

# 2018-2019 SCHOOL YEAR



***This agenda belongs to:***

**Name**

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**Address**

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**Phone**

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**Grade**

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**Bloomfield Hills High School**  
**4200 Andover Road**  
**Bloomfield Hills, MI 48302**  
**248.341.5600**

Charlie Hollerith .....Principal  
Sharida Lewis .....Associate Principal  
.....Associate Principal  
Tracy Hall.....Adm. IB/Postsecondary Programs  
Melanie Brooks ..... Counselor P-Si  
Jim Fogle ..... Counselor D-G  
Laura Hollyer-Madis..... Counselor H-K  
Shayna Klein .....Counselor L-0  
Tony Midea.....Counselor Sj-Z  
Carla Westerby ..... Counselor A-C  
  
..... Counselor DHH  
  
Cassandra Jones, Wendy Olah ..... Social Workers  
  
Paul Anderson, Dijana Micakaj ..... Psychologists  
  
R.J.Guizzetti .....Athletic Coordinator

## **Offices – Phone Numbers**

*Office hours 7:00 a.m. – 3:30 p.m. unless otherwise noted*

### **Principal's Office:**

248.341.5601 – Sue Cavalli

Associate Principals' Office – 248.341.5602 – Laurie Mezey

Athletic Office – 248.341.5668 – Jackie Osborn

Attendance Office – 248.341.5610 – 6:30 am –3:00 pm – Elizabeth Allen

Counseling Office – 248.341.5630 – Liz Brack

Financial Office – 248.341.5606 – 6:30 am –3:00 pm. – Kim Vedder

Records Office – 248.341.5607 – 6:30 am –3:00 pm – Deb Shoultz

**Website: [www.Bloomfield.org/bhhs](http://www.Bloomfield.org/bhhs)**

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## **2018-2019 Board of Education**

President – Cynthia von Oeyen

Vice President - Paul Kolin

Secretary - Jacqueline El-Sayed, PhD

Treasurer – Mark Bank

Trustee – Howard Baron

Trustee – Ed Ford

Trustee – Jason Paulateer

## **Bloomfield Hills School District Administration**

Robert Glass.....Superintendent of Schools  
Kelly Bohl.....Assistant Superintendent HR/Labor Relations  
Christina Kostiuk. Assistant Superintendent of Business Services  
Todd Bidlack.....Asstistant Superintendent of Instruction  
Brian Goby ..... Director of Physical Plant Services  
Mike Cowdrey ..... Director of Recreation/Community Education  
..... Director of Special Education

**It is the policy of the Bloomfield Hills Schools not to discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Inquiries related to discrimination on the basis of disability should be directed to the Section 504 Coordinator: Pam Schoemer, Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Christine Barnett, Assistant Superintendent for Human Resources and Labor Relations, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.**

# IMPORTANT DATES

*\*calendar subject to change*

## September

- 4..... First Day of School
- 4..... Picture Day
- 10..... No School
- 17..... Curriculum Night (formerly known as Open House), 7 p.m.
- 19..... No School
- 25..... Financial Aid Night, 6 p.m.
- 29..... Homecoming Dance

## October

- 8..... College Night/NCAA, 6 p.m.
- 15..... Half Day
- 18..... Picture Re-take Day
- 31..... Half Day

## November

- 13..... Parent/Teacher Conferences 4 – 7 p.m.
- 14..... Parent/Teacher Conferences 4 – 7 p.m.
- 21 - 23..... No School - Thanksgiving Break

## December

- 24-31..... No School - Winter Break

## 2018

### January

- 1 - 4..... No School
- 7..... Classes Resume
- 21..... No School - Martin Luther King Day

### February

- 11..... Half Day
- 23..... THE Dance

### March

- 7..... Soph/Jr College Info. Night, 6:30 p.m.
- 13..... Parent/Teacher Conferences 4 – 7
- 29..... Half Day

**April**

1-5.....Spring Break (No School)  
19..... No School  
29.....Traub Assembly, 1 p.m.

**May**

20.....College 101 Meeting, 6:30 p.m.  
22.....Senior Honors Night, 6:30 p.m.  
23.....Prom, 6-11 p.m.  
24.....Half Day  
27.....No School - Memorial Day

**June**

9.....Commencement, 1 p.m.  
14.....Last Day for Students





## Mission Statement

To enable learners to become architects of their futures, building on a foundation of scholarship, citizenship, service and integrity.

## Strategic Goals

∞ Ignite the passion, fuel the dreams and provide a personalized, world-class experience for every student.

∞ Nurture constructive partnerships that strengthen our entire community.

∞ Maximize the community's investment, uphold our tradition of financial stewardship and optimize the use and value of all district facilities and properties.

[www.bloomfield.org](http://www.bloomfield.org)

## Core Values

### Students

#### Safe Learning Environment

*We will provide all learners with an environment that is physically, emotionally, and intellectually safe, and that encourages inquiry and self-expression.*

#### Purpose and Meaning

*We will provoke self-reflection so that students may find meaning and purpose in life.*

### Adults

#### Passion for Learning

*We embrace an attitude, willingly expressed, that relishes wonder, craves knowledge, seeks meaning, loves challenge, and pursues innovation.*

### Resources

#### Mission-Centered Use of Financial Resources

*We will direct our resources toward our mission in ways that balance our core values and our priority commitment to our students.*

#### Choices

*We will offer learning choices that develop each student's intellectual, emotional, social, creative, aesthetic, and physical dimensions.*

#### Responsibility

*We will engage in continuous growth and improvement, make decisions that enhance student learning, and provide opportunities for the community to learn with us.*

#### Securing the Future

*We will secure our financial base by developing partnerships to enhance human and material resources.*

## GUIDING PRINCIPLES FOR TEACHING AND LEARNING

Bloomfield Hills has always been a proud leader in educational innovation. We recognize that as the world rapidly changes, we must continually change and innovate with it; evolving our specific practices upon a solid platform of our mission/core values, sound philosophy and educational research.

We take pride in our many successes, yet we must always push for continual growth. If we're NOT making ourselves uncomfortable in our quest for excellence, we're probably not challenging ourselves enough. Ultimately other individuals, schools or circumstances will then do the challenging for us.

New technologies and challenged economies now cause society to question 'schooling' as we know it. At the same time we're reaching the limits of change that can be made to the system of schooling we've inherited. If we continue to accept as a given a system built upon today's paradigm, we won't have a system agile enough to prepare ALL our students for THEIR 'tomorrow.' We must not subjugate the future to the present-- It must be the other way around.

What follows is not a 'new initiative.' It's a framework that honors and builds upon the best of our work to date. Although imperfect and incomplete, what follows is a 'word picture' meant to put some specificity and common language to many of the things to which we've generally referred within our mission/vision/values:

**Preface:** We must stay true to our Mission Statement, Core Values, and Strategic Instructional Goal:

- For students - '...enable learners to become architects of their futures.' Support their ability to find purpose and meaning by providing high levels of choice in an emotionally safe environment.
- For adults - Support a passion for learning that relishes wonder, craves knowledge, loves challenge and pursues innovation. Support our responsibility to engage in continuous growth and improvement.
- Strategic Instructional Goal: Ignite passion, fuel dreams and provide a personalized, world-class experience for every student.

### **Guiding Principles:**

- 1) The curriculum makes time for depth by thoughtfully managing the number of standards ('less is more' concept.)
- 2) Content knowledge, while important, ceases to be the primary learning outcome, becoming a vehicle to support higher levels of thinking (application, analysis, synthesis, evaluation, creation.)
- 3) Deep student ownership and control of learning. Teaching shifts to facilitation.
- 4) Strong, caring relationships and very high levels of collaboration among/between staff and students.
- 5) A culture that embraces risk-taking in the learning process believing that sometimes more is learned from failure than success.
- 6) Project-based/Inquiry-based interdisciplinary learning boosts critical thinking and creativity by allowing students to frame problems and construct their own solutions.
- 7) Learners are connected to the world outside the school.
- 8) Engagement in meaningful work that increases learner passion and motivation.
- 9) Technology tools are readily available and easily accessible to support personalization.
- 10) Staff share a commitment to a small set of clearly understood annually identified, generally agreed-upon, non-negotiable instructional goals.

Our successful journey toward these stated ideals can only be undertaken through a strong network of collegiality and support, including personalized professional development that is powerfully resourced to support the above. No one should feel isolated, and top-down directives will not be the norm. By working together and by being

committed to a clearly understood set of shared goals, we will create a school district that truly, "...enables our learners to be architects of their own futures."  
- Rob Glass

## **CORNERSTONES**

Our purpose as a school is based on four cornerstones which are:

### **Authentic Learning** through

- contextual learning experiences
- student-centered classrooms
- inquiry-based instruction/assessment

### **Innovation** through

- creativity
- risk-taking in a safe learning environment
- open-mindedness
- research-based, continual reflections and revision

### **Relationships** through

- meaningful connections with all members of the community
- communication
- trust
- valuing diversity within and outside of the community
- collaboration

### **Responsibility and Ownership** through

- honesty and integrity
- meaningful contributions to and with the community
- developing and nurturing investment in the community
- encouraging independence and initiative
- fairness and equity

## **ACCIDENTS**

Any student who has an accident in school or on school grounds must report each incident to a teacher or an administrator, who will then complete an accident report form and submit it to the main office.

## **ACTIVITY PASSES**

Activity passes can be purchased each year at registration or from the district Athletics & Recreation office. An activity pass is not valid for MHSAA state tournament series events or competitions. Family activity passes are sold through the district office.

## **ADVISORY**

Bloomfield Hills High School's Advisory program aims to nurture the whole individual, furthering our school's four cornerstones and operating on the premise that a Bloomfield Hills High School student is more likely to succeed with a strong network of support and a committed adult advocate within the school. At the heart of the program is the student's relationship with the advisor and his or her advisory group, cultivated throughout the student's high school career. Advisory supports the personal and academic progress of each student while also fostering a sense of community within the advisory group and beyond. The goal is to stay with your Advisory teacher for four years. The activities within the Advisory period are to promote each student's personal and academic progress. It also includes time for students to seek assistance from other teachers. All students are required to pass Advisory for each semester they are enrolled.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **APPEAL PROCEDURES/ACADEMICS**

Students or parents desiring to appeal academic decisions made by a staff member should first go directly to the staff member who made the decision and attempt to resolve the problem. If the problem is not resolved, the request for change is to be communicated directly to the student's counselor, who may solve the problem or seek assistance from an associate principal or the principal. If the appeal is based on a decision from a counselor, the written appeal goes directly to the associate principal and then to the principal. If the

appeal is not resolved, the matter will be referred to a district grade appeal committee. Appeals must be made within three weeks of termination of the semester. If the appeal is a second semester grade appeal, appeals must be submitted within two weeks of the beginning on the fall semester.

See Code of Student Conduct for appeal procedures for disciplinary actions.

### **APPOINTMENTS**

Parents must call the attendance office prior to a student needing to leave campus during the school day for an appointment. Students must also sign out with the attendance office when leaving and sign back if they return before the end of the school day. If a student leaves without reporting first to the attendance office, the absence will be considered UNEXCUSED and subject to attendance rules of our Uniform Code of Student Conduct.

### **ASSEMBLIES**

Various assembly programs, both educational and entertaining, may be offered in the auditorium and gym throughout the school year. These assemblies are a privilege and should be treated as such. Students who demonstrate poor decorum will be disciplined. If a particular assembly is specified as mandatory, all students are required to attend and cannot leave the building. Parents may attend only with prior approval and space availability. The conduct of the audience helps to establish the positive reputation of the school and students are reminded that the preservation of that reputation is the responsibility of each individual.

### **ATHLETICS**

Participation in athletic programs in Bloomfield Hills Schools is considered an honor and a privilege that entails an obligation by students to an individual school, the District and the community. All students participating in athletics will abide by the Michigan High School Athletic Association, the Oakland Activities Association rules and regulations, and abide by the guidelines set forth in the district Athletic Uniform Code of Conduct. Student athletes and parents should familiarize themselves with all requirements

Athletic schedules will be available throughout the year in the main office. Listed below are varsity sports according to season:

Fall - Girls: Volleyball, Cheerleading, Cross Country, Swimming, Golf  
Fall - Boys: Cross Country, Football, Tennis, and Soccer

Winter - Girls: Cheerleading, Hockey, Skiing, Basketball, Bowling  
Winter - Boys: Basketball, Hockey, Skiing, Swimming, and Wrestling, Bowling

Spring - Girls: Tennis, Lacrosse, Soccer, Softball, Track  
Spring - Boys: Baseball, Lacrosse, Golf, Track

Student athletes are responsible for having a current physical and concussion form on file in order to participate.

Students are also required to pay an annual District Participation Fee in order to compete on any athletic team. This fee is established annually each year by the Bloomfield Hills Board of Education.

A student athlete may waive up to 1.0 credit in Physical Education through successful participation of a district interscholastic sport. The student athlete must complete the entire season in order to receive this credit. Final athletic rosters are maintained by the Athletic Department.

The high school participates in the Oakland Activities Association. The OAA recognizes scholar athletes in grades 10-12.

The high school awards appropriate letters and certificates for each level and year of participation. A student athlete may only win one varsity letter per sport.

All student athletes are responsible for knowing the requirements related to college eligibility. This includes being familiar with the NCAA student guidelines for eligibility.

**CONCUSSIONS:** A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth.

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

Any student who has sustained a concussion should inform their counselor so appropriate accommodations can be made. All student-

athletes should also work with the athletic trainer on participation restrictions and a plan to return to play.

## **ATTENDANCE**

Students are expected to be in class on time. This includes being in their assigned classroom before the tardy bell stops ringing. If students are late within the first ten minutes of class, that is considered a tardy. If students are more than ten minutes late to class, that is considered a late unexcused or unexcused absence.

Please refer to attendance regulations in the Uniform Code of Student Conduct. Please note: If students continue to accumulate late unexcused or unexcused absences, they could lose privileges at school, serve detentions or in-school detentions, or be referred to the county truancy officer.

**CLOSED CAMPUS:** BHHS is a closed campus. Students may not have food delivered to the campus from outside vendors. Students are not allowed to leave campus for lunch, coffee, etc. during the hours of 7:25 am - 2:30 pm. The consequences for students who leave the building without permission are as follows:

1st Occurrence:

- After school detention
- Phone call home

2nd Occurrence:

- 1 day of in-school detention
- Phone call home
- 2-week loss of parking permit/privilege for eligible 11th & 12th grade students

3rd Occurrence:

- 2 days of in-school detention
- Loss of privileges (I.E., parking, attendance at dances and athletic events, etc.)
- Mandatory parent meeting with administration

**DETENTIONS:** Students will be assigned detentions for being tardy or being more than ten minutes late to class per the high school attendance policy. Students have one week from the date the detention was assigned to serve a detention otherwise in-school detention will be assigned.

**EXCESSIVE ABSENCES:** Excessive absences of any kind may require a meeting of the building administration with student and parent. The school may also refer the student to a truancy officer.

**MAKE-UP WORK:** Students may not make up work for any unexcused

absence.

**MEDICAL:** Parents should provide the attendance office, counselor and classroom teacher with an up-to-date doctor's note detailing dates and student limitations regarding participation in school or classroom activities.

**PRE-ARRANGED ABSENCES (3 or more days):** Extended absences for family trips during school time are strongly discouraged and should not exceed five days per school year. In addition, pre-arranged absences should not be taken before or after a holiday or during an exam period. Any work missed beyond five days cannot be made up for credit except in cases where approved by building administration. It is the student's responsibility to take the initiative in arranging with each teacher the plan to make up any missed work that does not exceed five days.

For planned absences, students and parents must fill out a Pre-Arranged Absence form available in the attendance office or on the school website. This form must be initiated and completed by student and parent with the appropriate teacher sign-offs and submitted at least three days prior to the planned absence. The form will also require principal signature if the absence exceeds five days.

**SKIP DAYS:** The building administration and staff do not support senior skip days and are considered an unexcused absence. Parents may be asked to verify excused absences on days where student absenteeism is deemed high. More importantly, students miss valuable instruction. Restoration of the Arts in Detroit (RAD) is NOT school sponsored and the school district supports using time other than the school day for such activities.

**TARDINESS:** Students are expected to be in class on time. This includes being in their assigned classroom before the tardy bell stops ringing. If a student is more than ten minutes late to class, he/she must check in at the attendance office. Tardiness can only be excused through the attendance office or by building administration. Students will be assigned detentions for being tardy or being more than ten minutes late to class per the high school attendance policy. Students have one week from the date the detention was assigned to serve a detention otherwise in-school detention will be assigned.

**TRUANCY:** Truancy is defined as a student not being in their classroom or assigned area. This includes students not being in class within the first ten minutes or being in an unauthorized area without permission. Truancy is considered an unexcused absence and may result in disciplinary action and/or loss of privileges.



## **BEVERAGE/SNACK MACHINES**

Water/juice/snack machines are available in certain areas for student use. **NO POP OR FOOD IS TO BE CONSUMED IN ANY CLASSROOM OR LEARNING COMMUNITY AREA DURING THE SCHOOL DAY WITHOUT TEACHER PERMISSION.** A teacher or administrator must approve food or any other beverages that is consumed during the school day. Students should contact the cafeteria or the district Food Service office next to the cafeteria for a refund for money lost in the machines. The school office will not make change or give refunds. The presence of pop machines is a privilege that will be maintained as long as students cooperate with the guidelines established.

## **BULLYING (Board Policy 5306)**

It is the policy of the Bloomfield Hills Schools to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### **A. Prohibited Conduct**

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the 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.

2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he may report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the

incident to one or more of the aforementioned individuals.

Complaints Against Certain School Officials. Complaints of bullying by a staff member may be reported to the principal or designee. Reports of bullying by the principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

C. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly investigated by the building principal or designee. A description of each reported incident, along with a summary of the investigation and conclusions reached by the principal or designee shall be documented by the principal or designee.

D. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. Annual Reports. At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official. The Superintendent or designee ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee. Students should report all types of bullying immediately to their counselor, if available, otherwise to building administration or other staff member.

G. Posting/Publication of Policy. Notice of this policy will be incorporated into the Uniform Code of Student Conduct and the Employee Handbook.

H. Definitions

1. "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. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds

transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Bloomfield Hills High School strives to develop a safe learning environment for all students thus any form of bullying will not be tolerated. This includes all direct and indirect forms of electronic communication.

## **BUS TRANSPORTATION**

The school district provides bus transportation for all students living within the Bloomfield Hills School District. The bus drivers deserve the same respect as teachers and other school employees. Riding the bus

is a privilege that may be withdrawn if a student's behavior warrants it. All school rules and regulations apply to students from the time they get on the bus to the time they get off the bus. Misconduct on a bus or at a bus stop may result in removal from the bus. Students need to be at their assigned bus within five minutes after the end of the school day. In addition, riding another bus home without prior approval is considered a violation of the Uniform Code of Student Conduct.

Students are required to use district transportation during the school day when attending off-campus classes at the farm or Nature Center. Students are responsible for knowing the shuttle schedule and being ready to board shuttles prior to their arrival. Students should wait for shuttles in the bus loop.

### **CAFETERIA**

Aramark is committed to providing high quality food options for all students. Please go to <http://www.bloomfield.org/departments/food-services-campus-cafe/index.aspx> to find out more information regarding Bloomfield Hills Food Service programs.

The high school provides lunch service to students during three designated lunch periods each day. In addition, the cafeteria and serving areas are open each morning for students wishing to purchase food items during the day. Vending machines are also available to students throughout the building. Students are strongly encouraged to use their student identification card to purchase food items unless using cash. Parents may deposit money into their student's account at any time during the school day.

All students are expected to properly dispose of their refuse in the receptacles provided. Students are not allowed to leave school during lunch. Food deliveries will not be made to classrooms without administrative approval. Students are responsible for picking up after themselves and returning any cafeteria items to the appropriate location.

Students will be responsible for picking up lunches delivered by parents at the security desk. Students may not order food to be delivered to the building during school hours.

Students and parents should notify building food service personnel and building administration of any food allergies they may have. This information should also be included on medical information completed each year. As a result, certain food products may be prohibited from being used and served.

## **CAREER RESOURCE CENTER**

The Career Resource Center, located next to the Counseling Office, is designed to provide all students the opportunity to explore career areas and gather information about various colleges, universities, trade schools, and other institutions of interest to them. A specifically designed career education program has been developed to complement the careers orientation that occurs in regular classes. In addition, all students are provided the opportunity in their regular courses to explore career areas to which the subject matter areas.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Please update your My Bloomfield account to reflect any changes in your demographic information.

## **CREDIT AWARDED TO STUDENT NOT ENROLLED IN COURSE**

- Any student is eligible to test out of any course in the Michigan Merit Curriculum.
- Students will take the End of Course (EOC) examination for the course. Credit will be given if the student receives at least a 78% on the test.
- If there is no EOC, a student can earn credit by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation.
- Tests will be given at the high school level in January, June, and August. Please speak to your counselor to sign up for specific dates.
- Credit earned in a test out will be based on a "pass" grade and will not be included in a computation of grade point average for any purpose.
- Credit will be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence.
- Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

## **DANCES**

Only students and one invited guest are eligible to attend dances. All high school students must have a completed Activities Contract and not have any current outstanding school fees or fines in order to buy a ticket and attend any dance. Non-high school students may NOT attend dances without a Guest Contract signed by an associate principal. Guests over the age of 21 must be approved by a building administrator. Students and their guests are expected to abide by the Code of Student Conduct for dances held both in the building and off-

site. Tickets for all dances are on a pre-sale basis only and may not be purchased at the door or after the final day of sale. Once a person leaves a dance, he or she will not be allowed to return. All dances end by 10:00 p.m. and students should arrange to be picked-up promptly at the conclusion of each dance. Students arriving in limousines, party buses, or any other commercial for hire vehicles are subject to search.

### **DISCIPLINE**

All disciplinary infractions and consequences are outlined in the Student Code of Conduct under separate cover.

Students will be required to surrender all electronic devices in their possession when brought to administration for disciplinary purposes.

### **DISRUPTIVE AND DANGEROUS DEVICES**

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to himself or herself or another person. This includes such items as a pocket knife, stink bombs, or illegal electronic device.

### **DRESS CODE**

The high school is intending to help students recognize choices regarding attire that would be appropriate in their future workplace as well as in an educational setting while supporting the District's Dress Code Policy.

### **Bloomfield Hills Schools: Student Dress Code Policy**

Students are expected to dress, groom, and attire themselves in a manner that is not potentially dangerous, does not distract others or disrupt education, and does not convey a message contrary to district policy. The following are examples of dress, grooming, and attire that may violate district policy. This should not be considered an exclusive list.

- Potentially dangerous items:
  - ◇ Chains, pointed rings, metal spikes, clothing or attire restricting physical movement, etc.
- Distracting or disruptive items:
  - ◇ Clothing that exposes or draws unusual attention to breasts, buttocks, or genitals
  - ◇ Styles that expose undergarments
  - ◇ Bizarre clothing, grooming or attire that focuses attention on a student or group of students at the expense of learning, such as nightwear or beachwear, etc.
  - ◇ Students must wear shoes.
- Contrary to District Policy:

- ◇ Clothing that advertises or promotes smoking, alcohol, or the illegal use of drugs
- ◇ Clothing reasonably likely to be perceived as promoting racial, ethnic, or religious discrimination or intolerance
- ◇ Clothing reasonably likely to be perceived as advertising or promoting illegal behavior
- ◇ Clothing reasonably likely to be perceived as obscene, lewd, vulgar, or plainly offensive, etc.

Listed below are some common examples and guidelines to help our students recognize attire that is not appropriate for a school environment. This is not an exclusive list.

- ◇ Bare midriffs, bare backs, crop, cut-off tops, low-cut shirts, halter-tops, spaghetti straps, and tank tops are not appropriate. All shirts and blouses MUST cover the waist. (Girls: Straps must be a minimum of two-inches wide – undergarments should not be visible)
- ◇ Low-riding pants (Pants/shorts must be worn at the waistline and undergarments should not be visible)
- ◇ Mesh shirts, muscle shirts
- ◇ Dresses and shorts that are of appropriate length are acceptable, a good guideline to go by is a minimum length longer than a student’s fingertips when arms and shoulders are relaxed by their sides and the student is in a standing position or mid-thigh whichever is longer.
- ◇ Side/front or back-tied jeans, slacks, shorts
- ◇ Barefoot/slippers
- ◇ Nightwear/lounging or beachwear
- ◇ All head wear: Hats, bandanas, athletic headbands, handkerchiefs, hoods, etc. (Religious headwear is acceptable)
- ◇ Wallet chains, belt chains, etc.

### **Footwear**

All students are required to have shoes or sandals on their feet at all times while in the building. This is required by the county health office for both health and safety reasons.

### **DROPPED OFF ITEMS:**

We discourage parents from dropping off items for their children. If it is absolutely necessary to leave an item for a student, he or she needs to

come to the front desk in the lobby to pick it up. Please be aware that we cannot deliver individual messages to students. Athletic equipment should NOT be left in any office. Coaches have been instructed to inform their athletes where athletic equipment can be safely stored. The high school is not responsible for dropped off items.

### **DROPPING OFF/PICKING UP STUDENTS**

Parents are strongly encouraged to have their student ride the bus to school or carpool to minimize traffic coming onto or leaving either campus. Parents should observe designated drop-off locations. Under no circumstances should cars block or impede school buses or be left unattended for drop-off. **Parents may not drop off or pick up students in faculty/staff designated lots.**

### **DUAL ENROLLMENT**

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grades 9, 10, 11 or 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, SAT, ACT, or MME. Qualifying scores are available in the counseling office.
3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

Please go to: [http://www.michigan.gov/mde/0,4615,7-140-6530\\_40085-,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_40085-,00.html) or see your counselor about Dual Enrollment options.

### **EARLY HIGH SCHOOL GRADUATION**

Academically motivated students have an opportunity to terminate their high school attendance at the end of the first semester of their senior year. Interested and qualified students should see their counselor about the conditions that must be met to be eligible for early high school completion. Application forms are available in the counseling office and should be completed on or before November 1 of the student's senior year. All requests must be approved by the building principal. Any student wishing to graduate before their seventh semester must get administrative and school board approval.



## **ELECTRONIC USE POLICY (Board Policies 6710, 6710.1, 6701.2)**

A major goal of the Bloomfield Hills School District is to prepare today's students and staff for life in the 21st century and to insure a technologically literate citizenry and a globally competitive work force.

The District encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources in a variety of electronic formats and for the development of information management skills, including the skill of discerning the validity and value of such information. Together, these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners.

The District, however, expects the staff and students to conform to ethical and legal standards in the use of technology and to demonstrate knowledge and responsibility in the use of resources, processes and systems of technology. All users of Bloomfield Hills Schools' technology will comply with the terms of Regulation 6710.1 which governs the use of such technology.

Bloomfield Hills Schools' students are allowed to use personal wireless computing devices while on school campuses. Wireless communication device (referred to hereafter as WCD) refers to any device that connects to a wireless or cellular network for the purpose of running academic applications, such as word processing or accessing the Internet. This includes laptops, netbooks, tablet computers, EReaders, personal digital assistants (PDAs), and smartphones. If the device also functions as a cellphone that functionality falls under the cell phone policy of the individual building where the user is located.

The use of personal WCDs while on District property including classrooms is permitted for instructional and educational purposes. The use of WCDs during instructional time is at the sole discretion of the classroom teacher or supervising adult who may allow or disallow their use for educational or instructional purposes as desired. This includes disallowing their use or collecting them for the duration of the class period. Use of WCDs in common areas during non-instructional periods is allowed provided such use is not disruptive. If a staff member or supervising adult feels that the use of a WCD is disruptive they may ask the student to put it away or modify its use, the student **must comply** with all such requests. Students should make every effort to be considerate of others and avoid disrupting instructional time while using WCDs. Devices should be kept muted unless a supervising adult permits the use of headphones. Students should avoid recreational use such as watching video or playing games where others could be distracted.

Please refer to District Guideline 6710.2 for further details.

Wireless Communication Devices, including cell phones, may be used before and after school, during passing time and lunch periods.

The use of Wireless Communication Devices, including cell phones, on school property is a privilege and violations of the above district and building guidelines may result in the following actions: warning, confiscation, loss of use for a period of time, detention or suspension. Students **MUST** surrender their electronic device when asked by a teacher or staff member for any violation or as part of classroom rules or regulations.

Students are personally and solely responsible for the care and security of their WCDs. Bloomfield Hills Schools is not responsible for theft, loss, damage, vandalism or the compromise in security of any WCDs brought onto its property, or the unauthorized use of such devices. Devices should not be left unattended for any period of time.

### **EMERGENCY DRILLS**

Emergency drills such as fire, tornado, or lock down drills are conducted on a frequent basis. Students should make sure they follow appropriate procedures as outlined by school personnel. Drills are conducted under the supervision of our District Security Officer.

### **EMERGENCY INFORMATION**

Every student must have up-to-date, accurate emergency information on file in our data base. This information is required in case of an emergency.

### **FINES AND FEES**

All students and their families are responsible for paying all fines and fees on a timely basis. Failure to pay fines or fees may result in withholding temporarily of a student's schedule or removal from the graduation ceremony or other school-sponsored events (i.e. Homecoming events, dances, sporting events, etc.).

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Requests for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The principal or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver process should be addressed to the building principal. All athletic fee waivers should be made through the athletic department.

All school-issued items, including textbooks, must be turned in at the time of collection. Students are not eligible for a refund if the item has already been replaced, the next school year has started, or new semester has begun.

### **FUND-RAISING**

In order that both the student leadership and administration be able to facilitate proper scheduling of fund-raising activities, all groups planning such an activity must submit a written request at least one week in advance to the main office for administrative approval. Food may not be sold during school hours for fundraising purposes. All collected monies must be deposited with the financial secretary in the main office immediately after the conclusion of the fund-raising activity. All fund-raising activities must be school-related.

### **GRADE REPORTING**

The school year is divided into two semesters, each having two ten-week sessions. Only grades received at the end of each semester are considered final grades and become a part of the student's permanent record. All grades are available for viewing online and thus grades are not printed and distributed at school for students or sent home unless requested. They are also sent to indicate that a student is improving or has made a significant contribution to a class.

The following grading system is used in reporting academic achievement.

A - Excellent	S - Waiver
B - Good	I - Incomplete
C - Fair	W - Withdraw/Pass (no credit)
D - Unsatisfactory	F - Withdraw/Fail (no credit)
E - Failure	G - Pass (credit)
	H - Fail (no credit)

**Incomplete** - This grade is temporary in that an "I" is used if a student has not completed academic requirements due to excused absences. This "I" must be changed to a letter grade within 10 school days of the start of the following marking period. The principal or designee must approve exceptions. After ten school days the teacher will submit a grade based upon work completed.

**Assessment Return and Use (Board Policy 6601.1)** – All teachers, under the guidance of their building principal, shall ensure appropriate feedback to all students on summative assessments (For the purposes of policy, summative assessments are the various tools used to gauge academic achievement at the conclusion of a defined instructional

period). Further, students and/or parents may request a copy of a summative assessment, for home use, after the assessment has been scored and returned to students. Requests for copies of assessments must be made within the current semester. This regulation excludes district-level common assessments, placement tests, end of course exams, high school final exams and other district sanctioned assessments. In the case of a final exam, the student and/or parent may request, in writing, an appointment with the teacher to review the final assessment. Teachers seeking to exclude their assessment from this regulation shall submit a request and rationale in writing to the Assistant Superintendent for Learning Services in advance of test administration for prior approval.

**Make-up Work - Excused Absences** - It is the responsibility of the student to make up any required work and tests that have been missed during any excused absence from a regularly scheduled class. The student has one day for each day absent to make up work (individual teachers or departments may deviate from this policy as approved by the administration). The day of return is considered the first day toward make-up.

**Pass/Fail** - Students may elect to take one subject each semester on a pass/fail basis. Students must have written permission and apply within the first ten weeks of the semester. A pass/fail grade will not be included in their grade point average. This course will appear on the permanent record as either a G for a pass or an H for a fail grade.

### **Transfer Grades**

Transfer grades from another school district or other educational institution are calculated in a student's GPA. Students will receive credit for successfully completing transfer courses. (\*Students may be required to take building or district end-of-course exams to grant credit if coming from a non-accredited school.)

## **GRADUATION REQUIREMENTS**

Graduation requirements are established by the State of Michigan and the Bloomfield Hills Board of Education. Graduation requirements are outlined in the District High School Course Description Book. It is the responsibility of each student to periodically check with his/her counselor regarding the satisfactory completion of all graduation requirements.

The community service requirement for graduation must be completed by the end of the seventh semester unless an extension has been granted by counselor, community service coordinator, or building administration.

All tenth graders are REQUIRED to complete the MYP PERSONAL PROJECT.

Finally, all students must have taken all required state assessments in order to graduate.

### **HALL PASSES**

1. In a learning community, no pass is needed for common things (i.e. restroom, drink) where leaving the learning community is not necessary.
2. If a student needs to move outside their community, they are required to have a pass. Passes will be color coded according to the destination. These passes are not necessary if the student is already in possession of a pass from the main office, counseling, etc.

### **Procedures/Expectations**

1. If a student is staying within the learning community, they do not need to notify the teacher, but should get up and leave quietly and return in an appropriate amount of time.
2. Do not take advantage. Go and return in an appropriate amount of time. Do not disturb other classes or students engaged in learning.
3. When leaving the LC, the student, or group of students, needs to fill out the appropriate colored coded pass on the wall (which includes writing their name underneath) and gain permission from the teacher prior to leaving. The teacher does NOT need to sign the pass itself. Locations include: media center, Knowledge Market, counseling, main office, cafeteria/servery, other.
4. Passes should be returned to the wall when finished.

Misuse of hall passes or excessive tardiness to class will result in the student being disciplined according to the Student Code of Conduct.

### **HOMEWORK**

Bloomfield Hills School District encourages the assignment of homework to students by their teachers. The purpose of homework is to reinforce regular classroom activities and assist in the accomplishment of specific objectives. Homework shall not be used as punishment for student behavior. Please refer to the make-up policy regarding missed homework.

### **IDENTIFICATION CARD**

Each student will be issued an I.D. card at the beginning of each school year. Students must carry their I.D. card with them at all times during the school day. The I.D. card can also be used to purchase food from the cafeteria, access printing, door entry, and for the check-out or use of various school supplies or equipment. Students will be required to purchase a replacement identification card for \$10 if lost. Students must also wear their I.D. when travelling within the school during

Advisory.

## **INDEPENDENT STUDY**

“An independent study course is a learning experience that is academic in nature that allows a pupil enrolled in grades 9-12 the opportunity for self-directed learning. This course must appear on the pupil’s class schedule and the teacher-of-record must be identified. The pupil shall be concurrently enrolled in and attending at least one course offered by the district in which credit is earned and regular daily attendance is required. The pupil shall be enrolled and in attendance on the pupil membership count day or the supplemental count day during the class time designated for this course. The course is counted in the same manner as any other in-district course. The pupil is limited to two independent studies.”

-Michigan Department of Education Pupil Accounting Manual Revised August 22, 2007 6-1

District Requirements:

- The course must be academic in nature.
- Students must have exhausted traditional curriculum choices.
- Only 11th and 12th grades students are recommended for Independent Study.
- The student must obtain an on-site certified teacher to provide assistance and mentoring.
- The course(s) must generate credit toward the pupil’s high school diploma or grade progression.
- The maximum credit a student may receive for an independent study course is .5 credits.
- The course will count as one class on the pupil’s class schedule.
- Students must be assigned an approved on-site location and attendance must be taken daily.
- This form must be completed by the student and submitted to their counselor for consideration.
- Building administration must approve all Independent Study contracts before students may enroll in the course.
- Independent Study contracts must be approved by the end of the first week of the semester.

Students interested in an Independent Study Course must fill out an Independent Study Contract from the counseling office.

## **LOCKERS**

Each 9<sup>th</sup> grade student will be assigned a hall locker. Other students wishing to use a locker may be assigned one through the main office. Students are to use the lockers assigned to them and are not to share with another student. Students are not allowed to go to the parking lot for class materials without a pass from the main office. Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals, and locked. Since each locker has its own combination

lock, no padlocks are to be placed on them. The school cannot accept responsibility for any lost or stolen articles. Damaging or defacing a locker is a violation of the Student Code of Conduct. If a student has a damaged or broken locker, he/she should report to the main office as soon as possible. The administration has the right to have locker searches, without notification, whenever it is deemed necessary (see Student Code of Conduct).

Athletic bags, student projects, lunches and other miscellaneous items may NOT be stored in the main office. Students should store these items in either their academic or athletic locker.

Students are strongly encouraged to use an athletic locker for physical education classes and after-school sports. All valuables should be secured in a locker. Please ask PE teachers or the Athletic Coordinator for an athletic locker.

### **LOST AND FOUND**

Lost and found articles are located in the main office. The school does not assume responsibility for any items that are lost or stolen, such as electronic devices. All articles not claimed within 30 days will be donated to a local charity. Students should not bring large sums of money or any valuable items to school. Personal possessions should never be left unattended. Report lost or stolen items to the main office as soon as possible and complete a Theft Report Form, if applicable.

### **MEDIA CENTER**

The media center is designed for study and research. It provides over 16,000 books and a wide variety of materials and equipment for use by students and staff. The media staff is available to assist in the location and use of these materials. All materials are located for easy access. The media center is open from 7:30 a.m. to 3:30 p.m. Students may use the media center after school and during their lunch period, when available. A pass is needed to enter the media center during class time. Students who act in such a way as to disturb others or misuse the media center will be asked to leave.

### **MEDICINES**

By law, the school cannot dispense any drugs. Students are not allowed to have any type of drug or medication in their lockers or in their possession unless an Authorization for Medication form (available in the main office) is on file. **ALL STUDENTS MUST HAVE UP-TO-DATE EMERGENCY INFORMATION IN PARENT PORTAL.**

### **MESSAGES TO STUDENTS**

We are unable to deliver individual messages; however, in an emergency situation, we can contact the student.

## **NATIONAL HONOR SOCIETY**

Membership in the NHS is an honor bestowed by the faculty. Students who have attained a 3.5 average by the end of first semester of the sophomore or junior year, will be invited to apply. Eligible students must have also completed all community service requirements required for graduation (documented through the community service office). Admission is by invitation of the faculty council which consists of 5 faculty members appointed by the principal. (No principal or assistant principal may be a member of the council; the advisor(s) of the local chapter are ex-officio, non-voting members of the council.) Potential candidates will be sent a letter inviting them to complete a Student Information form. Potential candidates who do not return the sheet by the due date will not be eligible for further consideration. Final decisions for induction shall be based on faculty input and a simple majority of the council. Any NHS members who do not meet chapter membership guidelines are subject to possible removal by the Faculty Council.

## **OFF-CAMPUS SITES**

Students participating at off-campus sites such as, OTC, farm, Nature Center, community service, and any other approved activity are expected to follow the District Code of Conduct at all times. Students are required to use district transportation when available.

## **OPT-OUT**

As stated within the Michigan school code, parents and students have the right to "opt-out" of certain school programs. "A child, upon the written statement of parents or guardian that instruction in the characteristics or symptoms disease is in conflict with his/her sincerely-held religious beliefs, shall be excused from attending classes where such instruction is being given and no penalties as to credit or graduation shall result there from. A pupil shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the pupil's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the pupil excused from the class."

In order to avoid forfeiture of state aid...the board of a district or intermediate district providing reproductive health or other sex education instruction under section 1169, 1506, or 1507 of the school code...shall ensure that the district or intermediate district does not provide any of that instruction to a pupil who is less than 18 years of age unless the district or intermediate district notifies the pupil's parent or legal guardian in advance of the instruction and the content of the instruction gives the pupil's parent or legal guardian a prior opportunity to review the materials to be use in the instruction, and notifies the



pupil's parent or legal guardian in advance of his or her rights to observe the instruction and to have the pupil excused from the instruction.

Upon written request of a pupil's parent or legal guardian or of a pupil if the pupil is at least 18, the pupil shall be excused, without penalty or loss of academic credit, from attending class sessions in which the instruction is provided. MCL 380.166A (as amended by 1993 PA 336)."

## **PARKING**

Each year the administration will determine the number of parking passes to be sold to students. All student drivers must register all vehicles they drive to school by presenting a copy of the vehicle registration, driver's license, and a parking application. Students permitted to drive are responsible for following all parking rules.

The cost of a parking permit is \$100. ***Due to limited space, seniors will be given priority for student parking.*** It is the responsibility of students who drive to school to have a parking sticker *VISIBLY* displayed in the lower driver's side of the windshield. Parking stickers are non-transferable, including those who car pool. If a parking sticker is lost/stolen, a new one must be purchased. Students needing to drive due to special extenuating circumstances must receive **prior approval** to obtain a *temporary parking permit* from the main office.

Students caught driving recklessly in the parking lot may be subject to disciplinary action or temporary/permanent loss of parking permit. Certain designated parking lots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

A student has the right to appeal a parking ticket to building administration within five days of issuance. Students that receive multiple tickets for parking violations may have their parking privileges temporarily suspended or revoked.

Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct.

## **POSTERS AND SHOWCASES**

All posters for display must have student leadership advisor and/or administrative approval. Posters are not to be placed on glass and/or paint, and are to be removed the day following their obsolescence. Scotch tape shall not be used to display posters, rather masking or painters' tape is preferred. Posters placed without prior approval will be removed.

## **RELEASE AND REVIEW OF SCHOOL RECORDS/TRANSCRIPTS**

Public Law 93-380, the Family Educational Rights and Privacy Act, guarantees parents and students certain rights regarding records.

Parents and students (18 years of age and older) shall have complete access to all school records pertaining to their child. Parents wishing to review their student's records must notify the records' office. Necessary arrangements will be made.

If students are receiving, or have received, special educational services, parents should contact the special education office to arrange for the review of special education records.

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 a student who has reached the age of majority. Release request forms are available in the records office. Records will be sent through the mail to the requesting party. There is a \$3 handling fee for each official transcript sent. After graduation, transcript copies will be mailed only with a written request and fee is received.

In cases of guardianship, only the guardian may be eligible to request and review school records and transcripts.

## **RESIDENCY**

Students and/or parents must inform building administration immediately if there is a change of residency and/or placement. This would include updating emergency information regarding the student.

## **SCHEDULING POLICIES**

- 1) Students must select and maintain a minimum of *eight* credit classes each semester in order to qualify as a full-time student. Exceptions are delineated in School Board Policy and by Michigan Department of Education.
- 2) Each spring, courses for both semesters of the following school year must be carefully selected. The entire offering of courses and the master schedule is based on those selections. Changes made after that time cannot always be accommodated.

- 3) Student-initiated schedule changes will not be made after the second week of each semester.
- 4) Level changes can only be made within the first five weeks of each semester.
- 5) A student must have parental permission to drop a core class.
- 6) Reduced schedule options will be granted on a *limited basis* for extenuating circumstances and must be approved by administration.

### **SCHOOL CLOSING**

School closings are communicated to parents through School Messenger, District and building websites, listserv, cablecast on Bloomfield Hills Schools' access Channel 16, as well as local radio stations, i.e., WWJ Newsradio 950 (950 on the AM dial); all metropolitan area school closings are reported every half hour at 20 and 50 minutes past the hour, from 5:20 a.m. until 8:50 a.m. Information can also be found on [bloomfield.org](http://bloomfield.org).

### **SCHOOL LIAISON OFFICER**

The school liaison officer is a member of the Bloomfield Township Police Department and is available to help students and parents with various concerns that may occur both during and outside of school. Parent and student initiated contact with the liaison officer will remain confidential where appropriate. The school liaison officer is David VanKerckhove (248-433-7768).

Bloomfield Hills High School and the Bloomfield Township Police Department are committed to ensuring the health and safety of all students. The township police provide support services as needed for various school events.

### **SECURITY**

All exterior doors shall remain locked during the school day. All visitors must sign in when entering the building. All visitors must be escorted by school personnel at any time during the school day.

### **SEVERE FOOD ALLERGY OR CHRONIC ILLNESS**

If a student has a life-threatening allergy or life-threatening chronic illness, please notify the building administration and student's counselor. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

### **SEXTING**

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, 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, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries."

### **SEXUAL HARASSMENT**

We all want our school to be a fair and safe place where people treat each other with respect. But we don't have fairness, safety and respect when there's sexual harassment -when people are treated in ways that offend them. Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature. It consists of behavior or words that:

- Are directed at a person, usually because of his or her sex, sexual orientation, or perceived sexual orientation.
- Are uninvited, unwanted, and unwelcome.
- Cause a person to feel offended and uncomfortable.
- Create an environment that makes learning difficult.
- May be very offensive on a one-time basis or when said or done repeatedly.

There are three different forms that sexual harassment can take - verbal, physical, and nonverbal.

**Verbal sexual harassment** involves offensive words or comments, which may be spoken privately to a person or in front of others. Some examples of this include:

- Telling dirty jokes.
- Spreading sexual stories or rumors about someone.
- Commenting about someone's body parts or rating their body.
- Making sexual suggestions or threats.
- Using someone's sexual orientation (bisexuality or homosexuality) as an insult.

**Physical sexual harassment** includes any unwanted sexually oriented physical act. Some examples of this may include:

- Pulling or tearing at a person's clothes.
- Preventing a person from moving freely by blocking his or her movements.

- Intentionally bumping or rubbing up against a person.
- Holding or kissing someone against their will.
- Grabbing or touching someone, in particular his or her sexual parts (genitalia).

**Nonverbal Sexual harassment** involves actions that are not spoken or directly physical. This includes things like:

- Making obscene gestures or sounds.
- Pointing or staring at someone's body or body parts.
- Writing someone's name along with sexual remarks, suggestions, or drawings in public places.
- Openly displaying obscene material for others to see.
- Putting obscene sexual material in someone's locker or in someone's computer.

Victims of sexual harassment in schools seldom report the incident(s), because they come to believe that most of the harassment is acceptable behavior among their peers, or they feel too ashamed or embarrassed.

### **Common Excuses**

- "I was just joking."
- "I thought he/she liked the attention."
- "I was just flirting."
- "He/she didn't tell me to stop or didn't really mean it when they did."
- "I was just having fun with my friends, I didn't mean anything by it."

It's not just flirting, fun, or desired if the other person walks away feeling uncomfortable, upset, hurt, or angry. Think about how you would feel if these same words or acts were directed at someone you love. Also, think about how you would feel if someone you respect and care for witnessed your behavior. These are ways that you can tell if your behavior constitutes sexual harassment.

Most of the sexual harassment that takes place in a school occurs between students or student-to-student. But sexual harassment can also occur from student-to-staff or staff-to-student. No matter what form it takes, it is inappropriate and unacceptable. Everyone has an absolute right to put a stop to it so that they can feel safe and comfortable. This right extends to any environment, be it school, work or home.

At Bloomfield Hills High School, there are several places you can go to get help if you believe you or someone you care about is being sexually harassed. You can go to any trusted adult that you feel comfortable talking with. If they can't directly intervene, they will help you decide if you should take further steps, such as talking to someone who can intervene, like a counselor or administrator. Randy Woodberg, school social worker, handles formal complaints, and helps to educate students and staff about sexual harassment issues and concerns. Students can go directly to a counselor, administrator or sexual harassment officer, if they believe they are being

harassed or if they simply have questions about what constitutes sexual harassment.

Sexual harassment falls under sections 2c. Hazardous Conduct and 5a. Indecency of the Uniform Code of Student Conduct. Depending on the severity of the problem, a student found to be in violation of the code of conduct for this reason may receive anything from a verbal warning to exclusion from certain activities, privileges, or classes, to suspension. If the violation is serious enough, criminal charges may be filed. In most cases, counseling would be provided for the offender to assist the person in understanding the problem and in helping to make him or her aware of why he or she may be choosing to engage in his type of behavior. The victim would also be offered counseling to assist him or her with the ordeal if desired.

### **SOCIAL WORK SERVICES**

Mrs. Wendy Olah and Mrs. Cassandra Jones, school social workers, and Dr. Paul Anderson and Dijana Micakaj, school psychologists, may be contacted by making an appointment through the counseling office at either campus. In addition, several outside agencies provide shelter and counseling for students. Counselors have additional information on these services.

### **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from Mrs. Christine Barnett, Assistant Superintendent for Human Resources and Labor Relations at [cbarnett@bloomfield.org](mailto:cbarnett@bloomfield.org) or by calling 248-341-5428.

## **SUMMER SCHOOL**

The Bloomfield Hills Secondary Summer School Program offers a variety of courses for students who wish to make up deficiencies in credit, who desire to earn additional credit in certain subjects. If a student has completed the eighth grade prior to enrolling in summer school, he/she will begin to earn credit toward graduation if summer school courses are satisfactorily completed. Credits earned will become part of the student's permanent record.

## **TECHNOLOGY**

See Electronic Use Policy section in handbook. Students are responsible for the security and safety of their own technology.

### **Electronic Use**

All students and staff sign acceptable use policies before they are allowed to use district technology. The policies are designed to protect both the users and the District from unsafe and unethical practices and reflects federal guidelines for privacy and Internet safety.

### **BYOD**

(Bring Your Own Device) is a technology initiative where students bring a personally owned device to school for the purpose of learning.

- Students are expected to use the technology ethically, respect the privacy and work of others, and generally follow established rules for safety and security.
- The student is responsible for the condition of any personal device used for BYOD including updates, antivirus software and any repairs.
- Personal devices should be brought to school fully charged and be capable of lasting a full school day without recharging.

- The student is fully responsible, at all times, for personal devices brought to school. BHHS is not liable for any loss, damage, or theft of personally owned devices.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound or video from BHHS, except for approved projects and with the express permission of the teacher.
- Use of these devices gives tacit approval for school IT personnel and faculty/administrators to observe and utilize the devices to confirm compliance with school policies described.
- In the classroom environment, the teacher or other designated adult is the determiner of appropriate and inappropriate use of technology. Teachers may declare technology-free times, call for the placing of technology at the front of the room, or in a ready-to-use position, fully charged with textbooks and necessary apps, documents, etc.
- The use of a personal device on school grounds indicates acceptance of this policy.

## **Digital Citizenship**

- Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- Students:
  - Advocate and practice safe, legal, and responsible use of information and technology.
  - Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
  - Demonstrate personal responsibility for lifelong learning.
  - Exhibit leadership for digital citizenship.
  - Email is an important form of communication, students are expected to check their Bloomfield email daily for messages from teachers, counselors, coaches, campus ministers, and club moderators.
- Remember, emails can be misinterpreted; choose your words wisely. Protect yourself from identity theft by not emailing passwords, social security numbers, bank account information, etc.

## **Rental Program**

The school district purchases and owns the devices/accessories and distributes them to students who meet the BHHS Chromebook Rental Program criteria for educational use during the school year. As long as the student follows the expectations of the program, they will be allowed to take home the device(s)/accessories.



This permission form is an agreement that the parents and students have reviewed the documented materials outlining the expectations and financial responsibilities to participate in the program.

### **Social Media**

- Do not share photos or information about yourself, your family, school, or your home with people you meet online.
- Nothing you write, post, or upload on the internet is completely private ---including email, photos, or posts.
- Do not meet someone you met online or have them visit you without permission from your parents.
- If a person writes something that is mean or makes you feel uncomfortable, do not respond. Tell a trusted adult such a parent, guardian, counselor, or teacher.

### **Tech Guidelines**

- Keep passwords private. Make sure your password is complex. Never share your passwords with anyone.
- Use only your log-in name and email address when chatting or sending email. Never give out personal information such as your name, address, or phone number.
- Always delete unknown email attachments without opening them.

### **Hardware**

The math department recommends the purchase of a Texas Instruments TI-84 calculator. This device is used universally in all math courses at the high school.

### **Printing**

Student printing is limited in an attempt to lessen the amount of wasted paper and toner. Each student is allotted \$2/month for printing on school printers. Printing costs approximately \$.10/page black and white, and \$.50/page color (discount for duplex printing). If a student's balance falls to \$0, they will be unable to print. Students can pay to have more money added to their account, or they can wait until the first of the next month when an additional \$2 will be deposited.

### **UNSUPERVISED AND RESTRICTED AREAS**

Certain areas are off limits during the school day due to safety and difficulty in supervision. Lounging in academic wings and restrooms is not permitted. No student may enter locker rooms, dressing rooms, auditorium, projection booth, swimming pool, or gym without direct supervision by a teacher or administrator. The baseball dugouts, roof, wooded areas, maintenance areas, and parking areas adjacent to the

school are off limits at all times. Handicapped students and students with administrative approval may use the elevator.

Presence in the parking lot during the school day (even between classes and during lunch) requires a permit to leave from the main office. Students may go to the parking lot only under the following conditions:

- 1) Permit to leave the building issued by the main office.
  - 2) Authorized early dismissal.
  - 3) Normal dismissal time.
  - 4) Authorized permission granted by an administrator.
- Students leaving the building without proper authorization, including lunch period, or any student in a restricted area without permission will be disciplined according to the Student Code of Conduct.

### **VIDEO MONITORING SYSTEMS**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **VIRTUAL LEARNING** **E2020**

E2020 courses will only be used for credit recovery and receive a grade of pass(G) /fail (H). Exception granted for students while enrolled at Bower's Academy. At Bower's Academy, students will be required to take the district end of course exam (where applicable) and that exam score will count as 20% of their final grade.

E2020 courses will not replace transcript grades, unless it is an E or H.

If an E2020 course is taken during the school day as part of the student's course load, there is no cost to the student.

If an E2020 course is part of a student's schedule, attendance in the Virtual Lab is required.

Students must demonstrate progress and success within an E2020 course in order to be eligible for future enrollment in additional E2020 courses.

E2020 courses are not NCAA approved.

### **Virtual Courses (MVHS or GenNET) during the school day**

Pre-approval is required for classes by the counselor and administrator of the student in order to be accepted for credit.

Bloomfield Hills Schools will sign the students up for all courses taken during the school day, all courses will be "teacher led."

Grades earned in an approved online course will count toward the student's GPA.

If a virtual course is taken during the school day as part of the student's course load, the district will pay a pre-approved amount for the course.

Courses during the school day through MVHS or GenNET cannot be used for grade replacement.

Students enrolled in any online course must monitor their own progress. BHS does not have access to grades, progress, or reporting for any online teacher-led course. Therefore, BHS is unable to provide progress reports, updates, etc. All communication is through the outside course provider and the student/parent/mentor.

Not all course providers are NCAA approved; it is the student's responsibility to seek approval from NCAA prior to registration.

### **Virtual Courses outside of the school day (Any provider)**

Any course taken for credit on a Bloomfield Hills Schools transcript must be pre-approved by both the counselor and administrator prior to signing up for the course.

Courses must be "teacher-led."

Grades earned in an approved online course will count toward the student's GPA.

Students/Parents will be responsible for the cost of any course taken outside of the student's schedule.

Pre-approved courses may be taken for credit recovery, grade replacement, or credit advancement.

It is the students' responsibility to determine if the course provider is NCAA approved.

For the purpose of grade replacement: At the conclusion of an approved course, the original transcript grade is replaced and

denoted with an "S". A separate/new line on the transcript lists the new grade earned in the course; additional credit is NOT earned. Note: *The highest grade always prevails and could be the original grade earned.*

### **Section 21F of State School Aid Act**

Under Section 21F of the State School Aid Act, students in grades 6-12 may elect to take up to two online courses during each semester. Students who plan to take online courses for the following school year must identify their interest on the student schedule card and work with their counselor to make appropriate selections. Student enrollment in online courses will not be granted in the fall or winter.

### **WEIGHTED GRADES**

International Baccalaureate (IB) and Advanced Placement (AP) courses will be weighted starting with first semester enrollment in the 2017-2018 school year. Student transcripts will reflect both weighted and unweighted grades. Unweighted grades will be used for any school memberships, awards, or recognition.

### **WITHDRAWALS FROM SCHOOL**

Every student who wishes to withdraw from school or transfer to another school should notify the records secretary in the counseling office at least three days prior to the transfer. A withdrawal slip must be completed and signed by each teacher before being turned in to the records secretary for processing. No records can be forwarded unless this form is filled out completely and accurately, along with a signed statement from the parent/guardian of minor students, and all fees and fines have been paid. Any questions regarding this procedure should be directed to the records secretary in the counseling office.

### **WORK PERMITS**

If under age 18 and still attending high school, students commercially employed must have a work permit on file. Students may obtain work permits from employers or the records office.