

ADDISON COMMUNITY SCHOOLS  
MIDDLE/HIGH SCHOOL STUDENT/PARENT  
HANDBOOK



School Year 2021-2022

*Welcome to the Addison Community School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

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**Adopted by the Board of Education on.**

**Discipline Code adopted by the Board on.**

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies created by NEOLA and 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 2021-2022. If you have questions or would like more information about a specific issue or document, contact your school principal or 517-547-6950, or access the document on the District's website: <a href="http://www.addisonschools.org">www.addisonschools.org</a> by clicking on "handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the school 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 26, 2021. If any of the policies or administrative guidelines referenced herein are revised after July 26, 2021 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 and 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 about your student. If you have a concern about your child's education, your first contact should be directly with the teacher to try and resolve the issue. If you feel you have been unsuccessful in reaching an acceptable solution, you may contact the principal, Julie Yeider at 517-547-6950. If you feel you have exhausted your options at the building level, please contact the superintendent, Steve Guerra at 517-547-6900.

Step 1: Contact Teacher

Step 2: Contact Principal or Behavior Specialist

Step 3: Contact Superintendent

## EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he 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) 517-547-6914, LuAnn Hurd or Superintendent 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 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 each school's individual improvements 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.

## **PARENTAL PLAN**

Addison Community Schools understands that parents play a critical role in the education of their child. In order for every student to realize their full potential, a partnership must be formed between the school, the home, and the community. This plan is a tool to assist with the development of that partnership.

The term "parent" used throughout this document will apply to any individual in a guardianship role for a student or another adult volunteer.

### The Goals of Parental Involvement:

- Student success as evidenced through higher grades and test scores.
- Student success as evidenced through participation in nonacademic activities including: band, drama, athletic, and club participation.
- Student success by improved behavior.
- Student success by greater attendance.
- To have an open line of communication with teachers.
- To support and re-enforce learning at home and in the classroom.

### The Role of the Parent:

There are a great number of ways that parents may be involved in their child's education here in Addison. Parents provide academic support when they read to or with their child and when they help their child with homework. Parents may assist with the management of students on field trips. Parents are role models for our students and can help by setting a good example for them. Parents can be active in several different booster organizations, the AMHPS, and other support groups. Parents may participate in special events, serve as chaperones, volunteers, class advisors, and athletic supporters, attend carnivals, and concerts. Parents may act as a guest speaker in a classroom. Whatever the role a parent chooses, Addison Schools recognizes that the team concept will make our schools a better place for all students.

### Action Plan for Parental Involvement:

The following list is an attempt to begin the process of encouraging and nurturing parental involvement in Addison Schools.

- Each building will develop a wish list of where help is needed.
- An interest survey will be distributed to parents annually, identifying the areas in which they would be interested in volunteering.
- The district will provide guidelines for volunteers.

- The district will recruit volunteers through e-mail, the web page, and the district newsletter.
- Parents will be provided the opportunity to develop and revise on a yearly basis, the parent/school compact as required by “No Child Left Behind.”
- The district will encourage booster groups, clubs, and organizations to welcome new members and make sure that they feel needed and wanted and to thank them for their help.
- The district will develop and distribute information as to how to join these groups as well as athletic teams, coaches, and class advisors including point of contact, meeting dates, etc.
- The district will develop a packet of information for new parents.
- The district will provide a survey of volunteer opportunities at the time of enrollment.
- Parents will be encouraged to participate in committees including: technology, reproductive health, school improvement, Title II-part A, Title II-part D, and Title V part A.

#### Guidelines for Parental Involvement:

- Parents must report to the office to let staff know that they are present in the building.
- Parents must exhibit appropriate behavior at athletic events including: refraining from taunting players, coaches, or opponents, shouting at referees, following the “24-hour rule” to talk to a coach, etc.
- Parents must work cooperatively and collaboratively with teachers.
- Parents must follow all rules and laws concerning confidentiality.
- Parents must limit distractions and interruptions to the classroom.
- Parents must respect the teacher and act accordingly.
- Parents should see their role in the school as one of support, not to be confused with being friends with the students.
- Parents will conduct themselves appropriately when engaged in volunteer activities including: appropriate dress, refraining from use of alcohol, appropriate language, etc.
- Parental involvement will not result in preferential treatment for their child beyond the expected norm of the classroom or school.

## SCHOOL DAY

Students are to arrive no earlier than 7:45 a.m. From 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 verbally, in writing, or in person. Students must sign out using the log in the high school office.

## 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 will 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 WELL-BEING**

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and on file 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 are expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, a parent, a student, or another caregiver. A physician must: certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and 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 parental rights and responsibilities, or custody (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. The duration of this denial will include the period of expulsion or removal in the previous district, 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 principal/counselor will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal and counselor.

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. All changes should be made before the start of the semester.

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 five school days of a new semester. Any schedule changes after the five days will be at the discretion of the principal/counselor. An add/drop form must be submitted before a schedule will be changed. Signatures are required from all teachers involved, a parent/guardian, and the counselor. Add/drop forms will be available in the main office.

Changes may be denied unless needed to complete a full-time schedule, IEP requirements, outside schedule changes (dual enrollment, LISD Tech Center, etc.), or meet graduation requirements.

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; the parent coming to the school office to request the release; verbal permission from emergency contact information. 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 that they are leaving the district. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records will not be released if the transfer is not properly completed. 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 parents.

### **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 shots 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 extra-curricular activities, and co-curricular 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.

A parent must read and sign that they have knowledge of the new 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 Request and Authorization Form 5330 F1, F1a, F1b, and F1c 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 registered with the principal's office.
- Medication that is brought to the office will be properly secured.
- Medication must be conveyed to the 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 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.
- 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 release.

### **ASTHMA INHALERS AND EPI-PENS**

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**

The board policy concerning the taking of OTC medications such as Tylenol or Ibuprofen in school requires that the following steps be completed before any medication may be given during school hours:

1. A written doctor's order which includes the name of the medication, the dosage, the time the medication is to be taken and the length of the time the child is to be on the medication. The necessary information may be faxed to the school at (517) 547-6982.
2. "Medication Administration Form" signed by the parent and physician.
3. The medication (IN THE ORIGINAL CONTAINOR OR PRESCRIPTION BOTTLE) should be brought to the school by the parent/guardian.
4. Special arrangements allowing the student to carry and self-administer a medication may be approved upon a doctor's order.

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 NONCASUAL-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 (Human-immunodeficiency'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 extra-curricular 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 extra-curricular 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 individuals 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, 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" by filing out the "opt out" form located in the superintendent's office. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to 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. There may be copying charges for records. 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 un-emancipated minor, his/her parents, 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; or

- 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:

- A. 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); and
- B. 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](http://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](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto: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.

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

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 Policy 6152)



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 FUND-RAISING**

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 fund-raisers.

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser 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 fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising 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 over-extending 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 buildingPrincipal.

## **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 Addison superintendent.

During the 2021-2022 school year all breakfast and lunches are FREE. Addison school participates in the National School Lunch Program and makes lunches available to students. 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 the 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, LOCK DOWN 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 consists of a verbal announcement.

Lock down 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 lock down 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 also 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 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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. A student may be charged a late fee if permission forms/field trip dues are not turned in by the given deadline.

### 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 so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, they should ask the teacher.

Policies for individual classes regarding late homework, tests, quizzes and retakes will be outlined in the course syllabus.

Courses granting Satisfactory and Unsatisfactory instead of a GPA will identify the grading criteria in the individual course syllabus.

The Middle/High School (Gr. 6-12) uses the following grading system:  
The new grading scale starts with the class of 2024.

<u>General Classes</u>			<u>AP Classes</u>		
98 – 100	A+	4.33	98 – 100	A+	5.33
93 – 97 100	A	4.00	93 – 97 100	A	5.00
90 – 92	A-	3.67	90 – 92	A-	4.67
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+	2.33
63 – 66	D	1.00	63 – 66	D	2.00
60 – 62	D-	.67	65-and Below		0

F = Failure  
I = Incomplete  
P = Acceptable achievement

U= Unsatisfactory  
S= Satisfactory

## SEMESTER EXAMS

In grades 6-12 students are expected to complete a final semester cumulative exam. The following rules apply to exams. No one leaves during exam time. Exams must be taken during exam scheduled times. Notification of excused absences on exam day will warrant a student to reschedule within the days the student has missed. A doctor's note may be required. IEP and 504 accommodations will apply for exams.

## GRADE POINT AVERAGE

To calculate a grade point average (GPA), use the weighted point value for 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.

## 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 in the form of a progress report, 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

Normally, 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 2022=25, Class of 2023=25, Class of 2024=25, Class of 2025=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. Colleges may require students to take the College Placement Entrance Exam 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, and NWEA

Courses that are hobby, craft, recreational, or courses that are in the area of physical education, theology, divinity, or religious education are NOT eligible for tuition support.

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

	<u>4 Years</u>	<u>3 Years</u>	<u>2 Years/1 Year</u>
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. 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 statewide weighted average foundation changes every year per the state. Parents will be responsible for any charges above the statewide weighted average foundation.
- 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 D- 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 school district may impose these sanctions against the student (cannot enroll in the next semester, and will take the student to small claims court to recover the costs).

All dual enrollment courses that are taken for high school credit will be given 1 credit on the high school transcript.

Incomplete dual enrollment courses will earn an F on the high school transcript.

Students must notify the high school counselor of any dropped or withdrawn dual enrollment courses to ensure the student maintains full-time status.

The grade received from the postsecondary institution will be added to the students High School Grade Point Average (GPA) and will be based on an unweighted, 4.0 grading scale. All dual enrollment courses will count towards honor's 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 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.

## **SEAT TIME WAIVER/CUSTOMIZED LEARNING**

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

## **EDUCATIONAL DEVELOPMENT PLAN - ONLINE**

The 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 mean 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: For more additional information please refer to course description guide.

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.

## 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 counselors 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 to check assessment schedule.

The **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 6-8, and social studies and science in grades 8. The 11<sup>th</sup> grade students will test in the area of science and social studies and the WorkKeys skills assessment, NWEA testing will be given in grades 3-8, 9-10 for language arts, science and math.

**SAT (Scholastic Aptitude Test)** is required for all 11<sup>th</sup> 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- 8<sup>th</sup> and 9<sup>TH</sup> grade students
- PSAT 10-10<sup>TH</sup> grade students
- PSAT-NMSQT- 11<sup>TH</sup> grade students

**ACT - American College Test.** This test is optional for 11<sup>th</sup> 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 take 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 work place and additional training beyond high school. Students learn and practice their skills in well-equipped, up-to-date facilities. Training and employment assistance through the Placement Services program and career counseling are 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 criterion.

## **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.

1. Juniors are allowed one visit (after February 1) and seniors are allowed two visits.
2. 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.
3. 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).
4. The absence will be considered school-related, provided that a form is signed by a college representative and given to the office upon return to school.
5. The administration has the right to deny any college visit that takes place during the school day.
6. Students requesting a college visit during a school day must:
  - a. 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.
  - b. Take the form on the college visit and have a college official sign the form verifying the visit.
  - c. Return the form to the office when you return to school the next day.
7. 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 paper work 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**

1. 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.
2. Averages will be determined on the basis of the high school grade point scale described previously.
3. 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,
4. Enrollment in Addison High School for at least three semesters prior to graduation to be eligible for Valedictorian, Salutatorian, or Top Ten.



- During these three consecutive semesters required for residency, they must take at least one GPA granting course on Addison's campus each semester. In-person programs students are enrolled in through Addison will count as on campus. These programs include but are not limited to, Tech Center, Center for Science and Industry, dual enrollment, Hillsdale Beauty College, and Jackson Area Career Center.
- Honors Course List – Students must take earn (5) credits from the Honors Course List to graduate with Valedictorian, Salutatorian, and Top Ten honors.
- Student must take at least one GPA granting course per semester on-campus at AHS.

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

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

Students who enroll from non-chartered or home-based schooling will have no established grade point average of class rank for graduation honors such as valedictorian, etc., until they have completed a minimum of four semesters at AHS as a full-time student. A student must take at least one GPA granting course on Addison's campus. No student will be eligible for graduation honors, such as valedictorian, etc., unless they have been enrolled and completed three consecutive semesters prior to the final semester utilized for determining such honors.

## GRADUATION

- Students must meet all of the academic requirements set forth by the Board of Education in order to participate in the commencement.
- 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.

## EARLY GRADUATION PROCEDURE

- Student requesting early graduation must write a letter of petition to the high school principal and counselor.
- Student needs to obtain letters of support from at least two faculty members to be turned in to the counseling office.
- Principal and counselor will verify that all criteria for early graduation are fulfilled, including review of the student's IEP, if applicable.
- Board of Education will be petitioned to waive the 8th semester. Students who have completed 7 semesters and then are granted early graduation will retain their class rankings and be permitted to participate in their class graduation ceremony.

## 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. Transcript 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. These 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, they 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 are 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 staff. 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.

Extra-curricular 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.

### NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-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, character. However, 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 be in attendance the equivalent of one semester.
3. Candidates must have a cumulative scholastic average of at least a 3.2 (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, except that 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 cord 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 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. The council is always looking for individuals with some time to give to the students here at Addison. If you have 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

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 in the first week or two of school. Freshmen are encouraged to join us!

## 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.

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

## ACADEMIC REQUIREMENTS

### Semester Eligibility

- Friday grade check: A student must have received credit for at least 67% of a full credit load potential for a full-time student in the previous academic term in which they were enrolled.
- High School Student Athletes must pass six classes.
- Students not passing seven classes will attend study table until the first eligibility check occurs, if passing seven classes at that time they can return to their regularly schedule seminar class.
- Middle School Student Athletes must pass four classes.
- Students deemed ineligible will not participate in contests and games for 60 scheduled school days.
- Students returning to eligibility under this rule must be passing 67% of credits on the 60th scheduled school day to become eligible.
- A student's reinstatement will be when the new credits are posted to the transcript, or if the student is sitting, then on the first day classes are held on the 61<sup>st</sup> scheduled school day provided the student is passing.
- Students whose eligibility is reinstated for fall sports (either through making up the deficiency with credit recovery or having sat out) will become eligible on the first day of practices for the start of the school year.

### Eligibility Checks

- Academic eligibility checks will occur on the Friday of the 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> week of each marking period
- During this time all student athletes must be passing seven courses
- Students not meeting the eligibility check requirements will be ineligible for a minimum of a calendar week (7 days), starting with the Monday following the eligibility check and running through the next Sunday.
- Students deemed ineligible for a calendar week will have their grades checked every Friday until they meet the eligibility check requirement
- Once the student meets the requirement, they will have their eligibility reinstated the Monday following the successful eligibility check.
- Students not meeting the eligibility check requirement will attend study table during seminar with Mr. Lindeman until they meet the requirement of passing seven courses

- Self-scheduled students must be on target and passing seven classes.
- Credit recovery classes will be added to the student's total class load and will be counted toward eligibility
- The principal or athletic director may waive this requirement in cases of unusual circumstances
- An ineligible student may not be permitted to leave school early for any home or away contest.
- All online classes, including credit recovery, must be on target and received a passing grade at the time of the eligibility check.

### **Academic Attendance Policy**

- Student-athletes must attend five class periods during the day (not including their lunch period), except as excused by the principal or athletic director at least one day prior to the absence.
- If a student is absent at the start of the day they need to be signed in to the office by 10:15 AM.
- Dual enrollment and Tech Center students need to be to school on time by the start of 6<sup>th</sup> hour on full and half days of school
- Students who leave during the middle of the day and return must have a pre- arranged absence approved by the principal or athletic director.
- Pre-arranged absences such as medical or dental appointments, scheduled court appearances, funeral attendance, or any other properly documented emergency may be considered by the administration.
- If a student skips/misses a class, he/she is ineligible to practice or play in a contest that day.
- If a student is absent for a college visitation, that student may practice or compete if there is documentation of the visit from the college. Forms are available in the counseling office and must be pre-approved.
- If a student is suspended, that student is ineligible to practice or compete during the period of suspension.
- If the student is "in school suspended," for any time during the school day, that student is expected to go to the practice/competition, be part of the team, but not be dressed for participation.
- Any student-athlete who is out of school suspended for violations of policies and regulations will be prohibited from participation and attendance in contests or practices on the day(s) the suspension is served.

### **ATHLETIC ATTENDANCE POLICY**

- A season officially begins with the first day of practice allowed by the Michigan High School Athletic Association
- A season ends based on whichever occurs last, team banquet or last competition/game, for that team.
- Student-athletes are required to attend and participate in all practices and team meetings, and carry out the directives of coaches and their sports program rules and regulations
- Student- athletes who fail to meet team attendance requirements may not be permitted to participate in contests.
- Failure to attend a practice or competition without a valid reason determined by the sports program guide or pre-arranged reason (as outlined above) are subject to the consequences of their sports program guide, outlining the rules and expectations.
- There may be extenuating circumstances in some cases regarding an absence, in these cases, the Director of Athletics and principal, in conjunction with the coach, will make the decision regarding the consequences.
- for violating the athletic attendance policy

## **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 s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

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## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **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's discussions in the classroom and 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

### **NOTIFICATION OF ABSENCE**

Parents must provide an explanation for their child's absence by no later than 8:30 am on the day of the absence. They are to call the building secretary at 547-6952 (Gr. 6-12) and explain the reason for the absence. Please note that this notification alone does not constitute an excused absences.

### **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, 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.

1. Illness in the family
2. Death of family member
3. Religious holiday.
4. Absence during the school day for professional appointments. The student must have signed statement from the doctor, dentist, lawyer, counselor, etc...

### **NOTE AFTER AN ABSENCE FOR ILLNESS**

Within 2 days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

### **ABSENCES**

**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.

**Students who are absent, without proper documentation, 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 their grade prior to the exam grade being factored into the final grade for the semester.

### **BLOCKED ABSENCES**

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

### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an unexcused absence, A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete all 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 the 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 an excused absence, s/he 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 safe-guarded, 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.

If absent from school, students may not attend extracurricular activities after school.

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### **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.

The following styles or manners of dress are prohibited:

Dress and Appearance: 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.

### DRESS/APPEARANCE

- Students' hair shall be clean, neat, and well-groomed. Hairstyles and color shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
- Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone.
- 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.
- 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.
- Hooded sweatshirts may be worn, providing the hood is not worn on the head.
- 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).
- Shoes or footwear must be worn at all times.
- Outerwear garments are to be removed and placed in lockers upon a student's arrival into the building.
- Bedroom slippers and pajamas are inappropriate in the school setting and cannot be worn.

### SHIRTS/TOPS

- Shirts must have appropriate coverage of undergarments.
- Undergarments must be completely covered at all times.
- No midriffs, backs, sides of the body, chests or cleavage will be exposed.
- All students are required to wear a shirt or blouse that covers the top of the shoulders.

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- Students cannot wear tank tops except in gym class.
- A shirt must overlap pants with no midriffs exposed

### PANTS/SHORTS

- Pants and shorts must be worn at the natural waistline. Belts must be worn if pants will not stay at the natural waistline.
- Exposure of undergarments is unacceptable
- Shorts and skirts must hang 2 inches past the finger tips when arms are put down by the students' side.
- Slits in skirts cannot be higher than mid-thigh.

- See through leggings, yoga pants, tights may not substitute as pants.
- Pants must have no holes or rips within the fingertip range unless there is a garment such as tights underneath.

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 well-being 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 a list of behaviors and the terms contained in the list.

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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 when 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 or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of a tobacco product by students in district buildings, on district property (owned or leased), on district buses, and at any district-related event and 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. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to

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JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

## **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 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 bring onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. 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, or contractor 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, or contractor 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.

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## **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 of 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 Personal Communication Devices (PCDs)**

A student may not possess a personal communication device, iPod, MP3, or similar electronic storage device while on school property, in school facilities, or at school sponsored activities or events.

Reasonable suspicion that a communication device has been used to violate district policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a personal communication devices (PCDs), or other electronic communication devices (ECDs), and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and in a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

Except as authorized under board policy, use of PCDs 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 a \_\_\_\_\_ day 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 PCD.

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 receive \_\_\_\_\_ days of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **26. Possession of Wireless Communication Devices (WCDs)**

Students may be in possession of a cellular telephone or another 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:

1<sup>st</sup> offense-

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

2<sup>nd</sup> offense-

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

3<sup>rd</sup> offense -

Device will be taken to office and parents must pick up at the end of the day.

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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.

#### **27. 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.

#### **28. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

#### **29. 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.

#### **30. 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 is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the District Harassment Officer at 547-6123. Complaints will be investigated in accordance with AG 5517.

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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.

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 official 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***

- A. 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;
- B. 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;
- C. 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.

### **Title IX Sexual Harassment**

The Board of Education of the Addison Community School District (hereinafter referred to as "the board" or "the district") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The board prohibits sexual harassment that occurs within its education programs and activities. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third party vendors and contractors, guests, and other members of the school district community who commit sexual harassment are subject to the full range of disciplinary sanctions set forth in this policy. The board will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the district's education programs and activities.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting, or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. 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;

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- H. 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, 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.

**Consent**- refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

### **31. 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** – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. 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.

### **32. Bullying and other aggressive behavior**

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. It also applies when 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.

### **Reporting**

The district shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this policy be amended or otherwise modified, the district shall submit a copy of the amended or modified policy to the Department of Education no later than thirty (30) days after adopting the modification.

### **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 s/he has 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.

A student may also submit a report or complaint to any of the above-designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the district may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The principal (or other designated administrator) 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 three (3) 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.

If, during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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/Restorative Practices**

The superintendent shall establish a 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 administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying and 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 shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The district will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

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- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");

- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

## **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, s/he 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 includes, for example, 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 written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as 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:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. 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:

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

### ***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.).

### ***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.

**33. Transgender guidelines**

Addison Community Schools shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized as the sex consistent with their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to gender-related programs, activities, and facilities consistent with their gender identity. Each student has a unique process for transitioning. For further details, also see the Guidelines Regarding Transgender Students at Addison MS/HS.

**34. 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, 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.

**34. 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, and property crimes including but not limited to theft and vandalism, occurring in the school as well as in the community.

**35. 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.

**36. 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 Restriction**

Students may be assigned with extenuating circumstances to attend a continuous 5-hour period during which time they will be permitted one (1) bathroom breaks 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, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, 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 extra-curricular 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 will then

review testimony and determine 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 extra-curricular 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 the informal hearing, the principal or assistant principal will decide 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

**Suspension or expulsion of pupil; factors; exercise of discretion; rebuttable presumption; section inapplicable for possession of firearm in weapon free school zone; consideration of factors mandatory; definitions.**

Sec. 1310d.

(1) Before suspending or expelling a pupil under section 1310, 1311(1), 1311(2), or 1311a, the board of a school district or intermediate school district or board of directors of a public school academy, or a superintendent, school principal, or other designee under section 1311(1), shall consider each of the following factors:

- (a) The pupil's age.
- (b) The pupil's disciplinary history.
- (c) Whether the pupil is a student with a disability.
- (d) The seriousness of the violation or behavior committed by the pupil.
- (e) Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
- (f) Whether restorative practices will be used to address the violation or behavior committed by the pupil.
- (g) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

(2) Except as provided in subsection (3), this section applies to give the board of a school district or intermediate school district or board of directors of a public school academy, or its designee, discretion over whether or not to suspend or expel a pupil under section 1310, 1311(1), 1311(2), or 1311a. In exercising this discretion with regard to a suspension of more than 10 days or an expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the board or board of directors, or its designee, can demonstrate that it considered each of the factors listed under subsection (1). For a suspension of 10 or fewer days, there is no rebuttable presumption, but the board or board of directors, or its designee, shall consider each of the factors listed under subsection (1).

(3) This section does not apply to a pupil being expelled under section 1311(2) for possessing a firearm in a weapon free school zone.

(4) Except as provided in subsection (3), consideration of the factors listed in subsection (1) is mandatory before suspending or expelling a student under section 1310, 1311(1), 1311(2), or 1311a. The method used for consideration of the factors is at the sole discretion of the board of a school district or intermediate school district or board of directors of a public school academy, or its designee.

(5) As used in this section:

- (a) "Expel" means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days.

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(b) "Firearm" means that term as defined in section 1311.

(c) "Suspend" means to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days.



(d) "Weapon free school zone" means that term as defined in section 1311.

## **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 in spite 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 it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial 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 pervasively or 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 building principal twenty-four (24) hours prior to display.

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 within the Addison Community School District as well as those outside the district when special arrangements are made with the transportation supervisor. 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:

#### **Previous 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;

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- 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.

## **VIDEO RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording 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, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings 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 Vehicle Form 5515 F1 and provide evidence of:
  - driver's license;
  - insurance certificate;
  - vehicle registration.
- Parking lot speed limit is 5 mph.
- The student must obtain a permit from the high school office and pay a fee of \$10.00 for the entire school year.
- If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

- 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, sexual harassment.**

**1<sup>st</sup> 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; unauthorized use of student or school property.**

**1<sup>st</sup> 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

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

**3<sup>rd</sup> 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, unsupervised after school, (loitering after school hours) running, littering, public displays of affection.**

**1<sup>st</sup> 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

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

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

### **D. Gambling**

**1<sup>st</sup> 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

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

**3<sup>rd</sup> 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, not signing out**

**1<sup>st</sup> 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

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

**3<sup>rd</sup> 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**

**1<sup>st</sup> 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

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

**3<sup>rd</sup> 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.

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### **A. Threats to students; harassment (including racial comments); intimidation.**

**1<sup>st</sup> Offense:** Minimum of three days' suspension, parent contact

**2<sup>nd</sup> Offense:** Five (5) days suspension, possible police contact,

Parent conference requested

**3<sup>rd</sup> Offense:** Ten (10) days suspension and/or recommendation for expulsion, police report filed, parent conference required prior to re-admittance

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

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

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

**3<sup>rd</sup> Offense:** Recommendation for expulsion.

**C. Bullying/Cyberbullying/Sexting**

**1<sup>st</sup> Offense:** Three (3) days suspension; possible police contact; parent conference requested

**2<sup>nd</sup> Offense:** Five (5) days suspension; parent conference required prior to re-admittance

**3<sup>rd</sup> Offense:** Ten (10) days suspension and/or recommendation for expulsion, police report filed, parent conference required prior to re-admittance

**D. Hazing**

**1<sup>st</sup> Offense:** Up to possible ten (10) days suspension and a recommendation to superintendent for a long-term suspension up to 45 days. Police report filed. Parent conference required. Possible recommendation to Board of Education for expulsion.

**2<sup>nd</sup> Offense:** Automatic ten (10) days suspension and a recommendation to superintendent for a long-term suspension. Police report filed. Parent conference required. Possible recommendation to 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.**

**1<sup>st</sup> Offense:** Five (5) days suspension, police report filed, and parent conference required prior to re-admittance

**2<sup>nd</sup> Offense:** Ten (10) days suspension and/or recommendation for expulsion, police report filed, parent conference required prior to re-admittance

**F. Physical Aggression**

**1<sup>st</sup> 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

**2<sup>nd</sup> Offense:** Five (5) days suspension, possible police contact, parent conference requested

**3<sup>rd</sup> Offense:** Ten (10) days suspension and/or recommendation for expulsion, police report filed, parent conference required prior to re-admittance

**G. Unprovoked physical attack; assault**

**1<sup>st</sup> Offense:** Ten (10) days suspension and/or recommendation for expulsion, police report filed, parent conference required prior to re-admittance

**H. Fighting**

**1<sup>st</sup> Offense:** Minimum five (5) days suspension, police report filed, counselor intervention and parent conference prior to re-admittance

**2<sup>nd</sup> Offense:** Minimum ten (10) days suspension, police report filed, parent conference required prior to re-admittance

**3<sup>rd</sup> Offense:** 45 days suspension, police report filed, 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, explosives, including look-a-likes**

**1<sup>st</sup> Offense:** 45 days suspension. 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.

## **FOR MATTERS RELATED TO PUBLIC AND PRIVATE PROPERTY**

**A. Theft (\$100 and over)**

**1<sup>st</sup> Offense:** Five (5) days suspension, police report filed, parent conference required, student required to make restitution.

**2<sup>nd</sup> Offense:** Ten (10) days suspension and or recommendation for expulsion, police report filed, parent conference required, student required to make restitution.

**B. Theft (under \$100)**

**1<sup>st</sup> Offense:** Minimum of one-day suspension, parent contact

**2<sup>nd</sup> Offense:** Minimum five (5) days suspension, police report filed, parent conference required prior to re-admittance

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

**1<sup>st</sup> 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

**2<sup>nd</sup> Offense:** Five (5) days suspension, police report filed, parent conference required, student required to make restitution

**3<sup>rd</sup> Offense:** Ten (10) days suspension and or recommendation for expulsion, police report filed, parent conference required, student required to make restitution.

**D. Damaging School Property (under \$100)**

**1<sup>st</sup> 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

**2<sup>nd</sup> Offense:** Minimum of one-day suspension, parent contact

**3<sup>rd</sup> Offense:** Minimum five (5) days suspension, police report filed, parent conference required prior to re-admittance

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

**1<sup>st</sup> Offense:** Ten (10) days suspension and/or recommendation for expulsion, police report filed, parent conference required, student required to make restitution

**2<sup>nd</sup> Offense:** Automatic 45-day suspension and/or recommendation for expulsion, police report filed, parent conference required, student required to make restitution.

## **PENALTIES FOR MATTERS PERTAINING TO DISRUPTION OF THE EDUCATIONAL PROCESS**

**A. Disrespect towards school employees, including insubordination, forgery**

**1<sup>st</sup> 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.

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

**3<sup>rd</sup> 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**

**1<sup>st</sup> 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

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

**3<sup>rd</sup> 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, other similar objects**

- 1<sup>st</sup> 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
- 2<sup>nd</sup> Offense:** Up to five (5) days suspension contingent upon the severity and/or frequency of the infraction and satisfactory conference with parents.
- 3<sup>rd</sup> 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**

- 1<sup>st</sup> Offense:** zero for work or test - reported to office
- 2<sup>nd</sup> Offense:** zero for work or test - reported to office – 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**

- 1<sup>st</sup> Offense:** Fail class, police report filed.
- 2<sup>nd</sup> Offense:** Recommendation for expulsion.

**PENALTIES FOR WHEN A 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**

- 1<sup>st</sup> Offense:** The device will be delivered to the administrative offices and may be picked up by the student at the end of the day.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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**

- 1<sup>st</sup> Offense:** Ten (10) days suspension from computer use, district network, and internet use
- 2<sup>nd</sup> Offense:** Suspension from computer use, district network, and internet for remainder of semester
- 3<sup>rd</sup> Offense:** Permanent suspension from computer use, district network, and internet

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

- 1<sup>st</sup> Offense:** 10 (10) days suspension, notification to police
- 2<sup>nd</sup> Offense:** Recommendation to expel, notification to police.

**PENALTIES FOR MATTERS PERTAINING TO CONTROLLED SUBSTANCES**

**A. Tobacco, possession, all types including chewing tobacco, including paraphernalia and look-a-likes Including vape and electronic cigarettes**

- 1<sup>st</sup> Offense:** Confiscation and one day suspension, notification to courts/police under P.A. 314, parent contact
- 2<sup>nd</sup> Offense:** Confiscation and three (3) days suspension, notification to courts/police, parent conference required prior to re-admittance
- 3<sup>rd</sup> Offense:** Confiscation and five (5) days suspension, notification to courts/police, parent conference required prior to re-admittance.

**B. Tobacco, use, all types including chewing tobacco, including paraphernalia and look-a-likes Including vape and electronic cigarettes**

- 1<sup>st</sup> Offense:** Two (2) days suspension, notification to courts/police, parent contact

**2<sup>nd</sup> Offense:** Three (3) days suspension, notification to courts/police, parent conference required prior to re-admittance

**3<sup>rd</sup> Offense:** Five (5) days suspension, notification to courts/police, 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.**

**1<sup>st</sup> Offense:** Confiscation, automatic ten (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, mandatory involvement in treatment program

**2<sup>nd</sup> Offense:** Confiscation, automatic 45 days suspension, recommendation to Board of Education for expulsion, police report filed, mandatory involvement with treatment program

**D. Odor, Look-a-Likes, paraphernalia ... no drugs in possession.**

**1<sup>st</sup> Offense:** Ten (10) days suspension, police report filed, parent conference required prior to re-admittance

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

**FOR BEING UNDER THE INFLUENCE/ODOR, POSSESSION OF, DISTRIBUTION OF, PURCHASE OF (INCLUDING LOOK A LIKES) DRUGS**

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

**2<sup>nd</sup> Offense:** 90 days suspension and/or recommendation for expulsion, police report filed, possible recommendation to credit recovery program, mandatory involvement in drug treatment program, 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.



**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK, CONCUSSION POLICY, FIELD TRIP POLICY, AND STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY**

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

have received and read the **Addison Community Schools Handbook**. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the school district. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature Student Signature Date

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the **Concussion Fact Sheet for Parents** and /or the Concussion Fact Sheet for Students provided by Addison Community Schools.

We \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Signature Student Signature Date

By my name and signature below, I approve of my child to attend **Field Trips** during the 2019-2020 school year.

We \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Signature Student Signature Date

**Parent/Guardian**

As the parent/guardian of this student, I have read the **Student Network and Internet Acceptable Use and Safety Policy and Guidelines**, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that the board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing, and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

I have read and agree to abide by the **Student Network and Internet Acceptable Use and Safety Policy and Guidelines**. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

**ALERT NOW** I agree to receiving Alert phone messages from Addison Community School either by text or voice.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **By signing this form, I am committing to screening my child daily for the 2020-2021 school year, unless otherwise directed. I also understand that it is my responsibility to call Addison Community Schools as soon as possible to let them know if my child is not going to school due to potential COVID-19 symptoms. Temperature 100.4 degrees Fahrenheit or higher when taken by mouth, Sore throat, New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline), Diarrhea, vomiting, or abdominal pain, New onset of severe headache, especially with a fever**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_