

# WEST BLOOMFIELD HIGH SCHOOL STUDENT HANDBOOK

4925 Orchard Lake Road, West Bloomfield, MI 48323

2019 - 2020

**Principal**  
Patrick Watson

**Assistant Principal**  
Eric Pace

**Assistant Principal**  
Ashleigh Larkin

**Assistant Principal**  
Jamie Glinz

**Athletic Director**  
Eric Pierce

**Office Hours:**  
7:00 a.m. – 3:00 p.m.

**Class Times:**  
7:10 a.m. – 2:03 p.m.

West Bloomfield High School is fully accredited by the North Central Association of Colleges and Secondary Schools and the University of Michigan

## NOTICE OF NONDISCRIMINATION

The West Bloomfield School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital status or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following person has been designated to handle inquiries regarding nondiscrimination policies:

**Eric Whitney**  
Assistant Superintendent for Talent Development and Management  
5810 Commerce Rd  
West Bloomfield, MI 48324  
248-865-6420

## STUDENT SERVICES & INFORMATION

**WBHS Attendance Line (248) 865-6722**

Absence	Prompt 1
Tardy	Prompt 2
Early Dismissal	Prompt 3

### ATTENDANCE PHILOSOPHY:

We believe in the value of every student in every class, every day. Regular attendance is necessary if students are to receive full benefit from their educational experiences. The benefits of class discussion, individual student participation, teacher interactions, and other classroom activities cannot be made up by those who are absent. School attendance is the joint responsibility of the students, parents and school.

**ABSENCES:** Excused absences are absences excused by a parent/guardian within 24 hours of the absences but not later than the next school day following the absence. **Failure to contact the school by calling the attendance line will result in an UNEXCUSED absence.**

1. To excuse an absence, a parent/guardian must call the attendance line **(248-865-6722, prompt 1)**
2. Exempt absences are absences due to suspension or school sanctioned activities. These absences do not count toward a student's total number of absences in a class.
  - a. Exempt absences include but are not limited to Field Trips, Assemblies, College Visits, etc.
3. An unexcused absence (one that has not been excused by a parent, doctor, or school) may result in the following actions:
  - a. The student may receive an attendance discipline referral and conference with an administrator
  - b. The student may be subjected to disciplinary action which could include but not be limited to lunch detention or out of school suspension (OSS).
  - c. ANY unexcused absence may result in discipline under the Student Code of Conduct or a referral to Youth Assistance or Oakland County Truancy. Students must attend school until they are eighteen (18) years of age or have received their high school diploma. (MCL §380.1561).

***NOTE: Truancy is against the law and may result in referral to the court system***

### *PowerSchool Attendance Codes*

A = Unexcused Absence	E = Excused Absence	T = Unexcused Tardy	TEX = Excused Tardy	FT = Field Trip	OP = Out Pass	TST = Testing	CV = College Visit
FA = First Day of Attendance	X = Exempt	AC = Administrative Conference	OS = Out of School Suspension	IS = In-School Suspension	R3 = R3 Room	LB = Late Bus	HBD = Homebound

**TARDY:** Students who are not in class when the bell rings are considered tardy. Students arriving late must check in with the Attendance Office to obtain a pass to class. Late students arriving to class without a pass will be referred back to the Attendance Office. ALL students who come to school late MUST check in with the Attendance Office.

1. Please call the attendance line, **248-865-6722, prompt 2**, for a tardy to be excused.
2. Students arriving late **must** check in at the Attendance Office to obtain a pass to class.
3. If a student is late to class without a pass, they will be sent to the Attendance Office.
4. The 3rd unexcused tardy will result in a discipline referral.
5. Only three (3) tardies can be excused per marking period. Any additional tardies will be marked as unexcused.
6. The 3rd tardy, during the 1st period of any day, will result in the loss of the student's parking pass for 10 school days.
7. Students that are more than 20 minutes late to class will be marked absent.

**OUTPASSES:** Students are not permitted to leave school for any reason without a pass from the Attendance Office. To minimize classroom disruption, we respectfully request that all outpasses be called in the previous day or prior to 8:00 AM.

1. An outpass requires a parent/guardian to contact the Attendance Office, **248-865-6722, prompt 3, prior** to the student's exit from the building. Students leaving the school without prior authorization from the Attendance Office will be recorded as unexcused from classes missed and may result in violation of the Student Code of Conduct.
2. WBHS is a closed campus during lunch hours. Absences during lunch may require further documentation.
3. The student should pick up the outpass:
  1. Between classes
  2. During lunch
  3. Upon leaving school

**INTERVENTIONS AND CONSEQUENCES DUE TO EXCESSIVE ABSENCES:**

1. After eight (8) full day (or equivalent) absences, a letter will be sent home notifying parents of the excessive absences.
2. After twelve (12) full day (or equivalent) absences, a letter will be sent home notifying parents, requesting a meeting with a school administrator.
3. After sixteen (16) full day absences (or equivalent), or failure to attend the requested attendance meeting, a referral to Youth Assistance will be made.
4. After twenty (20) full day (or equivalent) absences, a referral to Oakland County Truancy will be made.

**EMERGENCIES:**

1. Students will only be called out of class for emergency purposes in order to limit disruption of classroom instruction.
2. Following board policy, there are to be no interruptions of classes except for medical emergencies.
3. Other urgent messages will be given to students during class breaks.

**MAKE-UP WORK:**

**Excused Absences:** It is the responsibility of the student to make up any required work and tests that have been missed during any excused absence from a regularly scheduled class. The student has one (1) day for each day absent to make up work.

The student returning from an excused or exempt absence may be required to take a test immediately upon his return if the teaching was done, the test date scheduled, and the student was made aware of the test prior to the absence. This also applies to assignments due during a student's absence.

In arranging make-up work, the teacher has the choice of: (a) requiring the student to make-up the work, including tests, during the scheduled make-up period and counting the grades when establishing averages or (b) exempting the work completely. In the case of an exemption, the student would not be penalized and the grade average would be based on what the student has completed. Special considerations will be made for absences due to a death in the immediate family.

**Unexcused Absences:** In case of an unexcused absence, make-up privileges are denied and missed tests and quizzes are given a grade of F. Please note that absences cannot be excused after one school day.

**Absence Resulting from Suspension:** Students suspended from school will have the opportunity to make up any work and/or tests missed. For suspensions over three (3) days, in which a make-up packet was provided by the teacher to the Attendance Office, the work will be due the day the suspended student returns to school. Please note that many assignments and lessons will be available on teacher websites through Google Classroom. A homework request can be made by calling the Attendance Office for any additional work. For suspensions three (3) days or less, the student will receive the make-up work when he/she returns. Students will have one (1) day for each day suspended to make-up the work.

**AFTER SCHOOL POLICY:** Students must be picked up or in a supervised activity after 2:22 p.m., 20 minutes after dismissal. Additionally, students must be picked up 20 minutes after supervised school activities end. Please refer to the appropriate section of the district Code of Conduct to view loitering consequences. Students must be supervised at all times while on campus after hours.

**DRESS CODE:** Encouraging, modeling and practicing respect is important at West Bloomfield High School. Our goal, throughout life, is to show a positive attitude and have a sense of respect for others and ourselves.

It is the responsibility of parents and students to see that school dress is appropriate and not disruptive to the educational process at West Bloomfield High School. We want all students to take pride in their appearance, pride in their education and pride in their school. Disciplinary action will be assigned for dress code violations.

The West Bloomfield High school Dress Code Policy is:

1. No inappropriate or revealing clothing is permitted.
2. No bras or underwear showing. Pants must be at waistline.
3. No clothing with inappropriate messages: sexual references, profanity, alcohol and/or drugs.
4. No bare midriff for males or females.
5. Short skirts and shorts must be at least mid-thigh (no shorter than 3 inches above the knee. (No short-shorts or short skirts)
6. Shoulders must be covered.
7. No hair grooming attire or sleepwear may be worn in school.

**COUNSELING:** The counseling staff is available to meet with students to discuss academic and/or personal concerns. Appointments may be made online through the school website. Counselors facilitate a variety of support services for students.

Counselor assignments are established alphabetically. The name of each student's counselor will appear on the student's fall schedule.

#### **Counseling Staff**

Ms. Karen Brody

Ms. Lisa Thompkins

Ms. JoAnne Wegrzynowicz

Ms. Kelly Casinelli

Ms. Felicia Neumann

Mr. John Hepper

**SCHEDULES:** Students meet with their counselors in the spring to determine their schedules for the following year. The master schedule and staffing are based on these requests. We ask students to choose their courses carefully because they are held accountable for their choices. Changes to the original schedule are limited to the following:

1. Student was placed in the wrong subject or subject level.
2. Student has already taken the course.
3. "See Counselor" appears on the schedule.
4. Summer school courses necessitate change.

**Schedule changes based on teacher preference are not possible.**

**COURSE SELECTION PROCESS AND SEQUENCE:** All students entering West Bloomfield High School complete a pre-registration process in February for the following school year. We begin this process early so that a master schedule can be created that will:

- Offer the appropriate number of selections of each course
- Help administration to budget for enough staff to teach these courses

During February or March students will meet with their respective counselor in a large group for an overview of the course selection process and sequence. Requirements will be reviewed as well as pathways and suggested curriculum options. The course selection materials will be distributed at this time.

Students will receive suggestions from their teachers for appropriate course placement in the fall.

During **Scheduling Days**, students will meet with their counselor in small groups to make specific course selections for the coming school year. During the **course selection process**, students are given the opportunity to explore their course options. Course selection is dependent upon grade level, recommendation and availability. Opportunities for course electives will increase in number as each student progresses through their high school years.

**During the spring registration window, students and parents should check PowerSchool very carefully and make any corrections immediately by speaking with the student's counselor.** West Bloomfield High School staffing decisions are based solely on data received from students in the spring. Students should **not expect** to change their course selections **after registration**.

The primary goal for our registration process and procedures is for students to be able to begin the correct courses and to provide a smooth start when school resumes in the fall.

**JUMP START PROGRAM:** During August, students and parents will receive information outlining the dates, events and schedule of the *Jump Start* program.

On their appointed *Jump Start* day and at their scheduled time, students must first settle any **book, cafeteria, uniform, or miscellaneous fines** before receiving their schedule.

Activities usually planned for *Jump Start* are:

- Class schedule pickup
- Locker assignments
- Parking stickers
- School pictures and I.D.
- Yearbook purchases
- Family Athletic pass purchases

**REGISTRATION SUGGESTIONS AND HELPFUL HINTS:** Advanced Placement (AP) courses are college level in design. Students are encouraged to participate in Advanced Placement courses. These courses allow students to earn college credit upon successful completion of the corresponding Advanced Placement test.

The Industry and Business departments have courses that give students opportunities to complete an extensive sequence of courses offering skill certification.

**PROGRAM SELECTION:** As students select their courses for the coming year they should take into consideration:

- The level of challenge of each course
- The overall balance of their workload
- The career pathway they wish to pursue

To be prepared for post-secondary education (university, community college, military, art school, vocational training), students should take a minimum of four (4) academics (Math, English, Science, Social Studies, Global Language) per semester. They should also review the course descriptions so there are no surprises as to the expectations of the course.

During the registration process, teachers will make recommendations for further study in their particular discipline. Since many of the teachers have been working with the students for the entire year, they will have a reasonable perception of the course level that a particular student should be able to handle.

Students should also look to their counselor for guidance in this process. In addition to knowledge of WBHS graduation requirements, the counselor can bring all of the disciplines into one program. It is also recommended that students complete the tentative four-year plan and review it with their counselor.

Of course, parents are an integral part of the course selection process. Parents know their child's strengths and weaknesses. They bring their own experiences in school and the workplace with them. Also, parents have the responsibility of helping their children mature and prepare for the next phase of their lives. Thus, parents should be reviewing the course selections and seeking input from the teachers and/or the counselor as appropriate.

#### **RESPONSIBILITIES FOR PROGRAM SELECTION:**

**Student and Parent Responsibilities:** It is the responsibility of the student and parent, with the guidance and advice of the school faculty and counselors, to review and determine the future plans and aspirations of the student. Once his/her program is designed, it is the responsibility of the student to carry it through to completion. Upon consultation with his/her teachers and counselor, the student and his/her parents may request a change to this program as achievement of goals indicate. ***Since staffing, class size and other factors are determined through pre-enrollment, it is not always possible to honor requests for a change of program. Students in high school are not guaranteed the same periods and teacher for courses each semester.***

**Teacher Responsibilities:** It is the responsibility of the teacher, whose experience with the student enables him/her to identify the student's abilities and achievements, to work with the student, the counselor and the parents. The teacher's opinions, based on classroom experience, will further help the student to make his/her program realistic and workable.

**Counselor Responsibilities:** It is the responsibility of the counselor to help the student plan a program which satisfies the graduation requirements of the school and to recommend that the major emphasis on the student's program is one which reflects his/her future plans, interests and aptitudes.

It is also the responsibility of the counselor to review with each student the progress he/she is making toward his/her educational and vocational goals. Necessary changes in this program are made through student, parent and teacher contacts.

**Administrator Responsibilities:** An administrator determines final placement in cases of disagreement.

**SUPPLEMENTAL COURSES:** Any supplemental course that is being taken by a senior as part of his/her graduation requirement including on-line courses can be started **no later than April 1st** of his/her 8th semester and are due by May 1<sup>st</sup>. **These supplemental courses must be pre-approved by an administrator.** If the course is completed by the end of the first semester, the grade must be turned in to the student's counselor by February 1<sup>st</sup>. Otherwise the grade will be recorded as an "F". If the course is completed in the second semester, the grade must be submitted to the student's counselor by May 1<sup>st</sup> of their graduation year. Grades turned in at a later date, will be recorded but may affect graduation.

Students, other than seniors completing courses, must have 1st semester grades in to their counselor by February 1st for first semester and the last day of the school year for second semester. After these dates have passed, the **Incomplete** grade will be changed to an "F". If the student brings the grade in at a later date, adjustments may be made.

**OAKLAND SCHOOLS TECHNICAL CENTER, SOUTHWEST CAMPUS:** West Bloomfield High School is one of the constituent schools in the Oakland Schools Technical Center, which is located at the corner of Beck and Potter Roads in the Walled Lake School District. Selection of participating students, within our assigned quota, will be made with counselor and parent approval.

Students from West Bloomfield attend the Oakland Schools Technical Center during the P.M. session (11:30 a.m. to 2:00 p.m.). Students may drive to the Oakland Schools Technical Center with permission from OSTC. West Bloomfield transportation is also provided to the southwest campus. Students should see their counselor or course description book for special course offerings.

**OSTC VOCATIONAL PROGRAMS:** The following vocational education programs are available to high school juniors and seniors in the West Bloomfield School District through Oakland Schools Technical Center, Southwest Campus:

- Arts and Communication
  - Visual Imaging
- Business, Management, Marketing and Technology
  - Computer Networking – iTeam
  - Computer Programming – iTeam
  - Entrepreneurship and Advanced Marketing – iTeam
  - Web Development – iTeam
- Engineering/Manufacturing and Industrial Technology
  - Automotive Technology
  - Collision Repair and Refinishing
  - Construction Technology
  - Engineering and Emerging Technologies
    - \* Machining
    - \* Mechatronics
    - \* Welding
  - Medium/Heavy Truck and Equipment
- Health Sciences
- Human Service
  - Culinary Arts/Hospitality
- Natural Resources and Agriscience
  - Agriscience and Environmental Technologies

In addition, students may qualify for a Cosmetology Program at OSTC-Northeast Campus in Pontiac. Please note that students may only enroll in 3 hours of OSTC courses. WBHS does not participate in full day OSTC.

**WBHS - VOCATIONAL PROGRAMS:** The following state-approved vocational education programs are available to students at West Bloomfield High School:

Accounting	CAD 1, 2, 3, 4 - Computer Aided Design
Digital Computing	Beginning and Intermediate Programming
Marketing	AP Computer Science
Advanced Marketing	Video Game Design
Sports and Entertainment Marketing	Engineering Academy 3, 4
Fashion Merchandising 1 and 2	Engineering 2, 3, 4
Grow your Business 1 and 2	Architecture 1, 2, 3, 4
Personal Finance	Project Lead the Way: Introduction to Engineering
Business Internship	Project Lead the Way: Principles of Engineering
Digital Media Arts	
Multimedia Production	
Video Field Production	

Interested students should check with their counselor concerning prerequisites. All vocational programs and other non-vocational occupational programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, or handicap in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

**DUAL ENROLLMENT:** Dual Enrollment is an option designed to allow junior and senior students to take courses at the college level on a college campus. This program is intended to provide opportunities to students that exceed the WBHS offerings or have specific career goals. Interested students are encouraged to speak with their counselor early, as specific eligibility requirements apply. Deadline for application for this first semester is May 1 for the following school year, and December 1 for second semester.

#### **VIRTUAL LEARNING:**

##### **Credit Recovery: Edgenuity**

Edgenuity (formerly E2020) courses are used for credit recovery only. Transcript grades will be replaced with a grade of pass(G) /fail (H) for any course taken through Edgenuity. If an Edgenuity course is taken during the school day as part of the student's course load, there is no cost to the student. If an Edgenuity course is part of a student's schedule, attendance in the Virtual Lab is required. Students must demonstrate progress and success within an Edgenuity course in order to be eligible for future enrollment in additional Edgenuity courses. Courses in the Edgenuity lab are NCAA approved, however earning a grade of pass (G) is viewed as a grade of D by the NCAA.

##### **Scheduled Courses Through Michigan Virtual**

Pre-approval is required for classes by the student's assigned counselor and administrator in order to be accepted for credit. West Bloomfield High School will enroll students in all courses taken during the school day. All courses will be "teacher led" by a Michigan Virtual instructor. Grades earned in an approved online course will count toward the student's GPA. If a virtual course is taken during the school day as part of the student's course load, the district will pay a pre-approved amount for the course. Courses during the school day through Michigan Virtual cannot be used for grade replacement. Students enrolled in any online course must monitor their own progress. WBHS does not have access to grades, progress, or reporting for any online teacher-led course. Therefore, WBHS is unable to provide progress reports, updates, etc. All communication is through Michigan Virtual and the student/parent/mentor. Not all course providers are NCAA approved; it is the student's responsibility to seek approval from NCAA prior to registration.

##### **Courses Taken Outside of the School Day Through Michigan Virtual**

Any course taken for credit on a West Bloomfield High School transcript must be pre-approved by both the counselor and administrator prior to signing up for the course. Courses must have an instructor. Grades earned in an approved online course will count toward the student's GPA. Students/Parents will be responsible for the cost of any course taken outside of the student's schedule. Pre-approved courses may be taken only for credit recovery. It is the students' responsibility to determine if the course provider is NCAA approved.

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

Under Section 21F of the State School Aid Act, students in grades 6- 12 may elect to take up to two online courses during each semester. Students who plan to take online courses for the following school year must identify their interest during their assigned scheduling meeting and work with their counselor to make appropriate selections. Enrollment in virtual courses must be approved by the counseling office administrator.

**GRADE POINT AVERAGE:** A student's grade point average (GPA) is determined by dividing the total number of honor points earned by the number of classes taken. In most cases, a grade will carry with it a regular number of honor points. In some cases, where the class has been approved as Weighted (WT), a higher number of honor points are earned. Both sets of grades and the corresponding honor points are indicated below.

Plus and minus marks shall be ignored in computing the grade point average.

Regular Classes	Weighted Classes
A = 4	A = 5
B = 3	B = 3.75
C = 2	C = 2.5
D = 1	D = 1.25
F = 0	F = 0

**WEIGHTED GRADING, ADVANCED PLACEMENT AND ADVANCED ACADEMIC PROGRAMS:**

West Bloomfield High School offers a number of advanced academic programs. The purpose of these course offerings is to provide challenging, thought-provoking college preparatory programs for students who are capable and desirous of exploring a subject area in greater depth and at an accelerated pace.

Students enrolled in these advanced academic programs also have the opportunity to prepare themselves to participate in the "Advanced Placement" (AP) program of the College Board. The AP program enables capable students to take an AP examination in May each year that may grant them "Advanced Placement" college credit. Large group exams are offered off campus. Small group exams may be offered at the local high school. Exam fees are paid by the student. This investment may yield college credit. Descriptions of these advanced academic courses are included in the course description book under each department heading. Advanced Placement course names are preceded by the letters "AP."

Students planning to enroll in these advanced academic courses in the future should follow the recommended sequences of courses listed in the appropriate department course listings. Questions regarding the advanced academic program should be directed to the counseling department. Advanced Placement courses are graded as "weighted" on the following scale:

Weighted	A	B	C	D	F
Scale:	5.0	3.75	2.5	1.25	0

**COURSE AUDIT:** Auditing a class may be approved by administration under extreme circumstances only. Auditing is granted under the following guidelines:

1. It is initiated by the teacher.
2. It must be approved by the **Friday of the 7th week of any given semester.**
3. It is a NO CREDIT option with an "AU" (audit) designation on the transcript.
4. It **must** be approved by the teacher, student, parent, counselor and administrator.
5. Once a student is approved for a course audit, he/she may not reverse the decision to a grade.

**TESTING OUT:** This is an assessment tool that allows students to demonstrate mastery of the course material and place into the next sequential course. Registration for the exam is in the spring and the exam is given in the spring.

**PASS/FAIL GRADES:** Juniors and seniors may elect to take a course Pass/Fail under the following guidelines:

1. They must have at least a 2.0 grade point average.
2. They must meet the pass/fail deadline – **the Friday of the 3rd week of any given semester.**
3. Students with a C- or better will receive a "Pass" (G). Those with a D+ or lower will receive a "Fail" (H).
4. A "Fail" disqualifies a student from the honor roll.
5. No more than 1/2 credit per term may be earned through the Pass/Fail option and students may take only one Pass/Fail course per department.
6. Once a student is approved for Pass/Fail, he/she may not reverse the decision to a grade.

**TRANSCRIPT OF REPEATED COURSES:** Credit is granted only once for a particular course. Any exceptions to this are noted in the course description book. When a student repeats a failed course, the letter "R" (Repeat) is placed on the transcript in the original semester of the course and the new grade and credit is placed with the new semester. Only the best grade earned will count in the GPA. **Course repeats must be the identical course and semester in order to replace a grade.**

**STUDENT GRADE APPEAL PROCEDURE:**

1. A student seeking a grade change shall submit to the assistant principal in charge of counseling, within thirty (30) school days after receipt of notice of the grade and within the parameters of the school calendar, a written request for grade change stating the reasons for the proposed grade change. The reason shall include how the assigned grade deviated from the grading procedure outlined in the course syllabus.

- a. The assistant principal has five (5) school days from the receipt of the request to meet with the teacher and review the student's proposed grade change.
- b. Within ten (10) school days of that meeting, the teacher shall submit to the assistant principal a written response to the request.
- c. The assistant principal shall, within five (5) school days of receipt of the teacher's response, notify the student that the teacher has concurred and that the grade has been changed or provide the student with a copy of the teacher's response. The student will be informed by the assistant principal that in order to seek further review he/she (the student) must, within ten (10) school days, submit to the assistant principal a written request for review by the review panel.

2. Within ten (10) school days of the second request, the review panel will convene to consider the student's request. The panel shall only change the grade by mutual agreement or by majority vote of the group.

**EARLY GRADUATION:** Students requesting an exception to graduate early before completing the full four years of high school must adhere to the required guidelines. Students who have exceptional circumstances must meet with their counselor in early September to avoid missing critical deadlines. In most situations, students are required to provide proof of acceptance to a four year institution or proof of enrollment from a four year institution to qualify for early graduation. Please see your counselor for further details.

**GRADUATION HONORS:** In order to encourage students to do their best and to recognize them for their accomplishments, the graduation honors listed below have been established. These honors will be based on **senior** career grade point averages that are not rounded off. Summa Cum Laude candidates may not have a fail (F, WF, H) for a semester grade. Graduation honors are determined by cumulative GPA at the end of the 7<sup>th</sup> semester (January of senior year).

4.0 +	:	Summa Cum Laude (Highest Honors)
3.75 - 3.99:		Magna Cum Laude (High Honors)
3.50 - 3.74:		Cum Laude (Honors)

**GRADUATION REQUIREMENTS CLASS OF 2020-2023:** A student must attend West Bloomfield High School during the full final semester prior to graduation to receive a West Bloomfield High School diploma. A student transferring from West Bloomfield to another school during his/her senior year may be granted a diploma only if the receiving school's policy prevents the granting of a diploma. **West Bloomfield High School requires a minimum of 25 credits for graduation.** (18.5 required + 6.5 enrichment = 25.00 credits)

Courses	Credits
<b>English (4 credits total)</b>	
English 9	1 credit
American Literature	1 credit
World Literature, Honors World Literature, Advanced Placement English Language or Multicultural Literature	1 credit
Elective	1 credit

<b>Mathematics (4 credits total)</b>	
Algebra 1	1 credit
Geometry	1 credit
Algebra 2	1 credit
Senior Year Math or Math Based	1 credit

<b>Physical Education (0.5 credit total)</b>
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<b>Health Education (0.5 credit total)</b>
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<b>Visual, Fine, Performing and Applied Arts (1 credit total)</b>
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<b>World Language (1 credit of the same language)</b>
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<b>Elective Courses (7 credits total)</b>
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Courses	Credits
<b>Science (3 credits total) 2020-2021</b>	
Biology	1 credit
Chemistry	1 credit
Physics**	1 credit

<b>Science (3 credits total) 2022 and beyond</b>	
2 credits in core science courses of Biology, Integrated Physical Science, Earth Science, Honors Chemistry or Honors Physics.	2 credits
Science Elective	1 credit

<b>Social Studies (3 credits total)</b>	
Civics, Law & Economics	1 credit
United States History	1 credit
World History	1 credit

<b>One additional credit comprised of option A, B, or C</b>	
<b>Option A:</b> 1 additional credit of the same World Language. (required by many colleges)	
<b>Option B:</b> 1 additional credit of Visual, Fine, Performing and Applied Arts.	
<b>Option C:</b> 1 credit of school-approved formal Career and Technical Education. (CTE)	

**STATE MANDATORY TESTING:**

In order to satisfy the requirements for graduation, every student must take all the state-mandated tests at the grade level mandated unless excluded under the guidelines established by the Michigan State Department of Education. Special exceptions may be granted by the Superintendent upon evidence of extraordinary circumstances.

## **STUDENT ACADEMIC CONDUCT CODE – PROCEDURES, RULES AND REGULATIONS**

**ACADEMIC CONDUCT:** All members of the school community at West Bloomfield High School are expected to practice and uphold high standards of academic integrity and honesty. Instructors are expected to inform students of the procedures and standards of research, documentation and examination, and students are expected to follow these standards.

**ACADEMIC CONDUCT VIOLATIONS:** The following are selected examples of violations of the standard of academic conduct but do not define all possibilities:

- Misrepresenting the work of another as one's own (plagiarism)
- Cheating by copying from another student
- Assisting another student to cheat
- Cheating by use of unauthorized notes or other materials
- Theft of another student's test, project or assignment

**DISCIPLINARY ACTION GUIDELINES FOR VIOLATIONS OF ACADEMIC CONDUCT CODE:** Teachers write up the offense on a disciplinary referral form, call parents and submit referral to the Student Relations Office. The Assistant Principal or Discipline Dean meets with the student and sends an email home.

1<sup>st</sup> Violation: Receive a failing grade on the assignment or test. Student is advised of academic code of conduct.

2<sup>nd</sup> Violation: Where appropriate, the student's letter grade for the marking period may be lowered by one grade as determined by the instructor. On the second violation in any class the student must have a parent conference.

3<sup>rd</sup> Violation: Student may receive a failing grade for the marking period as determined by the instructor.

4<sup>th</sup> Violation: Student may receive a failing grade for the course as determined by the instructor.

**SUPPORT SERVICES:** A variety of resources and alternative placements are available for struggling students. In general, the initial point of contact for these services should be the student's school counselor.

**CAREER/COLLEGE RESOURCE CENTER:** The Career/College Resource Center is available to students, parents, staff and the West Bloomfield community. The Career Center specialist works closely with the school's Counseling Department assisting students in making meaningful decisions with respect to their personal career and college plans. Scholarships and financial aid, college representative visits, college application assistance and essay writing workshops are a few of the resources available through the Career/College Resource Center.

**TESTING PROGRAM:** West Bloomfield offers a variety of test experiences that include the PLAN, Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), the American College Test (ACT) and the Advanced Placement Test (AP). Most of these tests are administered outside of the school day. Also administered in the fall is the optional Michigan Mathematics Prize Competition test. Information, applications, study materials, dates and locations of testing are available in the Counseling Office.

The **Michigan Merit Exam (MME)** is a test mandated by the state (mandatory for a WBHS diploma) and administered to juniors during the spring. This exam consists of the SAT, Work Keys, Mstep Science, and Mstep Social Studies. Students must pass the MME to receive a state endorsed diploma.

**PLAN** is a national test offered to sophomores during the spring. The test includes four sections (English, Math, Science Reasoning and Reading) and evaluates a student's study skills. It will also give a predictor score for the ACT. The PLAN is a student's first exposure to the type of standardized tests which become more and more important as he/she approaches college.

The **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)** is offered in October by the Educational Testing Service. This two hour version of the Scholastic Aptitude Test (SAT) measures verbal and mathematical abilities important in college work. It is recommended for use in guiding some sophomores and juniors in future educational planning. Also, for juniors who wish to seek recognition and financial awards through the National Merit Program, this test is required. The PSAT is an optional test administered outside the school day.

The **Scholastic Aptitude Test (SAT)** and the **American College Test (ACT)** are useful in helping a student plan for college or post high school educational opportunities. Colleges consider the results of these tests as part of their criteria for admission. Some schools require a specific test. Therefore, it is important that students meet with their counselor to explore the specific requirements of schools they are interested in attending. These tests are administered outside of the school day.

**Advanced Placement Examinations** in the areas of Art, Computers, English, World Language, Math, Music, Psychology, Science and Social Studies are offered annually to give students opportunities to demonstrate college level achievement. Most colleges and universities use the results of these tests to allow students to bypass required entry level courses. Participating colleges and universities may also grant up to a year's credit on the strength of Advanced Placement exam results, thus offering monetary savings and advancement in their college program. Students should contact their counselor to receive specific information regarding the Advanced Placement Program at West Bloomfield High School.

**NATIONAL HONOR SOCIETY:** The Seymour Gretchko Chapter of the National Honor Society at West Bloomfield High School is an organization which recognizes and fosters *scholarship, leadership, service and character*. In order to qualify for membership, minimum standards for these four categories must be met.

**NHS Qualifying Guidelines:**

**Scholarship**

- Cumulative GPA of 3.5 is required.
- No failing marks (F, WF, H or U) for a semester grade.

**Leadership (Involvement in Extracurricular Activities)**

- Students must participate in a full school year activity or club or one season of a sport (not a club). Verification of participation of a sport can come from the Coach or the Athletic Office.
- Class participation or class activities *will not* count.

**Service**

- Students must be able to show verification of at least 15 hours of volunteer service to the school and community. These hours must be performed during the period beginning with student's freshman year and ending *prior* to applying for NHS membership.
- Community service hours are to be performed at sites such as West Bloomfield schools, hospitals, our township office, the library, non-profit organizations, etc. Community service performed at churches, temples, etc. must be for specific community outreach program. (e.g. food bank, working for Habitat for Humanity).
- Extra credit received in a class for tutoring *will not* count.
- Service derived from a class or course expectation *will not* count.
- Paid job experience or activities derived from a course requirement *will not* count.
- Service performed as part of a job *will not* count.
- Working without pay for a business or relative *will not* count.
- Hours spent walking or running in "walks" *will not* count.

**Character**

- Staff evaluates the applicant on a one to five scale. (5=Exemplary, 4=Strong, 3=Acceptable, 2=Demonstrates negative attitude, 1=Unworthy of consideration) The student must meet a minimum average of 3.75 in the character evaluation.
- No OSS (out of school suspension)

The selection process begins with the first semester of junior year. Students who have maintained a cumulative grade point average of 3.5 or better are notified by mail of possible eligibility before school begins. Students then complete an information packet and submit the information to the NHS sponsors by a designated date. Following the Faculty Character Evaluation, the faculty council reviews and oversees the selection of potential inductees. All forms and student information are verified for honesty and accuracy. Eligible members are then notified of acceptance.

***It is important to note that membership in the National Honor Society is both an honor and an obligation.*** Once inducted, members are expected to maintain a scholastic 3.5 average and an ongoing commitment to the ideals of the NHS and its activities, including performing at least 20 hours of NHS pre-approved community service activities during each school year. In addition, students must maintain exemplary citizenship including no 4's or 5's on report cards and no OSS.

**ICENTER:** The West Bloomfield High School iCenter strives to:

1. Promote reading
2. Develop research skills
3. Integrate the newest technologies into the WBHS curriculum
4. Present enrichment programs and activities
5. Reach out to the community to locate resources of benefit to the students and staff

An extensive 12,000+ items of print materials are on hand as well as over 100 eBooks, numerous online databases, ten magazine and newspaper titles, and both general and specialized encyclopedias.

Computers, internet, WiFi, printing, and copy machines are available for student use.

The iCenter is open to all students before school begins and during lunch, Monday through Friday, for study and research. Students may utilize the iCenter during class times with a pass from the classroom teacher. Specific operating hours are posted on the iCenter door.

Students are required to use their student ID card to check out materials. Overdue fines are \$1 per calendar month for each item. New materials (including the use of chromebooks) cannot be checked out until overdue materials are returned or fines are cleared.

Volunteers who need to fulfill a community service requirement are encouraged to make arrangements with the school's library media specialist.

**BOOKROOM:** The Bookroom is located in the front south corner of the building. The bookroom houses all of the textbooks and paperbacks our students need for all of their classes. At the beginning of each semester, a student must go to the bookroom and check out all the books he/she will need for that semester **only**.

At the end of each semester, the student must return the books to the bookroom after final exams. It is the student's responsibility, **not the teacher's**, to take care of the checking out and return of textbooks and paperbacks. If a student does not return a book, he/she will be fined for the cost of the book and will not be able to receive any other books until the book is paid for or returned. If a book is returned in need of repair, a fine will also be charged.

A student must have a student I.D. card to be able to use the bookroom, iCenter and to buy lunch on-account. Every student is required to have an I.D. picture taken at Jump Start and have it on their person at all times. This is provided free of charge; however, if the card is lost, then it must be replaced. There is a \$5.00 charge for lost cards. This can be taken care of in the Bookroom.

**FOOD SERVICE INFORMATION:** West Bloomfield High School offers a full lunch and breakfast program daily to all students. Breakfast, including hot and cold entrees as well as ala carte offerings, is available each morning shortly before school starts until the first bell. For lunch, four food court areas are available to students that feature a variety of lunch options and ala carte offerings. Daily specials and menu pricing are posted on each line. Students with special dietary requirements participating in the school meal program will require a doctor's note for meal substitutions. Students may pay cash for lunches or they may use money from their pre-funded student lunch debit account. Students are required to present a student ID or driver's license in order to access the funds in their school lunch debit account. Students may also bring lunches from home.

Each student has a scheduled 30 minute lunch. Campus is closed for **all** students. The iCenter is also available during lunchtime.

Students are directed to stay out of the classroom and carpeted areas during their scheduled lunch time. Fifth hour iCenter passes may be obtained from the student's fourth/fifth hour teacher for quiet study. Food may not be taken out of the cafeteria or courtyard areas. Students are responsible for disposing of food and garbage appropriately.

**BICYCLES/MOTORIZED BIKES:** For the safety and protection of all, bicycles must be parked in bike racks in front of the school. Bicycles that are illegally parked in isolated areas are more vulnerable to vandalism and/or theft. Bicycles should be securely locked at all times.

Motorized bikes must also be parked in the bike racks. Motorized bikes must be walked to the racks from the road; bikes may not be driven on pedestrian walkways or in the courtyard area. All motorized bikes must be registered in the Student Relations Office.

Proof of insurance, registration and a permit to drive or a license must be presented to obtain a parking permit.

**DAILY ANNOUNCEMENTS:** Announcements are aired each day. Students are urged to listen and read posted announcements for specific information concerning current activities, athletic happenings and important student news items. Parents may also view daily announcements on PowerSchool.

**LOST AND FOUND:** The lost and found is located in the Student Relations Office. Students are advised to carefully mark all belongings (books, coats, graphing calculators, etc.) and are also urged not to bring or wear valuables to school. All items not claimed after 30 days will be donated to a local charity.

**PHONE CALLS:** Only emergency calls to students are accepted and delivered by the Attendance Office and Counseling Office. Office phones may be used at lunch, before or after school, and during class time with special permission and a pass from the classroom teacher.

**LOCKER INFORMATION:** Students may request a student locker and combination. For security reasons, lockers or locker combinations should not be shared with anyone. It is the responsibility of each student to double check his/her locker after each use to make sure it is properly closed.

Students may bring their own lock to place on their **gym locker**. The school does reserve the right to enter any locker in the event of an emergency situation and remove the student's lock in any way that is deemed necessary. No reimbursement costs to the student for the cost of the lock will be made if the school does have to enter the locker.

School officials may search student lockers at any time. In general, this may take place when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.

Any problems with a locker or lock should be reported Ms. Kleimola in the Counseling Office. Any suspected locker theft should be reported to the Student Relations Office.

**HALL PASSES:** Students are not to be in the halls during class time without a pass. Hall passes are required any time a student leaves a room during the class period to use the iCenter or lavatory or to meet with a counselor, attendance personnel or another staff member. Students should be prepared to show an appropriate hall pass at the request of any staff member.

**LAKER LANDING:** Laker Landing, located across from the cafeteria, is a student-run store offering a variety of items. Store hours vary. Students are required to have a pass to visit Laker Landing during class time.

**CELL PHONES & PERSONAL ENTERTAINMENT DEVICES/PERSONAL ELECTRONICS, ETC.:** Cell phones, pagers, and personal entertainment devices (i.e. Head phones/earbuds, MP3 players and iPods, etc.) are not needed or appropriate in school. If students choose to bring these items to school, they must be turned off and put away during school hours (7:10-2:03). Violators will have their property confiscated and such property will only be returned to parents. The school is not responsible for lost or stolen electronic devices.

1. The Administration has the discretion to prohibit, allow, and otherwise regulate the use of cell phones during the school day.
2. Each teacher has the discretion to allow, regulate or deny the use of cell phones in their classrooms by their students.
3. In the classroom, if given permission, students may use cell phones only for the purpose of accessing materials that are relevant to the classroom curriculum. Students are expected to charge all cell phones prior to coming to school and run them on battery power while in the building.
4. The School District takes no responsibility for stolen, lost or damaged cell phones or electronic devices.
5. Students shall maintain all cell phones in a silent or off mode at *all* times when on school property, unless otherwise permitted by school staff.
6. Students shall not record, transmit or post images or a video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator.
7. The use of cell phone cameras or audio recording features on the device is prohibited in the following areas/situations: locker rooms, bathrooms, any private areas used for the purpose of changing clothes or any other areas designated by the administration.
8. Students shall not use cell phones to cheat on assignments or tests or send and receive information from other mobile devices.
9. Students are not allowed to enable "hot spots" and tethering while in the school building.
10. Students shall not play video games, visit chat rooms or otherwise use cell phones on school property for non-academic purposes.
11. It is the responsibility and right of teachers and staff to monitor all use of cell phones on school property by students who they are supervising.

## RELEASE AND REVIEW OF SCHOOL RECORDS

*Public Law 93-380*

Parents shall have complete access to all school records pertaining to their child. Parents wishing to review their student's records must notify the school counseling office and provide a minimum of 2 working days to comply. Necessary arrangements will then be made. Students 18 years of age and older may also have access to their personal records.

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

Personal school records will not be furnished to any other person (except school staff) unless there is written consent from the student's parents or from a student who has reached the age of majority. Exceptions include compliance with Michigan law where it applies to record transfer between public schools.

**SEVERE WEATHER INFORMATION - SCHOOL CLOSING:** School closing information is broadcast on most local radio and television stations. For example, WWJ Newsradio 95 (950 on the AM dial) reports all metropolitan area school closings every half hour at 20 and 50 minutes past the hour, from 5:20 a.m. until 8:50 a.m. School closing information is also posted on the district's website. **WEBSITE:** [www.wbsd.org](http://www.wbsd.org)

**EMERGENCY DRILLS:** There are four kinds of emergency drills in school:

1. **Fire Drills** - Students should follow directions either posted in each room or those given by a staff member. **NO ONE** is to remain in the building. If the signal is given during lunch periods, students are to leave through the closest, safe exit. **NO ONE** is to re-enter the building until the all clear is sounded.
2. **Tornado Alert** - Students should follow directions either posted in each room or those given by a staff member. If the signal is given during the lunch periods, enter the closest classroom and follow the directions of the staff. Wide areas or areas with high ceilings are unsafe. **NO ONE** may leave the school or campus during a Tornado Alert.
3. **Lock Down Drills** – Students and staff must remain in room and follow the directions of a staff member. All students must be removed from halls, even if the fire alarm sounds. Doors must be locked, lights must be turned off, and students moved away from entrance. Doors must not be opened during a lock down.

**SMOKING:** Smoking on school property or during school sponsored activities is in violation of the Student Code of Conduct. Disciplinary action will be taken for any violation of this rule. Multiple violations will result in more serious disciplinary consequences. We urge all students to abide by this rule for their health and the health of those around them. Violators may be issued West Bloomfield Township tickets, required to pay a fine, perform community service, participate in an educational program and/or serve a Detention. **Please carefully read the appropriate section of the district Code of Conduct.**

**STUDENT PARKING POLICY:** Parking space is limited, thus seniors are given first priority. Additional available spaces will be filled by juniors involved with co-op, OSTC, after school athletics or activities. Sophomores may not park in the school parking lot. The administration reserves the right to deal with parking on an individual basis.

1. Students who have reached senior status may drive to school. To reach senior status, students must have earned 18 credits as of September 1 of their fourth year of high school.
2. Juniors may apply for a first semester junior permit if:
  - a. They have earned 11 credits as of September 1.
  - b. They have completed two years of high school.
  - c. They have co-op, OSTC or are involved in after school athletics or activities.
  - d. They have no prior parking violation.
3. Juniors may apply for a second semester permit if:
  - a. They have earned 15.5 credits.
  - b. They have completed two and one-half years of high school.
  - c. They have co-op, OSTC or are involved in after school athletics or activities.
  - d. They have no prior parking violation.
  - e. They have an acceptable attendance record verified by staff.
4. No one may drive out to lunch or have anyone else drive their car at any time. Violations will result in loss of driving privileges.
5. A temporary one day sticker may be purchased by juniors and seniors (**who are already registered**) in the Student Relations Office prior to the start of the school day for \$3.00 and the deposit of a driver's license. The temporary pass is to be returned at the end of the day.

6. Parking will be limited to those areas designated as student parking. Students may not park in the north faculty lot, the north or south loops, visitor parking, or any other reserved spaces.
7. Students who stay after 2:30 p.m. **must move their cars from the South side of the main parking lot** for Marching Band practice, or they will lose driving privileges for one month or more. The car may also be ticketed. Multiple violations will result in a loss of parking privileges for the entire semester or school year.
8. Parking stickers may be purchased for \$100.00 for the year. Stickers **MUST BE PERMANENTLY AFFIXED** to the driver's side front window.
9. Cars are registered by model, make, license plate number and color. If any change is made during the year, a transfer sticker **MUST** be purchased. Stickers may not be transferred to another car. If a student wishes to drive more than one car, a sticker must be purchased for each car. Transferred or altered stickers will be confiscated for the remainder of the semester. New stickers will have to be repurchased.
10. Students must present an original and a photocopy for each of the following: a driver's license, proof of insurance, car registration and a pay to participate form when purchasing a parking sticker.
11. Lost stickers may be replaced at a cost of \$5.00.
12. Students who park an unstickered car in the lot will be issued a Detention and may lose driving privileges for one month or more. The car may also be ticketed. Multiple violations will result in a loss of parking privileges for the entire semester or school year.
13. Students who illegally acquire a parking sticker or assist another student to acquire a parking sticker may lose all driving privileges for the remainder of that year.
14. Students who drive in a reckless manner or disregard proper driving procedures may lose their driving privileges, and/or be suspended or be ticketed.
15. Juniors or seniors who have permission to drive to the Oakland Schools Technical Center may not drive other students off campus. Once a vocational student has left campus, he/she may not return to campus until the end of the high school's regular school day.
16. Students who take 9th & 10th graders off campus or allow an underclassman to drive their car off campus will have their sticker revoked.
17. Juniors and seniors with excessive absences/tardies (excused and unexcused) may lose driving privileges.
18. Juniors and seniors who accumulate excessive tardies to any class will lose their privilege to drive to school for one month (20 school days). A new sticker must be purchased for \$10.00. Successive tardies will result in a loss of their parking sticker for the remainder of the semester.
19. No refund will be issued for revoked or confiscated stickers/parking passes.

**VISITORS:** All visitors must check in with security at the front door. Student visitors are not permitted unless they have a pre-arranged appointment to shadow.

**ACTIVITIES/ACADEMIC LETTER:** At West Bloomfield High School, we offer an **Activities/Academic Letter** for our students. Students can earn the **Activity/Academic Letter** by accumulating points through participation in clubs and activities and/or by academic achievement as reflected in their semester grade point average.

Seventy-five points total will be necessary to receive a letter. Points are cumulative over a student's high school career. Activity points will be awarded at the discretion of the club or activity sponsor, based on 0-5 points for semester activities and 0-10 points for yearlong activities and clubs. Grade point average points are per semester and are as follows:

- 8 points for a 3.50 grade average or above
- 5 points for a 3.00 - 3.49 grade average
- 2 points for a 2.75 - 2.99 grade average
- 1 point for a 2.50 - 2.74 grade average

Points for any other non-athletic co-curricular activity that is not covered by a sponsor may be submitted to the Director of Student Activities for consideration. Transfer students may not submit requests based on participation at preceding schools.

Students are responsible for keeping a personal record of their own points. When they have earned 75 total points, they may pick up a verification form from the Activities Office, fill it out and submit the completed form to the Director of Student Activities. Students earning 75 points with a completed verification form will receive a card enabling them to purchase a letter jacket or a letter sweater. Athletes are encouraged to apply for their letter if they qualify and add an activities/academic pin to their athletic letter.

The more time, energy and enthusiasm that students put into their years here at West Bloomfield, the more satisfaction and sense of belonging they will receive in return. School spirit and pride start with each student.

**HIGHLIGHTS OF ACTIVITIES AND CLUBS:** *The following is a sample of the activities and clubs traditionally run at West Bloomfield High School. Offerings vary each year.*

**African American Awareness Club:** The African American Awareness Club is a student-driven organization whose mission is to promote educational, political, social, and cultural awareness and understanding among the students and staff within the West Bloomfield Community. Ongoing school activities, programs and seminars present opportunities to learn more about the rich heritage and contributions of African Americans. AAA is open to all students.

#### **BAND – Marching**

Marching Band is a fall varsity activity and a varsity letter may be earned. Many students hold the opinion that of all our ensembles, Marching Band is the most “fun.” It is also the singular opportunity in our department for students at all experience levels to perform together. Marching Band is intended for all high school students who have experience on wind or percussion instruments. Students who do not play an instrument, but wish to pursue dance and movement may become a member of the Color Guard. This band will perform at all home football games, the Homecoming parade, and several marching band competitions. The Marching Band also competes in State Finals at Ford Field. Members attend band camp for one week, usually the fourth week in August.

#### **BAND – Concert Band**

Requires audition and approval by instructor. Concert Band offers all interested students, with a moderate degree of proficiency on a band instrument to perform. A wide variety of music is studied. Performances are part of the curriculum and include concerts, festival, ensembles, and appearances within the community where appropriate.

#### **BAND – Winter Drum Line**

Students will audition for Winter Drum Line in November. The audition will determine what instrument a student plays in the ensemble. Winter Drum Line is made up of both percussionists and non-percussionists. Rehearsals are after school and competitions are on the weekend. Students have an opportunity to perform at State Finals which is held at Saginaw Valley State University.

#### **BAND – Symphony Band**

Acceptance requires audition and approval by instructor. Symphony Band offers all interested students with an intermediate of proficiency on a band instrument an opportunity to perform. A wide variety of music is studied. Performances are a part of the curriculum and include concerts, festivals, ensembles, recitals, and appearances within the community where appropriate.

#### **BAND – Symphony Winds**

Acceptance requires audition and approval by instructor. Symphony Winds is a study of advanced instrumental music. Symphony Winds offer all interested students who play wind and percussion instruments an opportunity to study and perform a wide variety of advanced high school and college level music. Performances are a part of the curriculum and include concerts, festivals, solos, ensembles, recital and appearances within the community where appropriate. Also, the Symphony Winds may participate in our MSBOA state festival.

#### **BAND – Jazz Ensemble**

The Jazz Ensemble meets after school beginning in November through the end of the school year. Concurrent enrollment in one of the concert ensembles is required. There will be many performance opportunities throughout the year including MSBOA Jazz Festival. Performances include school concerts as well as other events such as pep rallies and special school events to feature the group.

#### **CHOIR - Chamber Choir**

Chamber Choir is for students with advanced achievement in both singing performance and sight-reading. This class includes work on developing sight reading skills, music theory, and the preparation of classical to contemporary choral repertoire. Students will participate in solo and ensemble festival, choral festivals and school and community concerts. Students MUST sight read at a MSVMA intermediate level. It is AUDITION ONLY. Attendance at all performances as well as rehearsals scheduled outside of class is mandatory.

#### **CHOIR - Chorale**

Chorale is a women’s choir. This choir will focus on three part women’s literature. Chorale will participate in MSVMA District and, if it qualifies, State Choral Music Performance as well as concerts throughout the year. This choir gives younger and inexperienced women singers the chance to be leaders in a choir and have a positive choral experience. It is open to women.

#### **CHOIR – Concert Choir**

Concert Choir is for any student with prior high school background in singing and music reading. MSVMA primary sight reading skills are demonstrated in an audition. This class includes work on developing sight reading skills, music theory and in the preparation of classical to contemporary choral repertoire. Students will participate in solo and ensemble festivals, choral festivals, and school and community concerts. Attendance at all performances as well as rehearsals scheduled outside of class is mandatory.

### **CHOIR – Laker Express**

Laker Express is the WBHS Show choir, an advanced performing group specializing in show tunes and vocal jazz. This small ensemble and membership will be limited to 20 students (five per voice part: soprano, alto, tenor, bass). Students taking this course must demonstrate advanced vocal technique, music reading ability and exemplary behavior. Participation in school and community concerts as well as the MSVMA Pops Festival will be included as part of the course. AUDITIONS are held in February of the school year before. Attendance at all performances as well as rehearsals scheduled outside of class is mandatory.

### **DEBATE**

The Debate team is active during 1st semester. Team members participate in several league and Saturday invitationals at area high schools. The team meets weekly to research and prepare debate strategies. If you like to argue and be competitive, you will enjoy debate.

### **DRAMA**

WBHS's Theatre Arts Program offers students a multitude of opportunities and positions in which to display their creative talents. Each season the program produces a fall play, children's show, MIFA One-Act production, feature film for the OLSFF (Orchard Lake Student Film Festival), and a spring musical production. Students are also responsible for developing the design elements of each production. Students can experience work ranging from lighting and sound design, to acting and dance, to graphic design and video production. Information about the program can be accessed through the department's website or on the call board outside the Forum (room 453).

### **EARTH CLUB**

EARTH stands for "Environmentally Aware and Ready to Help." EARTH club was created in 1993 to promote environmental awareness and to preserve the planet. The club promotes a wide variety of school and township-wide environmental actions and educational activities. Among many other actions, the club initiated the recycling program at West Bloomfield High School in 1994, has sponsored rainforest conservation, created environmental education fairs for high school and elementary aged students, organized fundraising "coffeehouses" with student provided entertainment to purchase native plants, created a nature trail, planted trees and a native plant garden, funded a weather and wind research station at the high school, and gathered over 1000 student signatures in support of renewable energy and efficiency in the school district. The club successfully installed 20 kilowatts of solar panels to completely power the WBHS science department with solar electricity.

### **FRENCH CLUB**

French Club provides students the opportunity to learn about French culture that is not regularly taught in class. Students will increase French speaking skills in an informal, conversational setting as they learn about French history, art, holidays, trivia, food and music.

### **INTERNATIONAL CLUB**

This club is open to all students interested in promoting better understanding between all cultures represented by our student population. Club members initiate, plan and implement school activities and programs designed to sensitize students to cultural differences and promote appreciation for family traditions.

### **INTERNATIONAL THESPIAN SOCIETY (I.T.S.)**

Thespian members are students committed to the theater arts. Membership in this national honor society is earned through active participation in drama productions on stage and behind the scenes. Members are selected once each semester.

### **LAW CLUB**

Law Club meets all year and is a great opportunity to find out more about the field of law and politics. We participate in Teen Court, where students take on the actual roles of attorneys, jurors and bailiffs for REAL juvenile misdemeanor cases at the 48<sup>th</sup> District Court in Bloomfield Hills. The training for Teen Court is offered at the beginning of the school year only, so keep your eyes and ears open for the date. We also have law and politics related guest speakers and plan on attending some field trips.

### **MARKETING EDUCATION (DECA)**

Students are involved in the study of marketing, merchandising and management. Members compete during District, State and National marketing related conferences.

### **NEWSPAPER – "THE SPECTRUM"**

"The Spectrum" is our school newspaper. Writers are usually members of the newspaper class. However, guest editors and photographers may contribute to the paper without being in the newspaper class. Student staff members are involved in all aspects of preparing a paper for publication. If interested, sign up for Beginning Journalism.

### **ONE-ACT (MIFA)**

The One-Act troupe begins in November with festivals in January and February. This 45-minute competitive play alternates from drama to comedy each year. The troupe travels to area stages for competition. Rehearsals are held daily.

### **STUDENT GOVERNMENT & CLASS COUNCIL**

Members are elected from the student body to represent their class as leaders on various decision making committees. Any student wishing to become involved in planning activities, doing community service projects or working with student concerns is urged to run for class council in April.

### **VIP (Volunteer Impact)**

The VIP (Volunteer Impact) club does volunteer work for outside organizations to benefit the community. Students receive NHS community service hours for some events in which the VIP club participates.

### **YEARBOOK - "EXODUS"**

Students interested in capturing school activities in photographs and highlighting the year's events with captions are urged to apply to the yearbook class in February. Up to 30 students are awarded full-time status on the staff. Others may earn part-time status – all interested students should sign-up for Beginning Yearbook. Yearbooks can be purchased in the fall and are distributed in the spring. NO EXTRAS ARE ORDERED. Students must remember to purchase the book at registration.

### **ALL-SCHOOL YEARLY EVENTS**

Blood Drive  
Community Service Projects  
Class Officer and Student Government Elections  
Open House  
Senior Citizen Prom  
Student Government Meetings  
Student of the Month Awards  
Teacher Appreciation Week  
United We Walk

#### **Homecoming**

Dress Up Days  
Float/Banner Competition  
Homecoming Parade  
Halftime Show  
Homecoming Dance  
Homecoming Court  
Pep Assembly  
Powder Puff Football

#### **Senior Annual Events**

All Night Party  
Commencement  
Honors Convocation  
Prom  
Scholar Athlete Breakfast  
Scholar Arts Breakfast  
Senior Breakfast

#### **Winterfest**

Spirit Court  
Spirit Dress Up Days  
Student/Faculty Games  
Window Painting

## STUDENT ATHLETICS & ACTIVITIES

### ATHLETIC DEPARTMENT

#### Athletic Recognition

Athletes at West Bloomfield High School are recognized in many different ways:

1. **Certificates** are given to all athletes who participate in any sport throughout the school year.
2. **Varsity Letter** – only one (1) chenille letter is awarded throughout an athlete's career. It is awarded to athletes who have fulfilled their requirements on a given varsity team.
3. **Varsity Pins** are awarded to lettering varsity members for every sport they letter in after they have received the initial chenille letter.
4. **Senior Scholar/Athlete Award** is presented by the West Bloomfield Board of Education to senior athletes who have maintained a career G.P.A. of 3.0 or above and lettered on a varsity team.
5. **Honors Convocation**
  - a. **Sharon DeWolf Award** – This is a female athlete who may not be the most talented but has given 110% throughout her athletic career.
  - b. **James Smith Award** – Male athlete/same as above.
  - c. **Outstanding Male Athlete** – This is a male athlete who is not only talented but has outstanding leadership qualities, is highly coachable and may have played more than one sport.
  - d. **Outstanding Female Athlete** – Female athlete/same as above.

#### Student Athlete Academic Eligibility

- A student must maintain a 1.7 grade point average (C-) or better, on card markings 1 and 3, semesters 1 and 2, and also pass five classes to participate in athletics.
- At the end of each card marking, the student must achieve a GPA of at least a 1.7 to remain eligible.
- If a student's card marking GPA falls below a 1.7, they are ineligible the following card marking (ten weeks).

#### Determining and Monitoring Scholastic Eligibility

Athletic eligibility is to be determined from the previous card marking and semester record and monitored at the end of each ten week period throughout the school year. Students not meeting the previous card marking/semester requirements are ineligible for the next ten weeks. Students not meeting the current card-marking/semester requirements are ineligible to participate in athletic contests.

The following procedure will be followed in the monitoring of scholastic eligibility:

1. Student athletes, in season, are responsible for verifying their current card-marking/semester eligibility status.
2. The names of probationary and ineligible athletes' are to be reported to the Coach immediately. This is the Athletic Director's responsibility.
3. Athletes who do not produce eligibility verification within the specified time period will be considered ineligible.

#### WBSD Athletic Code of Conduct

##### 1. Suspension and Dismissal of Athletes:

All violations of **West Bloomfield School District (WBSD)** Student Code of Conduct will take precedence over other Athletic Department policies and procedures for dismissal and suspension of athletes **where applicable**. Athletes in the locker room, on the field, and at contests are subject to both the Athletic Code of Conduct and the district Student Code of Conduct.

##### 2. Suspension:

Defined as the exclusion of an athlete from competing in interscholastic contests for a specific period of time, terminating at the end of the specified period, or upon the fulfillment of a certain set of conditions.

- Students suspended from school are ineligible to practice or play for the duration of the suspension.
- Section IV-D of the *Student Code of Conduct, Off-Campus Conduct*, also applies to athletic programs.
- Based on the discretion of the school administration, an athletic suspension only may be imposed.

The following are examples of behaviors which also violate the Athletic Code (not intended to be all-inclusive) and for which athletes may be suspended from an athletic team.

- Possession and/or Use of Drugs – The possession and/or use of illegal drugs and/or paraphernalia, and/or the use of drugs/medications without a prescription is strictly prohibited.

- Possession and/or Use of Alcohol and Tobacco Products – The possession and/or use of alcohol and tobacco products is strictly prohibited.
- Hosting of Drinking/Drug Parties – Student athletes are prohibited from hosting and/or attending a party that involves alcohol, marijuana, or illegal substances.
- Presence at parties with drugs/alcohol – If a student athlete attends a party where alcohol or drugs are being illegally used or dispensed, they must leave the party. To remain in the presence of this illegal activity shall constitute a violation of the code. Note: Leaving means vacating the premises at the immediate recognition of the presence of drugs or alcohol. Athletes are also expected to encourage as many teammates as possible to leave with them.
- Ringleaders in parties – there shall be a greater consequence for an athlete if it is determined that they were involved in the organization, facilitation, promotion, or hosting of any gathering where alcohol or drugs are available or where use has occurred.
- Hazing – WBSD coaches will not permit, nor will any WBSD student-athlete stage, any type of hazing or initiation activities.
- Poor Sportsmanship – Student athletes, whether participants or spectators, will observe courteous behavior during all sporting events. Booing, whistling, name calling, obscene gestures, fighting or arguing with the referee, etc. will not be tolerated.
- Stealing – Theft of any kind, including athletic clothing or equipment belonging to WBSD or our opponents, will not be tolerated.
- Vandalism and/or physical abuse – directed at teachers, coaches, students, opponents, officials, etc. will not be tolerated at any time. Violent behavior of any manner shall be grounds for immediate dismissal.
- Inappropriate Cyber Imaging – Any identifiable image, photo, or video which implicates a student athlete to have been in possession or presence of drugs or alcohol, portrays actual use of such substances, or depicts participation in criminal behaviors shall be confirmation of a violation of this code. Our rationale for demanding that our athletes not place themselves in such environments or situations is because of the inability to establish a timeframe for when or where the image was taken and the recognition that there may be persons who would attempt to implicate an athlete by intentionally placing them in a situation and recording images where they might be in violation of this code. Therefore, it shall be the responsibility of the student athlete to refrain from these behaviors and avoid these situations at all times. Additionally, camera phones, video equipment, and other recording devices are not to be used in the locker rooms at any time.

### 3. **Other Penalties:**

Penalties for violating the Athletic Code of Conduct address three important components; education, correction, and restorative practices.

- Education of student athletes through the Student Service Center in manners pertaining to tobacco, alcohol, or other drugs, is pivotal to our duties as an educational institution.
- Correction comes when a student athlete who violates the Code of Conduct demonstrates that they were willing to make changes and accept the consequences of their actions.
- Restorative Practices are implemented when the student athlete addresses their teammates and coaches to admit their violation, demonstrate remorse, and recommit to the Athletic Code of Conduct.

### **First Violations**

The first violation of any of the rules related to tobacco, alcohol, or other drugs will result in a referral to the Student Service Center and a suspension of 10% of the season.

The first violation of **the rules relating to sportsmanship** may result in either suspension or a warning from the coach and notification of parents.

The first violation of **any rules related to stealing, vandalism or violence** will result in suspension from the athletic program with readmittance to be determined by the Athletic Director, Principal and Coach.

### **Second Violations**

The second violation of **any aspect of the Code** will result in suspension **from a percentage of the season to be determined by the Athletic Director.**

### **Third Violations**

Third violation of any part of the Athletic Code can result in the student athlete being “dismissed.” Dismissal is defined as the full exclusion of an athlete from the team. Student athletes can be dismissed for one calendar year.

If the Athletic Director, Principal and Coach determine that the level of drug, alcohol, or tobacco usage, or the hosting of or attendance at parties where these activities occur; vandalism; stealing; violence; hazing; or poor sportsmanship, warrants that action.

NOTE: In situations where a violation occurs at the end of a season, or during the off season, penalties will carry over into the next sport/activity in which the student participates. Penalties incurred cannot be circumvented by brief participation in an alternative sport/activity.

**Appeals:** All student athletes have the right to appeal the decisions of the Athletic Director. Appeals are to be submitted in writing to the principal or his/her designee.

### **Educational Material for Parents and Students (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

#### **UNDERSTANDING CONCUSSION Some Common Symptoms**

<b>Headache</b>	<b>Balance Problems</b>
<b>Pressure in the Head</b>	<b>Double Vision</b>
<b>Nausea/Vomiting</b>	<b>Blurry Vision</b>
<b>Dizziness</b>	<b>Sensitive to Light</b>
<b>Sensitive to Noise</b>	<b>Poor Concentration</b>
<b>Sluggishness</b>	<b>Memory Problems</b>
<b>Haziness</b>	<b>Confusion</b>
<b>Fogginess</b>	<b>“Feeling Down”</b>
<b>Grogginess</b>	<b>Not “Feeling Right”</b>
<b>Slow Reaction Time</b>	<b>Feeling Irritable</b>
<b>Sleep Problems</b>	

#### **WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### **IF YOU SUSPECT A CONCUSSION:**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, he/she should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## **ATHLETIC PROGRAMS**

### **FALL SPORTS**

Boys Cross Country  
Girls Cross Country  
Varsity Football  
JV Football  
9 Football  
Boys Varsity Soccer  
Boys JV Soccer  
Boys 9 Soccer  
Boys Varsity Tennis  
Boys JV Tennis  
Girls Varsity Golf  
Girls JV Golf  
Girls Swimming  
Girls Varsity Volleyball  
Girls JV Volleyball  
Girls 9 Volleyball  
Varsity Cheerleading (Sideline)  
JV Cheerleading (Sideline)  
9 Cheerleading (Sideline)  
Girls Varsity Pom Dance  
Girls JV Pom Dance  
Girls Varsity Field Hockey  
Girls JV Field Hockey  
Coed Sailing  
Coed Equestrian

### **WINTER SPORTS**

Boys Varsity Basketball  
Boys JV Basketball  
Boys 9 Basketball  
Boys Swimming  
Girls Varsity Pom Dance  
Girls JV Pom Dance  
Girls Varsity Basketball  
Girls JV Basketball  
Girls 9 Basketball  
Varsity Wrestling  
JV Wrestling  
Competitive Varsity Cheerleading  
Competitive JV Cheerleading  
Competitive 9 Cheerleading  
Hockey  
Coed Skiing  
Coed Snowboarding  
Coed Figure Skating  
Girls Gymnastics

### **SPRING SPORTS**

Boys Varsity Baseball  
Boys JV Baseball  
Boys 9 Baseball  
Boys Varsity Golf  
Boys JV Golf  
Boys Varsity Lacrosse  
Boys JV Lacrosse  
Girls Varsity Lacrosse  
Girls JV Lacrosse  
Girls Varsity Tennis  
Girls JV Tennis  
Girls Varsity Soccer  
Girls JV Soccer  
Girls 9 Soccer  
Girls Varsity Softball  
Girls JV Softball  
Coed Sailing  
Coed Track and Field