

ANCHOR BAY SCHOOL DISTRICT



MIDDLE SCHOOL STUDENT HANDBOOK & DISTRICT CODE OF CONDUCT

Table of Contents

ANTI-BULLYING / CONFLICT POLICY - BULLYING (PHYSICAL, VERBAL, CYBER)	2
EXPECTED STUDENT BEHAVIOR - CLASSROOM, HALLS	2
LOCKERS - USE OF SCHOOL LOCKERS, SEARCH & SEIZURE, BACKPACKS	3
TRANSPORTATION GUIDELINES - BUS STOP ETIQUETTE; BUS ROUTES & BUS STOPS SCHOOL BUS SAFETY; REPORTS	4
STUDENT CONDUCT IN GENERAL - SPORTS EVENTS AND ASSEMBLIES, DRESS CODE, LUNCHROOM	5
ACHIEVEMENT REPORTING - REPORT CARDS. PROGRESS REPORTS, PROMOTION AND RETENTION, HOMEWORK	6
PARENT PORTAL	7
STUDENT ATTENDANCE - ABSENCES, REQUEST FOR LEAVE OF ABSENCE, MAKE-UP WORK, HOMEWORK REQUESTS LEAVING SCHOOL DURING THE SCHOOL DAY, END OF THE DAY	7 7
TARDINESS - CLASSROOM, PASSING TIME	8
STUDENT SERVICES - GUIDANCE, OFFICE, TELEPHONE, LOST & FOUND	8
INTERNET POLICY	8
MEDICAL EMERGENCY & SAFETY INFORMATION - MEDICAL LIMITATIONS, MEDICATIONS, ACCIDENTS, ILLNESS FIRE AND TORNADO DRILLS	9 9
SCHOOL ACTIVITIES - INTRAMURAL, INTRASCHOLASTIC, CLUBS	10
GENERAL INFORMATION - VISITORS, STUDENT WIDE TRIP PROGRAMS	10
DISCIPLINE - DETENTION, TIME OUT OF SCHOOL, MISCONDUCT AND APPROPRIATE DISCIPLINARY ACTION	11
WEAPONS	13
ASSAULT, POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES, POSSESSION OF ILLEGAL SUBSTANCES	14
RIGHT TO APPEAL	14
CELL PHONE POLICY	15
STUDENT CODE OF CONDUCT	16

ANTI-BULLYING / CONFLICT POLICY

The Anchor Bay School District Board of Education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff and volunteers to provide positive examples for student behavior. Anytime something negative happens at school, it is often blamed "bullying". The number one reason this happens is because lack of education on what bullying really is and what bullying is not. Conflict is a disagreement of a difference of opinion or interests between equals. Conflict may be an inevitable part of school life, but bullying is not. Every situation involving harassment, bullying or conflict are unique and involve different responses for each scenario.

Bullying

Anyone who repeatedly uses physical, verbal (including spoken and or written language) and/or cyber forces in a negative manner toward or in regard to another person over an extended period of time.

Physical Bullying

The repeated use of force toward a person's body or personal belongings over an extended period of time.

Verbal Bullying

Repeatedly using negative and /or damaging words (including both spoken and written) toward or in regard to another person (with malicious intent), over an extended period of time.

Cyber Bullying

Using social media, email or electronic devices in a negative manner toward or in regard to another person over an extended period of time. Cyber bullying becomes a school matter when the educational process is disrupted due to comments/texts/posts and/or are made directly upon a school.

EXPECTED STUDENT BEHAVIOR

All school rules apply from the time students leave home to go to school until they return home from school.

CLASSROOMS

Appropriate behavior includes - being PROMPT, PREPARED AND POLITE.

Being prompt includes:

Sitting in your assigned seat when the bell rings.

Being prepared includes:

Having all necessary materials ready before class begins, including bringing a pencil, textbook, and other materials to class every day, being attentive in class, asking questions to clarify concepts not understood,

Being polite includes:

Responding to teachers in an appropriate manner, and following the teacher's instructions and directions. Treating teachers, fellow students, and classroom facilities with respect.

HALLS (HANDS OFF)

Appropriate behavior includes:

1. Moving from one classroom to the next in an orderly manner - Walking on the right side of the halls. Running and making unnecessary noise is unacceptable behavior.
2. Planning time wisely, enabling to use both the lockers and restrooms, and still arriving in the classroom on time.
3. Having a hall pass every time you leave a classroom during a class period.
4. Treating the building and facilities with care and respect.
5. Other students and staff should be treated with courtesy and respect.
6. Students should refrain from any bodily contact including **holding hands, embracing or kissing**.

LOCKERS

SEARCHES OF PUPIL'S LOCKERS AND LOCKER CONTENTS

LOCKERS ARE SCHOOL PROPERTY: All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers of locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

A student's failure to allow searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal effects (e.g., purse, book bag, athletic bag) will be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, such findings will be turned over to the proper legal authorities for ultimate disposition. **The school reserves the right to use the police department and their canine unit to search the premises for illegal substances at anytime.**

NOTICE OF POLICY

A copy of the local school Board policy regarding lockers searches shall be made available annually to each pupil and parent/guardian or the pupil assigned a school locker.

Approved: January 24, 2001 Board Meeting

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigned lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. If a narcotics canine unit indicates a locker, that in itself gives the school authority to enter. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students will assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers and desks at any time without notice, without student consent and without a search warrant.

SEIZURE:

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonable determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and /or turned over the law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

BACKPACKS

Students will be required to leave backpacks and other unnecessary items in their lockers. Teacher required classroom materials are the only items students may bring to class.

TRANSPORTATION GUIDELINES

INFORMATION FOR A SAFE AND ORDERLY TRANSPORTATION SYSTEM

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

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

Bus stop Etiquette;

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

Bus Routes & Bus Stops:

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

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

School Bus Safety;

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

- Realize that any driver distraction is potentially hazardous to the safety of all passengers.
- Students must have written permission from a parent/guardian and endorsed by the school to ride home with another student or exit another bus stop that is not the student's assigned stop.
- Bully or taunting of any student will not be tolerated

Bus Conduct Reports;

Bus conduct reports will be issued for infraction of bus rules or safety. It is the students' responsibility to submit the Bus Conduct Report to parents for review and signature and return to the driver. **Any financial restitution must be made before bus riding privileges are reinstated.**

Middle School & High School students

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

Additional:

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

The criteria are as listed;

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

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

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

STUDENT CONDUCT IN GENERAL

SPORTS EVENTS AND ASSEMBLIES

Students are to conduct themselves in an appropriate manner. Un-sportsmanlike behavior (booing, foot stomping or disturbing other spectators) may result in the loss of the opportunity to attend school activities. **THESE ACTIVITIES ARE PART OF THE SCHOOL DAY AND ALL SCHOOL RULES APPLY.**

***DRESS CODE**

Guidelines shall prohibit student dress or grooming practices which:

1. Presents a hazard to the health or safety of the student himself/herself or to others in the school
2. Interfere with schoolwork, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving his/ her educational objectives because of blocked vision or restricted movement

*****Student dress should be clean and in good taste. A few examples of inappropriate attire include:**

- A. Bare midriff or backless tops (you should not be able to see belly buttons or any skin on your stomach or back)
- B. Profane, negative or obscene writing or pictures
- C. Hats, headbands, (no head covers) sunglasses.
- D. Coats or jackets designed for outerwear
- E. Tank tops or transparent tops (shirts must have sleeves completely covering the outside point of the shoulders). No low cut or revealing dress or top revealing cleavage.
- F. Clothing that has reference to drugs, alcohol, tobacco, sex, gangs, or illegal activities may not be worn.
- G. Clothing of appropriate size and worn in proper location – no sagging of pants. Pants should not drag on floor (belt recommended).
- H. Wallet chains, spiked jewelry, or other dangerous accessories.
- I. Visible tattoos, excessive writing on the skin (no face painting)
- J. Shoes, sandals, or boots must be worn at all times.
- K. Breakaway clothing, snap pants, pajamas

ANY STUDENT WITH INAPPROPRIATE CLOTHING WILL REMAIN IN THE OFFICE UNTIL A PARENT BRINGS THE APPROPRIATE CLOTHING.

***LUNCHROOM- IF YOU THROW YOU GO!**

Appropriate behavior includes:

1. Be on time. If you are late to lunch, it will be recorded as a tardy.
2. Remain seated after getting your food and until dismissal.
3. Place all garbage in the trashcan.
4. Placing all recyclable materials in the proper container.
5. Bring lunch or lunch money. Students may not borrow money from other students or adults in school.
6. Misbehavior in the lunchroom may result in students being assigned cleanup duty at the end of their lunch period, or after school detention assigned by the lunchroom aide.
7. **If you throw - you go!**
1ST offense – Detention 2ND offense - Time out of school

ACHIEVEMENT REPORTING

The Board of Education has adopted a grading scale for all classes.

Grading Scale

A	= 93 – 100
A-	= 90 – 92
B+	= 87 – 89
B	= 83 – 86
B-	= 80 – 82
C+	= 77 – 79
C	= 73 – 76
C-	= 70 – 72
D+	= 67 – 69
D	= 63 – 66
D-	= 60 – 62
F / Failing	= 59 and below

Final Exam Grade Values

7 th Grade	– 10% of semester grade
8 th Grade	– 15% of semester grade
H. S. Credit Courses (Algebra I & Spanish)	– 20 % of semester grade
CITIZENSHIP	
O	Outstanding
S	Satisfactory / Good
N	Need Improvement
U	Unacceptable

CR	= Credit
NC	= No Credit
I	= Incomplete

An "I" for incomplete may be assigned temporarily at the close of any marking period if a student's work for the period has not been completed. Within two weeks after the beginning of the next marking period all missing work and tests must be complete and a grade assigned or the incomplete becomes an "F" grade. The classroom teacher is responsible for deciding the importance of the assignment, correcting tests/examinations, and assigning all grades.

Students and parents are encouraged to talk with the teacher if questions about grades or assignments arise. Each instructor is available to provide help with assignments or to talk with students and parents. Please call the school office at the middle school to determine when the teacher is available.

REPORT CARDS

Report cards are issued to students four (4) times a year. The report cards are an indication of a student's academic performance [Letter grades A through F].

Student citizenship is placed on the report card with other information regarding indications of student progress, specific problems, and absence/tardiness records.

PROGRESS REPORTS

Progress reports will be given to students following the fourth week of each marking period. These are not intended to be report cards. They are used to inform you of the following situations:

1. The student is improving and/or positive behavior which the teacher wishes to recognize.
2. The student is doing poor or failing work.
3. The student has a behavior problem, and because of their actions, their work is being affected or affecting the work of others.

PROMOTION AND RETENTION

Students are eligible for promotion based upon successful completion of all classes. A student failing two or more classes may be in jeopardy of retention or summer school replacement.

HOMEWORK

Homework will be assigned in many of the classes. Students are responsible for doing assigned work even though they have been absent. It is the student's responsibility to find out what assignment's he/she has missed and to see that the work is completed.

All students are expected to do all assigned homework to be submitted for full credit on the due date specified by the instructor.

PARENT PORTAL

<https://ps.abs.misd.net/public/>

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal gives parents and guardians access to:

- View your child's grades and transcript
- See your child's schedule
- Monitor your child's attendance
- Communicate with your child's teachers
- Stay current on homework, projects and deadlines
- View contact information

STUDENT ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be **continuous and consecutive** for the school year fixed by the school district.

Truancy

When it appears that absences are excessive (normally 10 days for the school year) without acceptable reason, the Macomb county Attendance Officer and the Probate Court system will be notified.

ABSENCES

For every absence, the student's parent or guardian must present information to the school explaining the reason for the absence. We prefer this information to be called into the school office by 10:00 a.m., the day of the absence. If this is inconvenient, a note signed by the parent or guardian must be presented to the office on the day of the student's return. Absences, which are not explained by parents within 24 hours, are unexcused. Acceptable reasons for absences:

1. Medical Reasons
Excessive absences require a doctor's note
2. Bereavement - to attend a funeral
3. Family Vacation or Religious Retreat

If a student has excessive absence or tardies without good cause, a referral to the county attendance officer will be arranged. If an absence is school related, it will not count against the student, ie: field trip, award presentation, etc.

UNEXCUSED ABSENCES

Students whose parents have not called to excuse them should report to the Office with their note. If parents have not called in and students have failed to bring in a note, they will be considered unexcused. After two (2) or more unexcused absences per marking period, make-up privileges for work or tests missing could be denied.

REQUEST FOR LEAVE OF ABSENCE

If parents find it necessary to take students out of school for an extended period, a Request for a Leave of Absence form should be obtained from the office. The form should be properly completed by the parent and teachers at least two (2) days before the leave is to begin. Homework is expected to be completed upon return.

MAKE-UP WORK

Students are allowed one (1) day for every day absent in order to make up their work. Students have the responsibility of asking the teacher for their work when they return to school. To receive passing grades, all work needs to be complete. Long term assignments/projects will be due upon the students return.

HOMEWORK REQUESTS

Students absent for three (3) consecutive days or less will obtain missed assignments from teachers upon returning to school. If you know your child will be absent four (4) or more consecutive days, you may call the school on the third day to request his or her work. Work can be picked up twenty-four hours after the request is made. Please call ahead to determine if make-up work is available.

LEAVING SCHOOL DURING THE SCHOOL DAY

A pupil, having reported to school, is not to leave before the regular closing time without permission from the office. If parents or legal guardians wish the pupil dismissed during the school hours, they should communicate in writing with the Assistant Principal's office. Dismissals without permission are recorded as truancy [skipping school] and leave the pupil subject to disciplinary action. When you pick up your child for an early dismissal, please remember to sign him/her out in the office after showing a picture id.

END OF THE DAY

Students should leave the building at the end of the school day unless they are in a conference with a teacher, participating in club activities, participating in the athletic program, or staying for after school detention. Students are not allowed to WAIT in the building for detention to end. This will result in a detention being assigned. **STUDENTS NEED TO PREARRANGE A RIDE HOME AFTER DETENTION. TELEPHONES MAY NOT BE AVAILABLE.**

TARDINESS

Tardiness to school means not being in your assigned seat for 1st hour class, when the bell rings at the beginning of the class. Classroom tardiness means not being in your assigned seat when the bell rings for the beginning of the class. To avoid being marked tardy, report to class on time or obtain permission to be late from the teacher that is expecting you. If another teacher causes you to be late, he or she will give you an excused pass. If you are more than 10 minutes late in arriving at school, a late slip must be obtained in the office. **THERE ARE NO EXCUSED TARDIES FOR 1ST HOUR.**

CLASSROOM TARDINESS FOR SEMESTER CLASSES

1ST AND 2ND TARDY	RECORDED BY TEACHER
3RD TARDY	A TEACHER WILL GIVE A REFERRAL TO THE STUDENT TO TAKE HOME AND RETURN THE NEXT DAY WITH A PARENT/GUARDIAN SIGNATURE
4TH TARDY	A DETENTION WILL BE ASSIGNED
5TH TARDY	TWO (2) DETENTIONS WILL BE ASSIGNED
6TH TARDY	TIME OUT OF SCHOOL FOR THE DAY
7TH TARDY	TIME OUT UNTIL A PARENT CONFERENCE IS HELD AND A BEHAVIORAL PLAN IS CREATED.

Tardiness is extremely disruptive to the education process of not only the offending student, but also the class and teacher. Students exceeding this level are subject to disciplinary action up to and including time out or parent supervision at school at the discretion of the principal.

STUDENT SERVICES

GUIDANCE AND COUNSELING

The objective of the guidance program is to aid students in making an easier and more satisfactory adjustment to life. During the school year personal, educational, or social problems may arise. You are encouraged to talk over your problems with the Counselor and take advantage of their help. Students with a counseling appointment should enter the counselor's office with their pass.

OFFICE PROCEDURES

When coming to the office, please indicate to one of the office secretaries why you are there. This will save time and get you back to class as soon as possible. You are to remain in the waiting area until permission is granted to enter the work area.

TELEPHONES

Students may use the office telephone to report illness or emergencies only. Students must have a pass from their teacher before coming to the office. Please ask before using the telephone and fill out the telephone log in the office.

LOST AND FOUND

It is important that any lost item of value be reported to the Office. Many items are thrown away or given to charity at the end of the 10-week period.

INTERNET POLICY

INTERNET POLICY – STUDENTS #5890

www.anchorbay.misd.net

Anchor Bay Schools is devoted to using the best technology can offer, in its effort to help students become lifelong learners. To that end, the Internet and other telecommunications networks are vital tools.

Students have the conditional right to access telecommunications networks to facilitate their growth in skills and their research. Users of telecommunications networks have the responsibility to follow all Board-adopted guidelines when using school facilities or school district passwords.

General Responsibilities:

- All Internet or other network passwords will be issued to faculty and staff only. Students may only use district facilities when using a staff password with that staff member's authorization.
- Students may not use personal passwords from school facilities.
- Access to toll numbers may be made only within the limitations of preauthorized school accounts. The holder of the password is responsible for all charges made while accessing with that password.
- Faculty and staff will supervise all student use of telecommunications networks authorized by their passwords.
- Students may not use faculty/staff passwords from home or other access sites.

Responsibilities while using telecommunications networks:

- Users have the responsibility to respect the privacy of all users. They shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users.
- Users have the responsibility to respect all copyright laws; copyrighted materials shall not be uploaded. School programs may not be downloaded for use at home.

- Users shall not incur charges for downloading materials without prior authorization.
- Users shall not develop or use programs that harass, infiltrate or otherwise interfere with the use of others.
- Users shall not access, download or bounce materials which would be otherwise prohibited in the schools, including but not limited to pornography, material which incites or encourages violations of laws, substance abuse or harassment on the basis of gender, race, ethnicity or condition of disability. It is the user's responsibility to keep virus programs off school equipment. Disks from outside the school may not be loaded on school computers.
- It is the user's responsibility to maintain the integrity of the system, by using appropriate logon and logoff procedures, reporting all malfunctions immediately, and powering off all equipment after use.

Users of telecommunications networks in the schools shall:

- Use the Internet for the support of education, research and information only.
- Obey all copyright laws.
- Report any misuse, illegal access, tampering or malfunction immediately.
- Accept responsibility for care of equipment.
- Keep all passwords confidential.
- Report security problems immediately.
- Use passwords only for authorized access, and not at other times.

Users shall not:

- Access inappropriate files.
- Access or modify accounts or files.
- Use the Internet in any way that would violate the Code of Conduct.
- Incur charges without prior authorization.
- Reveal personal or confidential information.
- Use passwords other than those authorized for school use, or at times other than authorized.

The school district reserves the right to access, read, delete any information on district files or charged to district passwords. Failure to follow these guidelines and procedures will result in loss of access and/or disciplinary action. (Adopted: Apr. 1996)

****MEDICAL EMERGENCY & SAFETY INFORMATION****

Emergency medical cards are required for every student. It is important that emergency cards with current information are on file for every child. Notify the office of all changes, including addresses, names, or phone numbers. It is very important that the school is able to reach a parent or guardian in case of injury or accident. The cards will be sent home with students. Students who forget the cards will be asked to call home and have their parent or guardian bring the card to school.

MEDICAL LIMITATIONS

Students having physical disabilities or other disabilities should make them known to the **main office**. [The information will be shared with teachers if the parent desires.] Necessary adjustments to meet student needs will be made in the most efficient manner possible.

MEDICATIONS

Students requiring medications during school hours are to have medicines held and administered by the principal's office. All medication must be accompanied by a physician statement and said notice must be on file in the office.

ACCIDENTS

Accidents must be reported immediately to the teacher or the principal's office. If the office is not notified of a problem when it happens, the staff cannot respond in a timely manner.

ILLNESS

If you become ill during the school day, you should:

1. Ask your teacher for permission to leave the classroom and come to the office. Tell the teacher, if you need help getting to the office.
2. The office will contact your home and, with your parent, decide if you should go home.
3. Your parent, guardian or other specified adult must come and get you. School personnel cannot take you home.

FIRE AND TORNADO DRILLS

The fire and tornado regulations will also be posted on the bulletin board in the classroom. Ask your teacher about appropriate directions. The response pattern will be slightly different for each classroom.

Emergency Drill Expectations:

1. Students will follow the drill directions given by the teacher.
2. Students will participate in the entire drill.
3. Students will participate in the drill quietly.
4. Students will walk quietly throughout the drill.
5. Students will stay with their assigned teacher at all times.

****UNDER NO CIRCUMSTANCES ARE YOU TO REMAIN IN THE RESTROOM DURING TORNADO OR FIRE DRILLS.****

SCHOOL ACTIVITIES

Please note: Activity attendance is an extension of the school day. Any student not in school on a given day due to illness, suspension, or unexcused absence is NOT allowed to attend or participate in any extra curricular activity on that day or the evening of that same day.

CO-CURRICULAR ACTIVITIES*

The middle schools will offer an opportunity for students to join different clubs and activities. *Subject to change

INTRAMURAL

6th & 7th Gr. Flag Football
7th Gr. Girls Basketball
8th Gr. Girls Basketball
7th Gr. Boys Basketball
8th Gr. Boys Basketball
7th Gr. Girls Volleyball
8th Gr. Girls Volleyball

INTRASCHOLASTIC

7th & 8th Gr. Girls Competitive Cheerleading
7th Gr. Girls Basketball
8th Gr. Girls Basketball
7th Gr. Boys Basketball
8th Gr. Boys Basketball
7th Gr. Girls Track
8th Gr. Girls Track
7th Gr. Boys Track
8th Gr. Boys Track
7th Gr. Girls Volleyball
8th Gr. Girls Volleyball
6th, 7th & 8th Gr. Wrestling
8th Gr. Boys Football

CLUBS

6th, 7th & 8th Gr. Cross Country
7th & 8th Gr. Girls Softball

Individuals are encouraged to join an activity which provides an addition to daily classes. Students who participate in extracurricular activities are required to meet standards and follow guidelines established by the club sponsors or coaches.

GENERAL INFORMATION

VISITORS

Friends of middle school students are invited to our school as visitors if prearranged with the student's parents, teachers and authorized by the principal's office. Visitors must be 6th, 7th, or 8th grader. This information, in addition to the student's name, should be included in a note. Please bring the note to the Principal's office at least three (3) days before the visit. No students from the other Anchor Bay Middle School are allowed to visit.

The visitor will obtain a pass from the Assistant Principal or Principal the morning of the visit. The visitor is to follow the rules of the school; any violation of these rules will result in the visitor and possibly the student being sent home. No student should plan on having any visitor for more than one (1) day. This visitor will be the responsibility of the host student. Younger brothers or sisters should not be brought to school.

VISITORS WILL NOT BE ALLOWED TO VISIT THE LAST THREE WEEKS OF SCHOOL.

STUDENT WIDE TRIP PROGRAMS

A student receiving a total of six (6) demerit points will be excluded from school wide trips: Washington D.C., Cedar Point and Dances. Any student involved in a fight, instigating a fight or referred for vaping or a major infraction of a violent nature will be excluded from the school trip program. Truancy students – no trips. **NO EXCEPTIONS TO THE POINT TOTAL PROGRAM WILL BE ALLOWED.**

Time Out	=	4 points
Detention	=	2 points
F Grade	=	2 points
N Citizenship	=	1 point
U Citizenship	=	2 points

UNEXCUSED ABSENCES

Over 10 days	=	3 points
--------------	---	----------

6TH GRADE STUDENTS WILL HAVE A THREE (3) WEEK PERIOD WHEN DEMERIT POINTS WILL NOT BE COUNTED.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper considerations for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-discipline which will make you a better person.

For the safety and welfare of all middle school students, these policies apply while you are in school, going to and from school, or at any school activity. Violations of these policies and rules will result in disciplinary action. Students may also be subject to disciplinary action if misconduct occurs out of school and has a direct adverse impact either on school discipline or on the general safety and welfare of staff or students.

Discipline will be imposed upon students who violate the rights of others. Should another student exhibit improper behavior toward you, contact the nearest staff member for assistance. This problem will be brought to the principal or assistant principal's attention at once. Physical retaliation (fighting) is not permitted for any reason. Fighting will result in removal from school.

In an effort to encourage positive changes in behavior, a student's past disciplinary record will be considered as it relates to future misbehavior.

DETENTION

An after school detention is an extension of the school day. It is the student's responsibility to notify parents of the date and time of their detention.

Students may be detained at the discretion of the instructor or building administrator as a disciplinary action or for the purpose of make-up work. Students will be given at least one (1) day prior notice so that transportation or other arrangements can be made. Transportation arrangements are the responsibility of parents and/or students. The detention period will last no longer than 55 minutes.

Student responsibility – Missed detention will be reassigned with two detentions added to the one missed. Failure to attend the reassigned days will result in a time out from school.

TIME OUT OF SCHOOL

A student who has been timed out will not be allowed to participate in or attend any school activities, or be on school property during the timed out period without parent supervision. A conference with the parent, the student, and an administrator may be necessary before the student is allowed to return to school.

When a student is timed out, parents will receive a letter. School work missed during a time out may be made up.

MISCONDUCT AND APPROPRIATE DISCIPLINARY ACTION

All offenses are cumulative and progressive. If students are transferred from one building to another during one school year, it will be considered one school assignment.

MISCONDUCT IS AN ACT WHICH DOES OR MAY INTERFERE WITH THE EFFICIENT OPERATION OF THE SCHOOL:

- by endangering the health and safety of any person
- by infringing on the rights of others
- by causing disruption of educational programs
- by causing loss or destruction of facilities

(A) MINOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Uncooperative with school personnel - students will obey the school staff.
2. Cheating – copying assignments or tests, giving an assignment or test to another student to copy (no credit for assignment/tests)
3. Dress code violation
4. Skipping school, irregular attendance - Students are to attend school regularly unless officially excused.
5. Not being on time for assigned classes and programs.
6. Violation of classroom or school rules.

7. Shoving and tripping (Hands Off).
8. Using improper language - Use of profane, indecent, or immoral language, lewd sexual comments or gestures.
9. Failure to provide required information, not identifying oneself to school authorities or the falsification of information.
10. Unauthorized sales of products on school property.
11. Unauthorized distribution or posting of communicative materials.
12. Plagiarism.
13. Inappropriate hallway behavior (See Hands Off), Unauthorized Area.
14. Inappropriate drawings
15. Taunting and Teasing
16. Throwing Objects – The throwing of any object on school property is prohibited. This is not only unsafe, but also untidy. Serious damage to individuals or to personal property may result. Any activity of this nature will result in disciplinary action up to, and including suspension depending on the student’s placement in the disciplinary process.
17. Not getting office permission to post materials in the school.
18. Public display of affection, kissing, hugging.
19. Use of skateboards or roller blades of any kind are not allowed on school property.
20. Possession of lighter and/or matches.

The severity of the infraction may require an accelerated consequence.

The student may be reprimanded, kept after school, lose privileges, receive counseling, have parent notification or conferences, or be excluded from activities.

For repeated minor infractions:

- 1ST disciplinary referral - parent contact and/or detention.
- 2ND disciplinary referral - parent contact and detention
- 3RD disciplinary referral - parent contact and 2 detentions or a time out
- 4TH disciplinary referral - one-day time out
- 5TH disciplinary referral - three-day time out
- 6TH disciplinary referral - five-day time out
- 7TH disciplinary referral - considered gross misconduct and will equal a long-term time out

Under certain circumstances, parents may be given the opportunity to come to school to supervise their son or daughter in school in lieu of time outs.

REPEATED MINOR INFRACTIONS MAY BE CONSIDERED MAJOR INFRACTIONS. Six (6) minor infractions will equal one (1) gross misconduct in one school year resulting in a time out until a parent conference is held. No additional detention will be assigned.

(B) MAJOR INFRACTIONS AND ILLEGAL ACTS

1. Use, sale, or possession of tobacco or E-cig (vaping) on school property or during school-sponsored activities will result in a 5-day suspension. If the student attends the Teen Intervene Vaping Class, the suspension may be reduced to 3 days. If the E-Cig or Vape device is found to contain Marijuana, the suspension will be 10 days. If the student attends the Teen Intervene Vaping Class, the suspension may be reduced to 7 days.
2. Use, sale or possession of illegal drugs, drug paraphernalia or look alike substances, or alcohol on school property or during school sponsored activities.
3. Arson – the intentional setting of fires on school property.
4. Assault – Physical or Verbal to staff or student. (5 days timed out of school)
5. Battery – harmful striking of another person.
6. Burglary – breaking and entering a building with intent to steal.
7. Stealing – taking or having possession of another person’s property.
8. Possession, use or distribution of fireworks, explosives or flammable materials.
9. Hazing – performing an act of coercion to perform an act of initiation into a group, class, or organization that causes physical, mental, or emotional harm.
10. Extortion – use of force or threat of force to violate the rights of others; obtain money, property, or privilege.
11. Possession of firearms, weapons, or items that could be used as weapons on school premises. (See page 24)
12. Gambling.
13. Malicious Mischief – (Property damage or vandalism).
14. Trespassing – being in an unauthorized location without permission.
15. Unlawful interference with school authorities or programs.
16. Setting of false alarms for fire, violent weather, or other natural disaster.

17. Bomb threats made to schools or school personnel.
18. Forging school documents, forms or notes.
19. Fighting – physical aggression toward other students. (5-day time out for both parties on the first offense unless one party attempted to walk away and was physically unable.)
20. Instigating a Fight – When a “3rd party” is found to be the cause of a fight by urging or bringing about a fight, it will be dealt with as a fight and the person assigned a 5-day time out.
21. Possession or distribution of materials which are libelous, pornographic, which advocate illegal acts.
22. Gaining access to school records (on paper or in electronic form) without authorization.
23. Alteration of school records (on paper or in electronic form).
24. Gross negligence violation of rules for safe and orderly conduct that seriously jeopardizes the health and safety of others in the school or at school-sponsored activities. Smoke bombs/stink bombs or fireworks.
25. Disorderly Conduct – substantial interference with the operation of the district by unlawful student assemblage or group acts of violence, disruption, vandalism, or building seizure.
26. Dishonesty – To accuse or defend others, or to benefit oneself by making false statements.
27. Insubordination-Directly disobeying the directive of a staff member or school rules at school or on adjacent property while the student is going to or returning from school during the day.
28. Persistent misbehavior (continually committing minor infractions), gross misconduct, abnormal or disorderly behavior, violations or bodily conditions detrimental to the school.
29. Entering another student’s locker without their permission.
30. Throwing Snow – Throwing snow on school property or around the buses.
31. Computer Crime – Violation of school computer use policy.
32. Profane comments, inappropriate comments or gestures directed toward staff.
33. Improper touching of another student, indecent exposure.
34. Bullying, Racial, or Sexual Harassment.
35. Threat to staff; verbal, physical, or intimidation.
36. Use or possession of a laser pointer on teacher/student on school property or during school activity.
37. Gang related activity and clothing
38. Students taking unauthorized pictures or videos will be timed out of school.

MINIMUM CONSEQUENCES FOR MAJOR INFRACTIONS

- 1st Offense = 3 Day Time Out
- 2nd Offense = 5 Day Time Out
- 3rd Offense = 10 Day Time Out
- Subsequent Offenses = 10 Day Time Out

Note: The severity of the infraction may require an accelerated consequence up to and including expulsion.

A student who has been timed out will not be allowed to participate in or attend any school activities, or be on Anchor Bay school property during the timed-out period.

To provide a safe environment for all students in the Anchor Bay School District, all gang identifying clothing, items, and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property and at all school related events.

Students violating the above regulation will be subject to disciplinary action up to and including expulsion and referral to police. Non-students will be refused entry to schools and school events or asked to leave.

WEAPONS

If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is enroute to or from school on a school bus, the superintendent of the school district will immediately report that finding to the pupil’s parent or legal guardian and the local law enforcement agency. A dangerous weapon means a firearm including air and gas-powered guns (whether loaded or unloaded), a dagger, a dirk, a stiletto, razors, a knife with a blade more than three inches in length (measured from the hinge), a pocket knife opened by a mechanical device, iron bar, brass knuckles, martial arts weapons or any other object used to threaten or harm another student. Weapons may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.”

If a student possesses a dangerous weapon, the Board of Education or its designee will expel the student permanently from the school district, subject to possible reinstatement, unless the student establishes in a clear and convincing manner, at least one of the following:

1. The object or instrument possessed by the student was not intended for use as a weapon or for direct or indirect delivery to another person for use as a weapon.

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

ASSAULT

A student enrolled in grade 6 or above who commits a physical assault at school against another student, shall be subject to permanent expulsion with the right to reapply to the school district after 180 days. If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school district then that student shall be expelled from the school district.

“Physical assault” shall mean intentionally causing or attempting to cause physical harm to another through force or violence. If a student enrolled in grade 6 or above commits a verbal assault against a person employed by or engaged as a volunteer or contractor by the school district then that student shall be suspended or expelled from the school district.

“Verbal assault” shall mean a direct threat of physical harm by threatened force, violence, or intimidation.

POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PUPILS OF ANCHOR BAY SCHOOL DISTRICT

Pupils observed drinking or in possession of alcoholic beverages by a school employed adult and supported by building administrator, while under school sponsorship will be subject to:

1. First Offense: A five (5) day school time out followed by parental visitation and an appointment with a substance abuse counselor will be required. In addition, a pupil will be removed from student activities for a period of time deemed advisable by a building administrator.
2. Second Offense: Ten (10) day school time out followed by parental visitation. In addition, a pupil will be removed from student activities for a period of time deemed advisable by a building administrator.
3. Third Offense: Decision by the Board of Education for expulsion.

If it is determined by an administrator that the student was under the influence of alcohol while attending school activities or on school property, a said student may be indefinitely suspended from school. The principal will immediately contact the parents. The student will be reinstated only upon firm assurance from the parents and the student that they will cooperate fully in avoiding further violation.

POSSESSION OF ILLEGAL (CONTROLLED) SUBSTANCES

Students illegally using, possessing, selling, distributing/trading, or under the influence of a controlled substance (includes prescription drugs without consent) while attending school, on school grounds or any school related activity is prohibited at all times (24 hours a day, 365 days a year). Any other mood-altering substance (diet pills, caffeine tablets, inhalants), or a substance which is represented as a drug or intoxicant, or if a student is in possession of related drug paraphernalia at any time shall be subject to the following:

1st Offense: Ten-day time out of school followed by a parent meeting and an appointment with a substance abuse counselor. Failure to abide by the counseling requirement shall lead to the possibility of expulsion proceedings. In addition, the student will be removed from student activities for a period of time deemed advisable by the building administrator. A police report will be filed.

2nd Offense: A recommendation for expulsion will be made to the Board of Education. A police report will be filed.

Selling drugs (this includes prescription drugs) will result in a recommendation for expulsion on the first offense.

RIGHT TO APPEAL

Whenever the student or their parents, or guardian, alleges that he or she is aggrieved due to the application of any administrative rule, regulation, or order, and a satisfactory conclusion was not arrived at the lowest level, the aggrieved party has the right of appeal. The aggrieved party will request in writing an appeal to the building principal or his or her representative within three (3) school days following the original course of action.

In the event that a satisfactory conclusion is not reached at the original building level, the aggrieved party has the right to appeal to the superintendent or his or her designated representative. Each building principal has copies of the exact and formal appeal procedure and they are available upon request.

CELL PHONE POLICY

USE OF CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES

Cell phones and electronic communications devices must be turned off and left in student lockers during the school day.

Students Caught Using Cell Phones

Since use of such devices can contribute to disruptions and student misbehavior, students whose cell phones go off in school or who use cell phones or electronic communication devices with or without a camera or video capability during the school day will be subject to the following consequences:

- 1st Offense- Confiscation, phone call home, student picks up phone at the end of the day.
- 2nd Offense- 1 after school detention- parent pick-up.
- 3rd offense- 2 after school detentions- parent pick-up.
- 4th Offense- 1-day suspension.
- 5th Offense- 3-day suspension.

The administration reserves the right to accelerate consequences as necessary. **Students caught using the video or camera capability of the phone during the school day without prior approval of the building principal will be subject to suspension from school.**

STUDENT CODE OF CONDUCT



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

STUDENT CODE OF CONDUCT

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

Revised June 2018

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

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

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

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

Sincerely,

*Anchor Bay School District,
Administrative Team*

Code of Conduct
TABLE OF CONTENTS

Absence and Tardiness	22
Acts of Misconduct.....	21
Anti-Bullying Policy.....	21
Assault	27
Bus Transportation.....	28
Categories of Misconduct	21
Cell Phones and Electronic Communication Devices	25
Disciplinary Actions for Major Infractions	25
Disciplinary Action for Minor Infractions	24
Due Process	27
Equal Opportunity	20
Fraternalities, Sororities, Gangs & Secret Organizations	23
Harassment	23
Illegal Actions and Major Infractions	24
Long Term Suspension and Expulsion.....	26
Mandatory Expulsion for Serious Offenses.....	26
Police Interviews	27
Possible Disciplinary Action for Minor Offenses.....	27
Public Act 328 of 1994	29
Reporting Obligation	27
Responsibilities of Students.....	20
Responsibility for a Safe and Orderly School Environment.....	20
Search and Seizure.....	22
Special Responses.....	25
Student Information Telephone Numbers	30
Student Grievances	27
Student Publications	23
Student Sexual Harassment.....	23
Students Charged with Gross Misdemeanors or Felonies	26
Tardy Progression/Consequences	22
Transportation.....	28
Weapons	26

STUDENT CODE OF CONDUCT EQUAL OPPORTUNITY

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

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

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

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

RESPONSIBILITIES OF STUDENTS

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

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

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

RESPONSIBILITY FOR A SAFE AND ORDERLY SCHOOL ENVIRONMENT

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

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

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

The policy manual further states:

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

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

ANTI-BULLYING POLICY

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

CATEGORIES OF MISCONDUCT

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

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

ACTS OF MISCONDUCT MAY FALL INTO THE FOLLOWING CATEGORIES

MINOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

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

POSSIBLE DISCIPLINARY ACTION FOR MINOR OFFENSES:

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

Actions may include all or part of the following:

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

ABSENCE AND TARDINESS

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

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

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

TARDY PROGRESSION/CONSEQUENCES

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

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

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

The following action will be taken upon student unexcused absences:

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

SEARCH AND SEIZURE

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

STUDENT PUBLICATIONS

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

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

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

The Board also prohibits publications which:

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

HARASSMENT

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

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

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

STUDENT SEXUAL HARASSMENT

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

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

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

FRATERNITIES, SORORITIES, GANGS AND SECRET ORGANIZATIONS

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

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

ILLEGAL ACTIONS AND MAJOR INFRACTIONS

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

MAJOR INFRACTIONS:

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

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

DISCIPLINARY ACTION FOR MAJOR INFRACTIONS

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

CONSEQUENCES FOR MAJOR INFRACTIONS

1st Offense = Up to 3 day Suspension

2nd Offense = Up to 5 day Suspension

3rd Offense = Up to 10 day Suspension

Subsequent Offenses = Up to 10 day Suspension

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

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

SPECIAL RESPONSES

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

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

CELL PHONE / ELECTRONIC COMMUNICATIONS DEVICES (ECD)

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

Cell phone violation

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

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

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

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

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

LONG TERM SUSPENSION AND EXPULSION

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

STUDENTS CHARGED WITH GROSS MISDEMEANORS OR FELONIES

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

MANDATORY EXPULSION FOR SERIOUS OFFENSES

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

(Michigan Revised School Code 1311).

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

WEAPONS

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

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

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

ASSAULT

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

INTERVIEWS OF STUDENTS BY POLICE AND OTHER PUBLIC AGENCIES

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

REPORTING OBLIGATION:

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

DUE PROCESS:

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

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

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

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

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

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

STUDENT GRIEVANCES:

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

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



Transportation Guidelines Information for a Safe and Orderly Transportation System

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

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

Bus Stop Etiquette

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

Bus Routes and Bus Stops

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

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

School Bus Safety

Students must:

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

Bus Conduct Reports

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

Middle School and High School Students

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

Additional

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

Different bus stops may be assigned for the following reasons:

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

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

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

PUBLIC ACT 328 OF 1994:

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

STUDENT INFORMATION NUMBERS

(Courtesy of the Bay Haven Zero Tolerance)

MACOMB COUNTY

FOR ANY EMERGENCY IN MACOMB COUNTY-CALL 911

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

Abuse/Family Violence (24 Hours)

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

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

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

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

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

Alcohol/Drug Abuse

Alateen/Al-Anon 800-813-3105

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

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

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

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

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

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

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

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

Macomb County Juvenile Court 586-469-5240

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

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

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

New Baltimore Police/Fire Department 586-725-2181

Counseling

First Resource-North 586-469-7629

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

Macomb Family Services 586-752-9696

Health Care Information

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

Macomb County Health Clinic 586-469-5235

Macomb County Health Department

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

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

Parenting Issues/Classes (24 Hours)

Parent Helpline 800-942-4357

Runaway Services/Shelter (24 Hours)

Family Youth Interventions 586-465-1212

Homeless Student

Assistance..... 586-228-3490

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

Sexual Assault Services (24 Hours)

RAINN 800-656-HOPE

Suicide Prevention (24 Hours)

Macomb County Crisis Center 586-307-9100

Volunteering

Youth Volunteer Corps

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

Officer Liaison

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

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

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