

ADDISON COMMUNITY SCHOOLS

MIDDLE/HIGH SCHOOL STUDENT/PARENT
HANDBOOK



School Year 2017-2018

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Adopted by the Board of Education on July 24, 2017.

Discipline Code adopted by the Board on July 24, 2017.

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2017-2018. For questions or more information regarding a specific issue or document, cont the school principal, 517-547-6123 or access the document on the District’s website, www.addisonschools.org , by clicking on “handbook” and finding the specific policy or administrative guideline in the Table of Contents.
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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that students are expected to know. Any questions that are not addressed in this handbook should be discussed with a teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 24, 2017. If any of the policies or administrative guidelines referenced herein are revised after July 24, 2017 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The mission of Addison Community Schools is to provide a well-balanced curriculum and learning environment, supplemented by enriching experiences in order for all learners to be successful.

The vision of Addison Community Schools is to prepare confident students in making positive contributions to the global society and the community in which they live.

Beliefs

- A strong, well-rounded academic and extracurricular program is imperative for high student achievement.
- A safe, orderly, and predictable environment that is also enjoyable promotes learning.
- Having a balance between maintaining a solid foundation of technology with being on the cutting edge promotes high student engagement in learning.
- Building a culture of collaboration and providing frequent and timely communication among all stakeholders will create meaningful partnerships between the school and community.
- All children and families have the right to effective instruction and the responsibility to learn, progress and experience success.

CHAIN OF COMMAND

Addison Community Schools encourages open communication. Concerns about a student's education should first be directly communicated with the teacher to try and resolve the issue. If communication with the teacher is unsuccessful in reaching an acceptable solution, the Middle/High School Principal should be contacted at 517-547-6950. If options have been exhausted at the building level, the Superintendent can be contacted at 517-547-6900.

Step 1: Contact Teacher

Step 2: Contact Principal

Step 3: Contact Superintendent

EQUAL

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers (Civil Rights Coordinators), LuAnn Hurd at 517-547-6914, or Superintendent at 517-547-6900.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

IMPLEMENTATION

The Superintendent will provide for a comprehensive plan to engage parents, families and community members in a partnership in support of each student's academic achievement, the District's continuous improvement and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally results in higher academic achievement, improved student behavior and reduced absenteeism. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

- Relationships With Families
 - cultivating school environments that are welcoming, supportive, and student-centered;
 - providing professional development for school staff that builds partnerships between families and schools;^{1,2}
 - providing family activities that relate to various cultures, languages, practices and customs, and bridge economic and cultural barriers;^{1,2}
 - providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.⁴
- Effective Communication
 - providing information to families to support the proper health, safety, and well-being of their children;^{1,2}

- providing information to families about school policies, procedures, programs and activities;
 - promoting regular and open communication between school personnel and students' family members;
 - communicating with families in a format and language that is understandable, to the extent practicable;^{1,2}
 - providing information and involving families in monitoring student progress;²
 - providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments and pertinent legal provisions;^{1,2}
 - preparing families to be involved in meaningful discussions and meetings with school staff.^{1,2}
- Volunteer Opportunities
 - providing volunteer opportunities for families to support their children's school activities;²
 - supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.²
 - Learning at Home
 - offering training and resources to help families learn skills to support at-home learning and success in school;^{1,2}
 - working with families to establish learning goals and help their children accomplish these goals;
 - helping families provide a school and home area that encourages learning and extends learning at home.¹
 - Involving families in decision making and advocacy
 - Involving families as partners in the process of school review and continuous improvement planning;²
 - Involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.^{1,2}
 - Collaborating with the community
 - building constructive partnerships and connecting families with community-based programs and other community resources;^{1,2}
 - coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth and development.^{1,2}

SCHOOL DAY

8:00 am – 3:00 pm Addison Community Schools is a closed campus. Students need administrative permission as well as parental permission to leave campus. This permission may come either verbally, in writing or in person. Students must sign out using the log on the office counter.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Building Administration.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

STUDENT WELLBEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must:

- certify the nature and existence of a medical condition;
- state the probable duration of the confinement;
- request such instruction;
- present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy, or unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating legal and physical custody of the child(ren)(if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have a transcript from their previous school to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

The counselor will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the counselor and/or principal.

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Schedule changes must be requested within 10 days from the beginning of a new semester. Any schedule changes after the 10 day period will be at the discretion of the counselor. An

add/drop form must be submitted before a schedule will be changed. Signatures are required from all teachers involved and a parent/guardian.. Add/drop forms will be available in the main office.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office. This can be provided by a written request received by the school prior to the dismissal or the parent coming into the office to sign that they have requested the release. Students eighteen years of age must still receive parental permission before signing out. No student will be released to a person other than a custodial parent(s) without written or verbal permission by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Addison, the parent must notify the principal. Transfer will be authorized only after the student has completed the required documents, returned all school materials and paid any fees or fines that are due. Parents are encouraged to contact the Guidance Office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent(s).

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building secretary.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and cocurricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

Parent must sign an acknowledgment that they have been provided the Concussion Fact Sheet.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be stored in the principal's office.
- Medication that is brought to the office will be properly secured.
- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions with proper documentation.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission.

ASTHMA INHALERS AND EPIPENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will be permitted to dispense non-prescribed over-the-counter (OTC) medication to any student without parental authorization on the Medication Authorization Form. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, they will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency's), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Building Administration at 517-547-6910 (K-5) or 517-547-6950 (Gr. 6-12) to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Building Administration at 517-547-6910 (K-5) or 517-547-6950 (Gr. 6-12) to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed they shall be shredded by an employee who has authorized access to such records.

Directory information includes: student's name, participation in officially recognized activities and sports, height and weight, if member of an athletic team, date of graduation, awards received, honor rolls, scholarships, school photographs or videos of students participating in school activities events or programs. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Superintendent's secretary's office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Addison School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the recipient. To review student records please provide a written notice identifying requested student records to the Building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents or legal guardians, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;

- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the Building Principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public

notice shall be given regarding right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Administration will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

Addison Communities schools charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The Addison School District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Board Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the fundraising supervisor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Building Principal.

STUDENT VALUABLES

Students are encouraged **not** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Building Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support and model such healthy behaviors and habits. Parents interested in being involved should contact the superintendent.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available for grades 6 - 12. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the Food Service Director at 547-6908.

FIRE, LOCKDOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building. The alarm signal for fire drills will be used.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and locks down drills and consists of a verbal announcement.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of a verbal announcement.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WABJ 1490 AM, WLEN 103.9, WCSR 92.1, WXME 102.5, WILX Channel 10, WTVG Toledo, WTOL 11 and WLNS-Lansing/Jackson.

Parents and students are responsible for knowing about emergency closings and delays. There will be an instant alert message.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the District Facilities Director's office upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Building Principal.

USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact your teachers. In order to avoid late fees, all materials checked out of the library must be returned to the Media Center within 2 weeks.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

A lost and found area is in each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity or properly disposed of at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Building Principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. Each Building has a central bulletin board which may be used for posting notices after receiving permission from the principal.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Addison Community School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the coursework, if applicable. If a student is not sure how his/her grade will be determined, they should ask the teacher.

The Middle/High School (Gr. 6-12) uses the following grading system:

<u>General Classes</u>				<u>AP Classes</u>			
98 – 100	A+	4.33		98 – 100	A+	5.33	
93 – 97		A	4.00		93 – 97		A
90 – 92		A-	3.67		90 – 92		A-
87 – 89	B+	3.33		87 – 89	B+	4.33	
83 – 86	B	3.00		83 – 86	B	4.00	
80 – 82	B-	2.67		80 – 82	B-	3.67	
77 – 79	C+	2.33		77 – 79	C+	3.33	
73 – 76	C	2.00		73 – 76	C	3.00	
70 – 72	C-	1.67		70 – 72	C-	2.67	
67 – 69		D+	1.33		67 – 69		D+
63 – 66	D	1.00		63 – 66	D	2.00	
60 – 62	D-	.67		65-and Below	F	0	

F = Failure

I = Incomplete

P = Acceptable achievement

GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half

credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by semester.

GRADING PERIODS

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term. At midpoint of each grading period students will receive a progress report.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT AND RETENTION

Middle School

Middle school students who **do not pass 3 out of 4 core subjects will be retained** in the same grade for the following school year.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and taking the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following numbers of earned credits designate the grade in which the student will be registered:

- Freshman = 0 to 5 Credits
- Sophomore = 6 Credits to 11 Credits
- Junior = 12 Credits to 17 Credits
- Senior = 18 or more Credits

GRADUATION REQUIREMENTS

REGULAR DIPLOMA

Typically, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

Specific course requirements are:

English	[4] credits
Health	[0.5] credit
Phys. Ed.	[0.5] credit
Mathematics	[4] credits
Science	[3] credits

Social Studies	[3] credits
Foreign Language	{2} credits
Visual Performing & Applied Arts	[1] credit

Total Credits: Class of 2018=25, Class of 2019=25, Class of 2020= 25, Class of 2021=25

PERSONAL CURRICULUM

For all students, under the provisions of the Michigan Merit Curriculum, the parent or legal guardian of a student may request a personal curriculum that modifies certain requirements of the Michigan Merit Standard requirements. The personal curriculum must be developed by the student, at least one of his or her parents or his or her guardian, and his or her high school counselor or other designee selected by the high school principal. Revisions to a personal curriculum may be made if they are developed and agreed to in the same manner as the original personal curriculum.

The personal curriculum must incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable; establish measurable goals that the pupil must achieve while enrolled in high school; provide a method to evaluate whether he or she met those goals; and be aligned with the pupil's educational development plan.

The pupil's parent or legal guardian and the superintendent of the school district or his or her designee must agree to the personal curriculum before it takes effect. If a student is at least 18 or is an emancipated minor, he or she may act on his or her own behalf under these provisions. The parent or guardian must be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals in his or her personal curriculum.

SPECIAL EDUCATION ACCOMMODATIONS

If a student receives special education services, his or her individualized education program (IEP), in accordance with the Federal Individuals with Disabilities Education Act, must identify the supports, accommodations and modifications necessary to allow him or her to progress in the curricular requirements, or in a personal curriculum, and meet the requirements for a high school diploma.

DUAL ENROLLMENT

Addison student's eligibility to participate in Dual Enrollment will be based on multiple scores to determine whether students are ready for post secondary education. All dual enrolled students will take the Accuplacer College Readiness Test before registering for dual enrollment courses and will be given a maximum of 2 attempts to meet qualification standards. Other college readiness qualifying scores will come from these Local and National assessments:

M-Step, SAT, PSAT8/9, PSAT 10, ACCUPLACER, and NWEA

Courses that are hobby, craft, recreational, or a course that is in the areas of physical education, theology, divinity, or religious education are NOT eligible for tuition support.

State law sets limitations on the number of college courses as which students may enroll. Students CAN NOT take more than 10 courses.

4 Years 3 Years 2 Years/1 Year

Grade 9	2 classes		Not more than six during either academic year of enrollment
Grade 10	2 classes	2 classes	
Grade 11	2 classes	4 classes	
Grade 12	4 classes	4 classes	

Students may elect to take college courses during the school day, in the evening, or on the weekend. Addison will not cover any tuition fees for courses taken during the summer.

State law requires the post secondary courses eligible for tuition support be courses not offered by the district.

State law requires that all school districts pay a student's tuition and mandatory course fees, including technology fees, materials fees (including textbooks), registration fees, and any late fees charged by the post secondary institution. Eligible charges do not include transportation, parking costs or most activity fees.

However, under the law, the total amount of tuition and fee support shall not exceed either of the following:

- The total amount of the tuition and fees for the courses.
- The statewide student weighted average foundation allowance, adjusted for the proportion of the school year that the student attends the post secondary institution.
- The following example demonstrates the per course foundation allotment calculation that can be used toward post secondary dual enrollment tuition and fees.
- The statewide weighted average foundation used for 2016-2017 calculation is \$7,586, which equates to \$3,793.00 per semester. The high school had a 7 hour day, which equates to \$541.86 per course. Any additional class in the evening will be at this same rate.
- The local district would be responsible for the actual charge and fees for the college course up to the amount calculated per course, or the actual amount charged by the post secondary institution, whichever is less.

Students must have a .5 or higher grade point in their college course. If a student falls below this grade point they are responsible to repay the school district any funds that were expended by the school district for the course (these costs must be paid prior to enrolling the next semester). If the student does not repay this money, the district may impose these sanctions against the student:

- cannot enroll in the next semester,
- will take the student to small claims court to recover the costs.

Students can choose to attend any of the following post-secondary institutions:

- Adrian College
- Baker College
- Hillsdale College
- Jackson College
- Siena Heights University
- Spring Arbor University

The grade received from the postsecondary institution will be added to the student's high school grade point average (GPA) and will be based on an unweighted 4.0 grading scale. All dual enrollment courses will count towards honors credit needed for top 10 eligibility. Registration for fall dual enrollment will take place in March of the same year. Registration for winter dual enrollment will take place in October. All registration forms and contracts will need to be submitted by the required deadline dates or students risk being dropped from registered courses. Students must follow and abide by the withdrawal and drop dates that are stated by the college/university they are attending. If a student requests to drop a college course after the date of receiving full tuition reimbursement, then the student will be required to pay for the cost of the course dropped. All financial matters concerning a student's dual enrollment should be addressed through the Addison Community Schools Business Office.

SELF-SCHEDULED/CUSTOMIZED LEARNING

Students will have the opportunity to customize their learning and work independently on their curriculum with the support of a teacher.

COMPLETING CLASSES EARLY

Students who have completed the requirements for online (e2020) classes and Advanced Placement classes prior to the end of the school year may be excused from attending those particular classes for the remainder of the school year. The accumulative hours of being in the class must exceed 70 hours of instruction. Students completing these classes must have a signed permission from a parent acknowledging that they (parents) are aware of their child not attending that class. Students must sign in and out from the office.

EDUCATIONAL DEVELOPMENT PLAN - ONLINE

Students use the web to edit and store their Educational Development Plan (EDP). This is accessed through their ID number and password. The EDP and schedule can be printed out and edited from any computer that has access to the Internet. Links to this site are located on the school's website (<http://www.addisonschools.org>) or the LISD website (<http://www.lisd.us>).

COLLEGE ACCREDITATION

Any student following the college preparatory program and earning acceptable grades is eligible for admission into most colleges in the United States. Acceptable grades means a minimum of C average but in many cases may mean a B average or better. As crowded conditions increase in colleges and universities, the scholastic requirement will increase.

COLLEGE ENTRANCE INFORMATION

Most universities have agreed that to be eligible for regular admission to a four-year degree program, a high school student must successfully complete the following course requirements:

English – four credits required.

Mathematics – three credits required including Algebra II; four credits recommended.

Biological/Physical Sciences – two credits required; three credits recommended with at least one credit of a laboratory course.

History and Social Sciences – three credits required; one credit of American History and one credit of World History.

Students are also encouraged to complete courses in the following areas:

Foreign language – three credits strongly recommended.

Fine and performing arts – two credits strongly recommended.

Computer literacy – one credit of hands-on experience in using computers strongly recommended.

Student athletes who may be eligible for NCAA scholarships should check with the NCAA Clearinghouse for additional course requirements.

For additional information please refer to course description guide.

SCHOLARSHIPS

All colleges and universities have scholarships available for deserving students. Students should investigate these early. Several business organizations and veterans' organizations have scholarships available for sons and daughters of their employees or members. Loan funds are also available at low interest rates. Check with the principal or guidance counselor concerning scholarships or loans.

TESTS: ACHIEVEMENT AND PRE-COLLEGE

Some colleges require pre-entrance tests. Check the requirements of the college you plan to attend. For questions regarding these assessments, please contact the school counselor.

- **M-STEP** will include summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. The 11th grade students will test in the area of science and social studies and the Workkeys Skills Assessment,
- **SAT (Scholastic Aptitude Test)** is required for all 11th grade students. This test will be offered in the spring. SAT is aligned with the Common Core State Standards. These exams include a Reading Test, Writing and Language Test, and a Math Test. This is a requirement for graduation.
- **PRACTICE PSAT - Preliminary Scholastic Aptitude Test** Students are tested in verbal aptitude and mathematics. This test is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years. PSAT can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a “pre-SAT” test, PSAT is a powerful predictor of success on the SAT.
 - PSAT 8/9- 9TH Grade Students
 - PSAT 10-10TH Grade Students
 - PSAT-NMSQT- 11TH Grade Students
- **ACT - American College Test.** This test is optional for 11th grade students. The ACT is required by most four-year colleges in the state of Michigan and four-year colleges throughout the Midwest. A fee is required at an ACT testing site. Students are tested in English, mathematics, reading, science, and an optional writing test. The counseling office will provide dates for ACT testing.

TECHNICAL CENTER OFFERINGS

The Lenawee Technical Center offers vocational and technical programs preparing students for the workplace and additional training beyond high school. Students learn and practice their skills in well-equipped, up-to-date facilities. In addition to training, employment assistance through the Placement Services program and career counseling are also available. See the Lenawee Technical curriculum book available in the guidance office for a list.

TESTING OUT

Public Act 335, Section 1279B, of the State Code requires that any high school student be offered the opportunity to “test out” of any course offered by his/her high school. The testing out option does not include Government or Physical Education because they are statutory mandated for all high school students.

Students must exhibit mastery of course content by attaining a grade of C+ or better on a comprehensive final exam. Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to portfolios, performance, papers, project and/or presentations.

Credit earned will be based on successful mastery of the computation of the grade point average. Successfully “testing out” of a course will count towards the credit requirement for graduation. Credit will be accepted as fulfillment of a requirement in a course sequence. Once credit is granted by “testing out” a student may not receive credit for a lower course in that course sequence.

Students must contact the high school principal, in writing, by June 1 each school year to make their request. A course syllabus will be provided and testing will be scheduled prior to the start of the following school year. No requests will be taken after June of each school year.

SCHOOL RELATED CLASS TRIPS

Class trips are considered a privilege. In order to attend, a student must be in good standing in all classes in the following areas: academics, attendance, and behavior. A student may be denied the privilege to attend if he /she does not meet this criteria.

COLLEGE VISITS

It is important that students visit colleges of interest to them prior to making a final decision. There are many opportunities to visit these campuses on non-school days, but that doesn't always work with everyone's schedule. With that in mind, Addison High School has developed a procedure for juniors and seniors to visit campuses as a school-related absence.

- Juniors are allowed one visit (after February 1) and seniors are allowed two one-day visits.
- Students attending a college visit during the school day must bring a form granting permission for the visit signed by the parent/guardian and the student's teachers.
- The teacher will record a zero (0) for each day the student is absent. This grade will be changed when work is made up (see student handbook for make-up arrangements).
- The absence will be considered school-related, provided that this form is signed by a college representative and given to the office upon return to school.
- The administration has the right to deny any college visit that takes place during the school day.
- Students requesting a college visit during a school day must:
 - Obtain a form from the office and return this form signed by the parent/guardian and teachers to the office at least three days BEFORE the visit.
 - Take the form on the college visit and have a college official sign the form verifying the visit.
 - Return the form to the office when you return to school the next day.
- Failure to follow the above steps may result in an unexcused absence from school. Parents assume responsibility for providing transportation to the college.

LENAWEE TECHNICAL CENTER TRANSPORTATION

Lenawee Technical Center students are to follow the regular bus rules while riding to/from the Technical Center. Students are to ride to and from the Technical Center on the school bus. Any student who misses the bus must report to the principal's office immediately. Students must acquire proper paperwork from the Tech Center in order to drive themselves, drive other students or ride with other students to and from the Tech Center. Students will be given the proper forms to be signed by parents and administrators prior to driving to

and from the Tech Center or riding with another student to and from the Tech Center. Technical Center transportation violations will result in disciplinary action, including removal from the program.

VALEDICTORY, SALUTATORY, TOP 10

- Averages for Valedictorian, Salutatorian and Top 10 are computed at the end of the first semester of the senior year. An incomplete class must be completed by the end of the two-week period or the grade will constitute an F for the purpose of calculating standings.
- Averages will be determined on the basis of the high school grade point scale described previously.
- Rank will be determined on the basis of academic subject semester grades only and will be calculated after all semester grades have been submitted each semester,
- Enrollment in Addison High School for at least three semesters prior to graduation to be eligible for Valedictorian, Salutatorian, or Top Ten.
- Honors Course List – Students must take earn (5) credits from the Honors Course List to graduate with Valedictorian, Salutatorian, and Top Ten honors.

Anatomy	AP Calculus	AP Psychology	Psychology
Dual Enrollment	Statistics	AP English Literature	AP English Language
Pre-Calc	Physics		Zoology Int/Vert
AP US History	AP Biology		AP Chemistry
PLTW	AP Computer Coding		

Calculations will be carried out to the third decimal place to break ties. If a tie still results, those students will share the honors as Valedictorian or Salutatorian.

GRADUATION

- Students must meet all of the academic requirements set forth by the Board of Education in order to participate in the commencement ceremony.
- Seniors must attend a mandatory graduation practice in order to participate in the commencement. Specific guidelines for this will be mailed to parents and given to seniors.
- Parents and seniors must realize that the commencement ceremony is a privilege not a right. Students may be excused from participating for disciplinary reasons.

TRANSCRIPTS

Students should request transcripts to be sent through Parchment, a secure electronic website. Paper transcripts can be requested and sent from Addison High School to any post-secondary location in the nation. Transcripts request forms are located in the office and are required prior to paper transcripts being sent.

Go to the Addison Community Schools HOME PAGE, click on the Parents and Students Tab at the top of the page, click on "click here to request transcripts,"; register with docufide and request a transcript.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Building Principal.

HONOR ROLL(S)

Grades 6-12

All A's, All B's

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. The requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework will not generally be used for disciplinary reasons but only to enhance learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed with the registration packet. It must be signed and returned.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 –Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

STUDENT ASSESSMENT

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which they is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance counselor. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services may be available to students needing these services.

Students will not be required, as part of the school program or district curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Addison Community Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

SECTION III - STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Addison Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

ORGANIZATIONS, CLUBS AND ACTIVITIES

National Honor Society

Purpose

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools.

Membership Criteria

Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

The Faculty Council is composed of five members of the faculty appointed by the principal. Before the Faculty Council meets, the entire faculty will have the opportunity to comment on the candidates' qualifications through a questionnaire which asks each teacher to evaluate students he/she knows on the basis of leadership, service and character. The Faculty Council must make the actual selection of NHS members. The Council will review the candidate's transcript, faculty questionnaires, and candidate's information sheet prior to voting. A majority of the Faculty Council must approve a student in each of the selection areas: leadership, service and character in order for the student to become a member.

Criteria used by the faculty in evaluating each potential member are as follows:

1. To be eligible for membership the candidate must be a sophomore, junior, or senior. Freshmen are not eligible.
2. Candidates must have been in attendance at the school the equivalent of one semester.
3. Candidates must have a cumulative scholastic average of at least a 3.0 (on a 4.0 scale).
4. Candidates shall then be evaluated on the basis of service, leadership and character:

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous and enthusiastic spirit. The student must participate in at least two extracurricular activities each year. These may include band, church group, teacher aide, chorus, clubs, work experience, newspaper, yearbook, athletics, class officers and other school or community activities.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, and generally maintains a good and clean lifestyle. Characteristics desired include a good attitude, a positive outlook, cheerfulness, friendliness and helpfulness to others.

5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.
6. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Obligations of Membership

With induction into the Honor Society, a member assumes certain obligations. First and foremost, all Honor Society members are expected to maintain the standards that were used as the basis for their selection. In addition, the chapter must conduct a service project for the school or community each year and see to the development of an individual service project for each member.

Chapters may choose to sponsor fundraising projects or involve themselves with the school to reach the chapter's goals established to encourage scholarship, promote leadership and service, and build character. In addition, regular meetings of the chapter are held to conduct chapter business and communicate with members. All active Honor Society chapter members are expected to support these and other chapter activities.

Member Discipline and Dismissal

1. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law a member does not necessarily have to be warned.
2. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings and vote to place the member on probation or dismiss the member.
3. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.
4. For purposes of dismissal, a majority vote of the Faculty Council is required.
5. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.
6. Failure of any class/below standards even in the last semester of senior year will grant the right of the advisers to not honor the member with their cords to walk with at graduation.

Student Council

"The student council is a student-led organization designed to meet the social and political needs of the students at Addison High School. The organization is run by a 5 selected council groups including a 4 member Executive Council that oversees the entire organization and individual class councils with 4 officer representatives. Other groups can also send a representative if they wish. Applications and interviews are held in the spring for the following school year. Some members are not elected to the council but gain experience by just volunteering to help with council projects. The council organizes dances, contests, both football and basketball homecoming, and other special events. It can also take student needs or concerns to the faculty and /or administration for discussion.

Membership in the council not only benefits the student body but also provides the student with leadership experience that is valuable now, in college and beyond. Goal setting, organizational skills, group dynamics, leadership and dealing with different personalities as well as authority figures are all a part of council membership. For any questions, please contact the current Student Council President or the advisor.

Key Club

The Key Club is a coeducational service group for high school students, organized and sponsored by the local Kiwanis Club. Key Club elects its own officers and selects various service activities to support the community. Students who participate in Key Club develop important service skills as well as receiving leadership training.

Academic Quiz Bowl Team

In the fall of the school year, the Quiz Bowl Team competes in a countywide league against other area schools. The season lasts for approximately 6 weeks with meets being held on Wednesdays and concludes with a tournament held on a Saturday. Teams work together in a timed format to answer questions on a variety of

academic subjects. The team is open to all Addison students and the first organizational meeting will be held within the first two weeks of school. Freshmen are encouraged to join!

ATHLETICS

Addison Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. The Addison Athletic Handbook provides a more detailed summary of student /athlete guidelines. For further information, contact the Athletic Director, at 547-6965.

- Basketball (Gr. 7-12)
- Football (Gr. 7-12)
- Wrestling (Gr. 7 -12)
- Track (Gr. 7-12)
- Cross Country (Gr. 6-12)
- Golf (Gr. 9-12)
- Baseball (Gr. 9-12)
- Softball (Gr. 9-12)
- Cheerleading (Gr. 9-12)
- Volleyball (Gr. 7-12)

MIDDLE/HIGH SCHOOL ATHLETIC ELIGIBILITY

1. Athletes must have passed five (5) classes the previous semester.
2. Athletes who fail to meet the semester eligibility standard will be ineligible for participation until the 45th scheduled school day of the next semester.
3. Athletes must be currently passing five (5) classes. The grade will be determined as a cumulative semester grade. An athlete who fails to meet the bi-weekly standards will not participate in the following week's athletic contest(s) (Mon. – Sun.).
4. He/she will be expected to practice and will be subject to all team rules and regulations.
5. An athlete must be in attendance four class periods during the day (not including their lunch period) of the contests/practice, except as excused by the athletic director or Principal at least one (1) day prior to the absence. The athletic director or Principal may waive this rule in cases of unusual circumstances.
6. Any ineligible athlete may continue to practice with their respective team, and support their team on the sidelines or bench during a contest.
7. An ineligible student may not be permitted to leave school early for an away contest, nor will they be eligible for early dismissal for any contest.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, they must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Students participate in many important learning discussions in the classroom and are involved in hands on school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers. **Students who are absent either excused or unexcused between 5 and 8 times per marking period will lose 5% of their grade. Above 8 absences will result in a 10% reduction of the grade.** The reduction is applied to grade prior to the exam grade being factored into the final grade for the semester.

NOTIFICATION OF ABSENCE

Parents must provide an explanation for their child's absence no later than the following day by calling the building secretaries at 547-6123 ext. 9 and explaining the reason for the absence.

TRUANCY

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

- No credit shall be given for any school work not completed as a result of truancy.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, they will be considered a "habitual" truant and will be reported to the proper authorities.

EXCUSED ABSENCES

Students may be excused from school for personal illness and will be provided an opportunity to make-up missed school work and/or tests. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

- Personal illness (The building administration may require a doctor's confirmation)
- Illness in the family
- Quarantine of the home
- Death of family member
- Religious holiday
- Absence during the school day for professional appointments. The student must have a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Work at home due to absence of parent

Students who are absent either excused or unexcused between 5 and 8 times per marking period will lose 5% of their grade. Above 8 absences will result in a 10% reduction of the grade.

UNEXCUSED ABSENCES

Unexcused Absence is defined as an Absence for which no written or phoned excuse has been approved. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. **Personal illness that was not written or called in by the following morning** may result in disciplinary action.

Students who are absent either excused or unexcused between 5 and 8 times per marking period will lose 5% of their grade. Above 8 absences will result in a 10% reduction of the grade.

BLOCKED ABSENCES

These absences are pre-approved by administration and include visits such as college visits, field trips, pre-arranged vacations, etc.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

- A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained by accessing the teacher web pages. Students may also contact the middle or high school offices to ask for help in obtaining assignments. Assignments (including tests and quizzes) that were assigned prior to the suspension will be due on the date originally assigned or as soon as the student returns for grading purposes.
- The student will be given credit for properly completed assignments and a grade on any made-up tests.
- Suspensions do count toward the grade reduction total.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, they are to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be disciplined by the teacher. Students who are more than 10 minutes late will be considered **absent** for that instructional period.

Students who are tardy 3 times during a marking period shall receive one absence. Each additional accumulation of 3 tardies will result in additional days absent for grading purposes.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter a week in advance with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. All homework assigned must be completed the first day back to receive full credit. Quizzes and tests will be made up before vacation or on the first day back. Late homework may result in diminished credit.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact Building Principal as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If they miss a State mandated test or other standardized test, the student should consult with the Building Principal to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at Addison is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

DRESS AND GROOMING

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

This code is intended to set appropriate and reasonable standards for student dress and appearance. The following code is not all-inclusive. Realizing that a strong correlation exists between one's attitude, behavior and dress, students should dress and groom in good taste, dignity, modesty and in a manner that will do honor to themselves and Addison Community Schools. Students should avoid extremes in dress and appearance. Dress should be clean, safe and not disruptive to the educational process. Cleanliness and neatness are also conducive to good citizenship and overall morale.

No underwear or undergarments will be exposed. No midriffs, backs, sides of the body, chests or cleavage will be exposed. All students are required to wear a shirt that covers the top of the shoulders and females must show no cleavage. Students cannot wear tank tops except in gym class- Shorts and skirts must hang 2 inches past the fingertips when arms are put down by the student's side. Yoga pants and other leggings must have a shirt/sweater/dress etc. that hangs 2 inches past the fingertips when arms are put down by the student's side. A shirt must overlap pants with no midriffs exposed. Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone. Pants must have no holes or rips within the fingertip range unless there is a garment such as tights underneath. Jewelry and accessories that are deemed unsafe or inappropriate will not be allowed. This includes, but is not limited to, wallet chains, studded or spiked jewelry and heavy chains. Footwear must be worn at all times. Bedroom slippers and pajamas are inappropriate in the school setting and cannot be worn.

Outerwear garments are to be removed and placed in lockers upon a student's arrival into the building. A jacket that is lined, has fasteners all the way down, and/or is designed for warmth and/or protection from the elements is defined as an outerwear jacket.

Hats and head coverings, except for religious reasons, are prohibited and are to be removed and placed in the student's locker when entering the building. They are not to be carried into the classrooms, hallways or any other parts of the building during school hours.

Articles of clothing that advertise or promote drugs, alcohol, tobacco products, illegal or inappropriate activities or topics, profanity, violence and/or sexual messages either directly or via innuendo are prohibited (i.e. Hooters Restaurants or Playboy).

Hooded sweatshirts may be worn, providing the hood is not worn on the head.

The staff will assist students in complying with this code, and students should always feel free to ask questions or seek clarification from their building principal. Possible approaches to enforce and assure compliance with the code include the following:

- Staff members may discuss, review and clarify this code and how it relates to student dress and/or appearance.
- Parents may be contacted regarding dress or appearance.
- A staff member may choose to lend an appropriate article of clothing for the student to wear for the day.
- A parent may be required to bring an appropriate outfit.
- The student may be required to leave school to change into an appropriate outfit or to improve appearance.
- The student may be asked to remove and give the administrator for safekeeping any unsafe/inappropriate jewelry or accessories.

Serious and/or repeated violations of this code may result in further disciplinary actions up to and including suspension and in extreme cases expulsion.

Students who are representing Addison at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

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, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It 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. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if they brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, contractor or student which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, contractor or student or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Building Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

Students may be in possession of a cellular telephone or other electronic communications device subject to the terms of this policy and the administrative rules of the District. Cell phones are NOT ALLOWED from 8:00am-3:00pm. Such devices shall not be used or be visible during instructional time unless permission has been granted

by a teacher. Students who violate the cell phone policy will be subject to the following discipline action:

1st offense-

Device will be taken to office where student may pick it up at end of the day.

2nd offense-

Device will be taken to office and a parent must pick up the device.

3rd offense -

Referral for insubordination and parent must pick up the device and may include loss of privilege.

Cameras are disruptive to the educational process and are not allowed to be used during school hours without permission from the principal.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others,

and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and be suspended.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or are the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the District Harassment Officer at 547-6123. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. A Bullying Report Form is available to assist students in providing pertinent information regarding incidents of bullying. While students are strongly encouraged to provide their information so they can be contacted for follow up information if needed, bullying may be reported anonymously.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports made to get someone in trouble are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

Harassment

- submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities or programs of the school district;
- submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school district;
- the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a district employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing is defined as any type of initiation procedure for any school related activity which involves conduct such as but not limited to:

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Bullying/Cyberbullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse including hazing, gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be

posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes they have been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within five (5) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise) or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The Superintendent shall establish:

- Bullying Prevention Task Force.
- program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members and other stakeholders aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District may provide and all parents or legal guardians may be offered the opportunity to undertake annual training on preventing, identifying, responding to and reporting incidents of bullying, cyber bullying and other aggressive behavior.

DEFINITIONS

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior include:bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA) or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- Physical
 - hitting, kicking, spitting, pushing, pulling
 - taking and/or damaging personal belongings or extorting money
 - blocking or impeding student movement unwelcome physical contact.
- Verbal
 - taunting, malicious teasing, insulting, name calling, making threats.
- Psychological. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
- - spreading rumors
 - manipulating social relationships
 - coercion
 - engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516

MCL380.1310B (Matt's Safe School Law, PA241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Non-Discrimination The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of gender, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles" or other devices designed to or likely to inflict bodily harm including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing or property crimes including but not limited to theft and vandalism occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language which, in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time or after-school detention;
- in-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

Students may be assigned with extenuating circumstances to attend a continuous 5 hour period during which time they will be permitted one (1) bathroom break as well as lunch. Each student shall arrive with sufficient educational materials to remain busy during this period.

The following rules shall apply to in-school restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and

given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to Building Principal and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then reviews testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, they may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal or assistant principal will make a decision whether or not to suspend. If a student is suspended, they and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to another building administrator). The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up work missed

- after the return to school.
- while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians and counsel;
- a statement that the student may give testimony, present evidence and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within 5 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Addison Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Building Administrator.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not searches. If student lockers require student provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases and any other electronic transmissions contained in or used in conjunction with the district's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information regardless of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent and vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes they has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live further within the Addison Community School district. The transportation schedule and routes are available by contacting the transportation supervisor at 547-6909.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. **Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.**

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
 - Students shall complete the Student Driving Registration Form and provide evidence of their driver's license.
- Parking lot speed limit is 5 mph.
- The student must obtain a permit from High School Office and pay a fee of \$5 for the entire school year if paid within 10 days of the start of the school year or 1 week of receipt of a student's new driver's licence, \$10 thereafter
- If a student's parking permit is suspended, no fees will be refunded.

Unauthorized vehicles in the parking lot, including vehicles without a parking tag displayed may be towed. Automobiles that are not properly parked will be subject to one or all of the following:

- Warning
- Loss of driving privilege
- Towing of vehicle
- Disciplinary action by the school.

When the school provides transportation, students may not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school-sponsored activity.

SECTION VI- DISCIPLINARY GUIDELINES

The following identifies the penalties in place for certain types of misconduct. This list is not inclusive and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.

PROGRESSIVE DISCIPLINE

It is important to note that the disciplinary policies outlined above are progressive. Students who repeatedly violate school rules are subject to increased penalties with each offense. Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals may be subject to exclusion from school and/or placement in a credit recovery program.

PENALTIES FOR MATTERS RELATED TO CITIZENSHIP

A. Violation of state or local laws including false fire alarms, bomb threats, extreme vandalism of school property, arson, indecent exposure or sexual harassment.

1st Offense: Ten days suspension and/or recommendation for expulsion, police report filed, parent conference.

B. Use of vulgar or derogatory language or gestures, spoken or written, possession of pornographic materials or unauthorized use of student or school property.

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

C. Hallway conduct, including disruptive behavior, loitering unsupervised after school hours, running, littering or public displays of affection.

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

D. Gambling

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

E. Skipping class, leaving building or class without permission or not signing out

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

F. Dress Code Violations

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

PENALTIES FOR MATTERS PERTAINING TO THE SAFETY OF OTHERS

Administration may use restorative practices that emphasize repairing the harm to the victim and school community in the correction of the following matters pertaining to the safety of others.

A. Threats to students, harassment (including racial comments) or intimidation.

1st Offense: Minimum of three days suspension and parent contact.

2nd Offense: Five days suspension, possible police contact and parent conference requested.

3rd Offense: Ten days suspension and/or recommendation for expulsion, police report filed and a parent conference required prior to re-admittance.

B. Discriminatory comments and/or gestures directed toward students based on of race, religion, disability, and sexuality.

1st Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Recommendation for expulsion.

C. Bullying/Cyberbullying/Sexting

1st Offense: Three days suspension, possible police contact and a parent conference requested.

2nd Offense: Five days suspension and a parent conference required prior to readmittance.

3rd Offense: Ten days suspension and/or recommendation for expulsion, police report filed and a parent conference required prior to re-admittance.

D. Hazing

1st Offense: Up to possible 10 days suspension and a recommendation to Superintendent for a long-term suspension up to 45 days, police report filed, parent conference required, and possible recommendation to Board of Education for expulsion.

2nd Offense: Automatic 10 days suspension and a recommendation to Superintendent for a long-term suspension, police report filed, parent conference required, and possible recommendation to the Board of Education for expulsion.

E. Threats to staff members, gross endangerment, interfering with school officials in pursuit of their duties, extortion, blackmail or coercion

1st Offense: Five days suspension, police report filed and a parent conference required prior to re-admittance.

2nd Offense: Ten days suspension and/or recommendation for expulsion, police report filed and a parent conference required prior to re-admittance.

F. Physical Aggression

1st Offense: Detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Five days suspension, possible police contact and a parent conference requested.

3rd Offense: Ten days suspension and/or recommendation for expulsion, police report filed and a parent conference required prior to re-admittance.

G. Unprovoked physical attack or assault

1st Offense: Ten days suspension and/or recommendation for expulsion, police report filed and a parent conference required prior to re-admittance.

H. Fighting

1st Offense: Minimum five days suspension, police report filed, counselor intervention and parent conference prior to re-admittance

2nd Offense: Minimum ten days suspension, police report filed and a parent conference required prior to re-admittance.

3rd Offense: 45 days suspension, police report filed and a parent conference required prior to re-admittance.

I. Physical Assaults

The Board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1311a (12) (B), against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion on a case-by-case basis.

MCL 380.1311a (12) (B) defines “physical assault” as intentionally causing or attempting to cause physical harm to another through force or violence.

J. Verbal Assaults

The Board shall expel a student in grade 6 or above for up to 180 days if the student commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion on a case-by-case basis.

“Verbal assault” shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

K. Possession or use of weapons or explosives, including look-a-likes

1st Offense: 45 days suspension and a police report filed. Under state and federal law, students in possession of a dangerous weapon as defined by state laws will face a mandatory expulsion hearing, even for first offenses. Possession or use of explosives may, likewise, result in an expulsion hearing.

PENALTIES FOR MATTERS RELATED TO PUBLIC AND PRIVATE PROPERTIES

A. Theft (\$100 and over)

1st Offense: Five days suspension, police report filed, parent conference required and the student will be required to make restitution.

2nd Offense: Ten days suspension and or recommendation for expulsion, police report filed, parent conference required and the student will be required to make restitution.

B. Theft (under \$100)

1st Offense: Minimum of one day suspension and parent contact.

2nd Offense: Minimum five days suspension, police report filed and a parent conference required prior to re-admittance.

C. Damaging School Property (\$100 and over)

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Five days suspension, police report filed, parent conference required and the student will be required to make restitution.

3rd Offense: Ten days suspension and or recommendation for expulsion, police report filed, parent conference required and the student will be required to make restitution.

D. Damaging School Property (under \$100)

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Minimum of one day suspension and parent contact.

3rd Offense: Minimum five days suspension, police report filed and a parent conference required prior to re-admittance.

E. Trespassing and Vandalism of staff personal and/or real property on or off school property

1st Offense: Ten days suspension and/or recommendation for expulsion, police report filed, parent conference required and the student will be required to make restitution.

2nd Offense: Automatic 45 day suspension and/or recommendation for expulsion, police report filed, parent conference required and the student will be required to make restitution.

PENALTIES FOR MATTERS PERTAINING TO DISRUPTION OF THE EDUCATIONAL PROCESS

A. Disrespect towards school employees, including insubordination and/or forgery

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents..

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

B. Inciting disruptions, contributing to disruptions in or out of classroom

1st Offense: Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

2nd Offense: Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

3rd Offense: Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

C. Possession and use of squirt guns, laser pointer or other similar objects

- 1st Offense:** Warning, detention or suspension from school up to three (3) days contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.
- 2nd Offense:** Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.
- 3rd Offense:** Up to ten (10) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.

D. Plagiarism/Cheating

- 1st Offense:** Zero for work or test, and reported to office.
- 2nd Offense:** Zero for work or test, reported to office and one day OSS.
(Repeated offenses in the same class may result in failure of the class)

PENALTIES FOR MATTERS PERTAINING TO HACKING INTO DISTRICT NETWORKS AND THE INTERNET

- 1st Offense:** Fail Class and police report filed.
- 2nd Offense:** Recommendation for expulsion.

PENALTIES FOR WHEN THE WIRELESS COMMUNICATION DEVICE IS USED WITHOUT TEACHER PERMISSION, IN A MANNER THAT DISRUPTS STUDENT LEARNING OR THE LEARNING OF OTHERS, OR IS IN VIOLATION OF DISTRICT RULES AND GUIDELINES

- 1st Offense:** The device will be delivered to the administrative offices and may be picked up by the student at the end of the day..
- 2nd Offense:** The device will be delivered to the administrative offices and may be picked up by the student at the end of the day. Parents/guardians will be notified of a second offense.
- 3rd Offense:** The device will be delivered to the administrative offices and may only be picked up by a parent/guardian at the end of the day.
(Additional offenses will result in suspension from school or Saturday school.)

PENALTIES FOR MATTERS PERTAINING TO MISUSE OF TECHNOLOGY, DISTRICT NETWORKS AND THE INTERNET

- 1st Offense:** Ten days suspension from computer use, district network and internet use.
- 2nd Offense:** Suspension from computer use, district network and internet for remainder of semester.
- 3rd Offense:** Permanent suspension from computer use, district network and internet.

PENALTIES FOR INAPPROPRIATE USE OF WIRELESS COMMUNICATION DEVICES (WCD) INCLUDING SEXTING, PICTURES, VIDEOS, ETC.

- 1st Offense:** 10 days suspension and notification to police.
- 2nd Offense:** Recommendation to expel and notification to police.

PENALTIES FOR MATTERS PERTAINING TO CONTROLLED SUBSTANCES

A. Tobacco, possession, all types including chewing tobacco, paraphernalia and look-a-likes

1st Offense:Confiscation and one day suspension, notification to courts/police under P.A. 314 and parent contact.

2nd Offense:Confiscation and three days suspension, notification to courts/police and parent conference required prior to re-admittance.

3rd Offense:Confiscation and five days suspension, notification to courts/police and parent conference required prior to re-admittance.

B. Tobacco, use, all types including chewing tobacco, including paraphernalia and look-a-likes

1st Offense:Two days suspension, notification to courts/police and parent contact.

2nd Offense:Three days suspension, notification to courts/police and parent conference required prior to re-admittance.

3rd Offense:Five days suspension, notification to courts/police and parent conference required prior to re-admittance.

C. Alcohol, possession, distribution and/or use at a school-sponsored activity or at any time on school premises

1st Offense:Confiscation, automatic 10 days suspension and/or recommendation to superintendent for a long term suspension of 45 days and/or recommendation for expulsion, police report filed, parent conference required and mandatory involvement in a treatment program.

2nd Offense:Confiscation, automatic 45 days suspension, recommendation to Board of Education for expulsion, police report filed and mandatory involvement in a treatment program.

D. Odor, Look-a-Likes, Paraphernalia with no drugs in possession.

1st Offense: 10 days suspension, police report filed and parent conference required prior to re-admittance.

2nd Offense:45 days suspension and/or recommendation for expulsion, police report filed, possible referral to credit recovery program, recommendation to substance abuse program and parent conference prior to re-admittance.

Under Influence/Odor, Possession of, Distribution, Purchase of (including look a likes) and in possession of drugs

1st Offense: 45 days suspension and/or recommendation for expulsion, police report filed, possible referral to credit recovery program, mandatory involvement in a drug treatment program prior to returning, parent conference required prior to re-admittance.

2nd Offense: 90 days suspension and/or recommendation for expulsion, police report filed, possible recommendation to credit recovery program, mandatory involvement in drug treatment program and a parent conference required prior to re-admittance.

Students who carry the odor of marijuana or appear to be under the influence of an illegal substance at a school-sponsored activity or at any time on school premises will be subject to the consequences as outlined in section “D” above. Students may be subjected to drug testing as deemed necessary by administration.

