

**SEAHOLM HIGH SCHOOL
2017-2018**

Student Handbook

Dear Seaholm Student,

Welcome to the 2017-2018 school year. The faculty, staff and administrators are committed to providing you with an outstanding learning experience. Our primary goal is to encourage and support your academic, social and emotional development.

The Seaholm Handbook-Planner contains important regulations and policies. Read the handbook portion in its entirety and share it with your parents. We expect you to demonstrate respect for your classmates, your teachers, your school and yourself. I am confident that you will work to continue the tradition of excellence established by Seaholm students who have preceded you.

The best way for you to make Seaholm your school is to get involved. The co-curricular activities are wonderful opportunities to develop your talents and make lifelong friends. Our extensive list of teams, clubs and activities includes something that will appeal to every student.

The 2017-2018 school year will be all that you choose to make it. The success that you achieve will be directly related to the amount of effort that you put forth. I encourage you to work hard and get involved.

Best wishes for a great year!

Kyle Hall

Interim Principal

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Mission Statement

Seaholm High School's faculty, staff and community believe that it is their mission to help every student learn to think with reflection, act with compassion, and perform with honor in high school and beyond.

True vision looks forward in a way that integrates the lessons of the past and the energy of the present into a commitment that will fulfill the promise of the future.

At Seaholm, such a vision will guide our decision making process as we embrace the characteristics of the high school that we wish to become.

We will transform this vision into a reality through commitment to the belief that every student will learn. The principles listed below exemplify that belief.

Students

The essence of Seaholm High School is embodied in the conduct, character, and achievement of every student. At Seaholm High School, every student:

- feels safe, protected and valued
- accepts the challenge to reach his/her potential
- respects other students, staff, visitors and the building
- honors the uniqueness of each individual
- demonstrates academic integrity
- sets goals and strives to achieve them
- takes responsibility for his/her own learning
- seems to make a positive significant difference in his/her school; and
- takes pride in Seaholm High School.

Staff

Seaholm High School staff members dedicate themselves to a positive, motivational and collaborative learning environment. At Seaholm High School, every staff member:

- communicates passion for teaching and learning
- demonstrates and maintains expertise in his/her field
- supports and respects one another as professionals
- respects individual needs of every student
- participates in the decision-making process
- displays willingness to explore new ideas; and
- understands and commits to the Seaholm High School vision.

Curriculum

Seaholm's curriculum stimulates the intellect and engages every student in the wonder of learning. In conjunction with the feeder schools, Seaholm teachers design and aligned curriculum complete with common outcomes, which they monitor to ensure every student's

achievement. Such a curriculum compels every student to achieve his/her potential. At Seaholm High School, the curriculum:

- promotes discovery, critical thinking and independent learning
- prepares every student for college and career
- challenges every student academically
- evolves with periodic review
- helps every student connect ideas across subject areas
- embeds technology appropriately as a means to achieve curricular objectives
- provides opportunity for a college-level experience for every student
- broadens every student's perspective through an appreciation and understanding of diverse cultures and individual differences; and
- prepares every student to become an informed, participating citizen in our democratic society.

Climate

Seaholm High School provides a safe, clean, and welcoming environment that enables every student and staff member to develop his or her potential. Such a climate nurtures joy in learning and satisfaction in working together to fulfill that potential. At Seaholm High School, the climate:

- nurtures intellectual curiosity and creativity
- promotes mutual trust and respect
- encourages honest feedback; and
- celebrates student and staff achievements.

Parents play a crucial role in the education of their children, At Seaholm High School, every parent:

- feels welcomed and valued
- participated in shaping and supporting our vision;
- participates in student's learning
- communicates effectively with teachers
- assists his/her child in balancing academics with co-curricular activities and jobs
- supports school policies; and
- encourages individual independence and responsibility.

Seaholm High School recognizes the importance of effective partnerships with the community. The larger community:

- participated in shaping and supporting the vision
- provides opportunities for students to gain life experiences and to explore career options
- commits necessary resources to supporting education
- demonstrates pride in Seaholm High School; and
- values Seaholm High School as a resource.

Seaholm High School Honor Code

Academic Integrity

Seaholm High School's faculty, staff and community believe that it is their mission to help every student learn to think with reflection, act with compassion, and perform with honor in high school and beyond.

An essential part of education is developing a sense of honor, responsibility, respect and integrity. Responsibility is the quality of being accountable for our actions and accepting the consequences of those actions. Respect is treating others as we would like to be treated. Integrity is a firm adherence to our values with or without the presence of others. Honor encompasses all of these virtues and ultimately determines our actions and beliefs.

The honor code is a physical representation of the values that Seaholm High School embraces. At any educational institution, a code of conduct must be established so that staff, teachers and students alike understand to what set of standards they will be held. The honor code asks that we hold each other to high standards of personal achievement, ethical conduct and academic integrity. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort. True success lies in one's desire to do the right thing, even when no one is looking.

Seaholm Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>X-Block</i>		7:30 - 8:20 AM		7:30 - 8:20 AM	
<i>1st Hour</i>	7:30 - 8:43 AM	8:25 - 9:26 AM	7:30 - 8:43 AM	8:25 - 9:26 AM	7:30 - 8:43 AM
<i>2nd Hour</i>	8:51 - 10:09 AM	9:34 - 10:42 AM	8:51 - 10:09 AM	9:34 - 10:42 AM	8:51 - 10:09 AM
<i>A Lunch</i>	10:17-10:57 AM	10:50 - 11:30 AM	10:17- 10:57 AM	10:50 - 11:30 AM	10:17- 10:57 AM
<i>3rd Hour A</i>	10:57- 12:10 PM	11:30 - 12:31 PM	10:57-12:10 PM	11:30 - 12:31 PM	10:57-12:10 PM
<i>3rd Hour B</i>	10:17- 11:30 AM	10:50 - 11:51 AM	10:17- 11:30 AM	10:50 - 11:51 AM	10:17- 11:30 AM
<i>B Lunch</i>	11:30- 12:10 PM	11:51 - 12:31 PM	11:30- 12:10 PM	11:51 - 12:31 PM	11:30- 12:10 PM
<i>4th Hour</i>	12:18 - 1:30 PM	12:39 - 1:40 PM	12:18 - 1:30 PM	12:39 - 1:40 PM	12:18 - 1:30 PM
<i>5th Hour</i>	1:38 - 2:50 PM	1:48 - 2:50 PM	1:38 - 2:50 PM	1:48 - 2:50 PM	1:38 - 2:50 PM

Regular Days 7:30 AM - 2:50 PM

Half Days 7:30 AM - 11:00 AM

(First Exam 7:30 AM - 9:05 AM, Second Exam 9:25 AM - 11:00 AM)

Delayed Start Days 9:00 AM - 2:50 PM

(Delayed Start Dates: 9/28/2017, 12/5/2017, 2/8/2018, 4/24/2018)

X-Block Days 8:25 AM - 2:50 PM

Seaholm Staff Contact Information

Seaholm Attendance: 24 Hour Line (248)203-3700 press #2

Parent or guardian must call the Attendance Line by 7:30 AM the morning following the absence and must call each day a student is absent. The phone line is available 24 hour a day. Notification MUST be done on this phone line in order for it to be logged.

Need Your Student Excuse During the Day?

You must send a note in with your child the morning of the absence and have them take the note to the attendance office in the morning for a pass to leave class. They then can sign themselves out of school. Please help us out by sending in a note, it helps us reduce interruptions in the classroom.

ADMINISTRATORS	NAME	EMAIL PREFIX	PHONE SUFFIX
Principal - Interim	Kyle Hall	khall	33702
Assistant Principal Gr 9&12	Carlos Torres	ctorres	33734
Assistant Principal Gr10&12	Ali Hamka	ahamka	33732
Assistant Principal Gr11&12	Verynda Stroughter	vstroughter	33731
DEPARTMENT HEADS			
Athletic Director	Aaron Frank	afrank	33775
Business Technology	Mike Munaco	mmunaco	33866
English Department	Mitch Nobis	mnobis	33746
ESL	Justin Kalmes	jkalmes	34230
Mathematics	Thad Wilhelm	twilhelm	33747
Music	Laurie Frick	lfrick	33792
Science	Laurie Wichers	lwichers	33783
Social Studies	Mike Wicker	mwicker	
World Language	Carlos Torres	ctorres	33786
OTHER			
Principal's Secretary	Jacque Stephenson	jstephenson	33702
AP Secretary/Rm Resv	Melissa DeGroat	mdegroat	33736
Attendance	Billie Busch	bbusch	33730
Bookkeeper	Brenda Noren	bnoren	33701
College/Career Center	Judi Stahl	jstahl	34253
Community Relations	Marcia Wilkinson	mwilkinson	33026
Community Service Orgr	Cheryl Shettel	chsettel	33725
Media Center	Elizabeth Rauth	erauth	33721
COUNSELING			
Counselor Class of 2019	Brian Flatter	bflatter	33758
Counselor Dept Head	Kristy Fekaris	kfekaris	33756
Counselor Class of 2021	Jenn Vanderveen	jvanderveen	33760
Counselor Class of 2018	Walt Romano	wromano	33757
Counselor Coass of 2020	Nicole Festian	nfestian	33759
Crisis Counselor	Sherree Wilson	swilson	33504
Counseling Secretary	Carey Balow	cbalow	33751
Records Office	Kathy Tenjeras	ktenjeras	33754

Email : emailsuffix@birmingham.k12.mi.us

Direct Dial Phone: 248-20N-NNNN

SEAHOLM STAFF EMAIL

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 Balow, Careycbalow
 Baltz, Dougdbaltz
 Barber, Jeremyjbarber
 Barbieri, Victoria.....vbarbieri
 Barnes, Brianbbarnes
 Barve, Sonali.....sbarve
 Bentz, Curtiscbentz
 Berry, Ernest.....eberry
 Billinger, Jie Liujbillinger
 Booth, Kathrynkbooth
 Briere, Benjamin.....bbriere
 Bruns, Eric.....ebruns
 Buchanan, Bethbbuchanan
 Budd, Jenniferjbudd
 Burgher, Katherinekburgher
 Busch, Billiebbusch
 Canfield, Samanthascanfield
 Carleton, Bob.....rcarleton
 Caughell, Edecaughell
 Cheresch-Cosenza, Suescheresh-
 cosenza
 Chonko, Andrea.....achonko
 Cibor, Timtcibor
 Close, Lynnlclose
 Collins, Barbarabcollins
 Cornish, Muiyiwa.....mcornish
 Craig, Scottscraig
 Davis, Pampdavis
 Dean, Barbara.....bdean
 DeGroat, Melissa.....mdegroat
 DeWald, Jamesjdewald
 Doakes, Shuyler.....sdoakes
 Dorre, Fjona.....fdorre
 Drapal, Dan.....ddrapal
 Ducato, Michellemducato
 Elgie, Curtis.....delgie
 Elliott, Robinrelliott
 Ellison, Cathycellison
 Elsey, Gailgelsey
 Fekaris, Kristykfekaris
 Feliciano, Shannonsfeliciano
 Festian, Nicolenfestian
 Fetsco, Sarasfetsco
 Fill, Jilljfill

Flatter, Brian.....bflatter
 Frank, Isaac.....ifrank
 Frank, Isaac.....ifrank
 Frank, Aaronafrank
 Frederickson, Gail.....gfrederickson
 Frick, Laurielfrick
 Gage, Dontayo.....dgage
 Goldberg, Elliottegoldberg
 Golonka, Marymgolonka
 Gonzales, Jeffreyjgonzales
 Gonzalez, Piopgonzalez
 Hacker, Leslielhacker
 Haddad, Beverlybhaddad
 Hall, Kelseykhall3
 Hall, Kyle.....khall
 Halverson, Wendywhalverson
 Hamka, Aliahamka
 Hammell, Mark.....mhammell
 Hanson, Cathychanson
 Hart, Robert.....rhart2
 Harte, Barbarabharte
 Harvey, Charlottecharvey
 Heichlinger, Leanne.....lheichlinger
 Henne, Catherinechenne
 Hicks, Doris.....
 Hladki, Januaryjhladki
 Hoffmeyer, Kevin.....khoffmeyer
 Hoover, Patrick.....phoover
 Hoover, Todd.....thoover
 Hope, Wendy.....whope
 Hopp, Judy.....jhopp
 House, Elizabeth.....ehouse
 Hummel, SueShummel
 Hutzley, Mariamhutzley
 Irby, Conniecirby
 Jacoby, Suzannesjacoby
 Kaczmarski, Vickivkaczmarski
 Kalmes, Justinjkalmes
 Kingery, Robynerkingery
 Kocsis, Nancy.....nkocsis
 Kong, Michelle.....mkong
 Krawczyk, Susanskrawczyk
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 LaBond, Janejlabond
 LaBond, Justinjlabond2
 Lajeunesse, Audreyalajeunesse
 Lake, Alexandraalake
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Lavery, Angelalavery
 Little, Erinelittle
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 Lytle, Jim.....jlytle
 MacKenzie, Adam.....amackenzie
 Manter, Matt.....mmanter
 Martin, Leslie.....lmartin2
 Marx, Karenkmarx
 McCardle, Caitlyncmccardle
 McCullough, Erinemccullough
 McDonald, Amanda.....amcdonald
 McGowan, Katherinekmcgowan
 McKinney, Hayley.....hmckinney
 Meleca, Catherinecmeleca
 Mencotti, Abigailamencotti
 Menna, Errinemenna
 Minoletti, Hollyhminoletti
 Moten, Robinrmoten
 Moyer, Elizabethemoyer
 Munaco, Michael.....mmunaco
 Myers, Andrea.....amyers
 Nayak, Sharansnayak
 Noren, Brendabnoren
 Notarainni, Ronrnotarainni
 Olsen, Staceysolsen
 Olszewski, Marisa.....molszewski
 Passarelli, Chuck.....cpassarelli
 Passarelli, Leisa.....lpassarelli
 Pavloff, Lou.....lpavloff
 Peters, Christophercpeters
 Petrosian, Lilit.....lpetrosian
 Petrozzi, Valeriavpetrozzi
 Phillips, Madelynmphillips2
 Pitts, James.....jpitts
 Priebe, Brianbpriebe
 Rampolo, Dianedrampolo
 Rauth, Elizabetherauth
 Rauth, Elizabetherauth
 Roberts, Lindsaylroberts
 Rogers, Rochelle.....rrogers
 Rogers, Teresatrogers
 Romano, Waltwromano
 Ruedisueli, Maribethmruedisueli
 Rusek, Patty.....prusek
 Shaba, Rachelrshaba
 Sheppard, SoniaSsheppard
 Sherry, Bridgetbsherry
 Simms, Bernie.....bsimms

Slatin, Barbbslatin
 Smith, Jennifer jsmith3
 Smith, Peter psmith2
 Smith, Sarahssmith
 Splittstoesser, Sharon ssplittstoesser
 Stahl, Judijstahl
 Stay, Jilljstay
 Stein, Steven..... sstein
 Stephenson, Jacquie..... jstephenson
 Stone, Lori lstone
 Stroughter, Verynda vstroughter
 Szalkowski, Matthew..... mszalkowski
 Tenjeras, Katherine ktenjeras
 Thomas, Judith jthomas
 Torres, Carlos ctorres
 Urian, Ana..... aurian
 Vagts, Kellie kvagts
 Vanderveen, Jennifer jvanderveen
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 Wallace, Lynn lwallace
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 Waters, Nancy nwaters
 Watson, Bill bwatson
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 Whitehead, Dawn..... dwhitehead
 Wichers, Linda lwichers
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 Wilhelm, Thad twilhelm
 Wilson, Sherree swilson
 Wilt, Christycwilt
 Wilt, Jason jwilt
 Winfrey, Brittney bwinfrey
 Wolfe, Grace..... gwolfe
 Woodhull, Lauren..... Lwoodhull
 Xerri-Mitchell, Linda lmitchell
 Zeigler, Dazaro..... dzeigler
 Ziebell, Kristin kziebell
 Zikakis, Melimzikakis

Academic and Grading Policies

Academic Evaluation

Each teacher establishes grading policies outlined in their course syllabus.

Academic Misconduct

See Prohibited Behavior

Grading Policy

The quality of work achieved by students shall be evaluated in terms of letter grades A, B, C, D, or E. Plus and minus grades may also be used. Students shall be graded upon their achievement as measured against the goals or desired outcomes established for each course. Grades given to students should be based upon many factors such as unit tests, daily quizzes, oral and written reports, class participation, projects, homework, and student effort.

Teachers will provide each student with a written description of the course goals and objectives and grading procedures or have them posted in the classroom.

The final grade in a course is determined by an average of the following:

1. A final exam or experience which may count no more than 20%.
2. Other grades for the term as determined by the teacher which will count at least 80%.
3. It is the responsibility of each department to establish guidelines and standards for grading their subject matter. Such guidelines and standards shall be consistent with all other listed statements.
4. In addition to A, B, C, D or E, the following special grades may be given:
 - F= Withdraw failure for administrative reasons (truancy)
 - G = Passing grade in a pass/fail course
 - H = Excused for health or medical reasons (grade and/or credit waived—Principal/Assistant Principal permission required)
 - I = Incomplete (to be changed to a grade as soon as possible, generally within 2 weeks)
 - U = Failure in a pass/fail course
5. Grade point averages are based on the following numerical format:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	E = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	
6. Honor Roll: Students with a marking period grade point of 3.00 to 3.39 will be recognized on the Honor Roll. 3.4 to 3.79 will be recognized on the High Honors. Those students with a 3.8 and above will be recognized on the Principal's Honor Roll.

7. Student grades, credits and promotions are within the ultimate review and determination of the Superintendent and/or designee. There are occasions when these are challenged by students or parents. If such a challenge cannot be resolved by the teacher, it shall be subject to the appeal process (see Board Policy 5421).
8. Students may elect a total of 2 credits in grades 9-12 on a pass/fail basis. The student must make this arrangement with his/her counselor. No more than $\frac{1}{2}$ credit may be taken pass/fail in any one trimester. The decision to take a class pass/fail must be made by the end of the sixth week of the trimester unless administrative approval has been granted (note: some universities view pass/fail negatively when evaluating transcripts).
9. All students are expected to take 5 classes each trimester. Students will not be allowed to drop a class due to poor academic performance, nor can students drop a class because minimum requirements have been met in that subject area.
10. Homework Request: Students are encouraged to contact teachers via email to request work missed due to unexpected absence. If a student is absent three or more days, a homework request can be arranged through the counseling office at (248) 203-3751. Please allow 24 hours for the teachers to submit work to the counseling department.
11. Final Examinations: All students, with the exception of final term seniors who qualify for a waiver, will take the final exam in each course. This exam will be administered at the conclusion of each course and may take one of several different forms.
 - A- Waiver of Final Term Exams for Seniors: Students must:
 - Have a B average or above for the third and final trimester (grade requirements are in addition to the standard attendance policy)
 - Turn in all major assignments
 - Accumulate no more than seven excused absences during third trimester
 - Not have excessive tardiness or any unexcused absences during final trimester
 - Not be taking the class on a pass/fail basis
 - This policy does not apply to students who choose to graduate early
 - B- 15 *Note: If a student chooses to take a final(s); the resulting grade will be calculated into the trimester grade.*
12. Early Exams:
 - a. Early exams may not be given more than 2 weeks prior to the close of a trimester

- b. A written request must be brought to the Principal's office specifying the reason and the last day the student will be in school, and not later than four weeks in advance of the student's last day; **Testing Out Procedure:** According to Public Act 335, Section 12796, a high school student may earn course credit by demonstrating mastery of the subject area. This is accomplished through testing by a district authorized institution.
- A C+ or better must be achieved on the CCA (course competency assessment) listed on the course syllabus to earn credit. C+ is defined as 78% or better.
 - Students can only –test out|| if not enrolled in the course.
 - Credit earned is based on a pass grade (G) and is not computed into the GPA.
 - Credit does count toward fulfillment of the subject area and course sequence requirements.
 - Credit earned does not count toward graduation except in foreign language.
 - Once credit is earned in a course through this option, students cannot enroll and receive credit in a lower course(s)
 - Students must still take a full load of courses as specified by state and local policy
 - Exams must be taken during regular exam periods during the year. Students must complete a registration form (available through counseling) and choose an exam period by the following deadlines:

Test out Registration Deadline

August Registration	June 1
Term 1 – Final Exam Period	October 1
Term 2 – Final Exam Period	January 1
Term 3 – Final Exam Period	April 1

- Copies of the course syllabus and outcomes will be provided
- The subject area department will provide the final exam and confirm all arrangements
- Parent must arrange and pay for the foreign language assessment if such a language is not taught in the BPS system
- On-line courses must be approved by the department head

13. **Make-Up Work:** Students must make up work for excused absences within a time frame **designated by the teacher.** Students are responsible for securing and completing the assignments. At the same time, students must understand that there are classroom experiences that cannot be duplicated and will affect the grade in the class. When a student is unexcused from a class, they will not be given credit for any work missed nor can they make up missed tests or quizzes.

14. **Test Make-Up Center:** A test make-up center will be available from 5:45 am to 7:15 am every day for those with **excused** absences.

15. Fines: Students are responsible for the school materials they use. Fines will be issued if any school property is not properly maintained or returned. Registration for the following year is on hold until all fines are settled. Once the fine slip has been given to the bookkeeper, there will be an additional late charge for materials turned in after a trimester ends. Seniors can pick up caps and gowns only when all fines have been settled.

Attendance

Students are expected to be in school and in class every day. Classroom experiences cannot be duplicated and are a crucial part of course work needed to earn credit. Absences diminish the educational experience of all the students in the class. Regular/consistent school attendance helps develop responsibility and self-discipline and prepares students for the world of work.

EE = Excused Exempt - Parent called in the absence within 24 hours. The reason for the absence is supported by the factors outlined in the attendance policy:

- **Illness with medical documentation**
- **observation or celebration of a religious holiday**
- **recovery from accident with medical documentation**
- **required court attendance with court notice**
- **death in the family**
- **other absences that may be deemed acceptable by the Superintendent or designee**
- **Religious instruction according to M.C.L.A. 380.1561(3d)(3e) (See Policy 5223) will be counted toward loss of credit.**

If a student is absent for a condition related to an illness/medical condition for which documentation has already been submitted, the parent should reference the documentation when calling in the absence (i.e. migraines, IBS, severe asthma, follow up medical appointments, etc...).

EN = Excused Nonexempt - Parent called in the absence within 24 hours. The reason for the absence is not outlined as one of the factors in the attendance policy to make the absence exempt.

A = Unexcused Absence - Parent did not call in the absence, student did not attend class or a combination of both.

- **Leaving class without permission is an unexcused absence.**

TA = If a student arrives more than 10 minutes late to class, it will be recorded as a Tardy Absence.

PLEASE REMEMBER: A parent or guardian must call the school at (248) 203-3700 within one week following the absence and must call in each day a student is absent. The phone lines are open 24 hours a day.

Consequences of excessive and/or unexcused absences: In order to retain privilege of earning both a grade and credit for a class, a student must not exceed a total of eight EN/A absences. Upon a student reaching eight EN/A absences, (EE absences do not count toward the eight) he/she will be placed on an attendance notice. If a student violates the notice, a letter grade of “F” will appear on the transcript and will affect the student’s overall GPA. However, credit may still be earned based on the student demonstrating competency in the course as defined by the district and the class syllabus. If a student receives credit, the grade will appear as “FC” on the transcript and it will affect overall GPA. Students will have the right to appeal this decision and remain as a student in the class until the appeal has been heard.

Tardiness is unacceptable at Seaholm and is subject to disciplinary action and/or attendance contract. While events happen to cause occasional tardiness (car trouble, forgetting to set alarm, etc.), these are unacceptable reasons for chronic tardiness. After three tardies, teachers should address the student, contact the parent, and may issue a detention. If a pattern of tardiness persists (6 or more tardies denotes a pattern of tardiness), teachers may contact the Assistant Principal after they have communicated the concern with the parent.

Make-Up Work: Students must make up work for excused absences within a time frame **designated by the teacher**. Students are responsible for securing and completing the assignments. At the same time, students must understand that there are classroom experiences that cannot be duplicated and will affect the grade in the class. When a student is *unexcused* from a class, they will not be given credit for any work missed nor can they make up missed tests or quizzes.

Visitors: All visitors to the building are required to report to the office and must pick up a visitor’s pass. **Arrangements for visiting students should be made in advance with the Community Service Organizer (CSO).** Students attending schools within 25 miles of Seaholm are not welcome as visitors unless they have a sincere interest in attending Seaholm. The family should contact the Seaholm CSO to arrange a family tour. After the tour, a shadow visit may be arranged. Younger siblings are not permitted as visitors. Student visitors without a visitors pass will be considered as trespassers.

Pre-Arranged Absence: Forms are available in the Attendance Principal’s office and must be signed by a parent or guardian. They must be completed at least one week in advance of the anticipated absence. The form is presented to the teachers for signatures and returned to the Assistant Principal’s office. *Signed form does not exempt student from the school’s eight-absence policy.*

Withdrawal and Probation: Students with significantly reduced schedules due to excessive absences may be withdrawn from school for violating Michigan School Law (R

340.10 – over 16); referred to authorized court and/or school personnel for violating Michigan School Law (380.1562 – under 16). Students who have been asked to withdraw from school for attendance and/or disciplinary reasons may, following a conference with the Principal or Assistant Principal, re-enroll the following trimester. Students will have to demonstrate that they have taken some measures to improve their attendance/discipline and will succeed in their courses at Seaholm.

Student Responsibilities:

- To attend each class every day
- To insure all attendance records (teacher, Assistant Principal and attendance offices) have been corrected when student arrives late
- To make sure a parent excuses absence with a note or call by 7:30 am the morning following absence (**any absence not called in or excused by note by 7:30 am the following morning will be treated as unexcused**)
- To present a note to the teacher for all in-school absences (e.g. field trips, school business, etc.) prior to date of absence
- Students who arrive tardy must sign in the attendance/main office.
- Students who leave and/or return at any time during the day must sign in and/or out in the attendance/main office.
- Parents must give verbal or written permission **prior** to a student leaving school. Without such permission, the absence will be unexcused
- To seek and make up work for any excused absence
- To attend three or more classes in order to participate in an after school athletic contest or extracurricular activity for that day

Parent Responsibilities:

- To call or write note to excuse out-of-school absences by 7:30 am the morning following the day of absence; (**necessary for any senior wanting to waive out of final exams**)
- To discuss with student and follow up with the school when necessary on reported absences (available in Power School)
- To help students understand the relationship between habits and responsibilities, now, and in the future
- Freshmen/sophomore students must abide by closed campus policy throughout the school day. Freshmen/sophomore parents must give verbal or written permission **prior** to a student's leaving school. Without such permission, the absence will be unexcused

Appeal Process – Attendance and Disciplinary

Students and/or parent may file an “appeal” and request a hearing on actions taken by school personnel. A letter of appeal should be addressed to the Principal. The letter of appeal must be returned within one school day of the disciplinary action to the Principal’s secretary.

Ordinarily, appeals will be heard by building administrators as follows:

Academic Misconduct	Assistant Principal/Principal
Attendance Appeals	Assistant Principal/Principal
Detention Appeals	Assistant Principal
Grade Appeals	Dept. Head/Principal/Review Committee
Suspension	Assistant Principal/Principal

If a student appeals a disciplinary action, the discipline is held in abeyance until the hearing has been held. Thus, a student who is appealing an attendance drop from a class should attend the class until the hearing is held. A student who is appealing a suspension from school should attend school until the hearing is held and a decision is rendered. This right does not exist in the case of investigations leading to possible expulsion, criminal investigations, or concerns for the health and safety of the school community. It also does not exist when a student is involved in expulsion proceedings. Students (or witnesses) who are involved in the appeal process and perjure themselves risk having further disciplinary action taken. Appeals determined to be frivolous or without any substantive merit may be decided without a hearing but on the basis of written documentation only.

Behavioral Expectations

Attendance: Students will attend all regularly scheduled classes and other school activities unless officially excused (see the section on Attendance).

Bicycles and Motorized Bikes: For your protection and convenience, all bicycles (motorized or manual) should be placed in one of the bike racks located near each parking lot. Vehicles parked illegally may be ticketed.

Bus Behavior: The safety of students riding buses is of utmost concern. Behavior expectations on buses are the same as in school. Any violations of these expectations will result in penalties that may include loss of bus privileges and possible suspension.

Cell phones and electronic communication devices

(Tablets, headphones, etc) may be used during non-instructional times in the hallways, cafeteria, and commons. Cell phones and electronic devices are not to be audible or visible during class periods unless explicit permission has been granted by the classroom teacher. Phones must be set to silent or vibrate (no ring tones should be audible). This rule applies to students who travel to Groves and students who are participating in school related activities off school grounds.

Violation of these guidelines will result in confiscation of the electronic device and the following cumulative consequences:

1st offense: Confiscated electronic devices must be picked-up by a parent/guardian from administration after the school day.

2nd offense: Confiscated electronic device must be picked-up by a parent/guardian from administration after the school day. The student will be issued a detention.

Subsequent Offenses: Confiscated electronic device must be picked-up by a parent/guardian from administration after the school day. Repeat offenders of this policy may be required to turn in their phone in the morning and pick it up at dismissal for a designated period of time.

Remember that Electronic Device Usage is a privilege at Seaholm High School. Any abuse of this privilege may result in a student forfeiting the ability to possess electronic devices on the school campus. Teachers may implement additional rules concerning the specific usage of electronic devices in their classes. These rules should be described in their individual class syllabus.

Note: Seaholm High School is not responsible for lost, damaged, or stolen Electronic Devices. Be sure to keep valuable possessions with you and/or locked up at all times.

Courtesy and cooperation for every staff member (teachers, custodians, secretaries, aides, monitors, cafeteria staff, etc.) is expected from each student

Classroom behavior that detracts from instruction and learning is disruptive and inappropriate. Such behavior will result in disciplinary action.

Dress and appearance: It is the responsibility of Seaholm High School teachers and administration to establish standards of dress that help create an environment which encourages and supports learning. Apparel that is considered to be disruptive to the educational process is not appropriate and, therefore, not allowed. The Principal and the Assistant Principal will make final decisions regarding what apparel is appropriate and acceptable for an educational setting. Students who violate the dress code regulations will be subject to Seaholm High School disciplinary measures, including detention and possible suspension. The Seaholm High School dress code includes the following:

- No bare midriffs are permitted. Shirts and tops must meet the waist line of jeans, pants, skirts or shorts (i.e. midriffs must be covered at all times).
- No backless or strapless tops are allowed.
- No see-through or otherwise revealing clothing is allowed.
- Shoes must be worn at all times.
- Jeans, pants, skirts or shorts must provide adequate coverage.
- Tops and bottoms must conceal all undergarments.
- Clothing must not display inappropriate slogans and/or graphics.

Email usage: All students should be using their district provided email address for communication with school personnel. Students may link their district email account with a personal account to monitor communications.

Language: Appropriate language is expected throughout the building and at school events.

Respectful behavior towards others is expected at all times.

Safety and Liabilities:

☒ Any conduct by a student which would endanger his/her health, safety or that of others is prohibited. Examples of unsafe conduct include racing or reckless driving on school property, throwing objects, running or pushing in corridors or classrooms.

☒ Students and parents are liable for damages which result from deliberate or reckless behavior on school property.

☒ Students are responsible for the safety and care of all school property issued to them or checked out by the student (e.g. textbooks and library books).

School ID Card must be carried at all times and must be made available upon request by faculty or staff. Failure to provide ID upon request will be treated as insubordination (see Prohibited Behaviors). **See Attendance Office** for ID card replacement details.

Search and Seizure: To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and/or desks, cell phones or electronic devices, under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag, automobile, cell phone or electronic device) may be searched whenever a school official has reason to believe that the student is in possession of illegal and/or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. Each student will be assigned an individual locker. New and used locks will be available to purchase at registration. If a student has problems with his/her locker, he/she should report it to one of the Assistant Principals.

Emergency Drills

Emergency Drills: The safety of everyone in the building is an important concern of Seaholm. Students will practice several types of drills with faculty and staff. Any student treating these drills in an inappropriate manner or not following directions will be subject to disciplinary action. Students who falsely report an emergency, threat or fire will be referred to the Birmingham Police Department.

Parking Rules

Student parking is available to seniors and juniors only. *Sophomores and freshmen will not be allowed to purchase a permit.* Permits are made available for purchase late in the preceding school year, with seniors receiving first priority to register and pay for a parking permit. Any remaining spaces will be made available to juniors thru a lottery system. There is a \$75 fee to obtain a parking permit. The hangtag will be issued at registration in August. Each parking permit/hangtag will be numbered. Only one replacement permit will be issued during a school year. Replacements permits will be an additional \$25.

IMPORTANT: These permits are NOT transferable. Use of your parking pass by another student will result in loss of parking privilege to the permitted student.

Parking is a privilege, not a right. Students may have their Permits withdrawn and parking privileges revoked without a refund for the following reasons:

- **Any student that is put on an attendance notification for excessive (8 or more) absences (Unexcused and/or Excused Nonexempt) and tardies.**
- **Any infraction resulting in a second suspension**
- **Any misbehavior in the parking lot or surrounding community, including unsafe driving or accidents where the student driver is at fault**
- **Any violation of Seaholm's drug/alcohol policy**
- **Drivers with a parking permit will lose their permit if they transport freshmen and/or sophomores out to lunch**
- **Any use of the lot without a permit. Infraction will result in a suspension of parking privileges.**
- **Students parking in the student lot are NOT to be in the lot between classes, but only during arrival and departure from school.**
- **Illegally parked cars will be ticketed by the Birmingham Police Department.**
- **Any student cars that do NOT have a parking permit and parked on the Seaholm campus can be ticketed by the Birmingham Police Department.**

Note: Freshmen or sophomores using a permit without permission or parking without a permit will lose the privilege of obtaining a permit as a junior.

In order to eliminate the problem of freshmen and sophomores violating the closed-lunch policy, all four grades have color-coded ID cards. Sophomores or freshmen who violate the closed-lunch policy may forfeit their opportunity for open lunch as juniors/seniors.

Freshmen and sophomores are to remain within the perimeter of the building throughout the school day.

Prohibited Behavior

In order to maintain the safety and well-being of the people in the school, there are behaviors that will not be tolerated.

1. Fighting/Assaultive Behavior Seaholm has a zero tolerance for any type of fighting or assaultive behavior. Students who engage in physical confrontations face multi-day out-of-school suspensions. Verbal confrontations which include, but not limited to threats or implied threats are taken seriously. Students who engage in this type of behavior face multi-day out-of-school suspensions also.

2. Improper conduct:

- Any device or equipment that causes a disruption to the school environment is prohibited.
- Any conduct by a student which would endanger his/her health, safety or that of others is prohibited. Examples of unsafe conduct include racing or reckless driving on school property, throwing objects, running or pushing in corridors or classrooms.
- Students are not to loiter in corridors or restrooms.
- Gambling is prohibited in school and at related activities.

3. Insubordination: The refusal by students to follow reasonable directions, including refusal to surrender cell phones, and/or disrespect directed towards adults are behaviors that will not be tolerated and will result in a detention or suspension.

4. Littering: Students are responsible for the disposal of litter or debris using proper receptacles. Halls, classrooms and cafeteria should be kept clean at all times.

5. Student Anti-Harassment Policy: An environment of mutual respect for the rights of others must prevail if the Birmingham schools are to fulfill their educational purposes. Students are encouraged to form, hold, and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the rights of other students, and all students must be able to learn and grow in an atmosphere which is free from any form of harassment.

Harassment for the purposes of this policy shall be defined as verbal, physical, or written behavior which:

- Intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, or disability;
- Involves an expressed or implied threat to personal safety;
- Has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.

Harassment also includes sexual behavior such as:

- Making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature;
- Making submission to or rejections of such conduct, the basis for decisions affecting the student;
- Creating a sexually intimidating, hostile, or offensive school environment which would adversely affect either the performance or psychological well being of a reasonable person in the complaining student's situation.

A student who feels he/she is being harassed by peers or by a staff member of the schools, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc. The staff member receiving a student's report, a parent's report, or observing an incident of alleged harassment will examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, they will take steps to end harassment. In the event that the nature and magnitude of the incident(s) warrant further follow-up measures, staff/faculty members will report charges of harassment to the building Principal or his/her designee.

The building Principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures which s/he believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board and may include any or all of the following:

- Meeting with the Assistant Principal
- Peer mediation
- Meeting with all parties involved
- Parent notification
- Meeting with parents and students
- Record placed in student's disciplinary file where it will remain and be referenced throughout his/her high school career
- Detention or suspension
- Expulsion

6. Smoking is an activity that has been made illegal by the State of Michigan in all public buildings and grounds. Vaping, also is considered tobacco use and is governed under the same rules and regulations as smoking. Thus, the Birmingham Public Schools has banned smoking in all its buildings and grounds. Students must understand that for purposes of this policy, Seaholm's grounds extend to anywhere a student can be seen from the school. The State of Michigan and the City of Birmingham have declared that persons may be fined immediately if caught smoking on the grounds. Administrators may also impose disciplinary consequences up to and including suspension for a first offense. All subsequent offenses will be referred to the Birmingham Police Department. This may result in a misdemeanor ticket, fines, possible court cost, and suspension.

7. Drugs and Alcohol The Birmingham Public Schools state that it is illegal and detrimental to the educational process of students to be under the influence of, to possess, sell, conceal, transfer, receive, deliver, distribute and/or use drugs and alcohol on school property and at school-related functions. The word –drugs|| shall mean:

- a) All controlled substances as so designated and prohibited by Michigan statute and/or federal statute
- b) All chemicals which release toxic vapors and may be used as inhalants
- c) All alcoholic beverages
- d) Any prescription, except those for which permission to use in school has been granted pursuant to board policy
- e) Counterfeit controlled substances or controlled substances analogues (–look-alike|| drugs)
- f) Anabolic steroids
- g) Any other illegal substances so designated and prohibited by law

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

A. Being Under the Influence - meaning the student is exhibiting characteristics attributable to the use of drugs while on school property or at school-related activities/events.

B. Possession - meaning the student is in physical possession of a drug or device or has such within his/her back pack, personal possessions, locker, or automobile in the school building, parking lot or other areas of the school either during school or at any school related event.

C. Selling or Distributing - meaning the student is selling, delivering, distributing or transferring a drug to another person on school grounds or at a school-related activity whether or not in exchange for compensation, or has in his/her possession a quantity of drugs in excess of that normally used for personal use. This includes making arrangements at school for the sale or delivery of drugs to another person off school property or at non-school events.

For purposes of this policy, –drugs|| shall not mean non-prescription drugs, medications, vitamins, or similar uncontrolled substances such as pain relievers, analgesics, vitamins, laxatives, or cough medicines, so long as such substances are possessed by students for their individual use and not for any improper purpose. **A breathalyzer may be used in school or at school-sponsored activities, including athletic contests and dances, to establish alcohol use. (See complete District policy #5530)**

8. Technology violations (see Technology Acceptable Use Regulation): For those who violate the Student Internet use Agreement, the following penalties will occur:

1st Offense: Student account will be locked out until he/she meets with an Assistant Principal to determine when/if student account will be reactivated.

2nd Offense: Student account will be locked out for up to one week as determined by the Assistant Principal; teachers will be notified of lock out; other disciplinary action may be taken.

3rd Offense: Student account will be locked out for the remainder of the trimester/year as determined by the Assistant Principal; teachers will be notified of the lockout; other disciplinary action will be taken.

Note: *Logging onto the computer under another student's ID while locked out will be considered insubordination and may result in suspension from school.*

9. Academic Misconduct

Cheating includes, but is not limited to:

- using an assignment from someone else and submitting it as one's own
- allowing another student to use an assignment or test to submit as his or her own
- looking at another's test or essay and submitting the work as one's own
- assisting, knowingly, another student in the act of cheating
- discussing a test or quiz with students who have not yet taken it
- using unauthorized test materials, answer sheets, computer files or grading programs
- using any type of notes or technology without teacher approval
- stealing a quiz, test or final exam
- submitting the same assignment multiple time for credit

Plagiarism includes, but is not limited to

- quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work
- presenting an idea, theory, or formula originated by another person as one's own
- using information, which is not common knowledge, including statistics and demographics, without documentation from the source that compiled it
- copying or pasting from the Internet or another document that is not one's own

Consequences of cheating and plagiarizing

The consequences for academic violations related to plagiarism and other types of unethical behavior will vary with the severity of the offense and the frequency of other incidents. The faculty has agreed to adhere to the following procedure in cases of academic violations:

- A. The teacher will file an academic violation report for each incident.
- B. The teacher will inform the assistant principal, department head and parent.
- C. The assistant principal will meet with the student and, as necessary, the teacher, counselor, and parent(s)/guardian(s) to discuss the violation and its consequences, and to explore ways for the student to avoid further instances.
- D. The assistant principal will file an Academic Misconduct Report and communicate the consequences, which could include, but are not limited to:
 - Verbal warning
 - Grade of zero on affected part of assignment/test
 - Grade of zero on entire assignment/test
 - Compensatory work
 - Detention and/or suspension
 - Suspension of privileges

- E. The administration will keep academic violation reports on record for the duration of the student's high school career.
- F. An Academic Misconduct automatically disqualifies a student from National Honor Society eligibility for one calendar year and revokes membership for current members.
- G. Any action taken by a teacher or administrator is subject to the appeal procedure by the student and his/her parent(s)/guardians(s).

Consequences of Prohibited Behavior

Depending on the severity of the violation, consequences will range from verbal warning up to expulsion. We will consider:

- Student's age
- Student's disciplinary history
- Seriousness of offense
- Whether student has a disability
- Whether the violation threatened health/safety
- Whether to use restorative practices
- Whether lesser intervention is appropriate

Student Assistance

College and Career Center: The Center is devoted to assisting students and their families with the post-secondary search process and career development. Located across from the main office, a faculty member is available to share resources such as college reference materials, college events, financial aid, scholarships, college visits, standardized testing, test preparation, career exploration, military service, academic, volunteer and adventure-based summer programs, career cruising and job postings. Visit the [Career and Counseling Center's website](#) for up-to-date information. The webpage is linked off the Seaholm webpage, look for the link on left side of the page.

Counselors: Students are assigned to a guidance counselor while they attend Seaholm. The counselors assist students with scheduling, issues related to teachers and classes, and are available to advise students when personal issues arise. In an emergency or urgent situation, a counselor will see a student immediately. A student may request to see their counselor by appointment for routine matters.

Crisis Counselor: The crisis counselor is assigned to both high schools in the in the Birmingham School District to help students and families deal with emotional, social, substance abuse, and mental health issues that arise during the school year. **For students and/or families who wish to seek assistance from an outside source:** Common Ground Sanctuary has been Oakland County's 24-hour Crisis Center since 1970. If students have problems of any sort or have a friend with problems, CGS phone workers are ready to take calls at any time. Call: (248) 456-0909 or (800) 231-1127.

ID Cards: A Seaholm identification card including a photo is given to each student at the time of registration. The ID card must be carried at all times and must be shown to a school staff member upon request. The card has a unique bar code number and serves multiple purposes. It is used for checking in and out of school, for checking out library materials and textbooks and may be used for purchasing items from the cafeteria. Students must not allow anyone else to use his/her card. In addition, the ID card serves as an athletic pass if applicable fees are paid. If a student loses the ID card, he/she must have it replaced at a cost of \$10 per replacement.

Illness: When a student becomes ill during the school day they should report to the administrative office to contact a parent or guardian. Students should not leave the building without signing out in the Attendance office.

Lunch Information: Lunch is served during 3rd hour every day. Chartwells provides a daily hot lunch program, a salad bar, and a snack bar service. Vending machines are located throughout the building. Students or parents may add money to their student lunch account via check, cash, or credit card (online system only). This can be done directly in the cafeteria or in the Attendance office. Checks can be made payable to Seaholm High School. Students should expect to see their account total updated the day after any additional monies have been submitted. **During lunch, freshmen and sophomores may not leave the cafeteria without a pass.**

Medications

Students must report to the Attendance Office for all issues related to medication. A school administrator, teacher, or other school employee designated by the school administrator may administer prescription medication and/or certain physician-prescribed procedures to students upon the written request of parents or guardians, along with instructions from the attending physician, and in accordance with administrative regulations established by the Superintendent or designee. **Form #BH-97A, entitled, "Permission to Administer Medication," must be completed prior to the administration of any medication or treatment.**

Student Self-Administered Medication

State law permits students to physically possess inhalers and EpiPens prescribed by their physicians. However, form #BH 97-A must be completed prior to the use of these medications. Students are permitted to possess only EpiPens and/or inhalers while at school or attending school events. All other prescription and non-prescription medication is dispensed through the principal's office in accordance with administrative regulation 5330-R. Students are prohibited from distributing medication to others, under any circumstances. Unauthorized use of prescription or non-prescription medication may be considered a violation of the District's Substance Abuse Prevention Policy 5530.

OTC-SE

Oakland Technical Center-South East offers seniors and juniors the opportunity to acquire meaningful skills for entry into occupational areas. Counselors have detailed information

about this half-day program. The program is offered in Royal Oak and Seaholm provides bus transportation to and from Royal Oak.

School Records - (Public Law 93-380)

Student records contain school pictures, report cards, a transcript, standardized test scores, physicals, and special education reports. Parents and students 18 years of age or older shall have complete access to all school records. Parents shall be given the opportunity to challenge in writing the content of the student's file. Personal school records will not be furnished to any other person (except school staff) unless there is written consent from the student's parents, or from the student, if s/he has reached the age of majority. The release request must state the reason and to whom the records are to be sent. Without the written release form, the school is limited to releasing only the information that is in the student directory. Eighteen year-old students will be contacted by their counselor to sign a waiver allowing parents to receive report cards and other school records.

Extra-Curricular Activities

(Privileged Activities) interest to students. A current Student Activity Guide is available in the office and on the Seaholm website.

Activity and Club Information: Many interesting clubs and special activities are planned for and by students each year. Special announcements will be made throughout the year regarding club activities and other programs of interest to students. A current activity booklet is available in the office and on the Seaholm website.

Athletic Pass: You may wish to purchase an Athletic Pass during registration or throughout the school year in the main office. The Athletic Pass provides for admission to all home athletic events. The Athletic Pass costs \$40 and will be indicated with an icon on your ID card or you may wish to purchase a Family Pass for \$100 instead which covers your entire family. You will have an icon on your student ID: each family member will receive a pass.

Calendar and Events: The Seaholm Activities Guide and Calendar of Events are available on the Seaholm website.

Dance Guest Guidelines: Seaholm students must have valid I.D. and their pre-arranged guests must have picture identification. Guests must be accompanied by a current Seaholm student. One guest per Seaholm student will be allowed. The Seaholm student must complete a guest registration form for his/her guest in advance. The Seaholm administration reserves the right to obtain information regarding guests from his/her current school. **No guest tickets will be sold at the door.**

Note: *The school administration reserves the right to search vehicles and all other student possessions at all school sponsored dances as well as other school sponsored events.*

Eligibility and Code of Conduct for Student Athletes (Privileged Activities)

Participation in Athletics or student activities at Seaholm High School is a privilege not a right. Students who earn the right to wear a Maple uniform also assume the responsibility of representing Seaholm High School, the Birmingham School District, their parents, and themselves with pride. A Seaholm athlete/participant is a Seaholm athlete/participant 24 hours per day, every day of the year, whether in season or out of season. Athletes/participants must make good decisions about behavior and his/her health, or accept the consequences for poor choices, which may include dismissal from the athletic program or activity.

Student Athlete/Participant Responsibility

Student Athletic Participation Form

Every athlete (prior to the first practice) must submit this form to the athletic director. The form needs both the student and parent (or guardian) signature. This process is completed online.

Student Academic Eligibility Requirements for Activities & Athletics

All student-athletes/participants must demonstrate school achievement is their primary responsibility at Seaholm. All student-athletes/participants must have passed 2 credits in the prior term (4 of 5 classes) to be eligible for competition. In addition, student athletes/participants must be currently passing 2 credits (4 of 5 classes) to participate. Academic eligibility checks will be performed at interim report dates and at term ending. Students not currently passing 2 credits progress reports (failing 2 or more classes) will lose eligibility for 2 weeks. Students may continue to practice but not compete. Academic eligibility checks will be performed by the athletic director or a designee every two weeks thereafter for students not passing 2 credits. If a student's grades improve and he/she is passing 4 of 5 classes at a 2 week check, eligibility is reinstated. Students failing 1 class (passing 4 of 5) may have their grades monitored for 2-week periods while still eligible to practice and compete. If a student is failing 2 or more classes at the end of a trimester, the student will be ineligible for the following trimester.

Physicals

Every athlete at the high school level is required to pass a physical exam every school year. To be valid, these physicals must be taken after April 15. You may use a doctor of your choice or schedule the physical through Seaholm High School in the spring.

Attendance in School on Day of Contest/Activity

Students are expected to attend school during the total school day, if they plan to participate in an athletic contest or activity during the same day or evening. If an absence occurs, it must be excused or risk ineligibility for that day's contest/activity. Students attending less than a half day of school may not participate in athletics or activities that day.

Team Transportation to Away Contests

Any student traveling to an away contest as a member of a team on school owned transportation or other such approved vehicles shall return home with the parent or parent's designee.

Attendance at Practices and Contest

Attendance at practice sessions is necessary to prepare athletes physically and mentally for contests. All team members shall be at all practice sessions and contests at all times designated by the coach. There are situations when it is impossible for a participant to attend due to illness, injury, religious observance, or special family commitments. Excused or unexcused absences from practice may affect a student's playing time. The participants shall make PRIOR arrangements with the coach for an excused absence.

Dress and Appearance

Students are expected to follow the school dress code at home and away events when not in uniform. Individual teams may expect additional dress code requirements.

Summer and Off Season Athletic Programs

A wide variety of sport schools, clinics, and training programs are offered to athletes and participants during the summer months and off season by colleges, organizations or individual coaches. Since these programs are held in the summer and off season and are VOLUNTARY, in no way shall athletes be required to enroll in these programs as a condition for membership or placement on a team the succeeding season.

Student Athlete/Participant Conduct Expectations

Student athletes and activity participants are expected to represent Seaholm High School in a positive manner. All school rules and regulations are expected to be followed on campus, at away events, on school buses and in the community.

Use, Possession or Sale of Tobacco, Alcohol or Drug Substances

Excellent physical and mental condition is necessary for performance in athletics and other activities as well as for protection of the personal health and safety of the participant. Students participating in the athletic program and school sponsored activities are prohibited from the use, possession or transmittal of tobacco, alcohol, illegal drugs, unauthorized drugs including steroids, or misuse of any drug, either on or off season. Students in violation of this expectation will face the following consequences:

First offense:

1. The student will be suspended from 25% of the season's competitions or organization's activities. Suspensions from games or activities could impact two sports seasons or two terms.
2. The student will lose captaincy, leadership positions or leadership role for the current school year.

3. For offenses occurring over the summer, the student will be ineligible for participation in 25% of the next school year's season or activity, and will be removed from leadership positions.
4. The student who violates this policy after club or school government elections in the spring will be removed from office, captaincy or leadership positions for the next school year.

Subsequent Offenses:

The student may be suspended for the remainder of the current season/activity or organization activities, for the remainder of the school year, or for the remainder of their high school athletic/activity career.

Sportsmanship

Athletes are expected to demonstrate the highest level of sportsmanship at all times. Athletes are to display personal control under practice and game conditions toward their teammates, opponents, coaches, officials, and spectators. In addition, it is understood that any harassment, racial or ethnic slurs said at any time, is unacceptable and will be dealt with accordingly. (See Failure to Comply)

Supplemental Rules and Regulations

Supplemental rules/regulations unique to a given sport or activity may be implemented upon the approval of the principal and building athletic director by the coach. These rules must be in writing and submitted to participants prior to the start of the season. The building principal, or designee, is the only person who may suspend or exclude a student from athletic participation. Suspension and exclusion are based on the recommendations from the coach, building athletic director or activity sponsor.

Failure to Comply

The student should understand that by violating team, organization or school rules, excluding the tobacco, drugs or alcohol rules, they risk the following penalties:

- a) Ineligibility to participate in the next athletic contest or sponsored activity which could occur on the day of the violation (first offense).
- b) Ineligibility to participate for no less than the next athletic contest in which the student is eligible to participate, exclusion from the program and/or contest by the athlete and parent to seek, and receive counseling from a source approved by the principal (first offense).
- c) Loss of captainship position for current season (first offenses) and ineligibility for future captainships (first or second offense).
- d) Ineligibility to participate in the next three (3) athletic contests/sponsored activities (first or second offense).
- e) Exclusion from the team/activity for the remainder of the current sports season (third offense)
- f) Exclusion from athletics/privileged activities for one year from date of violation (third offense).

- g) Ineligible for athletic competition for a period ranging from the remainder of the season up to high school graduation.

Appeal Procedures

The athlete or parent may initiate an appeal of disciplinary action. Appeals must be directed first to the building principal or designee. (See Student Rights, Responsibilities and Due Process Code in the Student Handbook)

Maple Forest Guidelines

The Maple Forest is Seaholm High School's student cheer club, organized to support athletic events during the school year. Student led, the Maple Forest fosters good sportsmanship and pride in our school and our sports teams while uniting the student body.

- A. Participation:** All students are welcome to join the Maple Forest to cheer for any and all sporting events in which teams participate. Six to eight seniors will facilitate the club's activities by selecting themes and leading cheers and chants at the events.
- B. Crowd Control:** The MHSAA places the responsibility for crowd control at interscholastic activities on the individual schools. Student and adult fans are expected to provide positive and sportsmanlike behavior during the games. Negative or disruptive behavior shall be considered shall be dealt with accordingly.
- C. Themes/Costumes and Objects:**
 - 1. All themes for the season must be approved by a committee comprised of the faculty sponsors, administrators and Maple Forest student leaders at least two weeks prior to the first game of the season.
 - 2. Themes should reflect positive messages.
 - 3. Costumes should be appropriate for school events.
 - 4. Hand held objects, such as rally towels, are permissible but must be approved.
 - 5. Fans must wear shirts at all times.
 - 6. Face painting is permissible.
 - 7. Artificial noisemakers are prohibited and will be confiscated.
 - 8. One official school banner may be posted. No other signs are permitted.
- D. Cheers and Chants:**
 - 1. All cheers and chants must be approved by the Maple Forest committee.
 - 2. Cheers and chants must be directed toward the Seaholm team.
 - 3. Cheers and chants intended to degrade an opponent and/or use profanity will be not be permitted.
 - 4. Cheers and chants that single out any particular player by using his/her name or uniform number are not permitted.
 - 5. Harassment of any kind, including racial or sexual comments directed towards players, opposing fans, or officials will not be tolerated. Violators will be removed from the contest and/or subject to disciplinary action.
- E. Seating:**
 - 1. The Maple Forest is for Seaholm students only and will be in a designated place, reserved for them.
 - 2. Cheerleaders and the Maple Motion are the only student groups allowed access to the field and/or court.
 - 3. Maple Forest Leaders may stand on the court directly in front of the cheering section if room permits. No other Maple Forest students may be on the court.
 - 4. At no time may students be in the playing arena before, during or after the event. The only exception would be half time activities approved by school administration.
 - 5. Upon completion of all contests, teams will be allowed to shake hands and return to their locker room areas prior to anyone gaining access to the field/court.

Spectator Sportsmanship at Athletic Events

The Oakland Athletic and Activities Association principals and athletic directors have agreed to make a strong and united effort in support of good sportsmanship. We have agreed to the following goals:

- A. We believe cheers at games should be of a positive, encouraging nature in support of one's team.
- B. We believe that fan behavior which baits and derides other teams, individual players, coaches or schools is inappropriate.
- C. We believe that officials in games have difficult decisions to make and should be treated with respect, whether one agrees with a decision or not.
- D. We believe that cheers which make use of vulgarities are inappropriate.
- E. We believe that students should be encouraged to use humor, creativity and good taste in support of their own team.

The principals and athletic directors have agreed to take the following action steps to implement their position:

- A. To share with the student body and the community-at-large our support of good sportsmanship.
- B. To actively enforce our goals at all games. Persons whose behavior is not consistent with the goals stated above will be dealt with directly by the supervisors of the game. Game supervisors may talk with offending persons and request they change their behavior, excuse such persons from the game or recommend disciplinary actions by school officials and/or law enforcement agencies. Each student should understand clearly that good sportsmanship is an expectation at both home and away games. We expect that students at away games will cooperate fully with game supervisors of the host school

Additional Information

Freshmen Program:

The ninth grade athletic program will emphasize self-esteem, individual and team sport skill development. Individual and team success, as measured by a score, plays a very small role as a goal at the ninth grade level. The freshmen program is exclusively for ninth graders.

JV Program:

The junior varsity program will emphasize self-esteem, individual and team sport skill development. Individual and team success, as measured by a score, plays a somewhat more significant role as one of the goals in the junior varsity program.

The junior varsity program is primarily for tenth and highly skilled ninth graders. Eleventh graders, under certain circumstances, may participate in the program.

Varsity Program:

The varsity program emphasizes self-esteem, individual and team sport skill development. Individual and team success, as measured by a score, is a significant element of the varsity program goal.

Note: Some programs may have a varsity level only. In these circumstances, students of all grade levels will be members of the same team.

Note: 9th graders will participate on JV or Varsity teams if no 9th grade team exists for that sport. The decision to field any team will be determined by student interest and district funding.

- Fall teams start practice in August

- Winter teams start practice in November
- Spring teams start practice in March

Students must have a current physical in order to participate.

Seaholm Athletic Teams by Season

Varsity	JV	Freshmen
Fall Women's Teams		
Cheerleading Sideline	Cheerleading Sideline	Volleyball
Cross Country	Dance Team	
Dance Team	Golf	
Swimming/Diving	Volleyball	
Volleyball		
Fall Men's Teams		
Cross Country	Football	Football
Football	Soccer	Soccer
Soccer	Tennis	
Tennis	Water Polo	
Water Polo		
Winter Women's Teams		
Basketball	Basketball	Basketball
Bowling	Cheerleading	
Cheerleading	Dance Team	
Dance Team		
Figure Skating	Gymnastics	
Skiing		
Winter Men's Teams		
Basketball	Basketball	Basketball
Bowling		
Hockey	Wrestling	
Skiing		
Swimming/Diving		
Wrestling		
Spring Women's Teams		
Golf	Golf	Soccer
Lacrosse	Lacrosse	
Soccer	Soccer	
Softball	Softball	
Tennis	Tennis	
Track	Track	
Water Polo	Water Polo	
Spring Men's Teams		
Baseball	Baseball	Baseball
Golf	Golf	
Lacrosse	Lacrosse	
Track	Track	

MHSSA Rules and Regulations for Student Athlete Eligibility

The following set of regulations has been established by the Michigan High School Athletic Association. Student athletes must comply with these regulations if they are to maintain eligibility.

AGE

High school students become ineligible if they reach their 19th birthday before September 1 of a current school year.

PHYSICAL EXAMINATION

Students must have on file, in the school's office, a physician's statement for the current school year (on or after April 15), certifying that he/she is physically able to compete in athletic practices and contests. A signed consent to disclosure of information otherwise protected by FERPA and HIPAA must also be on file prior to participation.

ENROLLMENT

Students must be enrolled in the school they are representing prior to the fourth Friday after Labor Day for the first semester/trimester or second trimester or prior to the fourth Friday of February for the second semester or second or third trimester.

"Enrolled," under this rule, is receiving active credit in at least 66% of full credit load potential for a full time student of the school you participate for. (Generally 4 of 5 or 6 classes on a transcript awaiting grades).

MAXIMUM ENROLLMENT

Students cannot be eligible in high school for more than eight semesters, or twelve trimesters and the seventh and eighth semesters or 10th, 11th and 12th trimesters must be consecutive. Students are allowed four first semesters and four second semesters or four first, four second and four third trimesters of enrollment and competition and cannot compete if they have graduated from high school or accepted a GED. Terms count to the allowed total whether or not a student participates in sports.

ACADEMIC RECORDS

Students must have received credit for at least the equivalent of 66 percent of full credit load potential for a full time student in the previous semester/trimester of enrollment, and must be currently receiving credit toward graduation or a certificate of completion and passing the same on the transcript of the school they represent in competition. The MHSAA minimum period of ineligibility is 60 school days for a student who has not passed 66% at the end of a term.

TRANSFER STUDENTS

A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for a set period of time (nearly one half the school year) depending on when the student changes schools unless the student qualifies for immediate eligibility under one or more of 15 stated exceptions and their written interpretations. An other-wise eligible transfer student who changes schools after set dates may not be eligible for MHSAA Tournaments. (Oct. 1 for Fall sports, Feb. 1 for Winter sports, May 1 for Spring sports). International students in the US on an F -1 or J-1 visa should contact the athletic director for allowances and differences under the transfer rule. A transfer student who has played high school sports and who does not meet one of the 15 stated exceptions would be ineligible for 180 school days in that sport if the transfer is into a school where one of the following links existed in the previous 12 months: A student participated on a nonschool activity coached, coordinated or directed by any of that high school's parents or administrators or by any of its coaches. The student was coached by a former coach or personal trainer (school, non-school or out-of-season/summer) now on the staff of the new school; or the student attended an open gym at the new school. Under a rule known as an Athletic Motivated Transfer, an ineligible transfer student who is confirmed to have transferred for athletic reasons is ineligible to participate in an interscholastic contest for 180 scheduled school days for the school to which the student transfers. Students and parents anticipating a change of schools should first seek advice from their high school administration.

UNDUE INFLUENCE

(Anti-Recruiting)

The use of undue influence by any person directly or indirectly associated with a student or school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of 90 scheduled school days and a maximum of four years. Adults who recruit because of sports face suspension or disconnection from the program for up to four years.

LIMITED TEAM MEMBERSHIP

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. In tennis, the rule applies from the first date that practices are allowed to commence for any player. In skiing it applies when the team holds its first scrimmage or contest. Students in skiing, hockey and soccer may only enter the MHSAA tournament if they have competed in a contest against at least four MHSAA member school teams. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

ALL-STAR COMPETITION

Students who have represented an MHSAA school in competition in any MHSAA sport shall not compete at any time in any MHSAA tournament sport jurisdiction in all-star contests or national high school championships, regardless of the method of selection. Participation in an all-star contest shall cause that student to become ineligible for a maximum period of one year of school enrollment in that sport.

AWARD STATUS & AWARDS

Students who have represented an MHSAA school in competition in any MHSAA sport cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA HANDBOOK. Students may accept, for participating in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other type of negotiable document are never allowed.

OAA Policy: The Oakland Activities Association is comprised of 25 schools that share a commitment to excellence in all academic and extra-curricular activities, both athletic and non athletic. The purpose of the OAA is to promote positive inter-school relations through league activities. To this end, recognizing the diversity of the individuals that member schools represent, all participants are expected to demonstrate a sensitivity to and tolerance of ethnic, cultural, and racial diversity. Any type of ethnic, racial, or prejudicial slur made in any manner or any act of physical violence is unacceptable and will not be tolerated.

Oakland Activities Association Events Policy:

- No disruptive behavior
- No open containers
- No throwing of objects
- No re-entry
- No air horns or whistles
- No taunting
- Preapproved signs only
- Fans from opposing schools stay in designated areas

Note: The educational value of an athletic event is more important than its outcome. Respect for others, including opponents, officials, and fans, is one of those values. There are no excuses for poor sportsmanship, taunting, or trash talk.

Members of the OAA are:

Auburn Hills Avondale
Berkley
Birmingham Groves
Birmingham Seaholm
Bloomfield Hills High School
Clarkston
Farmington
Farmington Harrison
Ferndale
Hazel Park
Lake Orion
North Farmington
Oak Park
Oxford
Pontiac High School
Rochester
Rochester Adams
Rochester Hills Stoney Creek
Royal Oak High School
Southfield High School for Arts & Technology
Troy
Troy Athens
West Bloomfield

Technology Acceptable Use (Revised May 2011)

Student Technology Code of Ethics and Rules for Technology Use

- A. I acknowledge that the use of District technology is a privilege and with that privilege I have no expectation of privacy (i.e. email, data on a workstation or server, network communications, internet use, telephone, voice mail, etc.). I understand that my use of this technology can be monitored electronically by District personnel at any time.
- B. I will not make copies of software from school computers or networks.
- C. I will not install any software on District computers without permission from the local building Technology Operational Assistant or District technology support staff.
- D. I will not give computer software to others unless it is clearly identified as in the public domain, as freeware, or if I have written permission from the copyright owner.
- E. I understand that any illegal installation of copyrighted software on District computers is prohibited. The District upholds the copyright laws of the United States as it applies to computer programs or licenses owned by the District.
- F. I will not knowingly or intentionally introduce a virus, worm, Trojan horse, root kit, etc. into any computer system.
- G. I will not try to obtain staff or student passwords and will not read or alter other user's files.
- H. I will not damage any computer systems, computer hardware, or alter files or software residing on any District computers.
- I. I will not modify or change data on the system or data belonging to other users.
- J. I will not allow another user, staff or student, to use a computer while logged in with my ID.
- K. I will not create or forward any type of chain mail (i.e. computer virus, notification, good luck notices, etc.)
- L. I will not try to gain unauthorized access to computers, servers or networks within or outside of the District.
- M. I will not use school District technology for purposes other than for school-related work.
- N. I will not access social media for personal use and only access district approved blog and wiki applications if a teacher or district staff member approves it for an educational activity.
- O. I will not modify the existing hardware setup of any District technology without permission from my local building Technology Operational Assistant or District technology support staff. I will not install use a modem, an Ethernet hub/switch, or wireless access point (AP) on a computer without permission from the Manager of Network Services.
- P. I will not engage in cyber bullying (using a computer for intentionally mean behavior that will harm others) or other unlawful or inappropriate activities using a computer.

It is the student's responsibility to report problems or malfunctions to the instructor as soon as they occur. Internet access is available to students and teachers in the District. The Internet provides vast resources for reference, research, and collaboration. The District is committed

to continuing to provide excellence in our schools by facilitating resource sharing, communication, and access to current information.

With the ability to access global information comes the availability of information that may not be considered to be of educational value. Although the District has measures in place designed to restrict minors access to materials harmful to minors, on a worldwide network it is impossible to control all materials that an industrious user may find. The District believes in the benefits of having access to research, information access, communications, and other educational materials electronically.

The following are illustrative of, (but not exhaustive of); inappropriate use of technology and that violate District Policy:

- Soliciting or fund raising for personal causes not related to school business
- Use of profanity or inappropriate language
- Commercial or personal advertising
- Use of technology or networks in an illegal or unethical manner
- Accessing pornographic material
- Use of any attached network that hampers the use by anyone
- Creation of a home page on a District owned server without BPS identification and authorization
- Use of school time for personal/nonschool related access
- Illegal activities of any type The District may at any time make determinations that particular uses of the Internet are or are not consistent with the goals of the District.

Other Important District Policies

Insurance

The Birmingham Public Schools does not provide insurance for student injuries or damage/loss to personal property. State statute provides the Birmingham Public Schools with immunity to tort liability. We do, however, provide access to student accident insurance which can be purchased in September of each year. Contact your school for further information. Your homeowner's policy may cover property damaged or loss from the school premises (e.g., automobiles, bicycles, band instruments, calculators, etc.). We encourage you to make sure you have adequate health and property damage/loss insurance coverage.

Non-Discrimination Assurance:

NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The

Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. All inquiries concerning the school district's implementation of its nondiscrimination policy may be referred to the appropriate compliance officer as listed below:

Title VI

*Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
248-203-3032*

Title VII

*Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
248-203-3032*

Title IX

*Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48009
248-203-3032*

Title IX is part of the Education Act stating that no one shall because of sex be denied the benefits of any educational program.

*Section 504 /Americans with Disabilities Act
(employees and applicants for employment)
Assistant Superintendent for Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025*

*Section 504 /Americans with Disabilities Act
(students and prospective students)
Director of Special Education
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025*

The statement above is included in this publication to conform to Federal guidelines. It represents no change in the policy of Seaholm High School.

Ethnic Intimidation Law - Public Act #371):

- i) A person is guilty of ethnic intimidation if that person maliciously, and with specific intent, intimidates or harasses another person because of that person's race, color, religion, gender or national origin does the following:
 - (1) Causes physical contact with another person.
 - (2) Damages, destroys, or defaces any real or personal property of another person.
 - (3) Threatens, by word, or act, to do an act described above in (a) or (b), if t there is reasonable cause to believe that an act described above in (a) or (b) will occur.
- ii) Ethnic intimidation is a felony punishable by imprisonment for not more than 2 years, or by a fine of not more than \$5,000, or both.
- iii) Regardless of the existence or the outcome of any criminal prosecution, a person who suffers injury to his or her person or damage to his or her property as a result of ethnic intimidation may bring a civil cause of action against the person who commits the offense to secure an injunction, actual damages, including damages for emotional distress, or other appropriate relief. A plaintiff who prevails in a civil action brought pursuant to this section may recover both of the following:
 - (1) Damage in the amount of 3 times the actual damages described above or \$2,000, whichever is greater.
 - (2) Reasonable attorney fees and costs.

Implementation:

Families of all currently enrolled students will be provided with a copy of the student anti-harassment regulation. Thereafter, a copy of the student anti-harassment regulation shall be given to each family on initial enrollment in the school district of the City of Birmingham. Middle school and high school students will provide written evidence of receiving the student handbook including the student anti-harassment regulation and that they have been advised to review its contents. Parents shall be informed annually of the existence of this regulation in such manner as directed by the Board.

Visitor Notification System (VNS) Protocol

Main entrance doors will be locked within 5 minutes after the start of the school day, and will not be reopened until the end of the school day. When a visitor approaches the main entrance of the school building, he/she shall press the intercom button and office personnel will assist them as soon as possible. If the reason for the visit is within the school's protocol for accepting a visitor, the visitor shall be directed to report immediately to the main office. If the visitor has any reason to enter the main part of the building, he/she shall be instructed on how to sign in and will be issued a visitor's ID. The ID shall be placed where it is visible to staff and students. Visitors shall sign out at the end of the visit.

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy **7510** - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil

Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy **2225**).

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Title III of the No Child Left Behind Act of 2001

Revised 12/3/13

Revised 5/3/14

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or

- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

District Compliance Officer

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

Assistant Superintendent for Human Resources
31301 Evergreen Road
Beverly Hills, MI 48025-3800
248-203-3000
248-203-3007 (fax)
www.birmingham.k12.mi.us

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing.

Training

The District Compliance Officer will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services

and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer will be posted throughout the District, and published in the District's recruitment statements or general information publications.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Revised 1/17/12

Revised 4/16/13

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3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure shall contain a statement of nondiscrimination

similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

M.C.L. 37.2101 et seq., 37.1101 et seq.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

42 U.S.C. 12112, Americans with Disabilities Act of 1990, as amended

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

20 U.S.C. 1681 et seq., Title IX

29 C.F.R. Part 1635

Revised 12/3/13

Revised 5/3/14

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5136 - ELECTRONIC DEVICES

For the purpose of this policy, "electronic devices" are defined as, but not limited to: cellular telephones, laptops, pagers, and all other devices, including electronic communication devices (ECDs) and electronic storage devices (ESDs), in which the major purpose of the device is to transmit and/or receive voice, imaging, and/or alphanumeric communications.

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

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

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

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

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

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

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

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

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, illegal images or photographs, or items that disrupt the educational process, whether by electronic data transfer or otherwise (commonly called texting, 'sexting', emailing, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, illegal images or photographs, or items that disrupt the educational process will be disciplined, and may be reported to law enforcement and/or other appropriate State or Federal agencies.

Revised 6/09

Revised 1/17/12

Revised 12/3/13

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5330 - USE OF MEDICATIONS

Medication Given by Staff to Students

The administration of prescribed medication and/or certain physician prescribed procedures to a student during school hours (including school sponsored before and after school child care and other school sponsored activities) will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or procedures were not made available during school hours.

A school administrator, teacher, or other school employee designated by the school administrator may administer prescription medication and/or certain physician-prescribed procedures to students upon the written request by the parent/guardian, along with instructions from the attending physician, and in accordance with administrative guidelines established by the Superintendent or designee.

The guidelines shall express that employees will not be required to perform any medical procedure that would be considered "skilled nursing" as defined by the Oakland County Health Division. Procedures in question shall be referred to the Director of Community Relations for approval.

Form #BH-97A entitled, "Permission to Administer Medication," must be completed prior to the administration of any medication or treatment.

Staff must administer medication in the presence of another adult.

Student Self-Administered Medication

State law permits students to physically possess inhalers and Epi-Pens prescribed by their physicians. However, form #BH 97-A must be completed prior to the use of these medications.

Students are permitted to possess only Epi-Pens and/or inhalers while at school or attending school events. All other prescription and non-prescription medication is dispensed through the principal's or designee's office in accordance with administrative guidelines. Students are prohibited from distributing medication to others, under any circumstances.

Unauthorized use of prescription or non-prescription medication may be considered a violation of the District's Substance Abuse Prevention Policy **5530**.

Exceptions to this policy may be made by the Deputy Superintendent after discussion with the student's parent/guardian and appropriate administrative personnel.

See also, Policy **5530**, Substance Abuse Prevention
M.C.L.A. 380.1178

Revised 6/09

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

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

Notification

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

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

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

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

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

Procedure

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

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the

reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment.

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

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

Non-Retaliation/False Reports

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

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

Prevention/Training

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

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

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

Definitions

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

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

"Bullying" means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more District students, either directly or indirectly, by doing any of the following:

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

"At school" means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. *"At school"* includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

Cyberbullying" means 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:

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy **5517**;

Hazing, see Policy **5516**.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 9/08

Revised 4/17/12

Revised 2/4/14

Revised 3/3/15

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5530 - SUBSTANCE ABUSE PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute and/or Federal statute;
- B. all chemicals which release toxic vapors and may be used as inhalants;
- C. all alcoholic beverages;
- D. any prescription or non-prescription drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. counterfeit controlled substances or controlled substances analogues ("look-alikes" drugs);
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

For purposes of this policy, "drugs" shall not mean prescription or non-prescription drugs, medications, vitamins or similar substances such as pain relievers, analgesics, laxatives or cough medicines so long as such substances are possessed by students for their individual use and not for any improper purpose and the possession by the student is in accordance with Policy **5530** - Use of Medications.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

The Superintendent or designee shall establish administrative guidelines necessary to implement this policy.

M.C.L.A. 380.1170, 333.26301 et seq., 333.7410, 333.7410A

A.C. Rule R388.271 et seq.

Senate Bill 350, 1990

Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

5600 - RIGHTS AND RESPONSIBILITIES (CODE OF CONDUCT)

Preamble

The District recognizes:

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

This Code of Conduct is concerned with individual rights in the context of the school community. We believe that students, teachers, administrators and parents should create the rules which govern that community. We are mindful of the freedoms guaranteed by the Constitutions of the United States of America and the State of Michigan. Any Code of Conduct should: assist students in the learning and understanding those rights; how to exercise them responsibly; and promote the practical realization of the Policy which these bases of our government envision.

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

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

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

Character Education

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

It is expected that students will develop:

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

- D. ***Responsibility and Accountability*** – Students should show that they follow through on commitments and are answerable for their actions and decisions.

Positive Behavior Support

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

Conduct in School and at School Activities

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

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

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

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

Dress and appearance must not present health or safety problems or interfere with the educational process.

Students must obey the proper directions of District personnel. All persons must, upon request, identify themselves to school personnel in the school building, on school grounds, or at any school-sponsored event.

Participation in extra-curricular activities is a privilege. The District expects its students to behave in an exemplary fashion at all times, and requires appropriate behavior during any District-sponsored extra-curricular activity. If the District employee in charge of supervising an extra-curricular activity determines that a student is behaving inappropriately, that employee may remove the student from the activity. Such removal may, in appropriate cases, be at the expense of the student and his/her family. The student may be subject to additional discipline as provided in these guidelines.

Students at school-sponsored, off-campus events shall be governed by District rules and guidelines and are subject to the authority of District personnel.

Students may not leave the school grounds during the school day nor be in areas of the school grounds declared off-limits unless permission has been granted by proper school officials.

Access to the school buildings or school grounds during the school day is limited to students. All others must report first to the principal's office for permission to visit or use these facilities.

Student Rights and Responsibilities

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

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

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

Search and Seizure

Lockers that are assigned to students remain the property of the District. Students have no reasonable expectation of privacy in their lockers and lockers may be searched at any time with or without reasonable suspicion. A search in the student's absence, however, shall only be conducted where there is reasonable belief that a clear and present danger to health and/or safety exists, or where there is a search warrant. General searches of school property may be conducted only by the school principal or designee for legitimate cause that may include health or order. (See Policy 5771 - Search and Seizure.)

Illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of students or the school will be removed from student possession. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Search of persons, or belongings (including electronic devices) shall be done only with good reason by the school principal or designee with a witness present. The student will have the right to know the reason prior to the search of person or belongings.

Procedural Rules

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

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

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

No student shall be refused transportation services until the parent/guardian has been notified.

During debarment (one [1] day or less) or short-term suspension (up to ten [10] days), the student will be provided the course content (i.e. worksheets, handouts, assignments), except for notes and other information provided by the teacher during the class period that would be considered part of the in-class lesson. Any content that would have received a grade will not be graded; the ungraded content will not be averaged into the student's final grade for the class.

A student shall be given make-up privileges if a test or other major evaluation occurs during the time of the debarment or short-term suspension. Make-up privileges shall be extended for unit or chapter tests, term papers, projects, class presentations, etc.

It shall be the responsibility of the student to contact each teacher for course content and/or to arrange for make-up privileges.

During long-term suspension, a student will not be provided the course content, unless authorized by the Deputy Superintendent.

Students shall not be subject to "corporal punishment," as defined in M.C.L.A. 380.1312.

Seclusion and/or restraint shall only be used on an emergency basis, and, then, only in accordance with the Policy adopted by the Michigan State Board of Education and by this Board (see Board Policy 5640.)

Criminal Acts

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

Michigan Revised School Code

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

Dangerous Weapons, Arson, Criminal Sexual Conduct

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

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

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

Physical Assault

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

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

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

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

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

Misconduct in Another School System

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

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

Off-Campus Misconduct

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

Debarment, Suspension and Expulsion

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

A. Debarment

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

B. Suspension

A short-term suspension is a temporary exclusion from school, and any school-related activities, for not more than ten (10)

school days. The authority to issue a short-term suspension rests with the principal or designee. Prior to the imposition of a short-term suspension, the student shall be given the opportunity to meet with the principal or designee. The student shall be:

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

A long-term suspension is the exclusion from school and any school-related activities for a definite period of school days exceeding ten (10) school days. The Superintendent or designee has the authority to impose a long-term suspension based upon a recommendation from the building administrator and a finding of misconduct following the opportunity for a hearing.

C. Expulsions

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

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

Building-Level Debarment or Suspension

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

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

Exclusion during Suspension or Appeal

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

Readmission

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

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

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

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

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

Revised 1/09

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

The Superintendent or designee shall establish procedures to ensure that all members of the staff use the proper due process when dealing with students.

See also, Policy **5600** - Student Rights and Responsibilities

9250 - PARENT/GUARDIAN INVOLVEMENT AND RELATIONS WITH PARENTS/GUARDIANS

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

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

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

The Board requires, in compliance with M.C.L.A. 380.1294, PA 107 of 2004, the Superintendent or designee to develop a parent/guardian involvement plan to encourage

parent-school cooperation. Each school will also develop a parent/guardian involvement plan that encourages parent-school cooperation.

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

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

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

M.C.L.A. 380.1294

See also, Policy **2413** - Health Program and Policy **9150** - School Visitors

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