

STUDENT CODE OF CONDUCT

ANCHOR BAY SCHOOL DISTRICT
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Casco, MI 48064
(586) 725-2861

Revised June 2015

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

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

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

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

Sincerely,

*Anchor Bay School District,
Administrative Team*

Code of Conduct

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STUDENT CODE OF CONDUCT EQUAL OPPORTUNITY

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

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

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

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

RESPONSIBILITIES OF STUDENTS

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

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

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

RESPONSIBILITY FOR A SAFE AND ORDERLY SCHOOL ENVIRONMENT

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

When efforts fail or are not accepted by the student, parents must then deal with their child in whatever way is necessary to 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, 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 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.

HIGH SCHOOL 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
- 4th Offense = Grade Review
- 5th Offense = Grade denied

MIDDLE SCHOOL 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.**

Lunchroom tardiness means not being in the lunchroom when the bell rings for the beginning of your lunch period. Lunchroom tardiness will be treated the same as a classroom tardy.

CLASSROOM TARDINESS FOR SEMESTER CLASSES

1ST AND 2ND TARDY
3RD TARDY

RECORDED BY TEACHER
A TEACHER WILL GIVE A REFERRAL TO THE STUDENT
TO TAKE HOME AND RETURN THE NEXT DAY WITH A

4TH TARDY
5TH TARDY
6TH TARDY
7TH TARDY

PARENT/GUARDIAN SIGNATURE
A DETENTION WILL BE ASSIGNED
TWO (2) DETENTIONS WILL BE ASSIGNED
TIME OUT OF SCHOOL FOR THE DAY
TIME OUT UNTIL A PARENT CONFERENCE IS HELD

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:

1. Use, sale or possession of tobacco 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 or information.
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 and/or compromising the school network/ hacking
22. Possession of laser devices on school property or during school activities.
23. Use, sale or possession of illegal drugs/drug paraphernalia or look-alike substances including E-cigarettes or alcohol on school property or during school-sponsored event.
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. Bomb threats made to school or school personnel.
32. Gang related activity.
33. Throwing items over the balcony railing (* 10 day suspension due to risk of injury to those below.)
34. Improper touching of another student, lewd and promiscuous behavior.
35. Cell Phone/Electronic Communication Device – refusal to surrender to requesting staff member as directed

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. The building administrator may also require a parent, guardian, or designee to accompany a student to class in lieu of suspension in some cases. 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.

HIGH SCHOOL 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 POSSESION 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 with or without a camera or video capability 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.

MIDDLE SCHOOL CELL PHONE / ELECTRONIC COMMUNICATIONS DEVICES (ECD) POLICY

CELL PHONE / ELECTRONIC COMMUNICATIONS DEVICES (ECD) POLICY

Cell phones, /any type of electronic communications devices must be turned off and left in student lockers during the school day.

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 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 and pick up by a parent or guardian

2nd Offense - 1 day suspension

3rd Offense - 3 days suspension

4th Offense - 5 days suspension

5th Offense - 10 days 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 requesting school personnel, 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 devise, 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 Superintendent or his/her designee 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 Superintendent.

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 Superintendent at (586) 725-2861, or writing to the District at 52801 Ashley, New Baltimore, MI 48047-3933.



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 Services586-412-6109

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

Family Violence Hotline877-412-6109

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 Offices586-949-2322

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 Department586-469-5151

New Baltimore City Office586-725-2151

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 Services586-752-9696

Health Care Information

AIDS Partnership Michigan Hotline 9am-9pm800-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 Interventions586-465-1212

Homeless Student

Assistance.....586-228-3490

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

Sexual Assault Services (24 Hours)

RAINN800-656-HOPE

Suicide Prevention (24 Hours)

Macomb County Crisis Center586-307-9100

Volunteering

Youth Volunteer Corps

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

Officer Liaison

Deputy Brent Old.....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 Deputy Haley Bonner	586-648-2525
Poison Control	800-754-7661
Runaway Assistance Program (R.A.P.).....	800-292-4517
St. Clair County Health Department	810-987-5300
St. Clair County Community Health Service	810-985-8900
St. Clair County Sheriff.....	810-987-1700
National Domestic Violence Hotline	800-799-Safe (7233)