

# UNIVERSITY MIDDLE & HIGH SCHOOL ACADEMIES

“Nurturing tomorrow’s leaders, today.”

*The University Middle and High School Academies, in partnership with students, families and staff, is a genuine community of citizens with personal integrity, social humility and academic curiosity.*

## STUDENT HANDBOOK 2019 - 2020



NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

CELL \_\_\_\_\_ GRADE \_\_\_\_\_

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**

Students should consult with their counselor regarding summer school courses. Registration for summer school is operated by the Division of Instruction. Refer to their web site for details.

### **NCAA CLEARING HOUSE REQUIREMENTS**

Athletes who consider playing college sports must be aware of the high admission standards for colleges and universities. A visit to the NCAA web site will provide significant information.

### **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

### **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 did not violate the student code of conduct.

### **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 or Assistant Dean.

### **FACULTY / ADMINISTRATIVE APPOINTMENTS:**

If you would like to meet with any member of the UM&HSA staff, please call the appropriate office or email the individual with whom you would like to meet for an appointment.

### **STUDENT LUNCH**

***Students should refrain from ordering outside food for lunch. We will refuse all food deliveries from food providers, i.e. Pizza, chicken, Panera, Uber Eats, Door Dash, etc.***

**YOU MUST report to the main office when you enter the building.** Please do not enter classrooms without having checked into the main office. **Staff has been directed to call security** if an unannounced visitor enters the classroom. Furthermore, if you would like to see a staff member, it is appropriate to **schedule an appointment**. We are responsible for the safety and well-being of our children and we take this responsibility seriously. In advance, we thank you for your cooperation.

## **ATTENDANCE / LATE ARRIVALS POLICY**

### **SOUTHFIELD PUBLIC SCHOOLS**

**Effective: Fall 2019**

**Class Starts at 7:45 am. School ends at 3:00pm**

Absences not excused after 5 school days will not be changed in MiStar.

Students arriving after first hour must be accompanied by a parent/guardian and must sign in at the main office for admittance.

Students will not be released early from a final exam. They must remain in the class until dismissal.

**Attendance Phone 248 746 7240**



### **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 48 hours after the 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 5 days, it will be the student's responsibility to:

Return completed homework to the counselor for the first five 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, the student should contact another student in the class or obtain homework from his/her teacher upon return.***



**TEXTBOOK/CHROMEBOOK AGREEMENT  
UNIVERSITY MIDDLE & HIGH SCHOOL ACADEMIES  
1ST AND 2ND SEMESTER**

Textbooks are issued to all students depending on the course. Students must have a **University Middle & High School** identification card to receive textbooks. As many text books are also on-line, students are provided an access code for the textbook and receive no hard copy.

Southfield Public Schools currently provides all 9<sup>th</sup> grade students with a Chromebook to use throughout the school year. Parents attend a mandatory meeting for orientation and pay a \$25 fee.

Students/Parents are financially responsible for returning the textbook and or Chromebook that is issued to the student at the end of the school year.

**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 Pod 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. 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 and or Chromebooks. 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 \$130 per book.**

**Semester and yearlong books must be returned to The Book Pod 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.**

\*\*\*\*\*

*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 Middle & High School Academies 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.

#### **HIGH SCHOOL SPORTS PARTICIPATION**

University High School student athletes participate in sports at Southfield High School for the Arts & Technology. Students interested in trying out should refer to their web site for details. All students must have a current physical completed in order to practice.

University Middle School students will participate in sports at University Middle School during the Winter and Spring.

**ELIGIBILITY:** Eligibility is determined by the Southfield Public Schools policy.



## University Middle & High School Academies

19301 Twelve Mile Road, Lathrup Village, MI 48076

248.746.4370

www.southfieldk12.org/uhsa



### **Learning Community Compact**

The University Middle and High School Academy Compact represents the genuine partnership between school, parent and student.

#### ***School***

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards (required)
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - parent-teacher conferences
  - frequent reports to parents on their children's progress;
  - ensuring regular two-way, meaningful communication between family members and school staff
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences

#### ***Parent***

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning
- Create a home atmosphere that supports learning
- Send the student to school on time
- Attend school functions and parent-teacher conferences
- Encourage their child to show respect for all members of the school community and school property
- Review and act upon school communications

#### ***Student***

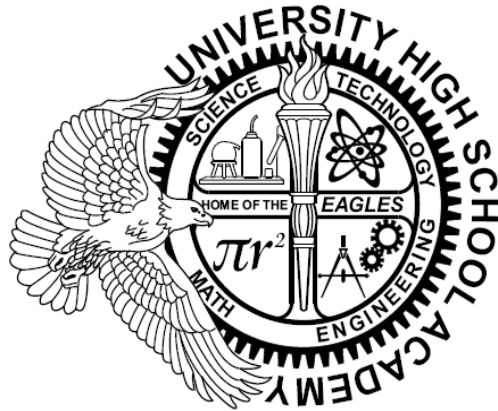
The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that is neat and reflects the student's best effort
- Be respectful to all school members and to school property
- Maintain a minimum 3.0 grade point average, which is required for continuation at UMHSA
- Adhere to the SPS and UMHSA Student Code of Conduct, which is required for continuation at UMHSA

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

# UNIVERSITY MIDDLE & HIGH SCHOOL ACADEMIES

## DISCIPLINE CODE OF CONDUCT



**2019 – 2020**

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.*

### **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 the Southfield Police Department.

### **ATTENDANCE / TARDINESS**

Southfield Public School students are expected to arrive to school/class every day, on time and ready to learn. 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. In order for a student to receive make-up assignments absences must be excused by parent/guardian. Southfield Public Schools will implement the following attendance/tardy procedure, effective September 2019:

#### **CONSEQUENCE:**

- Any student who arrives more than ten (10) minutes after the start of first (1st) hour will be directed to a staffed classroom until second hour.
  
- After three (3) such incidents, the student is then subject to escalating penalties that may include lunch detentions, mandatory parent meetings and/or suspension.

### **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.

**BULLYING / CYBER BULLING / 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.

**PERSONAL ELECTRONIC DEVICES**

Personal Electronic Devices (PEDs) intended and actually used for instructional purposes are permitted as approved by the classroom teacher or the Dean.

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

**CHEATING / PLAGIARISM**

Copying, test sharing, plagiarism, uncited use of Internet source materials and all other forms of cheating are strictly prohibited. All word-for-word quotations, any summaries and any borrowed ideas that are paraphrased or mentioned must have cited sources.

Plagiarism is the action of using, without due acknowledgement, the thoughts, scholarship, or inventions of another person. When writing a body of work, a student must provide enough information in his/her paper so that the reader can identify that the work is in fact the student's own writing. Plagiarism or turning in another's work at UM&HSA will result in a zero for the assignment with no make-up opportunities and may result in discipline action from administration.

**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.

**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. Students are not allowed to order food from outside vendors to be delivered to the school. We will refuse all food deliveries ordered by the student, i.e. Uber Eats, Door Dash, etc.

**DESTRUCTION / DEFACEMENT 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.

**ALL VISITORS MUST RING THE DOORBELL FOR ADMITTANCE TO UM&HSA/UMSA. UPON ENTERING THE BUILDING, VISITORS ARE EXPECTED TO SIGN-IN AND RECEIVE A GUEST PASS FROM THE MAIN OFFICE.**

## **DRESS AND APPEARANCE**

### **SOUTHFIELD PUBLIC SCHOOLS DRESS CODE GUIDELINES**

Southfield Public Schools is dedicated to preparing each student for college and career readiness. Student dress should promote a positive learning environment, encourage community and family ties, and support healthy and safe behavior.

A Southfield Public School District student will not dress in a manner that negatively impacts the learning process or educational setting. Students may not dress in a manner that is obscene, offensive, provocative, distracting, or indecent as these detract from the learning environment. This includes, but is not limited to, students wearing clothing that positively supports and depicts messages of violence, drugs, sexual themes, hate, vulgarity, and criminal behaviors. Students are expected to adhere to the following appearance guidelines while on school property and during school-related events:

- Clothing must be worn in a tasteful manner. Shirts, blouses, and tops should fully cover backs, torsos, and cleavage on all students (males, females and gender non-conformists), without any indecent exposure, including undergarments and associated undergarment straps or bands. No low cut tops allowed or bare midriffs (all students). Accordingly, pants that “sag” to expose underwear, torn or ripped pants, or shirts that rise up to expose skin are prohibited.
- Pants, shorts, and skirts should be worn appropriately. Pants, trousers, and bottoms should fully cover undergarments, without any indecent exposure including underwear linings and underwear bands. Skirts should fully cover the entire thigh. If leggings/yoga pants are worn, shirts or skirts should cover the buttocks.
- If students decide to wear clothing or accessories with messaging, the messages must be positive, and not include hateful, offensive, violent or explicit language, images, or words. Students should not wear items of clothing which have obscene, vulgar or sexual statements or pictures/images which promote alcohol, tobacco or illegal substances.
- Students are not to wear pajamas or loungewear, sheer garments and or tight form-fitting clothing. Clothing with excessive tears or otherwise in disrepair should not be worn.

- School appropriate footwear must be worn on school premises at all times (no flip flops, house shoes or athletic slides).
- Hooded sweatshirts are allowed, but hoods may not be worn indoors. Hats and coats are to be stored in the student's locker during the school day. No bandanas, do-rags or gang-affiliated attire are permitted.
- Southfield Public Schools recognizes that each student's choice of dress and grooming is an expression of personal style and individual preference. Southfield Public Schools will not interfere with a student's decision regarding their appearance, except when the choices interfere with the learning environment or school safety.  
**CONSEQUENCE:** One to ten (1-10) school day(s) suspension or other disciplinary action.

**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 Middle & High School Academy I.D. card.

**CONSEQUENCE:** Suspension and/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.

**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 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.

**IDENTIFICATION CARD**

The University High School Academy I.D. card must be carried at all times while on school property and produce their I.D. upon request. If a student is not carrying his/her I.D., he/she will be sent to the Main Office to order 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 COST:**  
**I.D. CARD - \$5.00**

**LEAVING CLASS WITHOUT PERMISSION**

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

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

**LETTER OF RECOMMENDATION**

Students needing a letter of recommendation may request the letter from staff **a minimum of seven (7) days before the letter is required**. Recommendation requests **must be made by students**. Parents cannot request them. The **student** must provide background information to the staff member

**LOITERING**

Students are expected to attend every class, every day. Upon dismissal, every student is expected to leave the school unless he/she is in a staff supervised activity.

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

**LUNCH**

**UM&HSA students are not allowed off campus during lunch.**

**CONSEQUENCE:** 1 – 10 Day School Suspension or other disciplinary action.

**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.

**PARKING RULES AND REGULATIONS**

Students are required to purchase a parking permit and may park only in the designated area.

1. **Student must be a LICENSED DRIVER to apply for a parking permit.**
2. **Student must show driver's license, vehicle registration and proof of insurance when applying for parking permit.**
3. **2019 – 2019 parking permit fee is \$50 for the entire year. (CASH or MONEY ORDER ONLY – NO PERSONAL CHECKS)**
4. **A parking permit will be required beginning the 2<sup>nd</sup> week of school.**
5. Student cars may be parked only in the **student parking lot**.
6. Cars, which are not parked in the student parking lot, or are improperly parked, will be ticketed.
7. Abuse of driving or parking privilege on school property will result in ticketing and/or the cancellation of driving privileges.
8. This permit is valid only for the automobile listed on the application. If you have to drive another vehicle for a day or two, you must obtain a temporary parking permit in the Main Office.
9. Parking permits **MUST** be affixed to the **back of the rear view mirror** at all times.
10. **Note:** The average cost of a Parking Ticket, issued by the authorized personnel, is **\$90**.

**The Southfield Board of Education or its employees assume absolutely no liability while vehicle is on school property.**

**PHYSICAL ASSAULT**

Intentionally touching or application of force to another person. A student who physically assaults another student while at school, shall be subject to suspension or expulsion, regardless of whether the assault results in injury.

**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 or referral to Southfield Police Department.

**SKIPPING / TRUANCY**

Students are expected to attend every class, every day.

**CONSEQUENCE:**

- Suspension

**SMOKING OR USE OF SMOKELESS TOBACCO/VAPING**

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.

**TRANSCRIPTS**

Students and parents may request copies of transcripts by submitting a "Transcript Request" form to the Counseling Center or Main Office. The request for transcript will be completed within 36 hours of receipt. There is a charge of \$2 per transcript.

**VERBAL THREATS**

Verbal threats at school against a District employee, student, volunteer, or contractor shall result in suspension or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**CONSEQUENCE:** Up to ten (10) school days suspension and may result in recommendation for long-term suspension or expulsion.

**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 Middle & High School Academies. 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 will be enforced:

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, on the 1st or 2nd floor, during lunch hours without a signed planner from a staff member.**
4. Students are not allowed to order food for delivery from outside vendors. We will not accept outside food deliveries.

## AFTER SCHOOL REGULATIONS

After school, all students not involved in a staff supervised activity must exit the building immediately.

**“U” SEMINAR 2019-2020**

<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>	<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>
08/26/19	_____	_____	09/20/19	_____	_____
08/27/19	_____	_____	09/23/19	_____	_____
08/28/19	_____	_____	09/24/19	_____	_____
08/29/19	_____	_____	09/25/19	_____	_____
09/03/19	_____	_____	09/25/19	_____	_____
09/04/19	_____	_____	09/27/19	_____	_____
09/05/19	_____	_____	09/30/19	_____	_____
09/06/19	_____	_____	10/01/19	_____	_____
09/09/19	_____	_____	10/02/19	_____	_____
09/10/19	_____	_____	10/03/19	_____	_____
09/11/19	_____	_____	10/04/19	_____	_____
09/12/19	_____	_____	10/07/19	_____	_____
09/13/19	_____	_____	10/08/19	_____	_____
09/16/19	_____	_____	10/09/19	_____	_____
09/17/19	_____	_____	10/10/19	_____	_____
09/18/19	_____	_____	10/11/19	_____	_____
09/19/19	_____	_____	10/14/19	_____	_____

## “U” SEMINAR 2019-2020

<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>	<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>
10/15/19	_____	_____	11/06/19	_____	_____
10/16/19	_____	_____	11/07/19	_____	_____
10/17/19	_____	_____	11/08/19	_____	_____
10/18/19	_____	_____	11/11/19	_____	_____
10/21/19	_____	_____	11/12/19	_____	_____
10/22/19	_____	_____	11/13/19	_____	_____
10/23/19	_____	_____	11/14/19	_____	_____
10/24/19	_____	_____	11/15/19	_____	_____
10/25/19	_____	_____	11/18/19	_____	_____
10/28/19	_____	_____	11/19/19	_____	_____
10/29/19	_____	_____	11/20/19	_____	_____
10/30/19	_____	_____	11/21/19	_____	_____
10/31/19	_____	_____	11/22/19	_____	_____
11/01/19	_____	_____	11/25/19	_____	_____
11/04/19	_____	_____	11/26/19	_____	_____
11/05/19	_____	No School	12/02/19	_____	_____

## “U” SEMINAR 2019-2020

<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>	<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>
12/03/19	_____	_____	01/09/20	_____	_____
12/04/19	_____	_____	01/10/20	_____	_____
12/05/19	_____	_____	01/13/20	_____	_____
12/06/19	_____	_____	01/14/20	_____	_____
12/09/19	_____	_____	01/15/20	<i>FINAL EXAMS</i>	
12/10/19	_____	_____	01/16/20	<i>FINAL EXAMS</i>	
12/11/19	_____	_____	01/17/20	<i>FINAL EXAMS</i>	
12/12/19	_____	_____	01/22/20	_____	_____
12/13/19	_____	_____	01/23/20	_____	_____
12/16/19	_____	_____	01/24/20	_____	_____
12/17/19	_____	_____	01/27/20	_____	_____
12/18/19	_____	_____	01/28/20	_____	_____
12/19/19	_____	_____	01/29/20	_____	_____
12/20/19	_____	_____	01/30/20	_____	_____
01/06/20	_____	_____	01/31/20	_____	_____
01/07/20	_____	_____	02/03/20	_____	_____
01/08/20	_____	_____	02/04/20	_____	_____

**“U” SEMINAR 2019-2020**

<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>	<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>
02/05/20	_____	_____	03/06/20	_____	_____
02/06/20	_____	_____	03/09/20	_____	_____
02/07/20	_____	_____	03/10/20	_____	_____
02/10/20	_____	_____	03/11/20	_____	_____
02/11/20	_____	_____	03/12/20	_____	_____
02/12/20	_____	_____	03/13/20	_____	_____
02/13/20	_____	_____	03/16/20	_____	_____
02/14/20	_____	_____	03/17/20	_____	_____
02/24/20	_____	_____	03/18/20	_____	_____
02/25/20	_____	_____	03/19/20	_____	_____
02/26/20	_____	_____	03/20/20	_____	_____
02/27/20	_____	_____	03/23/20	_____	_____
02/28/20	_____	_____	03/24/20	_____	_____
03/02/20	_____	_____	03/25/20	_____	_____
03/03/20	_____	_____	03/26/20	_____	_____
03/04/20	_____	_____	03/27/20	_____	_____
03/05/20	_____	_____	03/30/20	_____	_____

## “U” SEMINAR 2019-2020

<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>	<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>
03/31/20	_____	_____	04/29/20	_____	_____
04/01/20	_____	_____	04/30/20	_____	_____
04/02/20	_____	_____	05/01/20	_____	_____
04/03/20	_____	_____	05/04/20	_____	_____
04/13/20	_____	_____	05/05/20	_____	_____
04/14/20	_____	_____	05/06/20	_____	_____
04/15/20	_____	_____	05/07/20	_____	_____
04/16/20	_____	_____	05/08/20	_____	_____
04/17/20	_____	_____	05/11/20	_____	_____
04/20/20	_____	_____	05/12/20	_____	_____
04/21/20	_____	_____	05/13/20	_____	_____
04/22/20	_____	_____	05/14/20	_____	_____
04/23/20	_____	_____	05/15/20	_____	_____
04/24/20	_____	_____	05/18/20	_____	_____
04/27/20	_____	_____	05/19/20	_____	_____
04/28/20	_____	_____	05/20/20	_____	_____

**“U” SEMINAR 2019-2020**

<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>	<u>DATE</u>	<u>POINTS</u>	<u>STAFF</u>
05/21/20	_____	_____	_____	_____	_____
05/26/20	_____	_____	_____	_____	_____
05/27/20	_____	_____	_____	_____	_____
05/28/20	_____	_____	_____	_____	_____
05/29/20	_____	_____	_____	_____	_____
06/01/20	_____	_____	_____	_____	_____
06/02/20	_____	_____	_____	_____	_____
06/03/20	_____	_____	_____	_____	_____
06/04/20	_____	_____	_____	_____	_____
06/05/20	_____	_____	_____	_____	_____
06/08/20	_____	_____	_____	_____	_____
06/09/20	_____	_____	_____	_____	_____
06/10/20	<i>FINAL EXAMS</i>		_____	_____	_____
06/11/20	<i>FINAL EXAMS</i>		_____	_____	_____
06/12/20	<i>FINAL EXAMS</i>		_____	_____	_____
			_____	_____	_____