

Birney K-8 School
Southfield Public Schools

Home of the Bobcats



27225 Evergreen Rd.
Southfield, MI 48076

Student Parent Handbook
2016-2017

The Birney B's

Be Safe

Be Respectful

Be Responsible

Be Peaceful



BIRNEY MIDDLE SCHOOL STUDENT PARENT HANDBOOK

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BIRNEY K-8 MISSION & VISION STATEMENTS

Mission Statement:

Birney K-8 School is a caring community school with qualified, dedicated professionals educating young people in a diverse setting for self-development, learning and success. Each student will be a life-long learner and a responsible citizen in a global community.

Vision Statement

Birney K-8 School is committed to providing Excellence in Education for all students. The school will design programs and learning experiences that promote academic achievement and the personal and social growth of every student. As a richly diverse community of learners that values all its members, Birney K-8 School will assume a central role in the community by linking parents, local agencies and businesses to the school.

Birney K-8 School will provide a safe and productive learning environment in which students can communicate effectively, think critically, solve problems and are technologically literate through a variety of curricular and extra-curricular activities. Through a challenging course of study with high standards, students will become responsible learners who can work collaboratively, and be accountable for their own academic and developmental progress.

Birney K-8 students will become lifelong learners who will be educated to make valuable contributions to society. Through the collaboration of school, home and community, every Birney K-8 student will be well prepared for the demands of the 21st century.

TEAMWORK MAKES THE DREAM WORK

BIRNEY CONTACT INFORMATION

Birney Middle School

27225 Evergreen Road

Southfield, MI 48076

<http://www.southfield.k12.mi.us/schools/elem/birney-k-8-school/>

Birney Numbers

Main Office	746-8800
Counseling Center	746-8830
Main Office Fax	746-8561
Counseling Fax	746-8935
Kitchen	746-8992
Library	746-8813
Support Services	746-8809
Security	746-8907

SOUTHFIELD PUBLIC SCHOOLS INFORMATION

John W. English

Administration Building

24661 Lahser Road

Southfield, MI 48033

www.southfield.k12.mi.us

SPS Numbers

Main Office	746-8500
Transportation	746-8522
Superintendent	746-8550
Registration	746-7601

NON-DISCRIMINATION POLICY

SOUTHFIELD PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY

Southfield Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title II & VI Coordinator—Dan Bully, JWE Administrative Center, 24661 Lahser Rd., Southfield, MI 48033, [248/746-8541](tel:2487468541); Title IX Coordinator—Lynda Wood, JWE Administrative Center, 24661 Lahser Rd., Southfield MI 48033, [248/746-8580](tel:2487468580); Section 504 Coordinator George Chapp, Division of Instruction @ University High School Academy, 24815 Lahser Rd., Southfield, MI 48033, [248/746-4328](tel:2487464328).

**Southfield Public Schools
Birney K-8 SCHOOL
Title-One School-Parent Compact**

Student's Name _____ **Grade** _____

TEACHER:

I understand the importance of the school experience to every student and my role as a teacher. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- ✓ Providing a high quality curriculum that enables the child to meet state performance standards
- ✓ Regularly communicate with parents on your child's progress
- ✓ Use assessment data and teacher observations and recommendations to ensure your child's individual needs are met

Teacher Signature _____

Date _____

STUDENT:

I know my education is important to me. It is important that I work to the best of my ability and agree to do the following:

- ✓ Attend school regularly
- ✓ Complete in-class work and homework every day
- ✓ Return corrected work to my parent/caregiver
- ✓ Be responsible for my own behavior
- ✓ Pay attention and ask for help when needed

Student Signature _____

Date _____

PARENT/CAREGIVER:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- ✓ Encourage my child effort's to do his/her best
- ✓ Give my child a quiet place to study
- ✓ Encourage my child to complete his/her homework
- ✓ Make sure my child gets enough sleep each night
- ✓ Make sure my child is at school regularly and on time
- ✓ Make sure my child reads and writes on a daily basis
- ✓ Attend open house, parent conferences, and school activities

Parent/Caregiver Signature _____ Date _____

Phone/s (____) _____

SECTION I – GENERAL INFORMATION

CHANGE OF INFORMATION

Change of Name or Address: If a change of address or name change occurs, the parent/guardian must take the proper documentation to the Southfield Education Center, 16299 Mt. Vernon. Call (248) 746-7601 to ascertain what documents will be needed. Failure to notify of a change of address may result in lost or misdirected mail for which the school cannot take responsibility. The Birney office cannot change student address information.

Change in Telephone Number: So that school staff may contact parents in case of emergency or to discuss academic progress, please inform the main office or counseling center if there is a change in telephone number at any time during the school year or over the summer.

Transferring to Another School: When a student is transferring to another school, parents should advise the counselor in advance of the student's last day of attendance. Students must return all textbooks and library books, and meet all financial obligations, before withdrawing.

EMERGENCY/MEDICAL CARDS

During the first week of school the parent or guardian **MUST** submit two confidential emergency cards containing vital student information and contact phone numbers. **Failure to submit these cards with the parent or guardian's signature by Friday, September 9th will result in suspension.**

DAILY PROCEDURES

Arrival: Students are expected to report to school between 8:25 and 8:45 am. Students that arrive prior to 8:35 am must report to the Gym or South Cafeteria for breakfast. Bicycles must be locked in the bicycle racks provided, and may not be brought into the building. After 8:45 am, students should go to their lockers to gather materials for class and then report to their first hour. A warning bell will ring at 8:40 am, and students must be in their first hour class before the 8:45 am bell.

At 8:35am K-5th students are released from the cafeteria to go to their lockers and line up outside their classroom door.

Lockers: Lockers are the property of the school. Students are assigned a locker and are responsible for its contents. There is to be **no sharing of lockers or locker combinations** for any reason. All locker issues should be addressed to Mrs. Steele in the Main Office. Expensive items should not be brought to school or kept in lockers. Birney Middle School does not assume responsibility for articles lost or stolen from lockers, and will not be able to investigate their loss.

Class Exchanges: During class exchanges, students will need to move quickly, calmly and quietly to their next class. To ensure efficient and orderly exchanges, students are to walk on the right side of all hallways during class exchanges.

Lunch Procedures: Students are expected to report to their assigned cafeteria, remain seated unless waiting in line, and dispose of all trash. Students will be dismissed at the end of lunch. Students are not permitted to take any food from the cafeteria, but lunch boxes/bags may be returned to lockers. Any food taken out of the cafeteria will be disposed of by staff members. Parents are strongly discouraged from bringing food for groups of students during the day; please contact the principal or assistant principal in advance to request permission.

Dismissal: School ends at 4:00 pm, and all students are expected to vacate the building at that time. Students who ride busses must leave the building immediately and board busses on the east side of the building. Students who are being picked up by car or SMART bus should exit from the west doors for pickup. For safety and security reasons, students that do not ride a bus are expected to be picked up in a timely manner. Students who walk may exit from the west or east doors nearest their walk path. In order to allow busses through, parents are not permitted to drop off or pick up students at the east entrance to Birney.

After School Activities: A variety of after-school activities will take place throughout the school year. These may include enrichment classes, sports, tutorials, various programs and parties. Students will be notified of these events and are encouraged to attend. Please note that no late bus is provided. Therefore it is the parent's responsibility to provide transportation such that students are picked up at the completion of the activity.

Visitors: Parents are welcome to visit the school. Parents who wish to visit classrooms must pre-arrange such visits with the teacher. Twenty-four hours notice is recommended. Student visitors are not permitted. All visitors must report to the office and obtain a visitor's pass immediately upon entering the building. Parents should call in advance to set appointments with administrators and counselors to ensure their availability.

SCHOOL CLOSING

In the event of extreme weather, students and parents should listen to radio stations WXYZ, WWJ, CKLW, WOMC, and television stations WJBK (2), WDIV (4), WXYZ (7), WTVS (56), and cable channel 35. PLEASE DO NOT CALL THE SCHOOL!

SAFETY/EMERGENCIES

Building Access: Except at the beginning and end of the school day, all school doors remain locked. Visitors must buzz the office from the west entrance to request entry at all other times.

Fire/Tornado/Lockdown Drills: Information is posted in each classroom stating directions to follow in case of a tornado or fire drill. Teachers will give further instructions about leaving the building in case of emergencies. The sounding of a special horn signals a fire alarm. An announcement over the P.A. system signals a tornado alarm or lockdown drill. Students practice drills throughout the year to be prepared in case of an emergency.

In Case Of Emergency, all students must:

- Remain silent and listen for instructions.
- Walk in a calm and orderly manner as instructed by staff.
- Remain alert and follow directions immediately.

STUDENT AFFAIRS & EXPECTATIONS

Attendance: Attendance is key to student success. Students who attend classes regularly and on time usually achieve better grades and develop valuable lifelong work habits.

1. *To excuse a student absence:* Parent or guardian should phone the counseling center (746-8830) between 8:00 - 9:00 am each day the student is absent.
2. Students are responsible for obtaining and completing all work missed during absences.
3. If a student is absent for **three or more days**, parents should contact the counseling center to request homework from teachers.

4. Early dismissal is strongly discouraged. Parents should try to schedule appointments after school. If a student is to leave school early, parents must call the counseling center in advance. Leaving school without permission is considered skipping school. Parents picking up students early must obtain a visitor pass in the main office before proceeding to the counseling center to sign out their child.
5. Students may arrange to receive homework ahead of time for planned absences. Students must see their counselor and teachers to do so.
6. Students who are suspended are entitled to and expected to do all missed work. Please contact the counseling center if your student will be out for three or more days.

Tardies: Students are expected to be in each and every class before the bell rings. Middle school students who are tardy to school in the morning will report directly to the counseling center to sign in. Elementary students who are tardy to school in the morning will report directly to their homeroom. Failure to make the bus, parent work schedules, oversleeping, etc. are not acceptable reasons for late arrival to school, even with parent notification, and will not be excused. Consequences for excessive tardiness are outlined in the section entitled “Disciplinary Consequences.”

Bus Transportation: Students will receive by mail specific information regarding their bus assignment and schedule from Durham School Services. If a problem should occur or if there is a question about a bus assignment, contact the transportation department at 746-8522.

Students may only ride their assigned bus except in special circumstances. Bus passes are issued through the main office. Bus passes permit students to ride a bus other than their regularly assigned bus for a single day. Students must submit to the office a written request, signed by a parent, indicating the number (route) of the bus the student wishes to ride, and, if applicable, the name of the student he/she will accompany.

The following rules of conduct for bus passengers are based on guidelines from the Michigan Pupil Transportation Handbook published by the Department of Education. All bus riders are expected to abide by these rules. Failure to comply with these rules will result in disciplinary action, including possible loss of bus privileges and suspension.

Bus Safety – Student Responsibilities

- To be in the place designated both morning and evening ready to board the bus at the designated time. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
- To stay off the traveled roadway at all times while waiting for the bus.
- To wait until the bus has come to a stop before attempting to get on or off, and to exit the bus only at the front except in cases of emergency.
- To occupy the seat assigned by the driver and to refrain at all times from moving while riding the bus.
- To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
- To obey the driver and to report promptly to the school official when instructed to do so by the driver.
- To keep hands and head inside the bus at all times.
- To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
- To leave the bus only at the consent of the driver.
- To cross the traveled highway, if necessary, in the following manner:
 - Make certain the bus is stationary.
 - On exiting, go to the front of bus for the proper signal for crossing.
 - Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.

- Walk (not run) in front of the bus when crossing the highway.
- Report to the driver at once any damage to the bus.

Cell Phone Policy: Cell phones are discouraged at Birney K-8 School. In case of true emergency, parents may call the school office to reach their child. In addition, students will be permitted to make emergency calls from a school phone. If a student brings a phone to school, it must be powered off before entering school in the morning, and it must remain off until the end of the last class of the day. In addition, phones should not be on display; they should be kept in a pocket, a student locker, or a purse. **School personnel will not investigate lost or stolen cell phones.**

Having a phone powered on, refusing to turn over a phone upon staff request, or using a phone during the school day will result in disciplinary consequences up to and including suspension as described in the section entitled “Disciplinary Consequences.”

***Dress Code:** The Southfield Public School Board of Education has adopted a set of administrative rules for a Student Dress Code. In compliance with that policy, the Birney K-8 School dress expectation is as follows:*

Permitted Apparel

- Students **must wear solid** colored dress pants or slacks, knee length dresses, jumpers, shorts and skirts in the following colors: **tan, black, navy blue, brown, grey, and burgundy**
- Students **must wear** collared, short or long sleeved shirts and blouses in the following **solid colors: tan, black, navy blue, brown, white, pink, yellow, grey, and burgundy. No sleeveless shirts are allowed.**
- Turtlenecks can be worn in the same colors as shirts and blouses.
- **Shirts must be tucked in and belts worn.**
- Sweaters and sweater vests in the above mentioned colors must be worn over collared shirts.
- **Leggins can only be worn with knee length skirts and/or dresses.**
- Any clothing articles that the administrative staff deems inappropriate for a learning environment will not be permitted.

Prohibited Apparel:

- Jeans or denim fabrics of any type or style (unless permitted for a school spirit day or a dress-down day.) **Any style of pants with holes is strictly prohibited.**
- Students may not wear warm-up jackets, hoodies, jackets, or sweatshirts of any kind in school except on dress-down days. Students who get cold easily should dress appropriately and keep a sweater in their locker.
- Tight-fitting or baggy, oversized items of clothing.
- Team jerseys (with the exception of school team shirts and sweaters when approved by administration), t-shirts, sweatshirts, tank tops/spaghetti straps, strapless or halter-tops or sheer, see-through blouses.
- Sweat suits, jogging attire, fleece, loungewear or sleepwear.
- Hooded tops of any kind.
- Headgear of any kind, including hats, caps, headbands, scarves, do-rags, stocking caps, bandana hats, and baseball caps.
- Any clothing, jewelry, symbol or other object that may reasonably be perceived by a staff member as evidence of membership in or affiliation with a gang.
- Designer brand sunglasses or dark glasses. (If the latter are prescribed, medical documentation must be presented.)
- Designer brand stitched leather outer jackets (e.g., Pelle jackets or Al Wissam jackets)

- Outer clothing such as gloves, jackets, and overcoats designed strictly for outdoor wear are not to be worn in the school building or carried to and from classes. They must be stored in the student's locker.
- Pajamas or other loungewear.
- Electronic, light belts.
- Book bags (string, cloth, all) may not be carried and/or worn during the school day.
- **No Tutus or Jeggins of any kind.**

In addition, any loss or theft of any of prohibited clothing items will not be investigated by school security. Students violating the Birney dress code will be subject to disciplinary action up to and including suspension. Any clothing articles that the administration deems inappropriate for a learning environment will not be permitted. Students are advised to keep an appropriate "exchange" outfit (pants and shirt) stored in their lockers for emergencies. Dress-down days will be announced in advance.

Guest Teachers: Students will demonstrate a high level of appropriate personal conduct whenever guest teachers are present in the classroom. When a guest teacher is present, students will...

- bring necessary supplies to class.
- not ask for passes.
- sit in their assigned seats.
- cooperate with guest teachers at all times.
- work diligently to complete the assigned work.

Failure to comply with these expectations will result in disciplinary action.

Hall Passes: Hall passes will only be issued in rare circumstances and at the teacher's discretion. Hall passes will not be issued because students are not prepared for class. Students are expected to take care of locker trips, stopping by office, restroom/drinking fountain during class exchange time. Students may not be in the hall during class time without a pass.

Health Issues:

- Illness: Students who become ill or need to leave school must report to the counseling center to contact a parent or guardian. Under no circumstances should students ever leave school without permission.
- Medication: The counseling center does not dispense over-the-counter medicine to students. If a student must take prescription medication during school hours, his/her physician must complete a "Medication Treatment Form" available in the counseling center. Medications must be delivered to the counseling center. Medication will be dispensed only by the administration or their designees.
- Immunization Records: State law requires that immunization requirements be met by all students. Students with incomplete immunization records will not be permitted to attend classes until such records are submitted. Direct questions regarding immunization requirements to the Oakland County Health Department (248) 424-7148.

Prohibited Items: Students should only bring to school items essential to their academic day. The following items are not to be used or visible in school, and should remain at home:

- Cell phones (subject to school policy), PSPs or video games, IPOD's or MP3 players, CD players, pagers, radios, laser pointers. Earphones (including blue tooth phones) may not be worn in school.
- Weapons of any kind.

- Squirt guns, water balloons, toy weapons of any kind.
- Playing cards, dice or other gambling paraphernalia.
- Cigarettes, cigars, lighters, matches or smoking paraphernalia.
- Any item deemed distracting or detrimental to the educational process by school administration.

Selling: Students are not permitted to sell candy, gum or any items in school or on the bus. Money and items will be confiscated and disciplinary consequences may be assigned, up to and including suspension.

Skipping/Loitering: Students who leave class without permission, are outside of their assigned class without a signed pass, or arrive more than 5 minutes late to class are considered to be skipping/loitering. Skipping and loitering will result in a suspension of 1-2 days.

Telephone Calls: Parents may make contact with students through the counseling center and main office. No messages or calls should be made to cell phones. Only messages from parents will be relayed to students. In case of emergencies, students may use the office telephones, located in the Main Office and in the Counseling Center. Office phones are not available to students for routine use. Families should make afternoon transportation arrangements before the start of school.

Truancy: State law requires students to attend school. Students with excessive absences and tardies will be referred to the Oakland County Truancy Office.

SECTION II – TECHNOLOGY CODE OF CONDUCT

Use of technology in the Southfield Public Schools is a privilege extended to students, staff, and community to enhance learning and the exchange of information. Birney students are expected to respect and protect the technology. Students damaging or abusing the system (tampering with keys, cables, and keyboard; damaging equipment; using another student’s login; downloading or viewing inappropriate sites, etc...) will be subject to disciplinary action up to and including financial restitution, long-term suspension and expulsion based on the seriousness of the act.

Bring Your Own Device Policy:

Please refer to the Student BYOD Administrative Guidelines

SECTION III – PARENT INVOLVEMENT

CONFERENCES

Parent-Teacher conferences are held two times each year. All parents are strongly encouraged to attend. Dates will be included on the school calendar.

At other times, parents may make appointments for conferences with teachers, counselors, or administrators by telephoning the school office at 746-8800 or the counseling center office at 746-8830.

FUND RAISING

School-wide fund-raisers may be held to provide money for special projects. The selling of merchandise other than school-approved fundraisers is prohibited. Students who participate in fundraisers must meet all financial commitments in full.

OPEN HOUSE

Open House is an opportunity for parents to visit their child's classrooms, meet teachers, obtain course syllabi, and hear a summary of course plans, work and expectations. Parents are encouraged to attend. The date will be included on the school calendar.

PARENT CONNECT - MISTAR

Parents have the opportunity to view student grades and attendance via the Internet. All student information will be protected by an assigned password. Parents interested in utilizing this program will have the opportunity to register during the first marking period. **If a student owes a fine, the ability to review parent-connect will be suspended until the fine(s) is paid or property is returned to the school.**

PARENT TEACHER STUDENT ASSOCIATION

The Parent/Teacher/Student Association (PTSA) works to develop community raise funds to support school activities, serve as a liaison between parents and the school, and to provide resources and information to parents. Meetings are held the second Monday of every month at 7:00 pm in the Birney Library; all are invited. PTSA activities will be included in the school calendar and website.

SECTION IV – ACADEMICS/ATTENDANCE AND AWARDS

AWARDS

Eighth grade students can work for awards and recognition given at the completion ceremony at the end of the year. These awards include academic, athletic, citizenship, leadership, improvement, service, and effort awards.

BLUE MEDAL SOCIETY & HONOR ROLL

Honor Roll: Students with a B average or better, and no grades below a C-, will be recognized each quarter as members of the Birney Honor Roll. Honor Roll names will be posted in school.

Blue Medal Society: Honor roll students who also earn citizenship marks of Good (2) or Excellent (1) are distinguished as members of the Blue Medal Society. Blue Medal Society students are recognized with certificates, as well as an assembly or special activity.

Perfect Attendance: Students with perfect attendance will be recognized each quarter as members of the Birney Perfect Attendance recipients. Perfect attendance implies that students are present and accounted for in each class.

Three unexcused tardies will be counted as an unexcused absence. These absences will impact a student's perfect attendance record preventing them from receiving a perfect attendance certificate.

CITIZENSHIP

Appropriate behavior and participation are essential. Good school citizenship helps the individual student and the entire class achieve more. Students earn marks for citizenship in every class according to the following scale:

- 1 = Excellent
- 2 = Good
- 3 = Satisfactory
- 4 = Needs Improvement
- 5 = Unacceptable

Students are expected to be punctual, prepared for class, follow instructions, and be courteous and respectful in class. Citizenship marks are based on the degree to which students fulfill these expectations. **Students who earn two or more “4’s” or “5’s” on a progress report or report card are not permitted to participate in any extracurricular activities (athletics, clubs, parties, student council, etc..) until the next progress report or report card shows their behavior has improved (no more than one “4” or “5”). They are also placed on the “no pass” list.**

CLASS ASSIGNMENTS AND SCHEDULE CHANGES

Effort will be made to place students in the electives of their choice when possible. However, final class placement is at the discretion of counselors and the administration, and subject to scheduling constraints. Students wishing to drop or to add a class must provide their assigned counselor with a signed note from a parent requesting a schedule change during the first five days of the year (or semester for electives). Except in rare cases, students will only be granted schedule changes for errors in scheduling (repeat elective course, etc...), and requests for a particular class period or teacher will not be honored.

COUNSELING

Counselors are available to address students’ personal, academic, and scheduling concerns. Services include assistance with educational planning, interpretation of test scores, career information, study helps, and availability of resources to meet students’ needs. Parents and students are encouraged to contact counselors at 746-8830. Social worker, school psychologist and speech clinician may be reached at 746-8809.

		<i>Dawn Hodges</i>	Secretary
<i>Jill Bussler, Counselor</i>	D-Q		Social Worker
<i>Harold Evans, Counselor</i>	A-C and R-Z	<i>Jill Hardin</i>	Psychologist
		<i>Lionel Wallace</i>	Speech Therapist

CURRICULUM

The elementary curriculum follows the Common Core State Standards. These standards and more detailed learning objectives called *benchmarks* are contained within the Michigan Curriculum Framework. More details regarding the standards and benchmarks can be found on the Michigan Department of Education website: www.michigan.gov.

Middle school students attend seven class hours each school day. Student schedules will include required classes, elective classes, lunch and an advisor/advisee period. Typical courses are shown below:

<i>Sixth Grade</i>	<i>Seventh Grade</i>	<i>Eighth Grade</i>
1. English Language Arts 2. Mathematics 4. Science 5. Western Hemisphere 6. 3 Electives	1. English Language Arts 3. Pre-Algebra/Algebra* 4. Eastern Hemisphere 5. Science 6. 3 Electives	1. English 3. Algebra 4. Science 5. U.S. History 6. 3 Electives including Health

GRADING SCALE

Final grades are an average of the four quarter grades throughout the year, or the two quarter grades in the case of a semester class.

Student grades for each marking period are based on the following scale:

A = 93-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%	F = 59% or less
A- = 90-92%	B = 83-86%	C = 73-76%	D = 63-66%	
	B- = 80-82%	C- = 70-72%	D- = 60-62%	

PROGRESS REPORTS

At the mid-point of each marking period, teachers will report students’ progress in each class. Parents should review these reports and contact teachers or arrange conferences as required. Progress Report dates will be included in the school calendar.

REPORT CARDS

Report cards are generated approximately every nine weeks. Grades are based on many factors, including tests and quizzes, daily work, projects, and participation. Teachers will inform students of criteria used for grading at the beginning of the school year. Students with unreturned books or outstanding fines will have their report card held until payment is made by cash or money order. Report Card dates will be included in the school calendar.

DISTRICT POLICY ON STUDENT PROMOTION/PLACEMENT/RETENTION, K-8

Student progress through the instructional program in the Southfield Public Schools shall be monitored and evaluated by appropriate members of the professional staff including administrators, teachers and support personnel. Such professional staff shall have the responsibility and authority to make appropriate student promotion/placement/retention decisions.

RETENTION OF GRADE POLICY: (GRADES K- 5TH)

Staff shall consider all aspects of a student’s progress and needs, and shall consult with parents in arriving at a decision for promotion, placement, or retention. A final decision for retention or promotion rests with the principal.

RETENTION OF GRADE POLICY: (GRADES 6 – 8TH)

Students are expected to pass each and every one of their classes in order to prepare themselves to move on to the next grade. Staff shall consider all aspects of a student's progress and needs, and shall consult with parents in arriving at a decision for promotion or retention. A final decision for retention or promotion rests with the principal.

Promotion to the next grade level, for students that receive a failing grade (F) in core academic classes for the year, will be determined by the following:

Fail 3 or more core classes

Retained in same grade.

Fail 1 Core Class

Promoted to next grade, with a strong recommendation to attend summer school for enrichment in the failed course or comparable course.

Fail 2 Core Classes

Administrative staff and Counselors will review overall grades to determine promotion eligibility. Depending on the combination of the courses and overall grades, completion of the summer school program will be strongly recommended in order to be considered for promotion to the next grade!

Failure Combinations:

Fail Math & English – Strongly recommended taking both in summer school, but can take one course and achieve at least 70% mastery. Students that do not attend summer school to make up at least one course may be retained in the same grade.

Fail Math or English & another core course (Science or Social Studies) – Strongly recommended taking the critical core course in summer school and achieve at least 70% mastery. Students that do not attend summer school to make up the course may be retained in the same grade.

Fail Science and Social Studies – Administrative staff and Counselors will review overall grades to determine promotion eligibility. The combination of all core classes will be reviewed to determine if completion of a comparable summer school course is required for promotion. Students that do not attend summer school to make up a course may be retained in the same grade.

STUDENT RECORDS

The Southfield Public Schools Family Educational Rights and Privacy Act Notification of Rights state that parents have the right to inspect and review all educational records concerning their son or daughter. If you wish to review your child's records, please make an appointment with a counselor.

SUMMER SCHOOL

Southfield Public Schools provides summer reinforcement or enrichment opportunities to students in grades K-8. Information is mailed to every student's home near the end of the school year. Additional information is available from the counseling center.

TEXTBOOKS/LIBRARY MATERIALS/GYM LOCKS

Students are responsible for the care and upkeep of textbooks assigned to them and for books and materials checked out from the media center. The lost gym lock fee is \$6.00. **Students will be assessed fines and fees for books lost or returned in disrepair. Also, the ability to review Mi-Star parent connect will be suspended until the fine is paid in full. Outstanding fines will prevent students from participating in extra-curricular activities and dress down days.**

SECTION V- SUPPORT AND EXTRACURRICULAR INFORMATION

ATHLETIC AND EXTRACURRICULAR POLICIES

I. Preface

The Birney Middle School Extracurricular/Athletic Program is an important part of the educational program. Participation is a privilege and certain responsibilities must be accepted in order to participate. Every student is a conspicuous ambassador of his/her team, school and community. Therefore, a high level of personal conduct must continue throughout the year whether or not the activity is in season.

The purpose of the following policy is to outline the student's responsibilities and the penalties that any infraction will invoke. These rules represent the minimum, however, and more severe penalties may be imposed by the advisor, coach, and/or the administration. Obviously no rules will cover all possible situations that may occur. In such cases the supervisors will act in their best judgment.

II. Eligibility

In order to participate in extracurricular activities or intramural or interscholastic athletics, students must meet the following eligibility requirements:

- No minimum grade point average (GPA) is required to participate initially at each grade level.
- Eligibility will be determined every progress report and report card marking.
- Starting with the first progress report, and at every progress report or report card, students must have a 2.00 GPA.
- Students must have no more than one "4" or "5" in citizenship.
- Students must meet Michigan High School Athletic Association (MHSAA) eligibility requirements.
- All students participating in interscholastic athletics must have passed a physical and completed a physical card.
- A student must be enrolled in an intermediate school no later than Monday of the fourth week of the semester in which he/she competes.
- A seventh or eighth grade student who competes in any athletic contest must be under 14 or 15 years of age respectively. Exceptions: A student whose birthday occurs on or after September 1 of a current year is eligible for the balance of that school year.
- A student may not participate in middle school interscholastic sports and another program simultaneously, e.g. AAU, SYB, etc.

III. Prohibited Substances

The use or possession of alcohol or tobacco is prohibited for all students at Birney, especially those participating or planning to participate in the extracurricular programs at Birney K-8 School.

A. First Offense

- Smoking, the chewing of tobacco, consumption or possession of alcohol and tobacco. In addition to standard school disciplinary consequences, the student who becomes involved in any of these acts

- will be suspended from competition for a minimum of two contests, except for track, where the minimum suspension will be one track meet.

B. Second Offense

- In addition to standard school disciplinary consequences, a second offense involving prohibited substances will result in the student's suspension from participation in all extracurricular activities for a period of twelve months as well as the loss of any award. A second twelve months will be a probationary period during which any prohibited substance offense will be considered a "second offense."

IV. Illegal Drugs

- In addition to standard school disciplinary consequences, any offense involving the possession of, transfer of, and/or the use of an illegal drug will result in the student's suspension from participation in all extracurricular activities for a period of twelve months as well as the loss of any award. A second twelve months will be a probationary period during which any illegal drug offense will be considered a "second offense." (Note that alcohol and tobacco are covered in Section III above.)

V. Personal Conduct

Any action by a student which is detrimental to him/herself, the team/group or the school may consist of the following penalties, depending on the severity of the offense, and will be in addition to any other school sanctions imposed (e.g. suspension):

- One-week suspension from all extracurricular activities.
- Suspension from extracurricular activities for the remainder of the season.
- Suspension from extracurricular activities for twelve months.

VI. Suspension

Suspension from school for any reason will result in the student missing practices, contests or events if they fall on those days of suspension. This penalty will include weekends if the suspension goes through Monday.

VII. Absence From School

- Sickness or Unexcused Absences: The student will not be eligible for competition on days of unexcused absences or full days of sickness. If a student is absent because of sickness but can attend afternoon classes (periods five through eight), he/she may compete or practice.
- Prearranged or Excused Absences: If procedures are followed, the student may participate.

VIII. Care of Equipment

- All equipment checked out to a student is his/her responsibility. Compensation for any lost or damaged equipment must be paid when it is damaged or lost. Participation in the extracurricular program will be prohibited until the equipment is returned and/or paid for.
- All equipment must be kept clean and should be clean when returned.
- All equipment must be returned no later than one week after the last event of the season.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in one of Birney's many extracurricular activities. Some of the activities offered are listed below:

GREAT THINGS TO DO AT BIRNEY K-8

AP PREP Program (Advanced Placement)

The Advanced Placement (AP) program is an application program which exposes students to increased rigor in the core content areas. By participating in the K-8 AP program, students will develop the academic skills and discipline necessary to prepare for the rigor of Advanced Placement in high school and college.

Open to Grades K-8th

ART CLUB

After school art program which hones student's skills and encourages showcasing work in the building and at community events.

Open to Grades 4-8th

BAND

All Birney Bands (5/6th Band, Symphonic, Jazz, Concert, and Beginning) will be performing at our annual Winter Concert and at our Spring Concert.

Open to Grades 5-8th

Basketball

Basketball is an intramural program. At the end of the intramural program, a team is selected that competes against the other middle schools in Southfield and some in the metropolitan area. Basic skills are taught and reinforced as this is the first time some students play competitively.

Open to Grades 5-8th

BATTLE OF THE BOOKS

Battle of the Books is a program designed to encourage the sport of reading and to give recognition to those who like to read. Students read from a selected list of seven books and then participate in a contest where they will compete with other teams by answering questions based on those books.

Open to Grades 4-8th

BIRNEY BOBCAT YEARBOOK

Yearbook staff members will work cooperatively planning and creating the Birney Bobcat Middle School Yearbook.

Open to Grades 4-8th

CHEERLEADING

Students interested in learning the basic skills & techniques of competitive cheer. Students will learn organized routines, usually ranging from one to three minutes, which contain the components of [tumbling](#), [dance](#), [jumps](#), [cheers](#) and [stunting](#) to direct spectators of events to cheer on sports teams at games. Students will cheer for boys & girls basketball games.

Open to Grades 5-8th

CHESS CLUB

Chess Club meets Thursdays from 3:30 -4:30 pm in the South Cafeteria. Students must have a signed permission slip to join. New and seasoned players are welcomed and encouraged to join the BIRNEY CHESS CLUB!

Open to Grades K-8th

Choir

The vocal music program is designed to develop life-long learners in a culturally diverse world. The song repertoire and listening programs include various styles in vocal and instrumental music. The students are encouraged to develop discriminative listening skills by exploring the ten musical dimensions: Rhythm, Tempo, Dynamics, Harmony, Texture, Form, Timbre, Articulation, Pitch, and Melody.. Students will have opportunities to perform in and out of state.

Open to Grades 6-8th

GREEN SCHOOL

In 2012 Birney K-8 became a Certified Green School. As a Green School our goal is to engage learners in analyzing and reducing Birney's environmental impact, making the school environment healthier for students and staff, encouraging healthy lifestyles and sustainable choices, and building a community of globally aware critical thinkers.

Open to Birney Community

JUNIOR ACHIEVEMENT

JA encompasses entrepreneurship curriculum for students in grades six through eight. The program emphasizes entrepreneurship content while providing a strong focus on social studies, reading, and writing skills. The JA It's My Business! Experience enhances students' classroom curriculum. Students are encouraged to use critical thinking to learn entrepreneurial skills that support positive attitudes as they explore and enhance their career aspirations.

Open to Grades 6th – 8th

LEARNING LUNCH

This initiative was established to give students an extra opportunity to receive assistance with their academic performance. Students can request a Learning Lunch ticket to excuse them from the cafeteria and work in classrooms. The ticket also serves as a pass to be the first to receive hot lunch so they can make it to classes. This initiative is another plan to service our students that cannot come early or stay late for tutorial sessions.

Open to Grades K-8th

MICHIGAN FIRST CREDIT UNION – BIRNEY BRANCH

Students can participate in the following positions: branch manager, assistant manager, teller, director of marketing, bookkeeper, customer service manager. The opportunity to open a Michigan First account is open to all Birney students. Participation in this program teaches money management skills.

Open to Grades 4-8th

National Junior Honor Society

Membership is by invitation only and it is an honor and privilege to be part of NJHS. Those who are invited to apply for membership must successfully complete an application process and there is a chance that some students who are invited to apply may not be selected for induction into the Birney K-8 National Junior Honor Society

Open to Grades 6-8th

ORCHESTRA

The orchestra program engages students who wish to participate in Chamber Music groups that will perform for their own enjoyment and for others.

Open to Grade 5-8th

PRETTY BROWN GIRLS

Goal is to build self-esteem and empower girls as it relates to their self-image in the media and society at large.

Open to Grades K-8th

RECYCLING

Students, parents, and staff are encouraged to participate in the paper recycling program through Abitibi Recycling. The yellow and green bin in the west parking lot is available at all times to receive your discarded newspaper, copy paper, junk mail and magazines.

Open to the Birney Community

STUDENT LEADERSHIP COUNCIL

The Student Leadership Council (SLC) of Birney K-8 School is an organization that is dedicated to developing and growing the leadership abilities of middle school students. Membership to SLC is open to all Birney students who meet the academic requirement of a 2.0 GPA (minimum) and Citizenship marks of 1's, 2's, and 3's. All interested students must submit an application to be reviewed by the advisor, a committee of teachers, and administration.

Open to Grades 4-8th

STUDENT NETWORK

The Student Network was designed to ensure that students have an opportunity to participate in regular, two-way, and meaningful communication involving academic learning and the overall culture of the school. Students are considered full partners in their education and are included, when appropriate, in decision making and given opportunities for input on policies and programs.

Open to Grades 4-8th

TITLE ONE TUTORING

Students extended the opportunity to receive extra support in Math and ELA. Teachers will assist with assignments, projects, and organizational skills.

Open to Grades K-8th

TRACK & Field

Boys' and girls' track is an excellent activity for students who like both individual competition and a team effort. Participants will have the opportunity to compete in either short or mid-distance events (including relay teams), as well as hurdles and field events. Track begins in late April, and the season runs through the end of May.

Open to Grades 6-8th

UNIVERSITY MIDDLE SCHOOL ACADEMY (UMSA)

University Middle School Academy (UMSA) is an application and entrance exam program. UMSA is a school within a school serving the Birney community. The program is designed to engage students in a rigorous academic experience which will empower them to take responsibility for their learning by becoming confident and creative problem solvers.

Open to Grades 6-8th

VOLLEYBALL

Volleyball begins with two weeks of intramural play for everyone who wishes to participate. Students are encouraged to come out and LEARN how to play, even as a first experience. Volleyball tryouts begin in late February or early March.

Open to Grades 6-8th

YOUNG ASTRONAUTS

This is an enrichment program introduced designed to motivate students in the areas of math, science, and technology. It is a hands-on experiential program facilitated by parent leaders and assistants. Students are exposed to games, experiments, and other hands-on activities. Most of the curriculum revolves around flight and the space program.

Open to Grades 1- 8th

ZONTA FEMALE MENTORING

The ZONTA Mentoring program is designed to encourage young females to strive for excellence in all areas of life reaching their full potential. Our goal is to help them develop high self-esteem, a positive self-image, and self-respect, by providing interactive group sessions and field trips that will enhance their cultural experience and provide up-to-date information about subjects pertaining to their age group. The program will offer a safe place for girls to express themselves and explore new ideas in a secure, fun environment.

Open to Grades 4-8th

SECTION VI – DISCIPLINE

All students and staff deserve a safe and orderly school environment, where students and staff are committed to education and supporting one another. The policies and procedures outlined are designed to provide such an environment.

POSITIVE BEHAVIOR SUPPORT

Birney K-8 School makes every effort to encourage positive student behaviors. These behaviors are embodied in the four “Birney B’s” found in the inside cover of this handbook. School procedures have been designed to be clear, safe, and conducive to a learning environment. Throughout the school year, school staff will instruct students on proper behavior in class and in common areas. A summary of common area expectations can be found at the end of this handbook. In addition, students “caught” exhibiting positive behaviors will be eligible for certificates of recognition and small incentive prizes.

DUE PROCESS

Students who violate the Southfield Public Schools Code of Conduct or rules contained in this handbook shall be subject to disciplinary actions, up to and including expulsion. In all cases, the school shall attempt to make discipline prompt, equitable, and appropriate to the incident. A detailed explanation of student due process rights can be found in the Southfield Public Schools Code of Conduct.

SEARCH AND SEIZURE

Searches of students, lockers, bags or vehicles may be conducted at school, en route to or from school, or at a school related activity, provided there is reasonable suspicion that the student is in violation of a law or school rules. A search may also be conducted to protect the health and safety of others. Searches may be conducted with or without a student’s consent. Additional information can be found in the Southfield Public Schools Code of Conduct.

GENERAL CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

The following disciplinary actions are used if students fail to respond to follow school procedures and rules. This is not an exhaustive list. Less severe consequences (e.g., warning, call home, lunch detention, etc...) may be assigned by teachers, staff or administrators. More severe consequences such as suspension and recommendation for expulsion will be assigned by an administrator.

- Warning
- Parent Phone Call or Note
- Change of Seat
- Class, School or Community Service
- Writing Assignment
- Lunch Detention
- After-School Detention
- After-school detention will typically be held on Wednesdays & Thursdays from 4:15 to 5:30 PM
- Extracurricular Exclusion or Privilege Limitation
- Short-Term Suspension (1-10 days)

- Long-Term Suspension (10-90 days)
 - **Note** -- Students are not to be on campus or at any school-sponsored event while on suspension without prior administrative permission.
- Transfer from Birney to Another School (recommended by administration and determined by Superintendent)
- Expulsion (recommended by administration and determined by the Board of Education)

DISCIPLINARY CONSEQUENCES

The information below outlines standard consequences for violation of school policies and rules. Administration retains the right to assign disciplinary consequences for behaviors not specifically described but inappropriate or injurious to the safe and smooth operation of Birney Middle School. Final determination of disciplinary consequences rests with administration.

<i>Offense</i>	<i>Consequence(s)</i>
Arson – The intentional starting of a fire, or any act which results in a fire, or encouraging another to start a fire.	Up to 90 day suspension and/or referral to the Superintendent for expulsion by the Board of Education
Assault of a Student – attacking or having another person attack or threaten a student	Minimum suspension of 7 days, possible long-term suspension and/or recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
Assault/Threat on Staff – Deliberately touching a staff member against that persons will, includes verbal and visual threats and intimidation.	Up to 90 day suspension and/or referral to the Superintendent for expulsion by the Board of Education
Bullying, Intimidation, or Extortion – Words or actions that may threaten to do injury or bodily harm to another person or cause them to fear for their safety	Suspension of 2 to 5 days, with more severe consequences for extreme or repeat offenses
Card Playing/Dice/Gambling Card playing/dice/gambling are strictly prohibited. Possession of playing cards and dice is not allowed in school.	Materials will be confiscated and other disciplinary action will be administered.
Cell Phones/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 3:05pm. If the devise is used for an illegal activity or what may result in an illegal activity or violation of the Southfield Public School Student Code of Conduct, the police shall be informed.	Receiving or Making Calls/Text Messages Within A Classroom. Confiscation of cell phone/devise; 2-10 day suspension; parent picks up phone/devise. Cell Phone/Electronic Devise Use During Day/Visible Outside Class: First Offense – Warning; confiscation; parent picks up phone/devise Additional Offenses – Confiscation of phone/devise; 2 day suspension; parent picks up phone/devise; permanent ban.

	<p>Only a parent/guardian may pick up a phone/device from the main office <u>before</u> or <u>after</u> school only.</p> <p>Depending on the severity of the act; any of the above consequences may be superseded and discipline administered at the administrator's discretion.</p> <p>Birney is NOT responsible for any lost, stolen or damaged electronic devices. Furthermore, Birney will NOT investigate matters regarding lost, stolen or damaged electronic devices.</p>
<p>Cheating & Plagiarism – Students must turn in only their work. Copying information from another source or student is considered plagiarism.</p>	<ul style="list-style-type: none"> • Score of zero on the assignment, with no opportunity for make-up • Parent Notification • Possible suspension of 1 to 10 days
<p>Classroom Disruption – Behavior that interrupts teaching and learning. Failure to follow teacher direction.</p>	<ul style="list-style-type: none"> • 1st Offense in a class in a marking period – Note sent home for parent signature and return, or parent phone call. Failure to return note results in suspension • 2nd Offense in a class in a marking period – Parent phone call and/or conference with teacher • 3rd Offense in a class in a marking period – Office referral and suspension of 1-3 days • Further offenses will all result in suspension
<p>Coming to School or School Activity while Suspended</p>	<p>Additional 1 to 2 days of suspension</p>
<p>Controlled Substances: Alcohol, Drugs or Look-Alike Drugs – Possession or Use</p>	<ul style="list-style-type: none"> • Suspension of 5-10 days • Notification of police • Possible long-term suspension and recommendation to the Superintendent for expulsion by the Board of Education
<p>Controlled Substances: Alcohol, Drugs or Look-Alike Drugs – Sale, Distribution, or Intent to Sell or Distribute</p>	<ul style="list-style-type: none"> • Long-term suspension and recommendation to the Superintendent for expulsion by the Board of Education • Notification of police
<p>Criminal Acts & Off-Campus Misconduct– Students engaged in any illegal activity or violation of school rules in or out of school are subject to school discipline as well as legal consequences</p>	<p>In such a case, parents should notify the school administration as soon as possible. Consequences range from a warning to recommendation to the Superintendent for expulsion by the Board of Education, depending on the severity and circumstances of the criminal act or off-campus misconduct.</p>
<p>Destruction/Defacement of School/Private Property Destruction and/or defacement of school/private property is prohibited.</p>	<p>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 the Police Department. Full restitution is required for destruction or defacement of school/private property.</p>
<p>Doors Students are not allowed to open</p>	<p>1 – 10 school day suspension</p>

any exterior door during the school day.	
Dress Code & Appearance – Failure to meet the SPS student dress code	<ul style="list-style-type: none"> • Detention/Suspension Please refer to the SPS Dress Code Policy on page 7.
Extortion Obtaining goods or services by threat of violence	Suspension and recommendation for long-term suspension or expulsion. Referral to the Police Department.
Failure to Complete Detention	Students who miss an after-school detention will be suspended for one school day
False Alarm (Fire, Bomb Threat, etc...) 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.	<ul style="list-style-type: none"> • Minimum 10-day suspension • Notification of police • Probable recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
Encouraging or Cheering a Fight – In case of a fight, students must step aside to allow staff to intervene	Suspension of 1 to 5 days
Fighting – Intention to fight or participating in a physical assault, pushing, shoving, wrestling, the exchange of blows, or other physical confrontation, including a verbal threat of assault.	1st Offense – Suspension of 3-5 days 2nd Offense – Suspension of 5-10 days 3rd Offense -- Long-term suspension and possible recommendation to the Superintendent for expulsion by the Board of Education Factors considered – Discipline history, level of disruption, cooperation w/school personnel, level of planning, endangerment of safety, other circumstances deemed significant by administration Students involved in a fight may be arrested and taken to the Southfield Police Station.
Fireworks or Other Explosive Material Students may not possess or ignite fireworks or explosives including smoke bombs.	Suspension and may result in recommendation for long-term suspension or expulsion. Referral to the Police Department.
Food or drink in the halls/classrooms	<ul style="list-style-type: none"> • Immediate confiscation; food will be discarded by staff • Possible detention and suspension of up to 2 days for blatant, uncooperative or repeat offenders
Forgery – Unauthorized use of another person’s signature or school document (e.g., hall pass) or the alteration of school documents	Suspension of 2 to 5 days
Gambling – Participating in games for money and/or the possession of gambling materials (playing cards, dice, etc...)	Participation -- Suspension of 2 to 5 days Possession of Gambling Materials – Warning to suspension of 3 days

<p>Gang or Gang-like Behavior or Affiliation – The term “gang” is used to mean a group of two or more persons whose purpose or activities include the violation of school policies, illegal activities, or the harm or intimidation of another</p>	<ul style="list-style-type: none"> • Minimum suspension of 2 to 5 days, with possible long-term suspension and/or recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education • Second offense will lead to long-term suspension and/or recommendation to the Superintendent for expulsion by the Board of Education • Notification of police
<p>Habitual/Persistent Misconduct – multiple, frequent disciplinary infractions throughout the school year</p>	<ul style="list-style-type: none"> • Meeting w/school staff • Behavioral Probation • Suspension, up to and including long-term suspension and/or recommendation to the Superintendent for expulsion by the Board of Education
<p>Harassment (sexual, racial, cyber, other) – unwanted teasing, comments of a racial or sexual nature, inappropriate pictures, spreading of rumors, derogatory comments about ethnic background, etc...</p>	<p>1st Offense – Suspension of 2 to 5 days 2nd or Extreme Offense – Suspension of 6 or more days, up to and including long-term suspension and/or recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education</p>
<p>Hats and/or Headgear Hats and/or headgear are to be kept in the student’s locker and <u>may not</u> 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.</p>	<p>Items will be immediately confiscated and returned <u>only</u> to a parent/guardian. Items not picked up by the end of the semester will be contributed to charity.</p>
<p>Inappropriate Displays of Affection – handholding, hugging, inappropriate touching, kissing, etc...</p>	<ul style="list-style-type: none"> • Warning, Parent Call, Detention or Suspension of up to 3 days • Extreme cases may lead to more severe consequences, up to and including long-term suspension and/or recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
<p>Inappropriate Physical Contact – Pushing, shoving, tripping, etc...</p>	<p>Suspension of 2 to 5 days</p>
<p>Inappropriate Use of Technology – Destruction of equipment, misuse of software or accessing unapproved websites</p>	<ul style="list-style-type: none"> • Possible loss of class credit and/or computer privileges • Consequences up to and including long-term suspension
<p>Insubordination – Failure to follow staff instructions</p>	<p>Suspension of 2 to 5 days</p>
<p>Interference with School Personnel – Examples: lying to staff or withholding information in an investigation, impeding the break-up of a fight, etc...</p>	<ul style="list-style-type: none"> • Lying or withholding information -- detention to 3-day suspension • More serious interference – suspension of 3 to 10 or more days

Littering	<ul style="list-style-type: none"> • Required to clean-up items and/or other areas • Possible detention
Loitering/Skipping – leaving class without permission, in halls without a pass, not in area designated by pass, more than 10 minutes late to class, skipping class	<ul style="list-style-type: none"> • Detention up to 2-day suspension • Suspension of 1 to 2 days for skipping class or leaving school without permission
Major School Disruption – Engagement in or intent to participate in any activity that substantially disrupts the health, safety, or security of others. Examples: cafeteria disruptions or large verbal confrontations	Suspension of 3 to 5 days
Physical Horseplay – wrestling, “play fighting”, pushing - even in jest - is not permitted	Suspension of 2 to 5 days
Pornography -- Possession or Distribution	Suspension of 1 to 5 days
Possession or Use of a Weapon or Weapon “Look-alike” – includes pocket knives, toy guns, pellet guns, or any item used as a weapon. A more comprehensive list can be found in the SPS Student Code of Conduct	<ul style="list-style-type: none"> • Confiscation of item • Notification of Southfield Police • Immediate suspension and recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
Possession, Use or Distribution of Explosives or Incendiary Device	<ul style="list-style-type: none"> • Notification of Southfield Police • Suspension up to and including recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
Profanity, Obscenity & Indecent Gestures	Detention or Suspension of 1 to 3 days
Prohibited Items – squirt guns, lasers, water balloons, cameras, stink bombs, lighters, matches, any item disruptive to the learning process	Suspension of 1 to 5 days
Running in the Hall	Detention or Suspension up to 2 days. Extreme or repeat offenses will result in greater consequences.
Sale of Candy or other Items	<ul style="list-style-type: none"> • Confiscation of items for parent pick-up • Possible detention or suspension up to 2 days
Smoking or Possession of Smoking Materials – including cigarettes, wrapping papers, etc...	Suspension of 1 to 2 days
Tardiness <u>Tardy Policy</u> 1 st – 2 nd Offense – warning and parent contacted. 3 rd Offense – Detention (no show =	Random hall sweeps may be conducted to deter habitual tardiness and to stress the importance of timely arrival to class. Students caught in hall sweeps after the start of class may receive a suspension or detention, depending on their attendance record. Students with excessive tardies

suspension) Additional Offenses = suspension	will be reported to the Oakland County Truancy Office.
Theft or Possession of Stolen Property – taking the property of another or having the property of another without their clear permission	Possession – Suspension of 3 to 10 days Theft – Suspension of 5 to 10 days, with possible recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
Trespassing – attending a prohibited event, being in an unauthorized place, or refusing to leave when asked to do so	Detention or Suspension of 1 to 2 days
Truancy – excessive absences or tardies to school	Step 1 – Mandatory parent meeting Step 2 – Referral to Oakland County Truancy Officer
Vandalism – destruction of or graffiti placed on the property of the school or another person	<ul style="list-style-type: none"> • Clean-up, repair or replacement of damaged items and related costs • Possible notification of Southfield Police • Possible suspension, up to and including recommendation to the Superintendent for long-term suspension or expulsion by the Board of Education
Verbal Confrontation, Threats, Hurtful or Inciteful Language – insulting or challenging language	Suspension of 1 to 3 days

	SAFETY	RESPONSIBILITY	RESPECT	PEACEFUL
CAFETERIA	<ul style="list-style-type: none"> ➤ Walk at all times ➤ Eat only your own food ➤ Eat in assigned cafeteria ➤ Ask permission to leave 	<ul style="list-style-type: none"> ➤ Arrive on time ➤ Keep own place in line ➤ All food & drinks stay in cafeteria 	<ul style="list-style-type: none"> ➤ Use good manners ➤ Clean up your area ➤ Respect seats of others ➤ Follow staff instructions 	<ul style="list-style-type: none"> ➤ Speak calmly ➤ Speak positively
GYM	<ul style="list-style-type: none"> ➤ Sit properly in bleachers/chairs ➤ Use equipment properly ➤ No food, drinks or gum in gym 	<ul style="list-style-type: none"> ➤ Show good sportsmanship ➤ Return equipment to designated area ➤ Secure locker 	<ul style="list-style-type: none"> ➤ Be a team player, encourage others ➤ Follow staff instructions ➤ Exercise good manners 	<ul style="list-style-type: none"> ➤ Speak calmly ➤ Speak & cheer positively ➤ Use appropriate language
ASSEMBLIES & SPECIAL EVENTS	<ul style="list-style-type: none"> ➤ Stay in your seat ➤ Stay with your class ➤ Wait for dismissal instructions 	<ul style="list-style-type: none"> ➤ Enter & sit quietly ➤ Focus on presentation 	<ul style="list-style-type: none"> ➤ Listen responsibly ➤ Applaud appropriately 	<ul style="list-style-type: none"> ➤ Cheer positively ➤ Respect speakers & presenters
MEDIA CENTER	<ul style="list-style-type: none"> ➤ Walk at all times ➤ Keep all body parts to yourself ➤ Use tables & chairs appropriately 	<ul style="list-style-type: none"> ➤ Return all materials to proper place on time ➤ Print only what is needed ➤ Ask permission to print ➤ No food or drinks 	<ul style="list-style-type: none"> ➤ Respect property, yours and others ➤ Follow staff instructions ➤ Have patience in line ➤ Use Internet appropriately 	<ul style="list-style-type: none"> ➤ Speak calmly & quietly ➤ Use kind words & actions
HALLWAYS /STAIRWAYS	<ul style="list-style-type: none"> ➤ Walk to the right ➤ Walk at all times ➤ Keep all body parts to yourself ➤ Use appropriate stairway & doors 	<ul style="list-style-type: none"> ➤ No food or drinks ➤ Use drinking fountains appropriately ➤ Use wastebaskets ➤ Use your assigned locker only & appropriately 	<ul style="list-style-type: none"> ➤ Use kind words and actions ➤ Respect property, yours & others ➤ Have hall pass ready ➤ Move to class on time 	<ul style="list-style-type: none"> ➤ Speak calmly & quietly ➤ Use kind words & actions
MAIN OFFICE & COUNSELING CENTER	<ul style="list-style-type: none"> ➤ Use chairs and tables appropriately 	<ul style="list-style-type: none"> ➤ Obtain permission to use the phone 	<ul style="list-style-type: none"> ➤ Enter and sit quietly ➤ State your purpose politely ➤ Keep your hands and feet to yourself 	<ul style="list-style-type: none"> ➤ Speak calmly & quietly ➤ Use kind words & actions
BATHROOMS	<ul style="list-style-type: none"> ➤ Keep water in sink ➤ Wash hands ➤ Put paper towels in the garbage 	<ul style="list-style-type: none"> ➤ Flush toilets ➤ Inform adults of any vandalism ➤ Dispose of personal hygiene items appropriately 	<ul style="list-style-type: none"> ➤ Give others privacy ➤ Respect property - yours & others 	<ul style="list-style-type: none"> ➤ Stay no longer than necessary ➤ Use kind words & actions
BICYCLES & WALKERS	<ul style="list-style-type: none"> ➤ Walk & ride safely ➤ Be aware of moving vehicle ➤ No loitering ➤ Parent approved rides only ➤ No student drop off or pick up in bus area ➤ Walk on sidewalks ➤ Cross at crosswalk or lights 	<ul style="list-style-type: none"> ➤ Follow all adult instructions ➤ Stay off neighbors' lawns 	<ul style="list-style-type: none"> ➤ Communicate travel times and patterns with parents in advance ➤ Bring appropriate outer wear & shoes ➤ Remember all homework & materials to avoid having to return to school 	<ul style="list-style-type: none"> ➤ Speak calmly ➤ Use kind words & actions ➤ Be patient
BUS EXPECTATIONS	<ul style="list-style-type: none"> ➤ Always walk ➤ Do not block front door ➤ Remain on sidewalk until bus is at complete stop ➤ Stay seated on bus ➤ Do not throw items ➤ Keep body parts inside 	<ul style="list-style-type: none"> ➤ Wait in line patiently ➤ Keep bus clean ➤ Know your stop & route ➤ No food or drinks 	<ul style="list-style-type: none"> ➤ Keep all body parts to yourself ➤ Follow staff & drivers' instructions 	<ul style="list-style-type: none"> ➤ Be reasonable to all ➤ Use kind words & actions

Birney K-8 School Expectations for Common Areas