
# Bloomfield Hills High School
# Student Handbook

*Last Revised 2025-2026*

Bloomfield Hills High School
4200 Andover Road
Bloomfield Hills, MI 48302
248.341.5600
https://bhhs.bloomfield.org/

| | |
|---|---|
| Dr. Dan Hartley | Principal |
| Jessica Lupone | Associate Principal |
| Alisha Washington Hutton | Associate Principal |
| Cathy Skutch | Associate Principal |
| Melanie Brooks | Counselor |
| Jim Fogle | Counselor |
| Scott Merchant | Counselor |
| Shayna Klein | Counselor |
| Tony Midea | Counselor |
| Brian Fitzgerald | Counselor |

| | |
|---|---|
| Cassandra Jones, Derrick Padgett | Social Workers |
| Dijana Micakaj, Tonya Walton | Psychologists |
| Avis Najor | Athletic Coordinator |

## 2025-2026 Board of Education

President – Megan Hill
Vice President - Tareq Falah
Secretary – Carolyn Noble
Treasurer – Paul Kolin
Trustee – Jason R. Abel
Trustee – Michelle Southward, Ed.D.
Trustee – Lindsay G. Baker

## Bloomfield Hills Schools Administration

| | |
|---|---|
| Rick West | Superintendent of Schools |
| Joe Duda | Assistant Superintendent HR/Title IX Compliance Officer |
| Todd Bidlack | Assistant Superintendent of Learning Services |
| Kandice Moynihan | Assistant Superintendent of Business Services |
| Jacob McDermott | Director of Physical Plant Services |
| Mike Cowdrey | Director of Athletics |
| Lora Boka | Director of Special Education |
| Sarah Fairman | Executive Director of Learning Services/Title IX Coordinator |
| Christin Silagy | Administrator of Student Growth & Assessment |

# Bloomfield Hills High School Office Contact Information

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

Principal's Office- 248.341.5601 – Laurie Mezey

Associate Principals' Office – 248.341.5602 – Jackie Osborn

Athletic Office – 248.341.5668 – Jackie Osborn

Attendance Office – 248.341.5610 – 6:30 a.m. –3:00 p.m. – Amanda Corbett

Counseling Office – 248.341.5630 – Marianne Litz

Financial & Records Office – 248.341.5606 – Elizabeth Allen

**BHHS CALENDAR**

IMPORTANT DATES

***calendar subject to change***

## BHHS CORNERSTONES

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

**Authentic Learning** through

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

**Innovation** through

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

**Relationships** through

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

**Responsibility and Ownership** through

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

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## ACADEMIC INTEGRITY AND THE USE OF ARTIFICIAL INTELLIGENCE (AI)

Academic integrity supports learning opportunities, allows teachers to accurately assess a student's learning, and demonstrates a respect for learning. Academic integrity is a core principle (and a mainstay of our cornerstones) at BHHS and it's vital that all students uphold this principle-- whether using AI-based tools or otherwise. A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, images, and/or thoughts of another and represent it as the student's own original work. Unauthorized use of any artificial intelligence (AI) aid is included in this definition of academic misconduct. AI tools may not be used in any form unless explicitly allowed by the teacher in writing. Work created by AI tools may not be considered original work and instead, considered automated plagiarism. It is derived from previously created texts from other sources that the models were trained on, yet doesn't cite sources.

If a teacher needs to validate your authentic, original work, the teacher may require the student to complete additional steps. They may include, but are not limited to, the following:

- Complete an alternate assignment
- Redo the assignment (in class, by teacher discretion)
- Explain their assignment (either verbally or in writing)

Student work may regularly be submitted to AI or plagiarism detection tools in order to ensure that student work product is human created and contains original content. The submission of AI generated answers constitutes plagiarism and is a violation of the BHHS student code of conduct.

Violations of this policy will be dealt with in accordance with the BHHS student code of conduct. If you are found in violation of this policy, you may face penalties such as a reduction in grade, failure of the assignment or assessment, or even failure of the course. Finally, it's your responsibility to be aware of the academic integrity policy and take the necessary steps to ensure that your use of AI-based tools is in compliance with this policy. If you have questions, please speak with your teacher as we navigate together how best to responsibly use these tools.

Derived from sources:

Bloomfield Hills Schools Student Code of Conduct

National Association of Secondary School Principals- Why Academic IntegrityIs Important to Teaching and Learning

## AUTOMOBILE ACCIDENTS

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

## ACTIVITY PASSES

You can get your 2024-2025 Athletic Family Pass for game entry on Community Pass for regular season home athletic events. The family pass covers parents and guardians and middle school children; elementary school children and grandparents are free. Children in grades 8 and below must be with a parent/adult to get in! Register online and your name will be on a pass list with the ticket sellers at games.

## ANIMALS ON SCHOOL PROPERTY

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

## APPEAL PROCEDURES/ACADEMICS

Students or parents desiring to appeal academic decisions made by a staff member should first go directly to the staff member who made the decision and attempt to resolve the problem. If the problem is not resolved, please follow the appeal process linked below.
Linked here is the Grade Appeal Process as outlined by Learning Services

## APPOINTMENTS

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

## ASSEMBLIES

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

## ATHLETICS

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

Listed below are varsity sports according to season:

**Fall -** Girls: Cross Country, Equestrian, Field Hockey, Golf, Dance, Swim & Dive, Volleyball
**Fall -** Boys: Cross Country, Football, Tennis, and Soccer
**Winter -** Girls: Basketball, Bowling, Dance, Figure Skating, Gymnastics, Ice Hockey, Sky, Unified Basketball, e-Sports
**Winter -** Boys: Basketball, Bowling, Ice Hockey, Ski, Swim & Dive, Wrestling, Unified Basketball, e-Sports
**Spring -** Girls: Lacrosse, soccer, Softball, Tennis, Track & Field
**Spring -** Boys: Baseball, Lacrosse, Golf, Track & Field

- Student athletes are responsible for having a current physical and concussion form on file in order to participate.
- Students are also required to pay an annual District Participation Fee in order to compete on any athletic team. This fee is established annually each year by the Bloomfield Hills Board of Education.
- A student athlete may waive up to 1.0 credit in Physical Education through successful participation of a district interscholastic sport. The student athlete must complete the entire season. Final rosters are maintained by the Athletic Department.
- The high school participates in the Oakland Activities Association. The OAA recognizes scholar athletes in grades 10-12.
- The high school awards appropriate letters and certificates for each level and year of participation. A student athlete may only win one varsity letter per sport.
- All student athletes are responsible for knowing the requirements related to college eligibility. This includes being familiar with the NCAA student guidelines for eligibility.

## SKIP DAYS

The building administration and staff do not support senior skip days and are considered an unexcused absence. Parents may be asked to verify excused absences on days where student absenteeism is deemed high. More importantly, students miss valuable instruction.

## ATTENDANCE

Regular attendance is vital to successful academic growth and demonstrates caring and respect for self and others. Following the BHHS Cornerstones, students are expected to take ownership and responsibility for their attendance in school during each class period. The Bloomfield Hills High School Attendance Policy intends to provide opportunities for all students to achieve their fullest potential. Each student is an irreplaceable resource necessary for the interaction that forms an essential part of classroom learning and creates a strong school community. When absences occur, the educational experience of all students in class is diminished. Accurate real-time attendance provides safeguards for students in the event of an emergency. Additionally, attendance is reported on high school transcripts that are used for college application and/or future employment.

Please see the Attendance Policy linked here for details.

**CLOSED CAMPUS: BHHS is a closed campus. Students may not have food delivered to the campus from outside vendors. Students are not allowed to leave campus for lunch, coffee, etc. during the hours of 7:45 am - 2:40 pm. The consequences for students who leave the building without permission are as follows:**

**1st Occurrence:**
-After school detention
-Phone call home
**2nd Occurrence:**

-1 day of in-school detention
-Phone call home
-2-week loss of parking permit/privilege for eligible 11th & 12th grade students
**3rd Occurrence:**
-2 days of in-school detention
-Loss of privileges (I.E., parking, attendance at dances and athletic events, etc.)
-Mandatory parent meeting with administration

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

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

## BULLYING (Board Policy 2006)

The Board recognizes that bullying and cyberbullying significantly interfere with the learning process. Through this anti-bullying policy, the Board prohibits bullying "at school," as defined below, as well as off-campus conduct that is likely to lead to a material or substantial disruption of the school learning environment for one or more students. This anti-bullying policy is intended to protect all students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The Board, through this anti-bullying policy, also prohibits retaliation or false accusations against a target of bullying, as well as against a witness or another person with reliable information about an act of bullying. The Superintendent will promulgate administrative regulations to implement this policy.
Incidents of Bullying will be dealt with per the Student Code of Conduct.

## BUS TRANSPORTATION

The school district provides bus transportation for all students living within the Bloomfield Hills School District. The bus drivers deserve the same respect as teachers and other school employees. Riding the bus is a privilege that may be withdrawn if a student's behavior warrants it. All school rules and regulations apply to students from the time they get on the bus to the time they get off the bus. Misconduct on a bus or at a bus stop may result in removal from the bus. Students need to be on their assigned bus within five minutes after the end of the school day. In addition, riding another bus home without prior approval is considered a violation of the Uniform Code of Student Conduct.

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

## CAFETERIA

Aramark is committed to providing high quality food options for all students .Please go to Cafeteria Link to find out more information regarding Bloomfield Hills Food Service programs. The high school provides lunch service to students during three designated lunch periods each day. In addition, the cafeteria and serving areas are open each morning for students wishing to purchase food items during the day. Vending machines are also available to students throughout the building. Students are strongly encouraged to use their student identification card to purchase food items unless using cash. Parents may deposit money into their student's account at any time during the school day. All students are expected to properly dispose of their refuse in the receptacles provided. **Students are not allowed to leave school during lunch.** Students are responsible for picking up after themselves and returning any cafeteria items to the appropriate location. Students will be responsible for picking up lunches delivered by parents at the security desk. **Students may not order food to be delivered to the building during school hours.** Students and parents should notify building food service personnel and building administration of any food allergies they may have. This information should also be included on medical information completed each year. As a result, certain food products may be prohibited from being used and served.

## CAREER RESOURCE CENTER

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

## CHANGE OF ADDRESS/TELEPHONE NUMBER

Please update your Parent Portal account to reflect any changes in your demographic information.

## CREDIT AWARDED TO STUDENT NOT ENROLLED IN COURSE

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

## DANCES

Only students and one invited guest are eligible to attend dances. All high school students must have a completed Activities Contract and not have any current outstanding school fees or fines in order to buy a ticket and attend any dance. Non-high school students may NOT attend dances without a Guest Contract signed by an associate principal. No guests over the age of 20 will be permitted. Students and their guests are expected to abide by the Code of Student Conduct for dances held both in the building and off-site. Tickets for all dances are on a pre-sale basis only and may not be purchased at the door or after the final day of sale. Once a person leaves a dance, he or she will not be allowed to return. All dances end by 10:00 p.m. and students should arrange to be picked-up promptly at the conclusion of each dance. Students arriving in limousines, party buses, or any other commercial for hire vehicles are subject to search.

## DISCIPLINE

All disciplinary infractions and consequences are outlined in the Student Code of Conduct under separate cover.
Students will be required to turn in all electronic devices in their possession when brought to administration for disciplinary purposes.

## DISRUPTIVE AND DANGEROUS DEVICES

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to himself or herself or another person. This includes, but is not limited to such items as flags/banners, stink bombs, or illegal electronic devices.

## DRESS CODE

The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parent or guardian. Bloomfield Hills Schools however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school. The high school is intending to help students recognize choices regarding attire that would be appropriate in their future workplace as well as in an educational setting while supporting the District's Dress Code Policy.

## DROPPED OFF ITEMS:

We discourage parents from dropping off items for their children. If it is absolutely necessary to leave an item for a student, he or she needs to come to the front desk in the lobby to pick it up. Please be aware that we cannot deliver individual messages to students. Athletic equipment should NOT be left in any office. Coaches have been instructed to inform their athletes where athletic equipment can be safely stored. The high school is not responsible for dropped off items.

## DROPPING OFF/PICKING UP STUDENTS

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

## DUAL ENROLLMENT

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME.

## EARLY HIGH SCHOOL GRADUATION

A student who is otherwise eligible for completion and a diploma may request early completion from his/her counselor and building principal. The building principal may recommend a student's early completion upon the student's counselor certification that the School District graduation requirements have been met. Parental permission is required for students under 18 when the application is filed. If the Superintendent grants an application for early completion, the student will receive a confirmation letter but will not be awarded his/her
diploma until the next graduation ceremony. Full Early Completion Guidelines

## EMERGENCY DRILLS

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

## EMERGENCY INFORMATION

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

## FINES AND FEES

All students and their families are responsible for paying all fines and fees on a timely basis. Failure to pay fines or fees shall result in withholding temporarily of a student's schedule or removal from the graduation ceremony or other school-sponsored events (i.e. Homecoming events, dances, sporting events, etc.). A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Requests for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The principal or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver process should be addressed to the athletic director or coordinator. All school-issued items, including textbooks, must be turned in at the time of collection. Students are not eligible for a refund if the item has already been replaced, the next school year has started, or a new semester has begun.

## FUNDRAISING

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

## GRADE REPORTING

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

The following grading system is used in reporting academic achievement.

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

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

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

first day toward make-up. Please defer to each teacher's Canvas Page/Class Syllabi for details.

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

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

## GRADUATION REQUIREMENTS

Graduation requirements are established by the State of Michigan and the Bloomfield Hills Board of Education. Graduation requirements are outlined in the District High School Course Description Book. It is the responsibility of each student to periodically check with his/her counselor regarding the satisfactory completion of all graduation requirements. The community service requirement for graduation must be completed by the end of the seventh semester unless an extension has been granted by counselor, community service coordinator, or building administration. All tenth graders are REQUIRED to complete the MYP PERSONAL PROJECT. Finally, all students must have taken all required state assessments in order to graduate.

## HALL PASSES/SMARTPASS

SmartPass is a digital hall pass system that all students are required to use for traveling the hallways during instructional time. Students will get permission from their teacher to leave the classroom, then fill out the digital Smartpass. Watch this video to get you up to speed on how SmartPass works: Student Directions Video.

## IDENTIFICATION CARD

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

## INDEPENDENT STUDY

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

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

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

## LOCKERS

Each 9th grade student will be assigned a hall locker. Other students wishing to use a locker may be assigned one through the main office. Students are to use the lockers assigned to them and are not to share with another student. The school cannot accept responsibility for any lost or stolen articles. If a student has a damaged or broken locker, he/she should report to the main office as soon as possible. The administration has the right to have locker searches, without notification, whenever it is deemed necessary (see Student Code of Conduct). Students are strongly encouraged to use an athletic locker for physical education classes and after-school sports. All valuables should be secured in a locker. Please ask PE teachers or the Athletic Coordinator for an athletic locker.

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

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

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

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

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

## OFF-CAMPUS SITES
Students participating at off-campus sites such as OTC, Bower's Farm, Johnson Nature Center, and any other approved activity are expected to follow the District Code of Conduct at all times. Students are required to use district transportation when available.

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

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

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

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

permitted to drive are responsible for following all parking rules.

The cost of a parking permit is $100. ***Due to limited space, seniors will be given priority for student parking***. It is the responsibility of students who drive to school to have a parking sticker *VISIBLY* displayed in the lower driver's side of the windshield. Parking stickers are non-transferable, including those who carpool. If a parking sticker is lost/stolen, a new one must be purchased.

Parking regulations are strictly enforced. Any violation of the Student Code of Conduct may result in revocation of parking privileges. Excessive tardies and/or absences (excused or unexcused) are cause to revoke driving privileges. Students caught driving recklessly in the parking lot may be subject to disciplinary action or temporary/permanent loss of parking permit. Anyone who tampers with or illegally obtains a parking pass will lose all parking privileges for the remainder of the school year.

Transportation between BHHS and other district educational sites will be provided by district bus. Students must have a permission slip signed to drive their own vehicle. Students who drive to other district sites without prior administrative permission will have their parking privileges suspended.

Certain designated parking lots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

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

## PERSONAL TECHNOLOGY GUIDELINES

To foster a focused, respectful, and healthy learning environment, all students' personal electronic devices–including, but not limited to, cell phones, headphones (such as AirPods), and smartwatches –must be powered off and put away during all instructional time. Laptop use in class is permitted for instructional purposes at the teacher's discretion. Personal Technology Guidelines

## POSTERS AND SHOWCASES

All posters for display must have student leadership advisor and/or administrative approval. Posters are not to be placed on glass and/or paint, and are to be removed the day following their obsolescence. Posters placed without prior approval will be removed.

## RELEASE AND REVIEW OF SCHOOL RECORDS/TRANSCRIPTS

Public Law 93-380, the Family Educational Rights and Privacy Act. guarantees parents and students certain rights regarding records. Parents and students (18 years of age and older) shall have complete access to all school records pertaining to their child. Parents wishing to review their student's records must notify the records' office. Necessary arrangements will be made. If students are receiving, or have received, special educational services, parents should contact the special education office to arrange for the review of special education records. Personal school records will not be furnished to any other person (except school staff) unless there is written consent from the student's parents or from a student who has reached the age of majority. Release request forms are available in the records office. Records will be sent through the mail to the requesting party. There is a $3 handling fee for each official transcript sent. After graduation, transcript copies will be mailed only with a written request and fee is received. In cases of guardianship, only the guardian may be eligible to request and review school records and transcripts.

## SCHEDULING POLICIES

1) Students must select and maintain a minimum of *eight* credit classes each semester in order to qualify as a full-time student. Exceptions are delineated in School Board Policy and by Michigan Department of Education.
2) Each spring, courses for both semesters of the following school year must be carefully selected. The entire offering of courses and the master schedule is based on those selections. Changes made after that time cannot always be accommodated.
3) Student-initiated schedule changes must be received via the shared Schedule Change Request form by the stated deadline on the form.
4) Level changes can only be made within the first five weeks of each semester.
5) A student must have parental permission to drop a core class.
6) Reduced schedule options will be granted on a ***limited basis*** for extenuating circumstances and must be approved by administration.

## SCHOOL CLOSING

School closings are communicated to parents and families through Bloomfield Hills District Communications Department. This includes, but is not limited to district and building websites, listserv, cablecast on Bloomfield Hills Schools' access Channel 16, as well as local radio stations, i.e., WWJ Newsradio 950 (950 on the AM dial); all metropolitan area school closings are reported every half hour at 20 and 50 minutes past the hour, from 5:20 a.m. until 8:50 a.m. Information can also be found on Bloomfield Hills Schools Website

## SCHOOL RESOURCE / LIAISON OFFICER

The school liaison officer(s) are member(s) of the Bloomfield Township Police Department and are available to help students and parents with various concerns that may occur both during and outside of school. Parent and student initiated contact with the liaison officer will remain confidential when appropriate. The school resource/ liaison officers are Officer Tom Riney and Officer Jen Lower. Their contact information can be obtained by contacting the Main Office. Bloomfield Hills High School and the Bloomfield Township Police Department are committed to ensuring the health and safety of all students. The township police provide support services as needed for various school events.

## SECURITY

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

## SEVERE FOOD ALLERGY OR CHRONIC ILLNESS

If a student has a life-threatening allergy or life-threatening chronic illness, please notify the building administration and student's counselor. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

## DISCRIMINATION & TITLE IX

Notice of Non-Discrimination: It is the policy of the Bloomfield Hills Schools not to discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

**Inquiries related to discrimination should be directed to:**
Section 504 Coordinator
Director of Special Education
7273 Wing Lake Road
Bloomfield Hills, MI 48301
(248) 341-5415

**Direct all other inquiries related to:**
Title IX Coordinator
7273 Wing Lake Road
Bloomfield Hills, MI 48301
The Title IX Coordinator oversee the district's Title IX compliance and are also a district employee:
Sarah Fairman, Director of Secondary Education and Title IX Coordinator - (248) 341-6921

## SOCIAL WORK SERVICES

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

## STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.
A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present

evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

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

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from Mr. Keith McDonald , Assistant Superintendent for Human Resources and Labor Relations at kmcdonald@bloomfield.org or by calling 248-341-5428.

## SUMMER SCHOOL

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

## ELECTRONIC USE POLICY

I accept and agree to abide by the following terms and conditions regarding the use of the Bloomfield Hills Schools technology and network. Further, I understand and agree that:

- Access to District technology is a privilege and that responsible use is expected. I accept that inappropriate behavior may lead to consequences including disciplinary action, revocation of my account, or responsibility to make financial restitution to the district.
- Technology use at Bloomfield Hills Schools is for educational purposes only. These include, but are not limited to, classroom activities, research activities, publishing of projects, and the exchange of class-related ideas, opinions, and questions via email, message boards and other District sanctioned means. Online games, social networking, chat rooms, and personal (non-school related) email do not meet the definition of educational use and are prohibited.
- Materials I create and/or store on the system are not private. If warranted, school personnel may access and review all network materials and student accounts.
- Bloomfield Hills Schools retains the sole right to determine content and configuration of district equipment. Destruction or alteration of school technology, including hardware, software, or data, is prohibited.
- Downloading, installation, or use of software or files from outside sources requires permission from an authorized staff member.
- Passwords are not to be shared; user accounts must not be shared or left open. If I share my password or leave my account open, and it is used by someone else, even without my permission, I will be held responsible for their actions as if they were my own.
- Private, commercial, offensive or illegal use of district technology is not permitted.
- Violation of copyright law is prohibited.

Use of district technology is contingent upon return of this signed form. To view the formal EUP Board of Education Policy (Policy 6710), please view Board of Education District Policy Manual and Administrative Regulations.

**TECHNOLOGY EXPECTATIONS & RESPONSIBILITIES**

- Agree to use the devices and tools in a safe, responsible, and ethical manner that meets the Student Code of Conduct and the Lending Agreement/Permission guidelines.
- Agree to never leave their Device unattended.
- Agree that they are responsible for the care of their Device.
- Agree to never loan their Device to other people.
- Agree to protect their Device from food, drink, water, and situations that increase the risk of damage or loss.
- Must keep their Device in their cases unless instructed by their teacher.
- Are expected to have their Device fully charged and ready for each school day.
- Agree to leave their charger/charging sync cable at home unless your teacher requests otherwise.

- Agree to notify their teacher of any malfunction, damage, or loss of their Device.
- Agree to not share their ID's, passwords, or other security information to anyone except their parents/guardians and teachers.
- Agree to not use their district email accounts to open other accounts (i.e. Social Media) without the direction of their teacher.
- Agree to only record video and take photos of approved content.
- Are expected to use their Device in creative and collaborative ways that expresses their critical thinking.
- Agree to download books, digital curriculum, apps, and digital content as required by their teacher(s).
- Agree to use the devices and tools to create an environment (physical or cyber) that promotes a caring and inclusive participation of others.
- Agree to use the devices and tools to transform and personalize their learning.
- Agree to set an example of digital citizenship for themselves, their peers, and their family.
- Agree to share their technology knowledge and skills with their peers and teachers when appropriate.
- Agree to tell an adult if they witness inappropriate content or behavior with the devices and tools.
- Agree to help their family set limits of their use of devices and screen time as appropriate to their learning.
- Agree to balance their technology use and screen time with physical activity and people in their life.

**Digital Citizenship**
Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
Students:
- Advocate and practice safe, legal, and responsible use of information and technology.
- Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrate personal responsibility for lifelong learning.
- Exhibit leadership for digital citizenship.
- Email is an important form of communication, students are expected to check their Bloomfield email daily for messages from teachers, counselors, coaches, campus ministers, and club moderators.

Remember, emails can be misinterpreted; choose your words wisely. Protect yourself from identity theft by not emailing passwords, social security numbers, bank account information, etc.

**Rental Program**
The school district purchases and owns the devices/accessories and distributes them to students who meet the BHHS Chromebook Rental Program criteria for educational use during the school year. As long as the student follows the expectations of the program, they will be allowed to take home the device(s)/accessories. This permission form is an agreement that the parents and students have reviewed the documented materials outlining the expectations and financial responsibilities to participate in the program.

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

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

## UNSUPERVISED AND RESTRICTED AREAS

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

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

1. Permit to leave the building issued by the main office.
2. Authorized early dismissal.
3. Normal dismissal time.
4. Authorized permission granted by an administrator.

Students leaving the building without proper authorization, including lunch period, or any student in a restricted area without permission will be disciplined according to the Student Code of Conduct.

## VIDEO MONITORING SYSTEMS

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

## VIRTUAL COURSES (MiVHS) DURING THE SCHOOL DAY

Pre-approval is required for classes by the counselor and administrator of the student in order to be accepted for credit.
Bloomfield Hills Schools will sign the students up for all courses taken during the school day, all courses will be "teacher led."
Grades earned in an approved online course will count toward the student's GPA. If a virtual course is taken during the school day as part of the student's course load, the district will pay a pre-approved amount for the course. Courses during the school day through MiVHS cannot be used for grade replacement. Not all course providers are NCAA approved; it is the student's responsibility to seek approval from the NCAA prior to registration. Students will need signed permission from a parent to leave campus or come late during their virtual course.

## VIRTUAL COURSES OUTSIDE OF THE SCHOOL DAY (ANY PROVIDER)

Any course taken for credit on a Bloomfield Hills Schools transcript must be pre-approved by both the counselor and administrator prior to signing up for the course. Courses must be "teacher-led." Grades earned in an approved online course will count toward the student's GPA. Students/Parents will be responsible for the cost of any course taken outside of the student's schedule. Pre-approved courses may be taken for credit recovery, grade replacement, or credit advancement. It is the students' responsibility to determine if the course provider is NCAA approved. For the purpose of grade replacement: At the conclusion of an approved course, the original transcript grade is replaced and denoted with an "S". A separate/new line on the transcript lists the new grade earned in the course; additional credit is NOT earned. Note: *The highest grade always prevails and could be the original grade earned.*

## SECTION 21F OF STATE SCHOOL AID ACT

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

## WEIGHTED GRADES

International Baccalaureate (IB) and Advanced Placement (AP) courses will be weighted. Student transcripts will reflect both weighted and unweighted grades. Unweighted grades will be used for any school memberships, awards, or recognition.

## WITHDRAWALS FROM SCHOOL

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

## WORK PERMITS

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

**It is the policy of the Bloomfield Hills Schools not to discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Inquiries related to discrimination on the basis of disability should be directed to the Section 504 Coordinator: Carrie Fines,, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Joe Duda, Assistant Superintendent of Human Resources & Title IX Compliance Officer 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.**

**Student Handbook updated 9/3/2025**