

ANCHOR BAY HIGH SCHOOL

Student Handbook/Student Code of Conduct 2023-2024

ANCHOR BAY HIGH SCHOOL SONG

*Give a cheer for ABHS
Hail to the red and white team
We'll always win, never give in
That's why we're in the fight, team
Roll out the score for our school
Come on Anchor Bay
Give a toast to the host
Of the colors that we boast
As we march onto victory*

SCHOOL COLORS

Red & White

SCHOOL NICKNAME

Tars

High School Address

6319 County Line Rd.
Fair Haven, Michigan 48023
Phone Main Office (586) 648-2525
Attendance Office (586) 648-2526
Fax (586) 716-8306
www.anchorbay.misd.net

NAME _____

ADDRESS _____

CITY/TOWN _____

PHONE _____

STUDENT NO/ COMPUTER ID: _____

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Anchor Bay High School

MISSION STATEMENT

“The Anchor Bay School District, in partnership with the community, will produce lifelong learners, who respect diversity, adapt to change, and function as responsible citizens.”

VISION STATEMENT

It is the vision of the Anchor Bay School District to promote educational excellence, community collaboration, and student success.

BELIEF STATEMENTS

Every Person—

- *Can become a life-long learner and a responsible citizen*
- *Can actively participate in the learning process*
- *Can respect the global environment*
- *Can respect diversity*

The Community—

- *Supports education*
- *Provides resources for students*
- *Encourages students to stay in school and succeed*
- *Supports school goals and activities*

Families—

- *Prepare children for school*
- *See that children attend school regularly*
- *Support school goals and participate in school activities*
- *Support school appropriate character development and behavior*
- *Provide support and resources for students to complete assignments*
- *Establish appropriate priorities for learning*

Teachers—

- *Provide relevant experiences that enhance and encourage learning*
- *Encourage students to do quality work*
- *Accommodate learning styles, abilities, and intelligences*
- *Encourage parent communication/partnerships*
- *Utilize instructional best practices to meet state curriculum standards*

All School Personnel—

- *Model responsible leadership*
- *Provide a positive and safe environment*
- *Provide resources and technologies to enhance learning*
- *Encourage instructional best practices*
- *Encourage cooperation, innovation, and creativity*
- *Are highly qualified*
- *Engage in continued professional development*
- *Set a standard for excellence*
- *Promote parent involvement*
- *Treat each other with respect*
- *Commit to the success of all students*

Students—

- *Demonstrate positive attitude and behavior*
- *Seek help and clarification when needed*
- *Set high goals for learning*
- *Understand the importance of learning*

Dear Students:

The faculty and staff of Anchor Bay High School are committed to providing the best possible education to help you become successful adults. Our school offers a variety of programs that will prepare you for college and careers when you graduate. We cannot accomplish this without your cooperation and the support of your parents and our community. By working together we will have a learning community committed to excellence.

We offer you the opportunity to learn and grow and encourage you to always do your best. By accepting the challenge, you will improve mentally, socially, and physically. If you need help, you only need to ask for it. We wish you the best for a most successful year.

Mike Mackenzie	Rich Palmer	Dave Boeskool	Mark Prebay	Don Holston
Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal/ Athletic Director

**ANCHOR BAY BOARD OF EDUCATION
STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Anchor Bay Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Anchor Bay Board of Education that no person based on race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or which it receives financial assistance from the United States Department of Education.

Contact Person: Mr. Phil Jankowski, Superintendent Telephone: (586) 725-2861

NONDISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Anchor Bay School District that no person shall, based on race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact Human Resources, 5201 County Line Rd., Suite 100, Casco, MI 48064, (586) 725-2861

STUDENT RECORDS

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

RESPONSIBILITY FOR A SAFE AND ORDERLY SCHOOL ENVIRONMENT

To create an environment, which promotes learning, every member of the school community must work together. The ultimate responsibility for student conduct rests with the student and parents. Parents are responsible for the behavior and attitudes of their children. Teachers, administrators, and counselors deal with such problems to the extent the student will accept their help and authority. When their efforts fail or are not accepted by the student, parents must then deal with their child in whatever way is necessary to ensure proper respect for school authority and acceptable behavior on the part of their child. The district policy manual states: "Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of (state and federal) laws as they relate to students and staff. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property, pride in one's work, achievement within the range of one's abilities, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District."

"The School District's policies and rules apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date or time."

ANCHOR BAY HIGH SCHOOL STAFF

GENERAL OFFICE

Principal.....	Mr. Mike Mackenzie
Assistant Principals	
(A-G)	Mr. Dave Boeskool
(H-O)	Mr. Rich Palmer
(P-Z)	Mr. Mark Prebay
Office Manager.....	Mrs. Tina Froehlich
Secretary.....	Mrs. Audrey Crozier
Secretary.....	Mrs. Lori Saleski
Attendance.....	Mrs. Jodie Hamm
Athletic Director/Assistant Principal	Mr. Don Holston
Secretary.....	Mrs. Tammy Black

STUDENT SERVICES

Director.....	Mrs. Sherry Kenward
Office Manager.....	Mrs. Paulette Woodside
Director Spec Ed.....	Mr. Frank Cusimano
Office Manager.....	Mrs. Tammy Hampel
Teacher Consultant/Spec Ed.....	Mrs. Amy DiStefano
Social Worker.....	Ms. Andrea Smieth
Speech Therapist.....	Ms. Emily Markov

COUNSELORS

(A-C)	Ms. Jill Gano
(D-H)	Ms. Abby Adams
(I-M)	Ms. Jenny Spoerl
(N-So).....	Ms. Mary Beth Meinke
(Sp-Z).....	Mrs. Sara Barczak

SCHEDULE OF CLASSES

Period 1 – 7:17 – 8:15 a.m.

Period 2 – 8:21 – 9:19 a.m.

Period 3 – 9:25 – 10:23 a.m.

Period 4 (Includes Lunches) – 10:29 – 11:57 a.m.

A Lunch – 10:29 – 10:55a.m.

B Lunch – 11:00 – 11:31 a.m.

C Lunch – 11:26 – 11:57 p.m.

Period 5 – 12:03 – 1:01 p.m.

Period 6 – 1:05 – 2:09 p.m.

ADULT EDUCATION OR SUMMER SCHOOL PROGRAMS

During the respective semester, a student demonstrating personal commitment (i.e., enrollment in six day school classes) will be approved by the administration for enrollment in the district’s Adult Education program; provided that the student is short credits for personal enrichment purposes.

Without prior permission, students actively enrolled at ABHS will not receive credit for classes concurrently completed in any OTHER district’s adult education program. A student may retake a class in summer school that he/she has previously passed in day school. He/she may choose to have the higher grade placed on his/her transcript.

ALTERNATIVE EDUCATION – COMPASS POINT

Criteria for entry: 1) 9th graders (first year high school students) are not eligible; 2) you must be significantly behind your class in credits. Enrollment will be governed by district guidelines and have parent, counselor, and administrative approval; and 3) may not graduate before his/her class. To be enrolled in the alternative education program, the student (and parent/guardian) forfeits the opportunity to participate in the general high school graduation ceremonies and day student activities including the prom.

BULLYING / HAZING

Any student who is caught tormenting another student physically or mentally is subject to disciplinary consequences for harassment. These consequences will also apply if hazing occurs. Hazing is defined as any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to a student organization, that causes or is likely to cause a pupil bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm.

BUSES

Bus transportation is a privilege and not a right!

1. Students are to obey all school and/or district bus rules when riding busses. Inappropriate behavior may result in the suspension of bus privileges.
2. A student wishing to ride a bus other than their own must have written permission from a parent/guardian including the date, the reason for the request, phone number for verification, and approval from an administrator.
3. Students must exit the bus in the morning and come **DIRECTLY** into the building. Going “across the street” is forbidden and dangerous. Detentions and a suspension will be given to those who do.
4. Major offenses or repeated minor offenses may result in the loss of bus privileges.

***SEE THE CODE OF CONDUCT SECTION FOR MORE INFORMATION ABOUT BUSSING.**

BREAKFAST PROGRAM

Anchor Bay High School offers a breakfast program beginning approximately 20 minutes before the start of the first period.

BUILDING AFTER HOURS

Students may not be in the building after 3:15 pm. unless they are in the company of a teacher, coach, or activity sponsor. Students waiting for a ride must wait in the front lobby and conduct themselves in an orderly fashion; otherwise, the student will be directed to leave the building and will be subject to school consequences.

CAFETERIA BREAKFAST/LUNCH

A lunch program is offered to all students. **WE HAVE A CLOSED CAMPUS** at Anchor Bay High School, which means that students **MAY NOT LEAVE** school during lunch hour. Students may not exit the commons area during lunch without permission since classes are in session. Students may obtain permission to use the restroom during lunch period. Students who wish to use the library during lunch must have a pass from a teacher prior to going to the lunchroom. Students wishing to bring a lunch from home may do so, but they must eat in the commons area.

Some basic rules concerning conduct in the lunchroom include:

1. No running, pushing, crowding, or saving places in line.
2. Do not overcrowd tables.
3. No cutting in line.
4. Clean all papers, napkins, milk cartons, and food from your table. Do not leave trash on the floor or on the tables.
5. No food is to be taken from the cafeteria.
6. Do not sit on tables.
7. No throwing of food.
8. All food will be eaten in the cafeteria.
9. Charging of food is not allowed without administrative approval.
10. If you drop something, pick it up. Clean up after yourself!
11. Students must use rear hallway restrooms at lunchtime, not restrooms by the library.
12. Students must remain in the commons except to use restrooms.

Students who break cafeteria rules may be assigned detentions or suspensions.

CITIZENSHIP GUIDELINES – GENERAL

To earn an O (Outstanding) in citizenship:

- A. Attitude always positive
- B. Daily class participation
- C. Consistently self-directed
- D. Consistently attentive in class
- E. Always responsible for materials and assignments
- F. Always respects the rights and property of others

To earn an N (Needs Improvement) in citizenship:

- A. Negative attitude displayed occasionally
- B. Sometimes fails to participate when called upon
- C. Often fails to follow directions
- D. Behavior distracts other students occasionally
- E. Makes little effort to have materials and assignments ready
- F. Interferes with the property of others or their right to learn

To earn an S (Satisfactory) in citizenship:

- A. Attitude always positive
- B. Participates frequently in class
- C. Follows directions
- D. Attentive in class
- E. Brings materials and assignments to class
- F. Respects the rights and property of others

To earn a U (Unacceptable) in citizenship:

- A. Consistently negative attitude
- B. Rarely participates in class
- C. Rarely follows directions
- D. Behavior consistently distracts others
- E. Consistently lacks materials and assignments
- F. Regularly interferes with the rights of others to learn and/or their personal property

CREDIT REQUIREMENTS FOR GRADE CLASSIFICATION

Credits

- 0 - 5 ½
- 6 - 11 ½
- 12 - 16 ½
- 17 or more

Classification Status

- Freshman
- Sophomore
- Junior
- Senior

STANDARDIZED TEST REQUIREMENTS

All high school students must attempt all parts of the Michigan Merit Exam (MME) in order to be eligible for graduation. Students will be tested when they have achieved 11th grade (junior) status. The MME consists of the SAT test, the WorkKeys test, and MSTEP tests.

GRADUATION REQUIREMENTS

Dept/Class	
English/Language Arts	4.0
Mathematics	
Algebra 1, Geometry, Algebra 11, 1 additional math or math-related credit in final year	4.0
Science	
Biology, Chemistry or Physics and 1 additional science credit	3.0
Social Studies	
.5 Civics, .5 Economics, US History/Geography, World History/Geog.	3.0
Health and Physical Education	1.0
Visual, Performing, Applied Arts	1.0
World Languages (Begins with the class of 2016)	2.0
Online learning Experience/or online incorporated into another req.	NC
Electives	4.0
TOTAL CREDITS	22.0

UNDERSTANDING CONCUSSION

Some Common Symptoms

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

- 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.
- 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.
- 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, s/he 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.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

COMMENCEMENT EXERCISES

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Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants. All student debt incurred during high school years needs to be paid prior to, common failure to do so will result in the student not participating in commencement exercises.

DEBTS

Students will be charged for any book that is lost or damaged. Debts that are accrued for school property that is damaged or missing, as well as any unreturned athletic, JROTC, or band uniforms must be paid prior to the beginning of the school year by cash, money order, or certified check. All debts must be paid prior to participation in senior activities such as Prom, All-Night Party, and Commencements.

Damage to school property and the security of all issued textbooks is the responsibility of the student. All debts are to be paid in full prior to the end of the school year by cash, money order, or certified cashier's check. All debts must be paid prior to participation in senior activities such as Prom, Senior-All Night Party, and Commencement.

DELIVERIES

Delivery of flowers, candy, gifts, outside food, etc., to the high school, disrupts the education process. Please do not make these arrangements during the school day.

DISCIPLINARY CONSEQUENCES

In addition to the disciplinary action listed in the code of conduct for minor offenses, absence, and tardiness, the high school employs these consequences:

- Out of school suspensions
- Detentions before and after school, and out of school suspensions assigned for multiple tardies.

DRESS CODE

The teacher and/or administrator will determine what is "disruptive" to the normal functioning of the school. Teachers should not hesitate to refer a student to an administrator if they feel the student's clothing is disruptive. Coats are unacceptable unless the classroom is experiencing heating problems. Student dress should be clean and in good taste. Students must recognize that revealing clothing is not appropriate apparel in school and would not be considered acceptable in a workplace.

Guidelines shall prohibit student dress or grooming practices which:

1. Presents a hazard to the health or safety of the student himself/herself or others in the school.
2. Interferes with schoolwork, creates disorder, or disrupts the educational program.
3. Causes excessive wear or damage to school property.
4. Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

A few examples of inappropriate attire include but not limited to:

- Hats, headbands, any head coverings or sunglasses;
- Students must wear tops that cover the shoulders and fit around the arms and waistlines; No tank tops, bare midriff, or backless tops;
Transparent tops; or loose-fitting or low cut tops that are revealing;
- Short shorts and skirts that are shorter than fingertips;
- Pants, jeans, shorts, etc. are to be worn at the natural waistline, not hanging low on the hips with legs dragging on the ground; undergarments should not be visible,
- Pajamas or sleepwear.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others based on race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence or gangs; or that are otherwise contrary to the school's educational mission.
- Shirts or jeans with excessive cuts or rips;
- Coats or jackets designed for outerwear;
- Break-away pants; Chains and wallets with chains;

Students who do not cooperate with the dress code policy are subject to disciplinary action.

DUAL ENROLLMENT

Post Secondary Options

Dual enrollment is an opportunity for qualified junior or senior students to take classes (and earn credit) at a local college or university while still in high school. Dual enrollment is available to eligible students who must:

1. Be enrolled in a high school class in a school district in Michigan;
2. Be in at least 11th grade or if in a lower grade be approved by the district;
3. Have taken and achieved a qualifying score in:
All subject areas of the Michigan Merit Exam or other state-approved readiness assessment*
OR
In the subject area if the eligible course a student would like to take.
4. Eligible students may take courses in subjects for which there are no endorsements such as history, political science, computer science, or foreign language, as long as they have taken all sections of the MME, SAT, WorkKeys, or College Board PSAT. State endorsement is not required in any specific area for this participation.
5. Not be enrolled in high school for more than 4 school years. Under the law, adult education students are not eligible.

*Approved Assessments and Qualifying Scores

Michigan Merit Exam: Student must score at levels 1 and 2 (Exceeded the Standard or Met the Standard in Mathematics, Reading, Writing, or Science.) Students must attain the scores indicated in the area listed – Mathematics 18, Reading 17, Science 19, English 21 **PSAT Assessment:** Students must attain the scores indicated – Critical Reading 44, Writing Skills 49, Mathematics 45.

FOOD AND BEVERAGES

- Water is not allowed in the auditorium, library, or computer labs at any time.
- Students may not eat food or drink beverages in areas outside of the commons. Lunches and beverages brought from home must remain in lockers. Thus consuming food and beverages in classrooms and hallways is not permitted. Non-compliance can result in disciplinary consequences.
- Pop from machines is not to be consumed in classes or hallways. Open pop will be confiscated.
- Lunches are not to be taken from the commons area. Any special events where food is to be consumed, such as homecoming week, pre-holiday parties, etc., must be cleared with the administration and held in the commons area. This rule does not apply to cooking in the foods classroom when it is a part of the regular class.
- No glass bottles are permitted on school grounds; they will be confiscated.

GRADES –Board of Education Guidelines #5421A

Academic grades are intended to reflect as nearly as possible the performance of students related to the approved outcomes of instruction for a given course. Grades may be averaged from recorded performance on tests, homework assignments, classroom work, class activities (such as performances, labs, and discussions), and other activities directly related to curriculum outcomes. Academic grades should not be awarded for attendance or behavior. Grade Point Averages are calculated to the hundredth (two decimal) places after the 7th semester for senior awards. Grades may reflect a program that has been modified for a student with special needs providing the program has been approved in advance by students, teacher(s), and the appropriate administrator.

Grades are weighted in order to provide a final grade per semester:

1st report card marking = 40%
2nd report card marking = 40%
Semester final exam = 20%

Failing one of the quarters and exam or failing both quarters will result in a failing grade.

The grading scale is converted to a 12-point scale. To calculate the semester grade each quarter-point value is doubled and the final exam value is added and the total is divided by 5 to account for the weighted semester grade. Semester grades are based on a 12-point scale and not by percentage.

93 – 100 = A (4.0) = 12pt	73 – 76 = C (2.000) = 6 pt
90 – 92 = A- (3.666) = 11pt	70 – 72 = C- (1.666) = 5 pt
87 – 89 = B+ (3.333) = 10 pt	67 – 69 = D+ (1.333) = 4 pt
83 – 86 = B (3.000) = 9 pt	63 – 66 = D (1.000) = 3 pt
80 – 82 = B- (2.666) = 8 pt	60 – 62 = D- (0.666) = 2 pt
77 – 79 = C+ (2.333) = 7 pt	59 and below = F/Failing (0.000) = 1 pt

WEIGHTED GRADES

Students taking Advanced Placement (AP) classes in English, American History, Government, Chemistry, and Calculus will receive 1.0 extra honor point. Students taking Honors courses will receive a 0.5 honor point. For example, an A grade in an AP course will earn 5 honor points instead of 4 and an A grade in an honors course would earn 4.5 honor points instead 4.

COURSE CREDIT

A student is considered to have completed a credit if the student successfully completes the subject area content expectations or guidelines developed by the Michigan Department of Education that apply to the credit. A school district also must grant credit if the student earns a qualifying score, as determined by the MDE, on the assessments developed or selected for the subject area by the MDE or the student earns a qualifying score as determined by the school district that measures a student’s understanding of the subject area content expectations or guidelines that apply to credit.

HALL PASSES

The Student Planner will be used for student passes this school year. Students outside the classroom during class time without the student planner will be subject to disciplinary action. Those students who abuse their position in order to “roam the halls” without a pass (planner) will be subject to appropriate discipline. Students must use the restroom during lunch period, before or after school, or between classes. Books and supplies should be carried in order to avoid the need for a hall pass. Teachers are asked to approve passes only when absolutely necessary. Every pass issued must be dated time-specificity. Students altering passes in any way will be suspended.

HOMEWORK

Definition:

Homework is any activity related to classroom curriculum and school learning which is completed outside of the classroom and regular school hours without the immediate and direct supervision of the teacher, but presumable under the supervision of the home.

The most common types of homework assignments include:

1. Completion of assignments not finished during class time;
2. Independent practice assignments not finished during class time;
3. Preparation assignments which normally refer to reading assignments given prior to class meetings so that class time may be spent in discussion or some other form of application of the information read;
4. Extension assignments which attempt to take the student beyond the work done in class and to join what is learned in school to a multitude of other concepts outside the classroom.

Purpose:

Instructional staff holds high levels of expectations with regard to the educational accomplishments of their students that are reflected in the kind of assignments made. Homework assignments are intended to accomplish the following:

1. To stimulate student effort, initiative the development of independent student habits, and responsibility for self-direction;
2. To reinforce school learning by providing necessary and meaningful practice in some skills where mastery is needed;
3. To supplement and support the school experience through related home activities providing for integration and application of concepts and skills;
4. To encourage a carryover of worthwhile school activities into permanent leisure interests;
5. To acquaint parents with what their student is learning in school and to invite their help when desirable.

Parent Involvement

Parents should understand the purpose of homework. They can contribute to their child's success in school by providing conditions conducive to student and helping their student work out a good study schedule. Freedom from interruptions and good lighting are probably the most important factors in establishing a favorable environment for home study.

Late homework will be accepted at a 15% reduction per day for up to three days. It is important to the learning process that homework is completed even if it is late. Example: homework that is graded at 100% will be worth 85% 1 day late 70% 2 days late and 55% three days late. This does not include work that is turned in on time following an excused absence.

HOMEWORK POLICY

It is of critical importance to student success that students keep up with their coursework and submit assignments in a timely fashion. Students that miss class deadlines should complete work as soon as possible so as to keep up with the class. To encourage this, Anchor Bay High School has adopted the following policy in regard to late work:

Students are allowed three days to submit work after the due date. Credit for late work will be reduced by fifteen (15) percent for each day after the due date that it is submitted:

<u>Days Late</u>	<u>Maximum Credit</u>	<u>Example</u>
1	85%	9/10 points— $9 \times .85 = 7.65$ points credit
2	70%	9/10 points— $9 \times .7 = 6.3$ points credit
3	55%	9/10 points— $9 \times .55 = 4.95$ points credit

ILL AND INJURED STUDENTS

Students ill or injured are to report to the office. The teacher will complete an accident report. Students will not leave school without the proper permission of a secretary or administrator. Should a student choose to leave school without permission, he/she is subject to the appropriate discipline and an unexcused absence.

LOCKERS / GYM LOCKERS

Each student is responsible for his/her locker. The school will assume no responsibility for student property lost or stolen from lockers due to student negligence. **DO NOT SHARE LOCKERS.** No other student knows your combination unless you tell him or her. As student lockers are the property of the school, they may be searched anytime there is reason to believe that a law or school rule is being violated. Gym lockers are provided for the convenience of students. Students are not allowed in the gym or locker room at any time without staff supervision. Any form of school insurance does not cover personal property that is lost or stolen on school grounds. Lockers are subject to search and seizure without prior notification.

LOST AND FOUND

Lost or found articles may be reported to, or claimed, in the main office. Since the school has no liability for student property, common sense should be used with bringing valuables to school.

MAKEUP WORK

Students are allowed one day to make up each day's work missed for each regular absence. Work is due before leaving or immediately upon return for all school-related and/or prearranged absences. Work missed due to administrative time out should be made up as arranged with the teacher. Students will receive failing grades on work missed due to skipping class. Students suspended will not receive credit for their make-up work unless credit is authorized by an administrator.

Teachers will not be obligated to provide students who have more than 10 days of **excused** and **unexcused** absences with the work missed during that time unless the student/parents present medical documentation to the administration. Attendance and tardiness are recorded on a semester basis.

MEDICATION

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug. The total responsibility for dispensing or administering any non-prescribed (over-the-counter) drugs, preparations, and/or remedies shall rest solely with the parent(s) or legal guardians, and that student. Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent. This document shall be kept on file in the office of the Principal.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by the parents and a physician, may also administer medication but only in the presence of another adult.

The Board may permit the administration of medication requiring intravenous or intramuscular injection or the insertion of a device into the body. Students who may require administration of an emergency medication may have such medication, identified as fore-noted, stored in the Principal's office, and administered in accordance with this policy.

MESSAGES

The office will not accept phone messages for students except from parents in an extreme emergency.

MULTICULTURAL EDUCATION

Anchor Bay High School aims to ensure equality of educational opportunity regardless of race, gender, religion, or ethnic background fostering an acceptance of global diversity.

NATIONAL HONOR SOCIETY

The requirements for membership in the National Honor Society include high scholarship (a 3.85+ GPA), good character, demonstrated leadership, and community service. The NHS Faculty Council will review all membership applications.

Criteria for Selection:

1. Sophomore or Junior status.
2. Must have demonstrated excellence in all of the following four areas:
Scholarship: A 3.85 or better cumulative GPA

Service: Involvement in service and volunteering for non-credit school and/or out-of-school activities.

Leadership: Demonstrated leadership in service, school, or work activities.

Character: Positive behavior implying adherence to the school conduct code as well as the law. This includes ethical, behavior, cooperative relations with other students and staff, and integrity (no cheating, unexcused absences, intentional dishonesty, etc.).

- Each area above is reviewed independently.
- The Faculty Committee will determine whether you meet all four criteria by using GPA and attendance checks, a faculty and administration survey, and information provided on this application.
- After students become members of the National Honor Society, they are reviewed periodically by the faculty and must maintain the high standards that were required for selection (including NHS approved service activities).

PARKING PERMITS

Parking Regulations - Parking in the student parking lot is a privilege that must be earned (see registration requirements). Students must follow all rules and regulations to be allowed to maintain the privilege.

Disclaimer - The Anchor Bay School District in general and the Anchor Bay High School or related personnel specifically, is not responsible for loss, theft, vandalism, or damage to vehicles or their contents while on school property. It is recommended that all students take advantage of the transportation system operated by the Anchor Bay School District.

Note - All students that choose to park their cars in the school parking lot, given that they have met all the qualifications and conditions noted above, should keep their car locked at all times.

Registration of Vehicle

In order to obtain a parking pass, a student must present the following to the Student Activities Office:

- Completed application
- Driver's license
- Vehicle Registration
- Proof of Insurance
- Payment

School Parking Regulations

1. All student vehicles parked on school grounds must be registered with the school and display the parking sticker permanently affixed (with the sticker adhesive) to the lower corner of the driver's side windshield and readily visible to school personnel.
2. Students will honor the closed campus provision of the school.
3. Students will drive carefully and courteously on school grounds including maintaining a speed limit of 10 MPH or less, obeying all street signs, and refraining from any form of reckless or careless driving on the school grounds.
5. Student vehicles are authorized to only park in the student parking lots on the north and south sides of the building.
6. School officials may search automobiles parked on school property if there is reasonable suspicion and a legitimate basis for doing so.
7. Students will request an authorized pass from an administrator to go out to their vehicle during school hours.

Disciplinary Action for Violation of Driving/Parking Regulations

Violations of any of the parking/driving regulations may result in disciplinary action up to and including suspension and loss of the parking pass. Both drivers and their passengers are subject to consequences for driving violations. Seniors who violate driving / parking regulations during the 4th quarter will immediately lose their parking permit.

1. If a student leaves the building in violation of the closed campus provision, they will minimally lose their parking permit for the duration of the current quarter along with the following quarter.
2. All driving infractions will be listed in the student discipline track and will be treated as a violation of the district code of conduct.
3. A student will be responsible for any towing fees accrued as a result of any of the following:
 - Sticker not being properly displayed
 - Parking in an unauthorized area including blocking doorways, fire lanes, on the grass, etc.
 - Failure to register an alternate vehicle with the office
4. A student will face disciplinary consequences if they commit any of the following infractions:
 - Use an unauthorized pass (stolen, found, or borrowed)
 - Provide inaccurate or falsified information
 - Allow another student or non-family member to drive their registered vehicle
 - Display a parking sticker on a vehicle other than the one it is registered to
 - Drive recklessly
 - Am involved in an accident on campus
 - Drive through handicapped ramp areas to exit
 - Have passengers who behave inappropriately
 - Commit gross negligence
 - Disregard the directions of school personnel
5. Careless or reckless driving:
 - a. First offense: Loss of parking privileges.
 - b. Second offense: Suspension, loss of parking privileges for the remainder of the year.
Note - All incidents of careless, reckless driving, or improper parking, i.e. handicapped parking violations will be reported to the Local Police Department.
Students purchasing passes for another student will lose their parking privileges *No refund will be issued for loss of parking privileges due to violation of rules.*

Temporary Parking Passes

Students must have administrative approval at least 24 hours in advance unless an emergency arises and permission is granted. Students will not be permitted to drive to school and park in the student lot for the simple reason they missed their ride.

SENIOR PICTURES

All seniors must have their pictures taken so that the yearbook staff can meet established deadlines. If a senior wishes to substitute a picture taken by another photographer, he/she may do so if the yearbook advisor grants prior approval.

RE-ENROLLMENT

Students wishing to re-enroll at Anchor Bay High School after dropping must bring a parent with them and meet with an administrator. Fifth year seniors must re-enroll during the month of August prior to the beginning of the new school year and obtained an administrator's approval.

SCHOOL FUNCTIONS

Students are reminded that school rules apply at all school functions. As an example, this means there is NO SMOKING at any athletic event, dance, float meeting, etc., regardless of where they are held.

SCHOOL-SPONSORED ACTIVITIES

Any activity under the jurisdiction of the school such as dances, ball games, class and club parties, senior or class trips, field trips, school plays, practices, buses, etc., are school events with all school rules enforced, unless exceptions are noted in the Code of Conduct.

SCHOOL TELEPHONES

Office telephones in the school are for the purpose of conducting school business. Pay phones for student use are located at the main entrance. Passes should not be given during class time to use the phone except in an emergency. Students must limit use of pay phones to essential business in order to keep the phones readily available to others. Only one person should be at the phone at a time. No student is permitted to monopolize the phone as this prevents others from being able to use it.

STUDENT DEBT

Damage to school property and the security of all textbooks is the responsibility of the student. All debts are to be paid in full prior to the end of the school year by cash, money order, or certified cashier's check. Debt amounts are determined by the main office staff.

TEXTBOOKS

Books are loaned to the student annually and are to be kept in good condition. A fine or debt will be charged to the student for books lost or abused beyond normal use. No teacher edition textbooks may be used or in the possession of the students while in the school building.

WEATHER EMERGENCY REGULATIONS

The tornado drills will be held in the spring of each year. Students will be instructed where to go and what to do by their instructors.

Fire drills are conducted at unannounced times during the school year. The fire drill warning includes flashing strobe lights and sounding of horns. Teachers will explain these regulations at the beginning of each course. All students and personnel must leave the building during a fire drill.

TRANSFERRING STUDENTS

Students transferring from Anchor Bay High School to another school are to make sure all textbooks, library books, and materials are turned in to the proper teacher or place and that all fees and/or fines are paid before they leave. It is important that a parent contact the office to formally release the student.

VISITORS

Students are not permitted to bring visitors to school. The only exception is if a student may be transferring to Anchor Bay High School, and then a parent should attend with them. The building principal must approve the request. All visitors must check-in at the office and receive an identification tag before proceeding through the building. Any person in the building without authorization will be directed to leave.

SCHOOL DANCES

1. All dances must have approval of the administration.
2. All events must be properly lighted and will be under the supervision of the school.
3. All events shall have adequate personnel to run the event, and at least four (4) staff chaperons plus sponsors.
4. All school rules regarding behavior, substance abuse, smoking, drinking, and possession of controlled substances apply to school dances.
5. All decorating will be done outside of school time.
6. All decorations will be removed before the next school day and all materials and tools returned to the proper place.
7. Most dances will be from 7:00-10:00 p.m. or 8:00-11:00 p.m., except those after an athletic event which may start later. All exceptions must be approved by the administration.
8. Dances are for Anchor Bay High School students only. Homecoming and the Prom are exceptions. Guests must be under the age of 21, an Anchor Bay alumnus, or currently enrolled in another traditional high school. Further exceptions must have approval of the administration. Only one guest is allowed per student.
9. If you leave a dance or party, you will not be re-admitted. In cases of emergency, consult the adult chaperone.
10. All bands and DJs must have a contract properly signed and approved by the administration at least two days prior to the day of the dance.

GUIDANCE SERVICES

Students are assigned to counselors by alphabet:

(A-C)	Ms. Jill Gano
(D-H)	Ms. Abby Adams
(I-M)	Ms. Jenny Spoerl
(N-So)	Ms. Mary Beth Meinke
(Spec Ed)	Mrs. Amy DiStefano

Counselors are available by appointment to assist with academic, career, scheduling or personal matters. Students who have requested an appointment with the counseling secretary will be called out of class to meet with their counselor.

ADDING AND DROPPING CLASSES

The counselor will handle necessary schedule adjustments before the semester starts unless initiated by the counselor or the administration.

STUDENT ATTENDANCE

Attendance and participation in class are necessary for academic achievement. An attendance policy is an essential element in improving and maintaining regular attendance. Improved attendance will result in greater student classroom success, more efficient use of time, and more efficient use of teacher time. Students are expected to attend **ALL CLASSES REGULARLY**.

ATTENDANCE- CALL INTO SCHOOL

Parents are required to call the high school attendance office at 586.648.2526 and report the reason for the student's absence. A call or a note from a parent must be received by 7:30 a.m. the following morning of the absence for students to receive an excused absence. Students arriving late or leaving early with parent permission must sign in and/or out in the attendance office. Students must leave school property immediately upon signing out unless prior arrangements have been made.

ATTENDANCE- PARTICIPATION/CLASSWORK GRADES

Parents should be aware that teachers base a percentage of the grade in the course on active participation in the class, as well as work assigned and collected during the class period. If a student skips class, is excessively absent, does not make up work for time missed on called-in absences, or attends class but is excessively inattentive, the participation score will be lowered and consequently, the grade in the course will be lower. Teachers provide a written grading policy to each student that indicates the percentage of the score that is based on participation and classwork completed during the period.

PRE-ARRANGED ABSENCES

If a student is going to be absent on a future date, and it will be impossible to call in on that date, the parent may call the attendance office in advance to arrange for a “Pre-planned Absence” form. This form is then taken to each of the student’s teachers to be signed. **This process must be completed at least three days in advance.**

Students interested in visiting campuses are encouraged to do so during vacations or when school is not in session due to staff development or records days. Please review what consists of an excused absence.

TARDINESS

Any student who reports to class up to five (5) minutes late in periods two through six (2-6) and up to ten (10) minutes late in period one (1), without an excused pass, will be considered unexcused tardy. Students who are more than five (5) minutes late in periods two through six (2-6) and more than ten (10) minutes late without an excused pass will receive an unexcused absence. Students who are repeatedly tardy for a class will receive a suspension that will be considered an unexcused absence from class for the purpose of grade review (see pg 25).

MAKEUP WORK

Students are allowed one day to make up each day’s work missed for each regular absence. Work is due before leaving or immediately upon return for all school-related and/or prearranged absences. Work missed due to administrative time out should be made up as arranged with the teacher. Students will receive failing grades on work missed due to skipping class. Students suspended will not receive credit for their make-up work unless credit is authorized by an administrator.

Teachers will not be obligated to provide students who have more than 10 days of **excused** and **unexcused** absences with the work missed during that time unless the student/parents present medical documentation to the administration. Attendance and tardiness are recorded on a semester basis.

CLUBS AND ORGANIZATIONS

Students are encouraged to join and participate in a variety of clubs and organizations available to them at Anchor Bay High School. Some of the clubs and organizations include:

Book Club

Dance

Distributive Education Clubs of America (DECA)

Drama Club

No Bull Club

National Honor Society

Peer Mediation

Relay for Life

Loft Club

Key Club

Students Against Drunk Driving (SADD)

Student Council

JROTC

Mock Trial

Health Occupation Students of America (HOSA)

Ski Club

Student Council/Government

MEDIA CENTER

The media center provides students and staff with resources and facilities to research, read and study for class and personal needs. Library personnel are available to students and staff during school hours. Students can utilize the media center during the school day either as part of a scheduled class or with a library pass. Resources include books, periodicals, audiovisual software and equipment, and Internet access.

INTERNSHIP – CO-OP

The Internship program is intended for senior vocational students to receive on-the-job training prior to graduation. Students must be in an advanced vocational course related to his/her actual job assignment. Students in the Co-op program receive both credit and wages. They must have their own transportation to the job site. Consult the Co-op coordinator for further information.

NAUTICAL SHOP

The Nautical Shop is a student-centered experience in retailing and small-business management. The shop stocks a broad selection of jackets, jerseys, shirts, school supplies, and personal accessories. Open during lunch hours, the Nautical Shop has something for everyone. Students must behave in a polite and respectful manner and follow all school and store rules.

SCHOOL CLOSINGS

At times it may be necessary to close school due to inclement weather. Every effort will be made to publicize this information before 6:00 a.m. Should school be closed, the district contacts local television and radio stations including channels 2, 4, 6, 7, 50, and AM 760. The district also has an emergency answering machine at 725-3544 that can be called. Parents are asked to not call the high school since the telephone lines may be needed for emergencies.

ATHLETICS

Athletics is an important part of our school program. The program is open to both boys and girls. Student eligibility and behavior expectations are explained in the Anchor Bay School District Athletic Code of Conduct available in the Athletic Director's Office. We offer the following sports teams during the three seasons of the school year.

Sports Offered at Anchor Bay High School

Fall

Cross Country - Varsity Boys
Cross Country - Varsity Girls
Cross Country - JV Boys
Cross Country - JV Girls
Dance - Varsity
Dance - JV
Football - Varsity
Football - JV
Football - 9th
Sideline Cheer - Varsity
Sideline Cheer - JV
Sideline Cheer - 9th
Soccer - Varsity Boys
Soccer - JV Boys
Swim - Varsity Girls
Tennis - Varsity Boys
Tennis - JV Boys
Volleyball - Varsity
Volleyball - JV
Volleyball - 9th

Winter

Basketball - Varsity Boys
Basketball - JV Boys
Basketball - 9th Boys
Basketball - Varsity Girls
Basketball - JV Girls
Basketball - 9th Girls
Bowling - Varsity Girls
Bowling - JV Girls
Bowling - Varsity Boys
Bowling - JV Boys
Hockey - Varsity
Competitive Cheer - Varsity
Competitive Cheer - JV
Competitive Cheer - 9th
Dance - Varsity
Dance - JV
Hockey - Varsity
Hockey - JV
Swim - Varsity Boys
Wrestling - Varsity
Wrestling - JV

Spring

Baseball - Varsity
Baseball - JV
Baseball - 9th
Golf - Varsity
Lacrosse - Varsity
Lacrosse - JV
Soccer - Varsity Girls
Soccer - JV Girls
Softball - Varsity
Softball - JV
Softball - 9th
Tennis - Varsity Girls
Tennis - JV Girls
Track - Varsity Girls
Track - JV Girls
Track - Varsity Boys
Track - JV Boys

WHERE TO GO

- Absences – the attendance office in the main office area
- Athletic information – the athletic department office in the rear of the school building
- Career and vocational information – Career Center next to counseling office
- Class Rings/Announcements Ect. – Josten’s representative / the Main office
- College information – the guidance and counseling office
- Dances – the Student Activities Advisor
- Graduation – the Principal’s office
- Financial aid / Scholarship information – the guidance and counseling office
- First Aid – the Principal’s office
- Fundraising – the Student Activities Advisor
- Graduation requirements – the guidance and counseling office
- Locker problems – custodial workers, security personnel, or the Principal’s office
- Lost and found – the Principal’s office
- Morning announcements – the Principal’s office
- Parent Group – the Principal’s office
- Parking Passes – Student Activities office
- Personal problems – the guidance and counseling office / peer mediation program
- School merchandise – The Nautical Shop
- Senior All-Night Party – Student Activities office
- Sign in / out – the Counseling Office
- Theft reports – the Principal’s office
- Transcripts – the Counseling office
- Visitor passes – the Main office
- Work permits – the Main office
- Yearbook – Student Activities Advisor

AWARDS

Underclassman

- Perfect Attendance Certificate
- Individual Teacher Award
- Special Recognition Award
- Lamp of Learning – Student achieved a 3.67 for third cumulative year
- Letter “A” – Student achieved a 3.67 for second cumulative year
- Certificate – Student achieved 3.67 for first cumulative year
- Honor Roll – Student achieved 3.00 – 3.66 cumulative year

Seniors

- Perfect Attendance certificate
- Individual Teacher Award
- Special Recognition Award
- *Award GPA is calculated on traditional school courses*
- Medal – student achieved a 3.67 for fourth cumulative year
- Lamp of Learning – student achieved a 3.67 for third cumulative year
- Letter “A” – student achieved a 3.67 for second cumulative year
- Certificate – student achieved 3.67 for first year
- Summa Cum Laude - 4.0 cumulative GPA & above (green cord)
- Magna Cum Laude - 3.99 - 3.75 cumulative GPA (yellow cord)
- Cum Laude - 3.74 - 3.5 cumulative GPA (black cord)
- National Honor Society – Members: light blue stole Officers: white stole
- Kitty Hawk AFROTC Honor Society – blue & black honor cords
- Student Council – royal blue honor cords
- Honor Roll – B- average
- Peer Mediators – purple cord
- Peer Tutor Member – rainbow cord
- B.P.A. – navy blue & silver cord
- S.A.D.D. Member – orange cord
- D.E.C.A. – white & blue cord
- Forensics – blue & silver cord
- PLTW-Engineering Completers – royal blue sash

POST-GRADUATION POLICY

In accordance with Anchor Bay Board of Education policy #5460 students must complete all requirements to participate in the graduation ceremony. Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

Students who do not fulfill the graduation requirements will have the following options (with prior approval).

1. Attend summer school offered through the Compass Point Learning Center and makeup missing credits.
2. Attend summer classes at another approved high school or program and makeup missing credits if the class is not offered at Compass Pointe.
3. Attend summer college classes that fulfill the graduation requirements.

Students completing the above prior to the start of the next school year will receive their high school diploma at that time.

Students unable to fulfill the graduation requirements with the above summer options may choose one of the following.

1. They may return to the high school as a 5th year senior and continue to work towards graduation of that year (with administrative approval).
2. Transfer to an adult education program to complete the requirements and graduate from that program.
3. Pass the GED high school equivalency assessment.

SENIOR YEAR STATUS

In order to complete the requirements for an Anchor Bay diploma and to participate in the graduation ceremony, seniors are expected to be full time students throughout the entire first and second semesters of their senior year. If situations arise that would affect senior attendance, the student and their parents or guardians must apply for an exception to this rule to the high school principal who would make a recommendation to the Director of Secondary Education.

PHYSICAL EDUCATION CREDIT

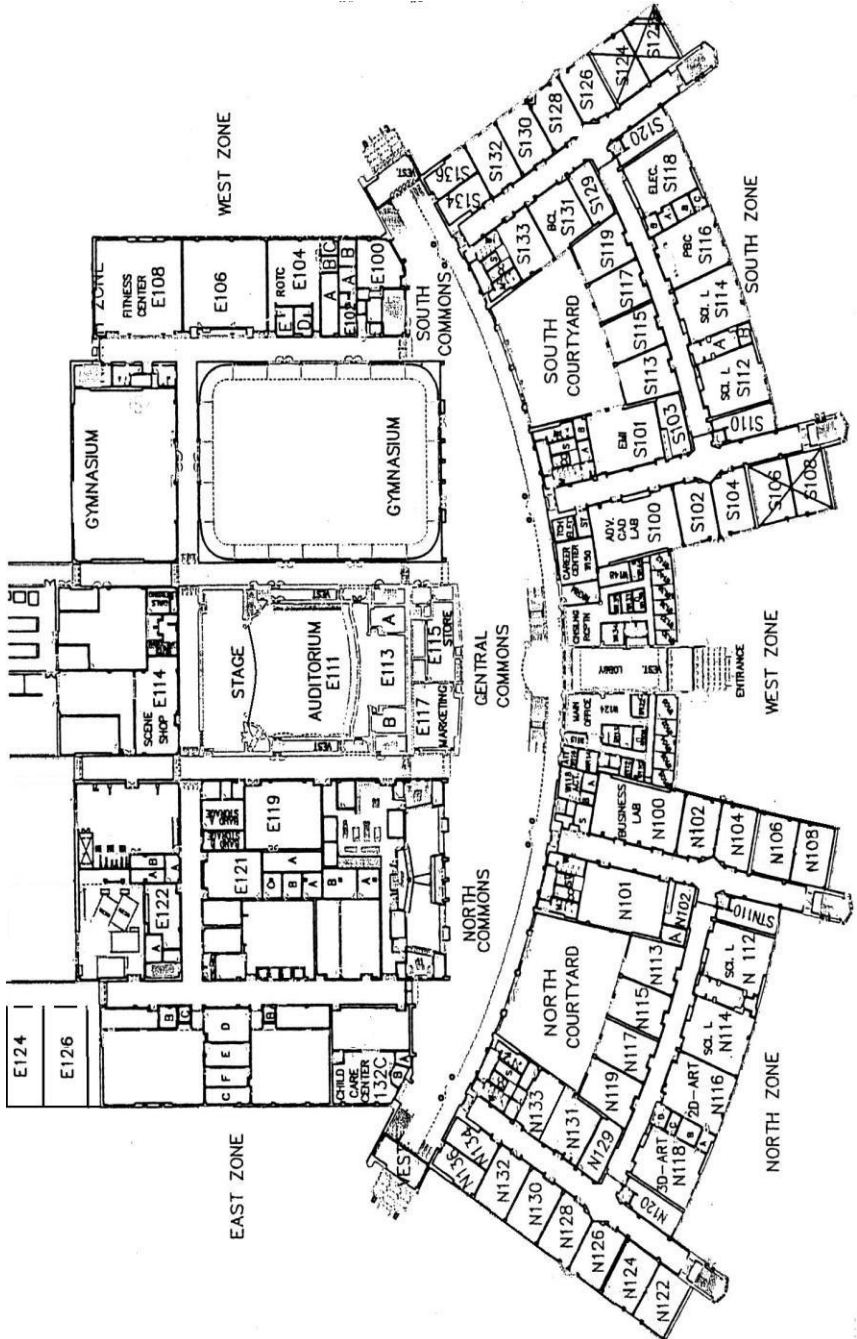
Students who are scheduled in a physical education class who are unable to fulfill the course requirements as mandated in the Michigan Merit Curriculum (MMC) due to injury or illness during the first two weeks of the course will be scheduled into another course. After the first two weeks that the class is in session, students will remain in the PE class for the remainder of the semester. During their remaining time in class, they will engage in activities reflected in the curriculum benchmarks or do alternative assignments using learning packets provided by the teacher. Students must be in attendance participating in the class activities addressed in the PE curriculum for a minimum of 60 hours to receive PE semester credit. Students who have a valid medical excuse and complete the packets, but do not fulfill 60-hour requirement, will receive Leisure Skills elective credit. However, this will not fulfill the Physical Education graduation requirement. Students who do not attain this graduation requirement will either retake the PE course and pass it by meeting the MMC curriculum standards, or they may modify the PE semester requirement by taking additional credit(s) beyond the required credits in English, Math, Science or world languages. Students may also fulfill this requirement by using the marching band option (taking 3 consecutive semesters of Marching Band in grades 9-12).

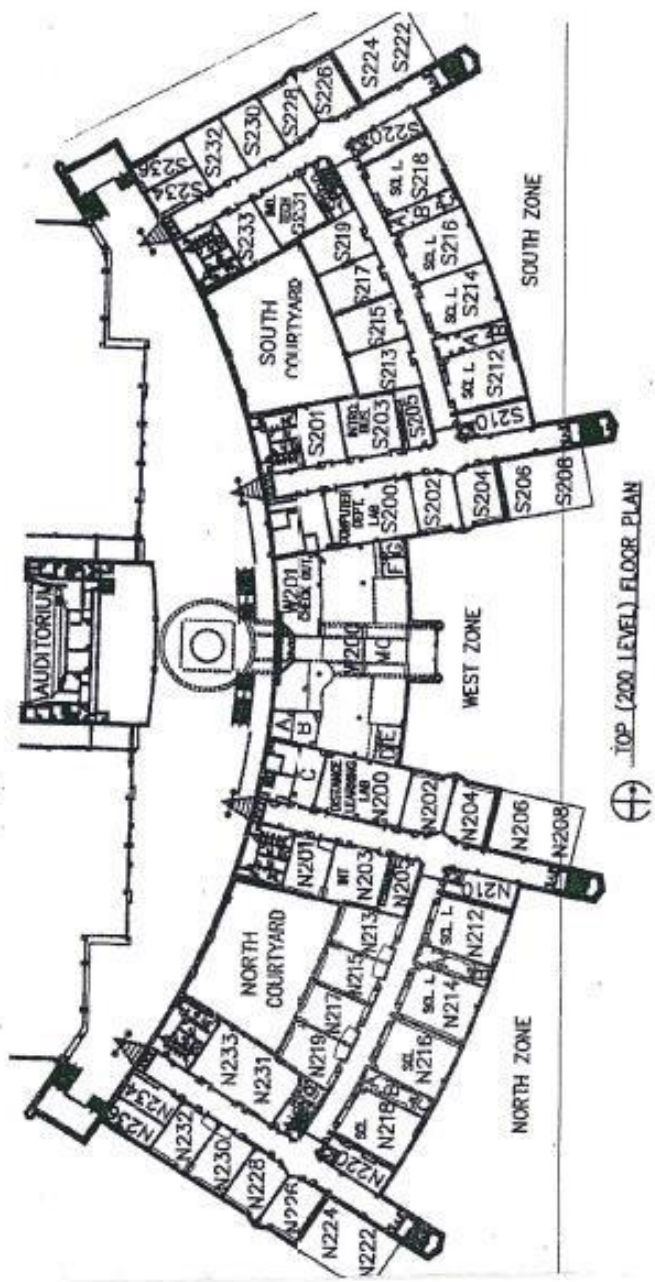
TESTING OUT

In preparation for the school year, it is important to realize the following option is available. Public Act 335, Section 1279B, of the State Code requires that any high school student be offered the opportunity to "test out" of courses. ***The testing out option does not include Government or Physical Education.*** Students must exhibit mastery of course content by attaining a grade of C+ or (77%) or better on a comprehensive final examination. Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performances, papers, projects and/or presentations. All "testing out" examinations will be scheduled for both semesters. First semester test-out tests will be administered in August, second semester test-out tests will be offered in January. Students, who wish to test out of a course, must contact the Guidance and Counseling Office to pick up a request form. Students **do** receive credit for any courses where they successfully test out. Requirements for testing out of each subject will be provided to the students at the time they sign up for the written portion of the test out test.

The additional work is due the day of the test out exam. No late work will be accepted.

ANCHOR BAY HIGH SCHOOL





TOP (200 LEVEL) FLOOR PLAN

STUDENT CODE OF CONDUCT

ANCHOR BAY SCHOOL DISTRICT
5201 County Line Rd.
Casco, MI 48064
(586) 725-2861

Revised June 2018

Dear Parents, Students, and Members of the Anchor Bay Community:

Our schools provide a safe, orderly environment for the achievement of our mission - lifelong learning. We are proud of our students and we are committed to working together to make them all that they can be.

*This Code of Conduct is intended to support the efforts of the entire school family and to keep our schools safe. We are grateful for your support and **PRIDE** in Anchor Bay.*

By observing the Code of Conduct, we can together become better students and better citizens.

Sincerely,

*Anchor Bay School District,
Administrative Team*

Code of Conduct
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STUDENT CODE OF CONDUCT EQUAL OPPORTUNITY

The Michigan Constitution (Article 8, Section I) assures all students the right to a free public education: “Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.”

At the same time, both federal and state legislation assures students of their right to pursue this education in a system, which provides equal opportunity for each learner.

- Title VI of the Civil Rights Act of 1964 assures all citizens that they will not experience discrimination on the basis of their race or ethnic origins.
- Title XI of the Civil Rights Act of 1964 assures students that they will not experience discrimination on the basis of their sex.
- Section 504 of Public Law 94-142 (Vocational Rehabilitation Act of 1973) assures students that they will have equal opportunities regardless of handicapping conditions.

It is the policy of the Anchor Bay School District to provide equal opportunity for all students, regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this district. Any student who believes that they have been subject to discrimination should contact the Superintendent’s Office.

RESPONSIBILITIES OF STUDENTS

With these rights come responsibilities. The Common Goals of Michigan Education (1971) identifies these general responsibilities of students:

- The rights of the individual at times are limited by the greater need to protect the rights of the group and the instructional process
- Further rights of the individual end where they conflict with the rights of others.
- A person who violates the rights of others or fails to properly carry out his/her responsibilities can expect to suffer some loss of his/her rights.

For that reason, the Board of Education of the Anchor Bay School District has established through its policies and administrative directives the following Code of Conduct for all students.

RESPONSIBILITY FOR A SAFE AND ORDERLY SCHOOL ENVIRONMENT

To create an environment, which promotes learning, every member of the school community must work together. The ultimate responsibility for student conduct rests with the student and parents. Parents are responsible for the behavior and attitudes of their children. Teachers, administrators, counselors, and staff deal with such problems to the extent the student will accept their help and authority.

When efforts fail or are not accepted by the student, parents must then deal with their child in whatever way is necessary to ensure proper respect for school authority and acceptable behavior on the part of their child. The District policy manual states:

“Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of (state and federal) laws as they relate to students and staff. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.”

The policy manual further states:

“Respect for real and personal property, pride in one’s work, achievement within the range of one’s abilities, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.”

To accomplish these goals, students are expected to work to obtain the highest achievement possible in their studies, contribute to the schools’ safe and orderly environment, and respect the rights and property of others. School staff is expected to encourage and work to maintain the highest standards of conduct in the schools by publishing and enforcing consistent rules of conduct and supervising activities. As partners in the educational process, parents are expected to reinforce the school’s standards of conduct and disciplinary procedures at home and encourage their students to attend school regularly.

ANTI-BULLYING POLICY

The Anchor Bay School District Board of Education prohibits acts of harassment or bullying. The board has determined that a safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

CATEGORIES OF MISCONDUCT

The Board of Education has established standards of behavior in school or on school district property, on school buses, and at school activities. These standards of behavior also apply when a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff. Misconduct is defined as any action which

- does not conform to reasonable standards of socially-acceptable behavior,
- does not respect the person or property of others,
- does not preserve the order necessary to the educational program of the school,
- does not respect the rights of others, or
- involves disobedience to duly constituted authority or disrespect for those who hold that authority.

ACTS OF MISCONDUCT MAY FALL INTO THE FOLLOWING CATEGORIES

MINOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Lack of cooperation.
2. Violation of school/cafeteria rules.
3. Shoving, tripping, horseplay, or other actions that endanger the safety of others.
4. Indirect, improper language (profane, indecent, or immoral).
5. Failure to provide required information to school authorities (example: emergency card)
6. Unauthorized sale of products on school property.
7. Unauthorized distribution or posting of communicative materials.
8. Participation in unauthorized assemblies of students
9. Use of another student's planner.
10. Outside building during school hours.
11. Leaving campus during school hours.
12. Disrespectful behavior.
13. Violation of the Computer Use Policy
14. Standing on the cafeteria tables
15. Students found in unauthorized hallway where they have no immediate class

POSSIBLE DISCIPLINARY ACTION FOR MINOR OFFENSES:

Since parents and school personnel share the responsibility for supervising student behavior, every effort will be made to keep parents informed of the nature and frequency of minor offenses. Disciplinary action for minor offenses will be progressive, relate in kind and degree to the infraction, help the student learn to take responsibility for actions, and be directed, wherever possible, to minimizing the harm that may have been done by the infraction.

Actions may include all or part of the following:

1. 1st offense 1 Detention
2. 2nd offense 2 Detentions
3. 3rd offense 1 day suspension
4. 4th offense 2 day suspension
5. 5th offense 3 day suspension
6. 6th offense 4 day suspension
7. 7th offense 5 day suspension

ABSENCE AND TARDINESS

Regular attendance at required school activities and classes is essential to successful achievement of the goals of education. It is the student's responsibility to attend class regularly. Reasons for excused absence include:

- a) Illness,
- b) Required medical or dental treatment that cannot be scheduled at another time –***a medical note from the doctor, with specific dates is required in order to receive an excused absence.***
- c) Required court attendance–documentation required
- d) Death in the immediate family or a family friend – documentation required
- e) Observation or celebration of a bona fide religious holiday. -documentation required

Parents or guardians must provide documentation of reasons for all absences to the school immediately following the absence. Students may be required to make-up missed work at alternative times (1 day make-up for each day excused) or to demonstrate their competence through examinations for repeated absences; failure to do so may result in reduction of grade, denial of grade, or failure to achieve promotion. Absences, which are not explained by parents within 24 hours, are unexcused. A daily list of unexcused students will be posted in the office. Students should check this list to ensure that their absence was properly excused. Students with greater than the number of unexcused absences specified in the student handbook may be denied a passing grade for the class in which they have exceeded the allowable unexcused absences. Detentions, and out-of-school suspensions will be assigned for multiple tardies.

TARDY PROGRESSION/CONSEQUENCES

The following action will be taken upon a student's tardy arrival to class:

- 1st Tardy = Teacher warns student
- 2nd Tardy = Teacher notifies parent by phone or mail
- 3rd Tardy = Teacher assigns detention
- 4th Tardy = Teacher assigns double detention and Teacher refers to administration
- 5th Tardy = 1 day out-of school suspension

Subsequent tardiness will receive the same consequence as the 5th tardy.

The following action will be taken upon student unexcused absences:

- 1st Offense = Parent notified
- 2nd Offense= Parent notified
- 3rd Offense = Parent notified

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, vehicles, purses, and athletic bags under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers, desks, and vehicles at any time without notice, without student consent, and without a search warrant. The District reserves the right to use the police department and its canine unit to search the premises for illegal substances at any time. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, or vehicle) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

STUDENT PUBLICATIONS

The Board of Education recognizes that student publications enable students to learn the rights and responsibilities of the press in a free society. The Board is mindful that publications sponsored by the District must be available to all students who attend and, therefore, must be suitable for all students. Issues, which reflect opposing points of view, may be included in school publications, providing that equal opportunity has been provided to present alternative views.

The Board reserves the right to prevent the distribution of student publications which:

- Are prejudicial to any group
- Libel any persons or persons
- Seek to establish any religious denomination or sect,
- Advocate any substance which may be reasonably believed to endanger the health of students,
- Contain obscenity or material which violates the standards of the community, or
- Incite violence, advocate use of force, or urge violation of law or school regulations.

The Board also prohibits publications which:

- Fail to identify the student or organization responsible for their publication,
- Solicit funds for non-school organizations without Board approval, or
- Promote, favor, or oppose any candidate for election or issue placed on the ballot in an election.

HARASSMENT

Any form of harassment to include bullying and hazing is unacceptable and will result in disciplinary action. Harassment includes but is not limited to the following:

1. Racial, ethnic, religious, or gender-related slurs, name-calling, derogatory slang terms, etc.
2. Racial, ethnic, religious, or gender-related innuendoes, epitaphs, or gestures.
3. Racial, ethnic, religious, or gender-related terms or messages written on lockers or displayed on papers, signs, T-shirts, or any other materials or apparel.
4. Any discriminatory words, acts, suggestions, or sayings, spoken or written anywhere on school property.

Students involved in harassing activities will be punished via suspension up to and including a recommendation for expulsion. Local authorities will be notified and charges filed for severe and/or repeat offenses. Distribution of materials that violate these standards shall be considered an infraction of school rules under the guidelines defined above.

STUDENT SEXUAL HARASSMENT

The Anchor Bay School District is committed to providing all students with a safe and supportive school environment. Staff and students are expected to treat each other with mutual respect and to accept the rich diversity that makes up the school community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and behavior that will not be tolerated. The Anchor Bay School District is opposed to and prohibits without qualification sexual harassment in our schools.

Definition: Sexual harassment is any unwanted or unwelcome sexual behavior that makes a person feel uncomfortable, put down, demoralized, or interferes with a person's school days. In order for any specific action to be considered sexual harassment, it must be offensive to the recipient or create an offensive educational (working or learning) environment. (Sexual harassment includes both intentional conduct and action that was not intended to offend a reasonable and prudent individual.)

Both federal and state laws state that harassment on the basis of sex is a form of discrimination. Title VII of the U.S. Civil Rights Act and Title IX of the Educational Amendments are the laws that make sexual harassment illegal in schools.

FRATERNITIES, SORORITIES, GANGS, AND SECRET ORGANIZATIONS

Students attending public schools are prohibited by state law from holding membership in fraternities, sororities, gangs, and secret organizations. Belonging to a gang or wearing gang-related clothing and gang items that pose a problem. It creates the possibility that persons other than Anchor Bay students will purposefully come to one of the schools to encounter a potential rival gang or member of a gang. This creates a potentially dangerous situation for all Anchor Bay students. It also creates an intimidating and stressful situation for non-gang members. The potential for internal conflict is also increased when "gangs" exist.

To provide a safe environment for all students in the Anchor Bay School District, all gang identifying clothing, items, and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property, and at all school-related events. Students violating the above regulation will be subject to disciplinary action up to and including expulsion and referral to the police. Non-students will be refused entry to schools and school events or asked to leave.

ILLEGAL ACTIONS AND MAJOR INFRACTIONS

The following actions are considered major violations of the order of the school:

MAJOR INFRACTIONS:

Any items involved in an infraction will be confiscated and not returned.

1. Use, sale, or possession of tobacco nicotine, or vape paraphernalia on school district property or during school sponsored events.
2. Larceny/theft/possession of stolen property.
3. Hazing/Performing acts of initiation into a group, class or organization that causes physical, mental or emotional harm.
4. Extortion
5. Gambling
6. Malicious mischief
7. Trespassing/Being present in a locked or posted location without permission.
8. Unlawful interference with school authorities or programs.
9. Fighting (Five day suspensions for both parties on the first offense unless one party attempted to walk away and was physically unable).
10. Possession or distribution of materials which are libelous, pornographic or which advocate illegal acts.
11. Gaining access, altering or forging (on paper or electronically) school documents or school databases, or possession of a "virus" disk.
12. Gross negligence/Violation of rules for safe and orderly conduct
13. Disorderly conduct/Substantial interference with the operation of the district by unlawful student assemblage or group/individual acts of violence, disruption, vandalism or building seizure.
14. Racial or sexual harassment/intimidation.
15. Bullying or harassment
16. Insubordination/BOLD resistance to authority.
17. Giving false identification, information, or false attendance calls.
18. Profanity and/or obscene gestures directed at staff.
19. Possessing or distributing non-commercial and/or pirated software (computer disks, CD's).
20. Indecent exposure
21. Computer crimes or compromising/tampering with the school's computers, devices, or network.
22. Possession of laser devices on school property or during school activities.
23. Use, sale, or possession of illegal drugs/drug paraphernalia/look-alike substances or alcohol on school property or during school sponsored events will result in a 10 Day Suspension.
24. Arson
25. Battery/Harmful striking of another person.
26. Assault/An offer or threat to do physical harm, with force or violence, and the apparent present means to carry out that threat.
27. Burglary/Breaking and entering a building with intent to steal.
28. Possession or use of explosives, flammable or dangerous materials.
29. Possession of firearms or items that could be used as weapons including knives of any length on school district premises.
30. Setting false alarms.
31. Threats made to school, school personnel, or student body.
32. Throwing items over the balcony railing (* 10 day suspension due to risk of injury to those below.)
33. Improper touching of another student, lewd and promiscuous behavior.
34. Dress code
35. Cell phone/electronic communication devices (including smart watches)-improper use or refusal to surrender to staff member as directed.
36. Inappropriate bathroom use-multiple students in a stall.

DISCIPLINARY ACTION FOR MAJOR INFRACTIONS

While minor infractions may warrant progressive consequences, major violations of school conduct may be followed by imposition of more severe consequences on the first offense. Violation of the major infractions above may result in immediate suspension for up to ten days, and may be followed by long-term suspension or expulsion from the school program by the Board of Education (as a result of a formal hearing). The District will also pursue criminal prosecution of violations of applicable state and federal laws on school property. Suspensions from school for major offenses require notification to parents by phone or in person, followed by notification by mail (with a copy to student record). Conditions for readmission of students may include restitution for property damage and/or acceptance of outside professional help for behavioral difficulties. Documentation of satisfactory completion of conditions for readmission will be provided. Work missed during suspension from school will count toward credit or graduation unless stated by the administrator. As a result of a major infraction, students may be restricted from enrollment in one or more educational alternatives in the Anchor Bay School system. Major offenses committed on school transportation will be considered major school offenses.

CONSEQUENCES FOR MAJOR INFRACTIONS

1st Offense = Up to 3 day Suspension

2nd Offense = Up to 5 day Suspension

3rd Offense = Up to 10 day Suspension

Subsequent Offenses = Up to 10 day Suspension

The severity of the infraction may allow for an accelerated/reduced consequence.

During the period of suspension, the student has forfeited any and all privileges to attend school functions or any school sponsored activities and/or be on school grounds. Violation of this provision will be construed to be willful violation of reasonable school rules, and subject to further suspension.

SPECIAL RESPONSES

- Time out may be used until a parent conference is held.
- Restitution will be made for damages.
- Bogus phone calls will result in a 1-day suspension.

USE OF BREATH-TEST INSTRUMENTS: The principal or their designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook appropriate discipline consequences will be invoked. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with consequent discipline invoked. The student will then be given a second opportunity to take the test.

CELL PHONE / ELECTRONIC COMMUNICATIONS DEVICES (ECD)

POLICY: Cell phones, /any type of electronic communications devices may be carried by students, but must be silenced and stored out of sight during class time. Students would be allowed to use electronic communication devices (ECD) such as cell phones and I pods in non-instructional areas such as the commons and hallways before and after school, during lunch, and passing time.

Cell phone violation

STUDENTS CAUGHT USING OR IN POSSESSION OF A CELL PHONE/ECD: Since use of such devices can contribute to disruptions and student misbehavior, students whose cell phones go off in class or who use cell phones or electronic communication devices in the classroom will be subject to the following consequences:

All offenses involve Confiscation and student pick up after school, follow minor infractions:

- | | | |
|----|-------------|------------------|
| 1. | 1st offense | 1 Detention |
| 2. | 2nd offense | 2 Detentions |
| 3. | 3rd offense | 1 day suspension |
| 4. | 4th offense | 2 day suspension |
| 5. | 5th offense | 3 day suspension |
| 6. | 6th offense | 4 day suspension |
| 7. | 7th offense | 5 day suspension |

The administration reserves the right to accelerate consequences as necessary. Students caught using the video or camera capability of the phone/ECD during the school day without prior approval of the building principal

will be subject to suspension from school. Students, who refuse to surrender their cell phone, or electronic communication device to the school administration, are considered insubordinate. This is a major infraction and the consequences for major infractions subject to progressive discipline will apply.

LONG TERM SUSPENSION AND EXPULSION

Decisions on long term suspension (more than 10 days) or expulsion from the District are made by the Board of Education. The student and his/her parents will be provided with written notice of the intention to suspend or expel their child, the timetable for such action, and the reasons for this action. A Board hearing will be convened within ten (10) school days following the suspension. They will be provided with an opportunity to appear before the Board and to answer the charges. A summary of the procedures that will be used, the witnesses that will be called, and the student's rights in these procedures will be provided. The decision of the Board will be made available within five (5) days after such hearing. The Superintendent may assign students to an alternative educational setting. Both the student and the Board may be represented by an advisor or legal counsel at this hearing. The hearing may be held in public or in closed session at the discretion of the student and his/her parents.

STUDENTS CHARGED WITH GROSS MISDEMEANORS OR FELONIES

Students charged with gross misdemeanors or felonies are subject to suspension or expulsion within the discretion of the Board of Education, if the conduct giving rise to the charge occurred while going to or from school, on school district property, at a school activity (either home or away), during involvement in Community Education, or summer school. Students will also be subject to suspension or expulsion if the conduct occurred out of school and has a direct and immediate adverse effect either on school discipline or on the general safety and welfare of students or staff.

MANDATORY EXPULSION FOR SERIOUS OFFENSES

Michigan law requires the expulsion of students who bring a weapon onto school premises. A weapon is defined as a firearm, an explosive device, a knife greater than 3 inches (measured from the hinge), brass knuckles, or any object which can be used as a weapon. In addition, Michigan law requires expulsion of students who communicate threats of bombing, commit arson, commit criminal sexual conduct or commit verbal or physical assaults on school employees, volunteers, or contractors.

(Michigan Revised School Code 1311).

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

WEAPONS

If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is en route to or from school on a school bus the superintendent of the school district will immediately report that finding to the pupil's parent or legal guardian and the local law enforcement agency. A dangerous weapon means a firearm including air and gas/powered guns (whether loaded or unloaded), a dagger, a dirk, a stiletto, a knife with a blade more than three inches in length (measured from the hinge), a pocket knife opened by a mechanical device, iron bar, or brass knuckles martial arts weapons or any other object used to threaten or harm another student. Weapons may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. If a student possesses a dangerous weapon, the Board of Education or its designee will expel the student permanently from the school district, subject to possible reinstatement, unless the student establishes in a clear and convincing manner, at least one of the following:

1. The object or instrument possessed by the student was not intended for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The student did not know or have reason to know the object or instrument possessed constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, with the express permission of the school or police authorities. (Act 451 of 1976, Section 1311).

Major offenses committed in school transportation will be considered major school offenses. Students may also be subject to disciplinary action if misconduct occurs out of school and has a direct adverse impact either on school discipline or on the general safety and welfare of staff or students.

ASSAULT

If a student enrolled in grade 6 or above who commits a physical assault at school against another student, shall be subject to permanent expulsion with the right to reapply to the school district after 180 days.

INTERVIEWS OF STUDENTS BY POLICE AND OTHER PUBLIC AGENCIES

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students at school. School officials will grant law enforcement interviews with a student considering (1) type of incident; (2) seriousness of incident; (3) age and maturity of the student; and (4) the relationship of the incident to school or the education process. When practical, school personnel will be present during the police interview, and an attempt will be made to notify the parent prior to the interview. Parental notification will occur in the event such an interview has taken place.

REPORTING OBLIGATION:

Public law and Board policy requires school officials to report all suspected crimes, misdemeanors, or suspected cases of abuse or harassment.

DUE PROCESS:

A student charged with misconduct has a right to due process. The Board of Education recognizes that the following procedures ensure this right:

1. The student will be informed of the charges against him/her in a timely manner.
2. The student will be informed of the origin of the charges and will be allowed to present evidence on his/her own behalf.
3. For criminal infractions where police involvement is required, a hearing will occur with the appropriate administrator, the persons making the charges, and the student (with parents and/or representatives present if desired).
4. The student may have access to records of disciplinary actions and may appeal these actions when appropriate to the next higher authority.

An administrator may require the immediate removal of a disruptive student from a classroom situation if his/her presence endangers the academic atmosphere, the health, safety, or rights of others, or the security of the school. Notice of such removal will be given to parents at the first opportunity.

In cases where students and/or parents object to the discipline practices of school personnel, appeal may be made by:

1. Arranging a conference with the teacher or administrator from whom the action originated, *then*
2. If an agreement has not been reached, writing a letter of appeal to the building administrator, *then*
3. If agreement has not been reached, arranging a conference with the Superintendent of Schools or his/her designee.

Appeals of suspensions should be made in writing to the Director of Secondary Curriculum and followed by a phone call to the office. In an appeal, a parent should include the circumstances regarding the disciplinary action and the student's past school record. An appeal of a suspension may result in detention, or continued suspension depending upon the student's record and circumstances. For suspensions up to 10 days, the appeal process ends at the Director of Secondary Curriculum.

STUDENT GRIEVANCES:

The Board of Education recognizes that as citizens, students have the right to redress of grievances. Further, the Board believes that the instilling of respect for lawful procedure is an important part of the educational process. Accordingly, individual and group grievances should be provided for an appropriate appeal procedures implemented.

The first recourse for a student grievance is the staff member immediately involved in the process. If satisfaction is not achieved, the decision may be appealed to the next higher authority. Details of the appeal procedure are included in the Anchor Bay Board of Education policy manual. Further information can be obtained by calling the Secondary Curriculum Director at (586) 725-2861, or writing to the District at 5201 County Line Rd., Suite 100, Casco, MI 48064



Transportation Guidelines

Information for a Safe and Orderly Transportation System

The purpose of this is to provide students, parents/guardians with information about the Anchor Bay School District Transportation System. State of Michigan Public Act 187 and the Pupil Transportation Act outline the law that all school districts must follow. A copy of P.A. 187 is available for review during regular office hours in the Transportation Department. Anchor Bay School's transportation guidelines and safety rules are also included.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE**. Students are to accept responsibility for their own personal conduct. Law does not require transportation for general education students to and from school. Please take the time to read the following guidelines to protect your transportation privileges.

Bus Stop Etiquette

- Students should be at the bus stop 5 minutes before their scheduled pick up time. Earlier arrival may pose behavior problems as a result of lack of supervision.
- Parents are responsible for getting their student to and from the bus stop and their behavior.
- While waiting for the bus, students should remain in the assigned area. Congregating in unassigned areas, such as lawns or driveways, or private property, may result in resident complaints.
- Students must not litter while waiting and be considerate of resident and business property.
- Noise must be kept to a minimum so as not to disturb area residents
- For parents arriving to bus stops in cars, please do not block driveways or park in such a way to impede the bus as it continues on the route.

Bus Routes and Bus Stops

Safety is the most important factor in transporting Anchor Bay students. The following information will make pupil transportation legal, safe and successful.

- Bus stops and bus routes are established on the basis of safety, efficiency, and the age of students. State of Michigan law states: Buses shall be visible in both directions when stopped, (400 ft. visibility) and bus stops shall be at least 200 ft. apart. Not all stops are door to door. High school, middle school, and elementary bus stops are centrally located. An exception is made with main road stops, where it may be required that students combine a stop to keep within the 200 ft. legal requirement.
- Students should arrive at the bus stop five (5) minutes prior to the scheduled arrival of the bus. Running for the bus as it departs is extremely dangerous, because it may place the student out of the driver's view.
- The Transportation office reserves the right to change bus stops and routes when necessary. Students and parents will be notified of these changes.
- Parent cooperation is required to make sure the students ride the buses to which they are assigned. This will assure that the school and transportation office will have accurate counts and identification of students if an emergency situation arises.
- Walking distances and bus routes may be adjusted temporarily if necessary as a result of unsafe or impassable roads.

School Bus Safety

Students must:

- Wait in an orderly fashion at least ten (10) feet from the edge of the roadway.
- Cross only in front of the bus following the driver's instructions.
- Hang onto the handrail when entering or exiting the bus.
- Sit in assigned seat and remain seated until the bus stops completely.
- Observe the same conduct as in the classroom.
- Cooperate with the driver; the driver has the right to assign seats.
- Fighting and horseplay will not be tolerated. **HANDS OFF POLICY.**
- Be courteous to all, with no inappropriate language or gestures.
- Keep the bus clean.
- Keep head, hands, feet, or any objects in the seat, not in the aisle or out the window.
- No oversized objects may be transported. All items brought on the bus must be secured in the student's lap.
- No live animals are allowed, and sporting equipment must be kept in an appropriate bag. Skateboards, roller-skates or blades, and balloons may not be transported.
- Do not touch any bus mechanisms, switches, or supplies. This includes emergency windows, doors, or hatches unless instructed to by the driver.
- No eating or drinking on the bus. All buses are posted as a Peanut Allergy bus.
- Possession of illegal substances, weapons, or obscene material is not permitted.
- Realize that any driver distraction is potentially hazardous to the safety of all passengers.
- Students must have written permission from a parent/guardian and endorsed by the school to ride home with another student or exit another bus stop that is not the student's assigned stop.
- Students will be financially responsible for any damage they may cause to the bus.

Bus Conduct Reports

Bus conduct reports will be issued for disobeying bus or safety rules. Students must give the Bus Conduct Report to parents/guardians when issued from the school. Student must have the form signed and financial restitution if any must be made before the bus riding privileges are reinstated.

Middle School and High School Students

- (1). Written warning - Depending on the severity of the incident, this step may progress to a suspension
- (2) Five (5) days
- (3) Ten (10) days
- (4). Suspension of bus riding privileges for the remainder of the school year. (It is possible that Transportation may be suspended into the following school year.)

Additional

All students are assigned to their bus stop based on their home address. If a different stop is required, an "Alternate Bus Form" must be obtained either at the school, online, or in the Transportation office.

Different bus stops may be assigned for the following reasons:

- Child care arrangements must be within the same school's boundary.
- Child care arrangement must be for all five (5) days.
- The alternate stop must be an existing stop on a bus run.
- If the request is for a noon time kindergarten stop, the stop requested must be within the a.m. /p.m. attendance area for that school.

You will be notified by the Transportation Office when your request has been filled. Do not change your stop location until that time.

An approved request will result in your child's assignment to the alternate address. If your child should need to change back to the home address, contact the Transportation Office and allow up to 3 days for the change to become effective. Again you will be notified.

PUBLIC ACT 328 OF 1994:

Expulsion for Serious Offenses: Michigan law requires the expulsion of students who bring a weapon onto school premises. A weapon is defined as a firearm, an explosive device, a stun device, a knife greater than 2.5" (Measured from hinge), brass knuckles, or any object which can be used as a weapon. In addition, Michigan law requires expulsion of students who communicate threats of bombing or verbal or physical assault on staff members or volunteers. Students should refer to Board Policy for a specific definition of assault.

STUDENT INFORMATION NUMBERS

(Courtesy of the Bay Haven Zero Tolerance)

MACOMB COUNTY

FOR ANY EMERGENCY IN MACOMB COUNTY-CALL 911

Macomb County Crisis Center (24 Hours crisis hotline)..... 586-307-9100

Abuse/Family Violence (24 Hours)

Child Protective Services..... 586-412-6109

Family Independence Agency..... 586-469-7700

Family Violence Hotline..... 877-412-6109

National Child Abuse Hotline..... 800-422-4453

Turning Point Domestic Violence/Sexual Assault Info/Shelter..... 586-463-4430

Alcohol/Drug Abuse

Alateen/Al-Anon 800-813-3105

Alcoholics Anonymous..... 248-541-6565

Clinton Counseling Center/C.Y.S 586-468-2266

Macomb Family Services..... 586-752-9696

Narcotics Anonymous..... 877-338-1188

Reporting Drug Pushers..... 586-469-5586

Chesterfield Twp Police Offices..... 586-949-2322

Michigan State Police, Richmond Office..... 586-727-0200

St. Clair County Sheriff's Office..... 810-985-8115

Macomb County Juvenile Court 586-469-5240

Macomb County Juvenile Delinquency Prevention Program..... 586-469-5248

Macomb County Sheriff Department..... 586-469-5151

New Baltimore City Office..... 586-725-2151

New Baltimore Police/Fire Department 586-725-2181

Counseling

First Resource-North 586-469-7629

Macomb County Crisis Center (24 Hours)..... 586-307-9100

Macomb Family Services 586-752-9696

Health Care Information

AIDS Partnership Michigan Hotline 9am-9pm 800-POISON-1

Macomb County Health Clinic 586-469-5235

Macomb County Health Department

New Haven Health Center-North Area 586-749-5173

Poison Control..... 800-POISON-1

Parenting Issues/Classes (24 Hours)

Parent Helpline..... 800-942-4357

Runaway Services/Shelter (24 Hours)

Family Youth Interventions 586-465-1212

Homeless Student Assistance..... 586-228-3490

Runaway Assistance Program (R.A.P.)..... 800-292-4517

Sexual Assault Services (24 Hours)

RAINN 800-656-HOPE

Suicide Prevention (24 Hours)

Macomb County Crisis Center..... 586-307-9100

Volunteering

Youth Volunteer Corps

United Way Community Services..... 313-266-9430

Officer Liaison

Deputy Larry Fajardo..... 586 648-2525 ext 2343

ST. CLAIR COUNTY
FOR ANY EMERGENCY IN ST. CLAIR COUNTY-CALL 911

Crisis Hotline (24 Hours) (St. Clair)	810-987-6911
Crisis Hotline Toll Free	888-225-4447
Center for Human Resources	810-985-5168
Casco Township Office	586-727-7524
Domestic Assault Rape Elimination Services	810-985-4950
Dept. of Human Resources	810-966-2200
Ira Township Office.....	586-725-0263
School Liaison-Officer	586-648-2525
Poison Control	800-754-7661
Runaway Assistance Program (R.A.P.).....	800-292-4517
St. Clair County Health Department	810-987-5300
St. Clair County Community Health Service	810-985-8900
St. Clair County Sheriff	810-987-1700
National Domestic Violence Hotline	800-799-Safe (7233)