limit to semesters

of enrollment or seasons of competition for seventh and eighth graders.

3. A record of a current physical examination given on or after April 15 of the previous

school year must be in the school files.

4. A student may not be a junior high or middle school graduate and must have earned

credit in 50 percent of the previous semester's work. A student must be passing 50 percent of current work within seven days of a contest.

5. A student-athlete may not accept ANY award valued at more than $25.

6. A student may not accept money, gifts, loans, merchandise, membership, privileges, services or other valuable consideration for participation in any form of sports, athletics, games or interscholastic athletic contest officiating, except as allowed in the MHSAA Handbook Interpretations, listed within Regulation I, Section II.

7. A student may not compete in an outside event during the season in which that athlete competed for the school in the same sport. Three-on-three basketball tournaments are included in this regulation.

8. A student who has been enrolled in grades nine through twelve for more than eight semesters cannot compete. Semesters seven and eight must be consecutive. School enrollment through the fourth Friday of a semester is considered enrollment for the semester. Schools and coaches will provide additional eligibility requirements.

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

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

For a complete understanding of the MHSAA athletic handbook, please contact your school's athletic director.

Student Conduct

Well-disciplined students help make school an effective place of learning. Students' safety and welfare depend on their compliance with the following guidelines, which apply while students are in school, on school property,

going to or from school or at any school activity.

Students are expected to be courteous and show respect for classmates and ALL adults. Student language and attitude must be respectful to all.

Students must identify themselves when asked by staff members. Students must address adults as Mr., Miss, Mrs. or other appropriate title. Students are also expected to carry out the requests of all staff members, including substitute teachers and other adults serving the building.

Disciplinary action may vary depending upon the situation. Consequences used at the secondary level to deal with rule infractions include, but are not limited to, detention, special work projects, suspension, expulsion or social probation.

If a law has been broken, local law enforcement will be contacted. Once law enforcement officers are involved, their actions may include physical restraint or arrest, if necessary.

Bus Transportation

UCS uses Michigan State Board of Education guidelines to determine student eligibility for bus transportation, based on the distance from home to school. Your school office will know if your neighborhood or street is on a district busing route. Routes may be altered during the school year to accommodate enrollment changes. Secondary pupils may be required to walk up to one mile to a designated bus stop.

Bus transportation is a privilege. Students may be denied this privilege for misconduct on a bus or at a bus stop. Student conduct on the bus should be an extension of good classroom behavior. All school rules and regulations apply. Expectations for students on the bus and at the bus stop include, but are not limited to, the following:

•Students are expected to use their assigned bus stops, arrive ten minutes before the bus is scheduled to arrive, wait in an orderly manner and be alert to traffic when leaving the bus.

•Students are to be courteous and respectful, remain seated while the bus is moving, keep aisles clear, hold all possessions in their laps and keep their heads and arms inside the bus. Nothing is to be thrown on the bus or from the bus windows. No eating or drinking is allowed on the bus.

•Students must obey the bus driver, who is in full charge of the bus and students.

•Drivers or administration have the authority to assign seats. There is no preferential seating.

•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 is reserved for assigned riders.

•Use of electronic communication devices (cell phones, cameras and pagers) is not permitted.

Call the UCS Transportation Department at 586.797.7100 with busing questions.

Hallway Regulations

Students are expected to conduct themselves in an orderly and courteous manner in the

hallways. Students who are in the hallways during class time must have teacher passes or their student agendas.

Electronic Communications Devices

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

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

School Safety and Security

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

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

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

For purposes of this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. § 921.

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

The following are exceptions to this policy.

A. weapons under the control of law enforcement personnel;

B. items approved by a principal as part of a class or individual project or presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events;

E. instruments or equipment as required by District operations, including school or District security.

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

Discipline

A student's right to a public education carries with it a responsibility to know and observe school rules. These rules help minimize distractions which disrupt learning and help to maintain a safe educational environment. District policies and, in some instances, state law, establish behavioral expectations and outline consequences of behavioral infractions. While all students have rights and privileges, all are expected to act in a reasonable manner at all times, going to and from school and during all school activities.

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

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

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

Due Process

The constitutional rights of individuals assure the protection of due process of law. Therefore, constitutionally and legally sound procedures have been adopted by the Board of Education.

Based on state and federal laws governing education, building principals in Utica Community Schools are delegated the authority to temporarily separate or suspend a student from school.

In such actions, the following procedures shall be followed:

1. A student shall be fully informed of the charges brought against him/her including the rationale for the

action and the conditions of time and termination. A student shall be also given the opportunity to discuss the events which occasioned the suspension/expulsion.

2.The parents or guardians shall be notified, as soon as possible by telephone or personal contact, if the student is to be suspended from school. If the student is to be suspended from school for more than five (5) school days, the parents or guardians shall be notified of their right to appeal to the superintendent. Written notification of such contact shall be made in the student's discipline file.

3.Verbal notification shall be followed by written communication to the parents/guardians.

A copy of the letter shall be placed in the student's discipline file.

4.Appeal procedures available to parents or guardians include:

1.As a first step, parents may request a conference with the principal within the period of suspension. The principal shall affirm, modify or reverse disciplinary action within two school days of the conference date.

2.Within five (5) school days from the principal's decision and for suspensions for more than five (5) school days or a recommendation for expulsion, the parent(s) or guardian(s) may appeal such a decision to the Superintendent of Schools or a designee.

3.The Superintendent shall affirm, modify or reverse the decision of the principal within three school days from hearing the appeal. The Superintendent's decision is final.

4.A recommendation for permanent expulsion by the superintendent may be appealed to the Board of Education.

Disciplinary action may vary depending upon the issues. The discipline procedures used to deal with rule infractions include detention, suspension and expulsion. Michigan law requires that, with certain exceptions, there is a rebuttable presumption that suspension or expulsion is not justified and requires schools to consider other factors and options before suspending or expelling a student. The 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 upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

Unacceptable Behavior

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

1.Students must not damage books, supplies and furniture supplied by the school; litter or mark on furniture, walls, lockers, texts, etc.; or tamper with fire alarms and extinguishers. Students will be assessed repair and replacement costs of damaged or lost textbooks. A student who damages or destroys school property will be expected to pay for it. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.

2.Per state law, smoking or the possession of tobacco in any form is forbidden to all students. This rule is in effect at school related activities, on school property and on school buses 24 hours a day, seven days a week. Additionally, adults are not permitted to use tobacco products at any time in any buildings owned or operated by Utica Community Schools.

3.Possession or use of electronic cigarettes, hookah pens or other similar devices.

4.Gambling, participating in games of chance or skill for money or profit and extortion are illegal and prohibited.

5.Name calling, intimidation, bullying, profanity, vulgarity, "hate" speech, use of abrasive or derogatory comments or gestures or threatening to do harm to staff or other students.

6.Planning to fight, harassment, threatening of other students or fighting (which may include pushing, punching, wrestling or physical assaults) or otherwise assaulting another student or employee is prohibited.

7.Physical contact and displays of public affection, such as hugging, hand-holding, kissing, etc., are prohibited.

8.Student behavior should not offend or endanger others. Students should not run in the halls, throw objects, make bomb threats or trigger false fire alarms. Possession or the use of matches, lighters, fire crackers, fireworks, stink

or smoke bombs, knives, metal finger armor, explosives or weapons is forbidden. Students also may not possess paintball guns, squirt guns, pea shooters, electric shock devices or other disruptive or harmful objects.

9.Intoxicants, narcotics, depressants, stimulants, look-alike drugs or illegal substances are not allowed on school property. Any infraction will result in referral to parents and police.

10.Students are not permitted to operate or park motor vehicles, including motorcycles and mopeds, on school property.

11.Students are not permitted to possess or use skateboards, roller blades, radios, cameras, laser pens, hand-held electronic games, MP3 players, iPods, tape recorders/players, video recorders/players, CD players or similar items or devices at school without administrative permission. These items will be confiscated and must be picked up by parents. If valuable items must be brought to school, they are to be checked in at the office. Utica Community Schools will not be responsible for theft, loss or damage to any valuables brought to school.

12.Pornographic and other inappropriate materials are prohibited.

13.Students may not sell or buy any item from another student in school, except as authorized by the principal or for sale by the student store.

14.Eating food outside the cafeteria is forbidden. Glass containers are not permitted.

15.Theft, forgery, cheating and all forms of plagiarism are prohibited.

16. Unauthorized use of telephones is prohibited.

17. Students may not be in unauthorized areas.

18.Any use of electronic communications devices is prohibited without permission of an administrator – this includes use of cell phones, text messaging and camera usage.

Disciplinary Action

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

•Detention

A teacher or the principal has the right to assign a student to before or after school detention for disciplinary reasons or academic makeup work. A day's notice is given in all cases of detention and a student may be detained for a reasonable amount of time.

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

•Special Work Projects

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

•Suspension

School suspensions will be administered by the principal or his/her designee. Suspensions may vary from one to ten days depending on the severity or frequency of the violation.

When a suspension is necessary, parents or guardians shall be notified if the student is released from school before the end of the school day. Suspended students are not allowed on school district property or admitted to any school function during the course of the suspension. Suspended students will be permitted to make up missed work following the guidelines listed previously in the handbook.

Principal Suspension:

A suspension is defined as an exclusion of a student from school and school district activities for disciplinary reasons by a principal for a period of ten school days or less. Such a suspension may be made pending an investigation of a student's conduct and recommendation of other disciplinary penalties. If a principal believes a suspension beyond ten school days is appropriate for the offense, the principal may make that recommendation in writing to the Superintendent who may exercise his/her discretion to grant or deny the principal's recommendation.

Superintendent Suspension:

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

Michigan Revised School Code Suspension. A suspension under Section 1310d of the Revised School Code means

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

•Social Probation

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

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

1. A student will be excluded from attending school and school functions from one to ten days.

2. Every attempt will be made to notify parents before the student is released from school.

3. Assignments will be collected by office staff for the parent to pick up. Full credit will be granted for work completed.

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

• Superintendent Expulsion

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

Board of Education Expulsion

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

Michigan Revised School Code Expulsion:

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

Citizenship

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

Transfer of Disciplinary Records

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

Hazing

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

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

As defined, hazing is any action or the coercion of another – including the victim – to perform any act that endangers the physical safety of a student or

employee, produces mental or physical discomfort, causes embarrassment or ridicule or degrades the student or employee, regardless of that person's willingness to take part.

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

Bullying and Cyberbullying

In order to maintain a positive school atmosphere that fosters learning, promotes a safe school environment and develops the self-worth and dignity of its students, Utica Community Schools will not permit bullying behavior. Bullying in all of its forms and practices is absolutely prohibited, without regard to its subject matter.

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

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

1.Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.

2.Adversely affecting the ability of a pupil to participate in or benefit from the school districts or public school's educational programs or activities by placing the pupil in reasonable fear ofphysical harm or by causing substantial emotional distress.

3.Having an actual and substantial detrimental effect on a pupil's physical or mental health.

4.Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying often occurs when a student is exposed, repeatedly and over time, to negative actions

on the part of one or more students.

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

Substance Abuse

Being under the influence, use or possession of alcohol, illicit drugs, controlled substances, drug paraphernalia, hookah pens and similar devices, or a substance which is represented as a drug or look-alike drug, on school property by students is prohibited.

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

1.First violation: 5 to 10-day suspension. The building administrator may reduce the suspension if the student seeks help through the school's substance abuse program or through an approved outside agency and follows their recommendations satisfactorily. Failure to complete the recommended program will result in the remainder of the suspension being imposed. A parent conference is required for re-admittance to school.

2. Second violation: 10-day suspension (no reduction). A parent conference is required for re-admittance to school.

3. Third violation: Immediate suspension pending further disposition. A recommendation for expulsion may be initiated through the Superintendent of Schools.

Note: Any student involved with the sale or distribution of illicit drugs, controlled substances, look-alike drugs and/or alcohol, or possession of amounts that would reasonably indicate sales, may be automatically disciplined at the third violation level. In all cases, local police may be involved.

Student Smoking and Use of Tobacco

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

A student seen puffing on a lighted cigarette, cigar or using chewing tobacco.

A student seen with a lighted or unlighted cigarette, cigar, etc.

A student seen discarding a cigarette butt.

A student acting as a "look-out."

1.First offense: One day suspension. Parents must be contacted and informed of the offense and the disciplinary action.

2.Second offense: Two day suspension. A parent conference must be held before the student may re-enter school.

3.Third offense: Three or more day suspension. A parent conference must be held before the student may re-enter school.

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

Student Gangs

Gangs and gang-related activities are prohibited on, and to and from, any premises owned or

used by the district and at any district-related function. Gangs and gang-related activities are

also prohibited to the extent they are related to or interfere, or threaten to interfere, with

school or other district-related functions, even when they occur off school premises (for example, on the internet).

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

•Dressing or grooming in a manner which, in the reasonable judgment of a district administrator, teacher or student, communicates membership in or affiliation with a gang;

• Communicating, verbally or non-verbally (e.g., gestures, handshakes, tagging, etc.) in a manner which, in the reasonable judgment of a district administrator, teacher or student, conveys membership or affiliation with a gang;

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

Sexual Harassment Policy and Procedure

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

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

•Unwelcome sexual advances.

•Subtle or overt pressure for sexual activity.

•Engaging in improper physical contact, such as patting or pinching, etc.

•Making improper sexual comments, including sex-oriented kidding; creating an intimidating, hostile or offensive educational learning environment.

•The threat or suggestion that a student's education and/or advancement depends upon whether or not the student submits to sexual demands or tolerates such improper behavior.

Reporting Concerns

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

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

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

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

1.Possession of a dangerous weapon**;

2.Arson;

3.Criminal Sexual Conduct;

4.Physical Assault at school by a student grade 6 or above against an employee, volunteer or contractor of the school

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

1.The student did not possess the object for use as a weapon or for delivery to another person for use as a weapon.

2.The student did not knowingly possess the weapon.

3.The student did not know or have reason to know that the object constituted a dangerous weapon.

4.The student possessed the weapon at the suggestion, request or direction, or with the express permission of the school or police.

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

1.The district determines in writing that at least 1 of the factors listed above has been established in a clear and convincing manner; and

2.The student has no history of suspension or expulsion.

Students permanently expelled as is permissible under Board Policy and Michigan law, shall be referred to the local police agency and the appropriate county department of social services or community mental health agency. The parent or legal guardian and student shall also be notified of the referral.

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

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

Dangerous Weapon Defined

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

A student who possesses a 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.

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 Complied 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 Complied Laws.

Reinstatement

Students permanently expelled for reasons covered in this policy may seek reinstatement. Such reinstatement is not a matter of right, but is discretionary with the Board of Education. A Petition for Reinstatement must be completed in writing to the Board of Education through the Superintendent or designee. The final decision to reinstate is made by the Board of Education.

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

• An individual who was in grade five or below at the time of permanent expulsion and who has been expelled for a reason defined in Section 1311(2) of the Revised School Code of the State of Michigan other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of expulsion.

• An individual who was in grade six or above at the time of permanent expulsion for an offense covered by Policy 5105 shall not be reinstated before the expiration of 180 school days after the date of expulsion.

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

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

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

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

Non-Discrimination Policy

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

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

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

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

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

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

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

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

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

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