

# University High School Academy

“Nurturing tomorrow’s leaders, today.”

**STUDENT HANDBOOK 2008 - 2009**



***This agenda belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**STUDENT I.D.** \_\_\_\_\_

## **PROFILE OF A GRADUATE**

A Graduate of Southfield Public Schools will be a . . .

### *Self-Directed Learner Who . . .*

- accesses information
- comprehends information
- analyzes information
- synthesizes information
- evaluates information
- applies information
- sets a goal
- pursues learning for continuous lifelong growth

### *Problem Solver Who . . .*

- identifies and explains a problem
- identifies, accesses and integrates available resources to solve a problem
- strategizes alternatives and evaluates their consequences
- builds consensus to implement solutions
- monitors and adjusts

### *Decision Maker Who . . .*

- accesses relevant information
- identifies and evaluates alternatives
- analyzes consequences
- decides to make a choice and is able to justify it
- accepts responsibility for a decision

### *Effective Communicator Who . . .*

- constructs meaning from a variety of resources and for a variety of purposes and audiences
- logically organizes information and ideas
- uses verbal, written, artistic and technological media to inform, persuade and effect change
- creates a quality product
- disseminates a product to an audience

### *Culturally Literate Person Who . . .*

- uses fine arts as a form of self-expression
- analyzes various ways the performing and visual arts contribute to the richness of life within a variety of cultures and throughout history

### *Technologically Literate Person Who . . .*

- accesses and applies technology
- uses various modes of technology as a tool
- applies knowledge to solve technological problems
- extends technology to daily living skills

*Cooperative Worker Who . . .*

- shares knowledge and ideas
- contributes to and supports group efforts
- communicates effectively with diverse groups
- assumes appropriate roles
- performs task responsibilities
- creates a quality product of service

*Caring Contributing Member of Society Who . . .*

- recognizes the responsibility of the individual to local and world communities
- understands the similarities and differences in beliefs and values among various social ethnic groups and engages in activities that support and celebrate diversity
- works with others to resolve community issues
- improves the quality of life for self and others
- acts in a socially acceptable manner
- participates in the democratic process

## **CREDIT / GRADUATION REQUIREMENTS INFORMATION**

### GRADUATION REQUIREMENTS

University High School Academy will abide by the District approved Graduation Requirements.

### SUMMER SCHOOL

In order to be considered for approval to repeat a course in summer school, a student must have attended a semester course for a minimum of 60 hours. Summer School courses must satisfy North Central Association requirements of 60 hours of study.

### EARLY COMPLETION

Early completion of high school should be considered carefully. Consultation with the school counselor will be necessary for early completion. Official request must be submitted prior to the beginning of the senior year.

### NCAA CLEARING HOUSE REQUIREMENTS

Athletes who consider playing college sports must be aware of the high admission standards for colleges and universities. The NCAA requires that students must have a high-school grade-point average of 2.5 and have been enrolled in a core curriculum that includes at least three years of English, two years of mathematics, two years of social science and two years of natural or physical science. In addition, students must receive a combined verbal and math score of at least 700 on the SAT or 17 on the ACT. Additional information is available in the Main Office.

### PREREQUISITES AND LIMITATIONS

1. All substitutions and prerequisites will be specified in on line course descriptions (visit our website, click on the course description link). However, any waiver or substitution does not grant credit or reduce total credits required for graduation. If medical, religious, or other similar reasons prevent the student from participating in required classes, graduation requirements may be waived.
2. Student placement in courses will be determined by Southfield Public Schools policies and procedures and will be based on demonstrated levels of student performance, review of previous school records and parental input.
3. Any courses taken outside the regular school program must have prior approval of the dean or designee.

### APPROVED COURSES

Only approved courses will be accepted for graduation. Course work not recognized in the district's course table should have prior approval to prevent loss of credit through misunderstanding.

### DEFINITION OF CREDIT

One-half credit is awarded for each semester of course work successfully completed with a passing grade.

### TRANSFER OF CREDIT

Prior credit earned from accredited schools is transferable.

### GRADUATION CEREMONY

In order to participate in the graduation ceremony, a student must have completed the required credits and meet all Southfield Public Schools' graduation requirements.

## BUILDING PROTOCOL

1. Discipline: If a parent/guardian would like to appeal an administrative disposition, the appeal must be put in writing within forty-eight (48) hours to the dean.

The appeal must include the following:

- Rationale as to how student's action does not violate the student code of conduct.

2. Classroom Concern: Parent/Guardian contacts the student's teacher for discussion or appointment. ***If concern is not resolved:***

Parent/Guardian contacts Department Chairperson and Counselor. ***If concern is not resolved:***

Parent/Guardian contacts the dean.

### FACULTY / ADMINISTRATIVE APPOINTMENTS:

If you would like to meet with any member of the UHSA staff, please call the appropriate office for an appointment.

## ATTENDANCE/TARDINESS POLICY

University High School Academy will abide by the District approved Attendance policy.

## HOMEWORK PROCEDURE FOR ABSENCES

IF A STUDENT IS ABSENT/SUSPENDED FOR FIVE (5) OR MORE DAYS, THE FOLLOWING PROCEDURE WILL HELP IN OBTAINING SCHOOL WORK FOR DAYS MISSED.

1. Student or parent calls the counselor.
2. Homework request will be sent to student's teachers.
3. Homework will be available within 48 hours of request.
4. A parent, guardian, or friend may come to the Main Office to pick up the homework.
5. If absence/suspension is longer than ten (10) days, it will be the student's responsibility to:

Return completed homework to the counselor for the first ten (10) days; THEN – the counselor will automatically generate another homework request.
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***NOTE: If the excused absence/suspension is four (4) days or less, students should contact another student in the class or obtain homework from their teacher upon return.***

**TEXTBOOK DEPOSITORY/TEXTBOOK AGREEMENT**  
**University High School Academy Senior High School**  
**1st and 2nd Semester**

Textbooks are issued to all students at schedule pick-up. Students must have a **University High School Academy** identification card to receive textbooks.

To be certain a student has the correct textbook(s) students/parents may request a list of their textbooks at any time. You should note the bar-code number inside the front cover of the textbook to make sure it matches the bar-code number on the list. Students/Parents are financially responsible for returning the same textbook that is issued to the student.

**Your student must return his/her first semester textbooks, or pay for them, before they can receive textbooks for second semester.**

Textbooks should be returned to the Book Depository only – **not to teachers**. Additionally, students are not encouraged to store textbooks in classrooms. Books stored in classrooms and lost are still the responsibility of the student. If a book is lost, paid for, and is found within a thirty (30) day period, a full refund will be issued. Payment for any lost or damaged book must be by cash, certified check or money order only. **Personal checks will not be accepted.**

**STUDENTS/PARENTS ARE RESPONSIBLE FOR PAYMENT OF DAMAGE TO TEXTBOOKS WHILE ISSUED TO THEM. THERE ARE NO WAIVERS FOR BOOK FINES.**

Students/Parents are fully responsible for making sure textbooks are returned in the condition received. Students/Parents have three (3) days upon receipt of textbooks to contact the Main Office with concerns of the condition of any textbook. Damaged books cost between \$55 and \$90 per book.

**Semester and year long books must be returned to the book depository the last day of exams. Failure to do so will result in a \$5.00 lost fee per book assessed to the student's account.**

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***Signatures below indicate that we have read and understand the Textbook Agreement for 1st and 2nd semester textbooks. This form must be signed by the parent and student to receive textbooks.***

Parent/Guardian Signature	
Print: Parent/Guardian Name	Date
Student's Signature	
Grade	
Print: Student's Name	Date



## **ATHLETICS & ACTIVITIES PROGRAM PHILOSOPHY**

The goal of education is to help young people develop physically, emotionally, and intellectually. The activities/programs sponsored by Southfield Public Schools and University High School Academy are meant to contribute to this goal by providing our students with opportunities to participate as team members on athletic teams, members of clubs in areas of interest, and to provide opportunities for self-directed specialization in curriculum areas of particular interest. Desirable individual outcomes include the development not only of physical skills but of sportsmanship, teamwork, self-discipline, loyalty and tolerance.

## **SOUTHFIELD PUBLIC SCHOOLS ATHLETIC CODE OF CONDUCT**

Representing the school as an athlete is a privilege with related responsibilities. Participation in high school interscholastic athletics is encouraged for all Southfield Public Schools students who are interested and able. Every student meeting the eligibility requirements has a right to try out for an interscholastic sport. To establish and maintain eligibility, students must comply with all aspects of district regulations and the Michigan High School Athletic Association (MHSAA). The school can revoke or restrict the privilege of participation if a student-athlete fails to live up to district expectations and standards.

### **CITIZENSHIP:**

Students participating in Athletics and Activities should act as responsible citizens at all times and especially during the time where they are visible and very important representatives of the school district. Sportsman-like conduct and appropriate behavior during athletic and activities events are expected standards for all students.

### **ELIGIBILITY:**

Eligibility is determined by the Southfield Public Schools policy.

**UNIVERSITY HIGH SCHOOL  
ACADEMY**

**DISCIPLINE  
CODE OF CONDUCT**



**2008 - 2009**

**The rules you are about to read in this Code of Conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.**

## **PHILOSOPHY**

The primary goal of the Southfield Public Schools is to create a positive learning environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal, there must be a shared commitment among families, staff and students.

The Southfield Public Schools strive to develop in all students an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are accomplished.

The Southfield Public School District and each school within the system is an academic community composed of students, families, teachers, administrators and members of the community at large. The rules and regulations of the school are the laws of the community. All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community and the rights of the other members of the community.

## HUMAN DIGNITY STATEMENT

The Board of Education, recognizing that we are a multi-racial, multi-ethnic school district, believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of our school community is promoted. A major aim of education in the Southfield School District is the development of a reasoned commitment to the core of values of a democratic society.

In accordance with this aim, the school district will not tolerate behavior by students or staff which insults, degrades, or stereotypes any race gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion.

Appropriate consequences for offending this policy will be specified in the Student Code of Conduct of each school building in accordance with the school board policy. Staff members offending this policy will be disciplined in accordance with provisions of the appropriate employer master agreement with the school board.

## STANDARDS OF CONDUCT

Rules and procedures are a part of life no matter where we work or attend school. Knowing what is expected of us makes our day much easier. When rules are followed, the school is a more orderly place in which we can learn and work.

**ALL RULES AND REGULATIONS APPLY TO STUDENTS AT SCHOOL, ON THE WAY TO/FROM SCHOOL, ON THE SCHOOL BUS AND ANY SCHOOL EVENT AT HOME OR AWAY INCLUDING ANY OFF-CAMPUS MISCONDUCT.**

To help families understand the school's expectations regarding behavior, the following information is presented to inform and advise them regarding administrative action that will be taken due to unacceptable behavior, disruptive conduct or any violations of the Student Code of Conduct.

**Expulsion:** The total and permanent exclusion of a student from the Southfield Public Schools.

**Long-Term Suspension:** Student may not attend school, be present on school grounds or attend any school functions for a period in excess of ten (10) school days, not to exceed ninety (90) school days.

**Short-Term Suspension:** Students may not attend school, be present on school grounds or attend any school function for a period not to exceed ten (10) school days.

**Student and/or Parent Conferences:** Held to modify student behavior.

**Search and Seizure:** Searches of school property, individual persons and/or personal property, lockers and the seizure of any illegal items may occur as specified in the Southfield Public Schools Code of Conduct, Article VIII.

## **VIOLATIONS & CONSEQUENCES**

*The following list is not an exclusive list nor does it limit school officials from dealing with behavior that interferes with the proper functioning of the school.*

### **ALTERING OF I.D. CARD**

Students may not alter their ID card in any way. The University High School Academy I.D. card must be visible at all times. Students are not allowed to cover their I.D. card with a driver's license, picture, etc.

**Consequence:** Student/Parent conference.

### **ARSON**

The setting of fires or the use of open flames for improper purpose is prohibited.

**Consequence:** Suspension and/or recommendation for expulsion. Referral to Southfield Police Department.

### **ATTENDANCE / TARDINESS**

Daily and punctual attendance in all classes is necessary for school success. It is the policy of the Southfield Public Schools that all students shall attend school regularly and on time.

### **CELL PHONE / ELECTRONIC DEVICES**

Cell phones and electronic communication devices (example: MP3 players, CD players, I-Pods, PS2, etc.) should not be in use from the time you enter the building until 3:20 p.m. If the device is used for an illegal activity or what may result in an illegal activity or violation of the Southfield Public Schools Student Code of Conduct, the police shall be informed.

All electronic devices should be kept in student lockers during the school day.

**Consequences:**

Receiving or Making Calls/Text Messages  
Within a Classroom:

Confiscation of cell phone/device; 3-10-day suspension; parent picks up phone/device.

Cell Phone/Electronic Device Use During Day/Visible Outside Class:

First Offense – Warning; confiscation; parent picks up phone/device.

Additional Offenses – Confiscation of phone/device; 3-day suspension; parent picks up phone/device; permanent ban.

\*\*\*Only a parent/guardian may pick up a cell phone. Cell phones will be picked up in the Main Office before or after school only.

**UHSA is not responsible for any lost, stolen or damaged electronic devices. Furthermore, UHSA will not investigate matters regarding lost, stolen or damaged electronic devices.**

#### **BOMB THREATS**

A student shall not make a bomb threat (by telephone or other means) nor threaten the safety of staff and students in a school building, on school grounds, or in a school vehicle.

**Consequence:** A student engaging in such conduct shall be suspended, recommended for expulsion and reported to the Southfield Police Department.

#### **CARD PLAYING/DICE/GAMBLING**

Card playing/dice/gambling are strictly prohibited. Possession of playing cards and dice is not allowed in school.

**Consequence:** Materials will be confiscated and other disciplinary action will be administered.

#### **CHEATING**

Copying, test sharing, plagiarism, uncited use of Internet source materials and all other forms of cheating are strictly prohibited. Plagiarism is the action of using, without due acknowledgement, the thoughts, scholarship or intervention of another person. All word-for-word quotations, any summaries and any borrowed ideas that are paraphrased or mentioned must have cited sources.

**Consequence:** One to ten (1-10) school day(s) suspension may be assigned. A zero for the assignment with no make-up opportunities.

**CONTROLLED SUBSTANCE/ALCOHOLIC BEVERAGES**

Use, possession, distribution, or being under the influence of an illegal substance, drug or alcoholic beverage while on school grounds, in school owned vehicles or while in attendance at school-sponsored functions or activities is prohibited. Possession of drug paraphernalia is prohibited. The school has a "Drug Free" zone that includes the school building, 1000 feet beyond the school building, any school related activity and transportation, i.e., buses that are provided by the District. This means that any activity – sale, possession, distribution, or use of drugs, which includes but is not limited to, narcotics, marijuana, any controlled substance, anabolic or other steroids, inhalants, look-alike drugs, or over-the-counter medication is prohibited. Students shall be subject to suspension or expulsion for violation of prohibition.

**Consequence: A. Usage and Possession**

**First Offense** - ten (10) school day suspension and referred to Southfield Police Department or a five (5) school day suspension, referred to police, and student's commitment to participate in a recommended counseling program. Student must also submit documentation of a drug test.

**Second Offense** - suspension with referral to Southfield Police Department and may result in recommendation for long-term suspension or expulsion.

**B. Selling**

Suspension and recommendation for expulsion. Referral to Southfield Police Department.

**CRIMINAL ACTS**

The commission of, or participation in, acts of criminal nature while on or off school property, in school vehicles or while in attendance at school-sponsored events is prohibited including off campus misconduct. *(Among the activities of criminal nature which interfere with good school order are: arson, assault, battery, explosives, robbery, trespassing and malicious destruction of property.)*



**Consequence:** Suspension and recommendation for long-term suspension or expulsion. Referral to Southfield Police Department.

**DELIVERIES**

We do not accept celebratory deliveries for students. These items include but are not limited to: flowers, balloons, cakes, etc.

**DESTRUCTION / DEFAACEMENT OF SCHOOL / PRIVATE PROPERTY**

Destruction and/or defacement of school/private property is prohibited.

**Consequence:** Up to ten (10) school day(s) suspension with the possibility of recommendation for long-term suspension and/or recommendation for expulsion. Referral made to Southfield Police Department. Full restitution is required for destruction or defacement of school/private property.

**DISRUPTIVE CONDUCT**

A student shall not engage in any type of conduct that causes or has the potential for causing disruption or obstruction of any function, process or activity of the school. This applies to conduct at athletic events and other school activities, whether home or away, and will be enforced accordingly.

**Consequence:** One to ten (1-10) school day(s) suspension or other disciplinary action.

**DOORS**

Students are not allowed to open any exterior door during the school day.

**Consequence:** Student/Parent conference.

<p><b>ALL VISITORS MUST RING THE DOORBELL FOR ADMITTANCE TO UHSA. UPON ENTERING THE BUILDING VISITORS ARE EXPECTED TO SIGN-IN AND RECEIVE A GUEST PASS FROM THE MAIN OFFICE.</b></p>
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### **DRESS AND APPEARANCE**

The dress code for UHSA is as follows:

- **Pants:** Dockers style or Dress pants in Beige, Navy, or Black. Knee length (or longer) shorts or skirts in these colors may also be worn. Pants, shorts and shirt must be worn with a belt, at the waist, with shirts tucked in. (No denim/jeans or denim/jean look-a-likes of any color.)
- **Shirt:** Oxford or Polo Style shirt in the colors of Navy, Light Blue, or White. (Again, shirts must be tucked in with pants worn at the waist with a belt.)
- For extra **warmth:** You may wear a sweater or vest in the colors of Navy Blue, Light Blue or White over the approved shirt. (No sweats or hoods.)
- **Shoes/Boots** or other appropriate footwear must be worn. (No House Shoes, Slippers, Flip-Flops, or Shower Shoes please.)

### **EXTORTION**

Obtaining goods or services by threat of violence.

**Consequence:** Suspension and recommendation for long-term suspension or expulsion. Referral to Southfield Police Department.

### **FAILURE TO IDENTIFY ONESELF OR GIVE A FALSE NAME**

When asked by a staff member, students must identify themselves and present a University High School Academy I.D. card.

**Consequence:** One to ten (1-10) school day(s) suspension or other disciplinary action.

### **FALSE FIRE ALARMS**

Students may not pull false fire alarms or conspire with others to create a false fire alarm.

**Consequence:** Suspension and recommendation for long-term suspension or expulsion. Referral to Southfield Police Department.

### **FIGHTING/PHYSICAL VIOLENCE**

Creating a major disturbance through physical violence.

**Consequence:** 1st Offense – 10 Day Suspension;  
2nd Offense – 20 Day Suspension;

3rd Offense – Long Term Suspension /  
Possible Recommendation to School  
Board for Expulsion.

\*After preliminary investigation,  
Misdemeanor Disorderly Conduct ticket  
will be issued.

**FIREWORKS OR OTHER EXPLOSIVE MATERIAL**

Students may not possess or ignite fireworks or explosives,  
including smoke bombs.

**Consequence:** Suspension and may result in  
recommendation for long-term suspension  
or expulsion. Referral to Southfield Police  
Department.

**FOOD/BEVERAGES**

Food/Beverages may not be brought into the classrooms.  
Students are expected to help maintain a clean building and  
hallways.

**Consequence:** Food/Beverage will be confiscated.

**FORGERY**

Unauthorized use of another person's signature or alteration of  
school forms.

**Consequence:** One to ten (1-10) school day(s)  
suspension or other disciplinary action.

**GANG INSIGNIA/ACTIVITY**

A student shall not wear or possess any clothing or colors,  
jewelry, symbol or other object or commit any act, verbal or non-  
verbal (gestures, hand signals, etc.), that may reasonably be  
perceived by a staff member as evidence of membership in or  
affiliation with a gang. A student shall not commit any act, verbal  
or non-verbal in furtherance of the interests of any gang or gang  
activity.

**Consequence:** One to ten (1-10) school day(s)  
suspension and may result in  
recommendation for long-term suspension  
or expulsion.

**HABITUAL/PERSISTENT MISCONDUCT**

Behavior which continues to be disruptive regardless of previous  
action taken by school officials.

**Consequence:** Suspension and recommendation for long-term suspension or expulsion.

### **HARASSMENT**

Any behavior used to intimidate, incite or offend another individual by use of verbal, non-verbal, or physical contact is strictly prohibited.

**Consequence:** One to ten (1-10) school day(s) suspension or other disciplinary action.

### **HATS AND/OR HEADGEAR**

Hats and/or headgear are to be kept in the student's locker and **may not** be worn and/or carried in the building. **Hats and/or headgear must be removed and placed in the locker when students enter the building.**

**Consequence:** Items will be immediately confiscated and returned **only** to a parent/guardian. Items not picked up by the end of the semester will be contributed to charity.

### **HORSEPLAY OR INAPPROPRIATE CONDUCT (PLAY FIGHTING)**

Wrestling or inappropriate conduct in classrooms or halls is prohibited.

**Consequence:** One to ten (1-10) school day(s) suspension or other disciplinary action.

### **HUMAN DIGNITY POLICY**

Behavior by students which insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion; conduct detrimental to the normal functioning of school activities including but not limited to:

1. Spoken or written racial or ethnic slurs.
2. Racial, ethnic or religious intimidation.
3. Authorship, publication, and circulation of unauthorized material.
4. Possession of pornographic or obscene material.
5. Hazing or initiations.
6. Sexual harassment.

**Consequence:** One to ten (1-10) school day(s) suspension or other disciplinary action.

**IN THE HALL WITHOUT A STUDENT PLANNER & STUDENT I.D. CARD**

All students must carry their Student Planner and wear their Student I.D. Card while in halls during regularly scheduled class time.

**Consequence:** Student/Parent conference or other disciplinary action.

**INSUBORDINATION**

Failure to follow reasonable directions given by any staff member.

**Consequence:** Suspension and/or other disciplinary action.

**INTERFERENCE WITH/OR INTIMIDATION OF SCHOOL PERSONNEL**

Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence, harassment or verbal intimidation.

**Consequence:** One to ten (1-10) school day(s) suspension and may result in recommendation for long-term suspension or expulsion.

**INTIMIDATION / THREATS**

Words or actions that may threaten to do injury or bodily harm to another person, or that may intimidate another person through fear for his/her safety. No actual bodily contact is necessary.

**Consequence:** One to ten (1-10) school day(s) suspension and may result in recommendation for long-term suspension or expulsion.

**LACK OF I.D. CARD**

All students must wear an official I.D. card around their neck while on school property and produce their I.D. upon request. If a student is not wearing his/her I.D., he/she will speak with the dean and receive a new I.D. card. At this time, the student can pay for the I.D. or a fine for the cost of the I.D. will be assigned to the student.

**REPLACEMENT COSTS:**

**I.D. CARD \$5.00**

**PLASTIC HOLDER - \$2.00**

**LANYARD \$2.00**

**LEAVING CLASS WITHOUT PERMISSION**

Students may not leave their classroom without the teacher's permission.

**Consequence:** Student/Parent conference or other disciplinary action.

**LOITERING**

Unless a student is in a staff-supervised activity they must be out of the building by 3:35 p.m.

***Loitering at another school*** - Suspension.

**LUNCH**

**UHSA students are not allowed off campus during lunch.**

**Consequence:** 1 – 10 Day School Suspension

**MISUSE OF TECHNOLOGY**

Such as: damaging hardware/software; accessing inappropriate sites; planting viruses.

**Consequence:** Disciplinary action will be taken according to District policy.

**OFF CAMPUS MISCONDUCT/CRIMINAL ACT**

A student shall not engage in off-campus misconduct/criminal act where such misconduct/criminal act represents a substantial likelihood of danger to the physical or emotional well-being of other students, staff or visitors.

**Consequence:** Suspension and recommendation for long-term suspension or expulsion.

**PHYSICAL ASSAULT**

Intentionally touching or application of force to another person.

**Consequence:** Ten (10) school day suspension and possible recommendation for long-term suspension or expulsion.

**POSSESSION OF ANOTHER STUDENT'S PLANNER**

**Consequence:** Student/Parent conference or other disciplinary action.

**PROFANITY**

Profane language (swearing) or obscene language/actions prohibited.

**Consequence:** Student/Parent conference or other disciplinary action.

### **SEXUAL HARASSMENT**

Students have the right to attend school in an environment that is free from harassment, sexual or otherwise, and is respectful of human dignity. Sexual harassment may include such conduct as sexually-oriented slurs; demands for sexual favors, sexually-oriented obscene, lewd, vulgar or indecent language; unwanted or offensive touching such as patting or pinching; display of sexually-suggestive objects or graphic pictures; jokes of a sexual nature; sexually-suggestive gestures, leering or whistling, or other sexually-derogatory or offensive conduct.

**Consequence:** Up to ten (10) school days suspension and may result in recommendation for long-term suspension or expulsion. Referral to Southfield Police Department.

### **SKIPPING / TRUANCY**

Skipping class(es) is prohibited.

**Consequence:** Student/Parent conference or other disciplinary action. The attendance policy will be followed for all absences and tardies. Repeat offenders will be referred to the Oakland County Truant Officer.

### **SMOKING OR USE OF SMOKELESS TOBACCO**

Use of tobacco, i.e. smoking or chewing, is prohibited.

**Consequence:** Suspension or other disciplinary action. Students are also subject to penalties as established by State of Michigan law.

### **THEFT OR POSSESSION OF STOLEN PROPERTY**

Students may not engage in theft or possession of stolen property.

**Consequence:** Up to ten (10) school days suspension and may result in recommendation for long-term suspension or expulsion. Referral to Southfield Police Department. Full restitution is required.

**WEAPONS OR FACSIMILE OF A DANGEROUS WEAPON**

**(Possession/Sale/Use including off-campus use.)**

Students are strictly prohibited from the possession or use on school grounds, in an area adjacent to school grounds while in the process of coming onto or leaving school grounds, in school-owned vehicles or at school-sponsored functions or activities, of weapons as herein defined.

A weapon shall include firearms, pellet gun, air pistol, stun gun, starter pistol, whether operable or inoperable or whether loaded or unloaded, a reasonable facsimile of a firearm, a bomb, Molotov cocktail, sling shot, billy, bludgeon, blackjack, sand club, metallic knuckles, gas ejecting container or device which will either temporarily or permanently incapacitate, knife, dagger, dirk, stiletto, pocket knife opened by mechanical device, iron bar, karate sticks, stars, numb-chucks or similar martial arts weapons or other objects or instruments a principle application of which is to inflict injury or physical harm upon the person of another. A weapon shall also include an object or instrument, which is not in and of itself a weapon as above defined, but where the possession or use of same is coupled with an intent by the student to inflict injury or physical harm upon the person of another.

**Consequence:** Suspension and recommendation for expulsion. Referral to Southfield Police Department.



## LUNCH REGULATIONS

The appearance of our school is a reflection of how much we, the students and staff, care about University High School Academy. A clean, bright, and well-kept school indicates the pride taken in our school. Garbage and litter in and around the school will not be tolerated. The following regulations are to be followed:

1. All food purchased in the cafeterias must be consumed in the designated areas. Students are expected to clear their eating area of all refuse. Lunch areas will be examined each day.
2. Lunch-line cutting is not permitted. Besides not being fair, it is also a practice that can cause arguments and fights.
3. **Students are not permitted in the halls during lunch hours other than regularly assigned classes or media center attendance. Students choosing to attend the library media center after eating lunch should do so in a timely manner.**

### **Planning for Your Pathway**

Making the right plans for your future during these changing times can be difficult. Starting with a self-assessment can give you more choices and broaden your options.

A personal inventory can reveal your abilities, interests and attitudes. It will define your strengths and your weaknesses. Looking for a match between your strengths and the work you are considering is the most important step before you write a resume or search for a job. In fact, when the time comes to write a resume and prepare for a job interview, you will find the task much easier the more you know about yourself. What if you are not sure what kind of job or career you want? “You” are the place to start. What do you do well and enjoy doing? Answers will help you identify your strengths and help you to decide on what kind of contributions you can make in the marketplace.

Many people try to fit into jobs advertised in newspapers or other sources. The employer today has many qualified candidates from which to choose. You will be seriously considered for a position only by showing the employer that you know who you are, what you can offer and where you are going.

### **Personality and Attitudes**

Two of the most important factors to determine your happiness and success in a job are your personality and attitude. Assess your feeling and actions in different situations, as they may be different, (e.g. in a large group versus one-on-one, in a fast paced versus slow-paced environment). You are unique, having different tolerance levels than others for chaos, detail and risk-taking.

### **Skills and Achievements**

Skill is defined as the ability to do something well, especially as the result of experience. Most skills are transferable to other work settings and can be grouped in many ways. One way is to show functional skills of working with people, data or information, and things or objects. Another way is to look at your aptitude, intellect, creative leadership and problem-solving skills. Employers are interested in knowing which skills you can bring to their organization.

Examine your jobs, both paid and unpaid, as well as your academic, occupational, and personal activities to determine your skills. Do not underestimate the skills obtained in a “technical” education. Examples: oral/written communication through technical writing, presentations, and seminars; organization of time by having to meet deadlines and ideas in order to present material logically; research by searching and locating information; problem-solving by analyzing and finding alternate solutions to a problem; and various performance with job related tasks.

**Knowledge**

In addition to finding out who you are (personality/aptitudes) and what you can do (skills), you need to know **what** you know. You have learned information by attending classes, working on projects, independent reading, traveling, and cooperative education to name just a few methods.

**Learning Styles**

Learning style refers to characteristic ways of processing information, and performing in learning or working situations. Awareness of your personal style will help you identify your strengths and weaknesses. Enhancing your thinking and problem-solving skills is a requisite in today's information age.

**What can you do with an EDP?**

You can:

- Save your Career Matchmaker Results
- Keep notes on the careers and schools that interest you
- Develop an education plan based on your career interests
- Track your career preparation and planning activities
- Record your career and life goals
- List your extracurricular activities, skills and abilities, and awards
- Document your work and volunteer experiences
- Create a personalized, profession-looking resume

## Michigan Career Pathways

Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competencies. The desired outcomes of Career Preparation are student achievement and ultimate success in a career(s) of choice. Meeting the career-related needs of students calls for alignment with career opportunities in authentic work settings. Career Pathways provide a useful framework to aid both students and educators in making those meaningful connections to the working world. Six Career Pathways, while not specifically required as presented, have been identified to cover all career opportunities regardless of educational requirements:



Arts & Communications: careers related to the humanities and performing, visual, literary, and media arts



Health Sciences: careers related to the promotion of health as well as the treatment of injuries, conditions, and diseases



Business, Management, Marketing, and Technology: careers related to all aspects of business including accounting, finance, business administration, information processing, and marketing



Human Services: includes careers in child care, civil service, hospitality, and the social services



Engineering/Manufacturing & Industrial Technology: careers related to technologies necessary to design, develop, install or maintain systems



Natural Resources and Agriscience: careers related to natural resources, agriculture, and the environment

## SKILLS FOR SUCCESS

<b>Academic Skills</b>	<i>Organization</i>
<i>Communications</i>	Follow written instructions
Read & understand written materials	Follow written & oral instructions and directions
Write & speak in the language in which business is conducted	Develop career plans
<i>Mathematics</i>	Pay attention to large and small details
Understand basic math, including charts & graphs	<i>Flexibility</i>
Use math to solve problems	Learn new skills
<i>Science and Technology</i>	Work without supervision
Use scientific method to solve problems	Identify & suggest new ways to get the job done
Understand basic science	<i>Career Development</i>
Use tools and equipment	Know your personal strengths and weaknesses
<i>Problem Solving</i>	Develop career plans
Use research & library skills	<b>Teamwork Skills</b>
Use specialized knowledge	<i>Communicating</i>
Understand systems	Listen to other group members
<b>Personal Management Skills</b>	Express ideas to others
<i>Responsibility</i>	<i>Contributing</i>
Attend school/work daily and on time	Actively participate in a group
Meet school/work deadlines	Know the group's rules & value
Demonstrate self-control	<i>Leadership</i>
<i>Organization</i>	Be a leader or follower to best accomplish the goal
Follow written instructions and directions	<i>Responsive</i>
Follow oral instructions and directions	Work in changing settings
Develop career plans	Work with a diverse group
Pay attention to large and small details	Be sensitive to others' values/ideas

## CAREER WEBSITES

All students have complete and free access to the following websites:

\*Career Cruising – [www.careercruising.com](http://www.careercruising.com)

- Career Interest Inventories
- Career searches by alphabetical list, favorite school subject, Michigan Career Pathways, occupation clusters, or specific criteria
- College searches by specific school, majors, or specific criteria
- Scholarship searches based on your personal profile
- EDP section allows you to create and maintain your personal educational development plan and create a professional resume

\*Bridges – [www.access.bridges.com](http://www.access.bridges.com)

- Exploring Careers – find your best career options and learn how to explore the world of work
- Planning Your Future – connect courses, colleges, and career options to chart your future
- College & Post-Secondary – find out what you'll need to succeed in learning after high school
- Test Preparation – tools to help you prepare for the Michigan Merit Exam, ACT, and WorkKeys

\*Visit the Counselor to obtain the passwords for these websites.