

This agenda belongs to:

Name: _____ Grade: _____

TABLE OF CONTENTS

<u>Content</u>	<u>Page(s)</u>
Anti-Bullying / Conflict Policy <i>Bullying, Physical Bullying, Verbal Bullying, Cyber Bullying</i>	2
Expected Student Behavior <i>Classroom and Hallways</i>	2
Lockers <i>Use of school lockers, Search & Seizure, Backpacks</i>	3 - 4
Transportation <i>Bus stop etiquette, Routes & Stops, Bus safety Bus conduct reports</i>	4 - 6
Student Conduct <i>Sporting events, Assemblies, Dress Code, Lunchroom</i>	6 - 7
Achievement Reporting <i>Grading scale & Honor Roll Grade Reporting, Progress Reporting, Promotion, Retention & Homework</i>	7 - 8
Parent Portal	8
Student Attendance <i>Absences – Excused/Un-Excused Request for leave, Make-Up, Homework Request Leaving School, End of the Day</i>	8 - 9
Tardiness <i>Morning, Classroom, Passing Time</i>	9-10
Student Services <i>Guidance, Office, Telephones, Lost & Found</i>	10
Internet Policy	10-11
Medical & Safety Procedures <i>Emergency Medical Info, Medical Limitations Medications, Accidents/Injuries, Illness</i>	11
Cell Phone Policy <i>Emergency Drills</i>	12
School Activities <i>Interscholastic, Intramural Activities, Clubs</i>	13
General Information <i>Visitors, School Wide Trips</i>	13
Academic Integrity	14
Discipline	15-20

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 a student's ability to learn and school's ability to educate its students in a safe environment. Administration and school wide staff will work to create a safe, inviting, comfortable climate for all students. Staff will also work to ensure all students are treated with respect.

***Bullying is often the first claim that is made when two or more students are involved in peer conflict. It has unfortunately become the buzzword that all conflicts get labeled. Every situation involving bullying or harassment is unique and involves different responses to each scenario. It's important to be educated about what bullying is. Below are definitions of each type.*

Bullying Definitions

Bullying

Anyone who repeatedly uses physical, verbal (spoken or written language), social media, text, or email in a negative manner repeatedly after it has been addressed and parents notified.

Physical Bullying

The repeated use of force towards a person's body or personal belongings repeatedly after it has been addressed and parents notified.

Verbal Bullying

Repeatedly using negative and or damaging words (verbal or written) toward another person with malicious intent repeatedly after it has been addressed and parents notified.

Cyber Bullying

Use of social media, email, text, Snapchat, TikTok, or other media platforms in a negative manner towards another person repeatedly after it has been addressed and parents notified.

*****It is important to note that cyber bullying outside of school hours is a police matter. Our Police Liaison is available for these matters. School discipline would not apply. It becomes a school matter if it occurs during the school day or causes a significant disruption to the educational process.***

Expected Student Behavior

Classroom Behavior- The 3 P's

- **Prompt**
 - Sitting in your assigned seat when the bells rings
- **Prepared**
 - Having all necessary materials ready before class begins.
 - Pencils, books, and any materials your teachers require.
 - Being attentive and respectful to the teacher and class.
 - Asking questions to clarify any misunderstood concepts.
- **Polite**
 - Addressing teachers in an appropriate manner.
 - Following the teacher's instructions and directions (classroom procedures).

Hallways (Hands Off)

Appropriate Hallway Behavior Includes:

1. Moving In an orderly manner; 2. No running; 3. Volume at an acceptable level; 4. Managing time at lockers/restroom to arrive on time; 5. No public displays of affection (kissing, holding hands); 6. Treating the building and facilities with respect.

Lockers

Searches of Student's Lockers and Locker Contents

NOTE- LOCKERS ARE SCHOOL PROPERTY

All lockers assigned to students are property of the school district. At no time will the school relinquish its exclusive control of its lockers. Administration and its designee's will have all combinations to all lockers on file in the main office. Students are prohibited to put locks on any locker without administrative approval.

A student's failure to allow search and seizure as provided in this policy will be considered grounds for disciplinary action. Personal effects (I.E. – Purse, Book Bag, Athletic Bag, etc.) will be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a search yields illegal contraband/materials, such findings will be turned over to the proper legal authorities for ultimate disposition.

Legitimate use of School Lockers

School lockers are assigned to students for convenience and temporary use. Lockers are to be used exclusively for school-related materials. Lunches, outerwear, grooming aids and sport equipment for school sponsored activities are allowed. Students shall not use lockers for any other purpose, unless specifically authorized by school administration or Board Policy in advance of bringing materials to school. Students are solely responsible for the contents of their lockers and shouldn't share lockers with classmates. It is important to not divulge a locker combination to anyone. The school is not responsible for lost or stolen items.

!! Students SHOULD NOT pre-set their lockers! This is inviting theft to occur. !!

Search of locker contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations; which provides greater safety and security for students and personnel. The Board of Education authorizes school administration, and or it's designee, to search locker contents at any time, without notice, and without parent/guardian, student's consent.

School administration, or it's designee, shall not be obliged, but may request the assistance of law enforcement, and or school security, in conducting a locker search. In the course of a locker search, administration, or it's designee, will respect the contents of the student's possessions that are not illegal in nature, or against school rules.

To maintain order and discipline in school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker and desk under the circumstances outlined below and may seize any illegal, unauthorized contraband/materials discovered. Student lockers and desks are property of the school and remain, at all times, under the control of the school district. 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 anytime without notice or consent from the student or parent. Search warrants are not needed on school property.

Seizure

When conducting locker searches, any illegal or unauthorized materials may be seized by school administration, or it's designee. Such items include, but not limited to: firearms, explosives, dangerous

weapons, flammable material, controlled substances, intoxicants, contraband, poison and stolen property. Law enforcement will be notified of any illegal materials that are seized during the search per law (Statewide School Safety Information Policy). Any items seized will be held by administration as evidence during an investigation. It will then be turned over to Law Enforcement at the conclusion of the proceedings.

Backpacks

Students will be required to leave backpacks and other unnecessary items in their lockers. Teacher required items are the only items/materials that are allowed to be in class. This includes oversized winter coats.

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 Schools transportation guidelines and safety rules are also included in this guide.

School bus transportation is provided only for eligible students and is 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 read the following guidelines to protect transportation privileges.

Bus Stop Etiquette

- Students should arrive at the bus stop 5 minutes before the scheduled pick-up time. Earlier arrival may pose behavioral issues due to the lack of supervision.
- Parents are responsible for getting the student to and from the bus stop; along with their behavior while at the stop.
- While waiting at the bus stop, students should remain in the assigned area. Congregating in unassigned areas, such as lawns, driveways or private property, may result in resident complaints.
- Please take care not to litter while waiting and be considerate of residential/commercial property.
- Please keep noise to a minimum so as to not disturb area residents.
- Parents in cars, please do not block driveways or park in a way that impedes traffic and the bus route.

Bus Routes and 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 routes are established on the basis of safety, efficiency, and the age of students. State of Michigan Laws state that buses shall be visible in both directions when stopped (400 feet visibility). Bus stops shall be at least 200 feet apart. Not all stops are door to door. High school, middle school, and elementary bus stops are centrally located. Exceptions are made with

main road stops, but it may be required that students combine a stop to keep within the legal 200 feet requirement.

- Students should never run for the bus as it is departing. This is dangerous. The driver will not be able to see students running for the bus. Arrive 5 minutes early to the stop!
- The transportation office reserves the right to change bus stops and routes when necessary. Student and parents will be notified of any changes.
- Parent cooperation is required to make sure the students ride the buses that they are assigned. This will ensure that the school and transportation office will have accurate counts and identification of the students if an emergency arises.
- Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe and impassable roads.

School Bus Safety

- Wait in an orderly fashion at least 10 feet away from the edge of the roadway.
- Cross the road only in front of the bus per driver's instructions.
- Hang onto the handrail when entering or exiting the bus.
- Middle school and elementary students will have assigned seats.
- Sit in assigned street 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 as they see fit.
- Fighting and horseplay will not be tolerated. HANDS OFF POLICY.
- Be courteous! No inappropriate language or gestures.
- Keep the bus clean.
- Students will be financially responsible for any damages they may cause to the bus.
- No oversized objects will be allowed. Items must be secured on the student's lap.
- No live animals-skateboards/longboards-skates/blades- or balloons allowed.
- Do not touch bus mechanisms, switches, or supplies. This includes emergency windows and door latches, unless instructed by the driver.
- No eating or drinking on the bus. All buses are posted as a Peanut Allergy bus.
- Illegal substances, weapons or obscene material are not permitted.
- Do not distract the driver. This is potentially hazardous to the safety of all passengers.
- Students must have written permission by a parent/guardian to ride a different bus, or get out at a different stop. This must be endorsed by the school.
- Bullying and or taunting will not be tolerated.

Bus Conduct Reports

Bus conduct reports will be issued for infractions of bus rules or safety. Bus conduct reports will be delivered to the assistant principal for review and discipline. Any financial restitution must be made before bus riding privileges are reinstated.

Disciplinary Actions for Bus Conduct Reports

Middle School North Students

- | | |
|----------------------------|--|
| 1 st Infraction | Warning from assistant principal with contact home. <i>This step may progress into discipline depending on the infraction.</i> Referral emailed home. |
| 2 nd Infraction | School disciplined will be issued. Referral emailed home. |
| 3 rd Infraction | 1-week suspension of bus privileges. Referral emailed home. |

4 th Infraction	2-week suspension of bus privileges. Referral emailed home.
5 th Infraction	Suspension of bus privileges for the remainder of the school year with an opportunity to earn back bus privilege.

Additional Information

All students are assigned to the bus stop based on a home address. If you require a different stop, A “alternate bus form” must be obtained at the school, online, or at the transportation office.

The criteria are as follows:

- Child care arrangements must be in the same school’s boundaries.
- *Child care arrangement must be for all 45 days.*
- The alternate stop must be a stop on a bus run.
- You will be notified by the transportation department when your request has been filled. Do not change your stop location until the transportation department contacts you.

Student Conduct in General

Dress Code

Anchor Bay Schools respect students’ right to express themselves in the way they dress. All students who attend Anchor Bay Schools are expected to respect the school community by dressing appropriately for the K-12 environment. Student attire should facilitate participation in the learning and health and safety of students and adults who supervise them. This policy is intended to guide students, staff, and parents.

The following guidelines shall be followed, which allows for student expression but also to aid in academic success and safety.

Guidelines shall prohibit student dress or grooming practices which:

1. Presents a hazard to the health and safety of the student 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 educational objectives because of blocked vision or restricted movement.

Inappropriate attire includes:

- Profane, negative, or obscene writing or pictures
- Sunglasses (unless prescription transitional lenses)
- Hoods, or anything that covers the ears
- Tube tops or single strap tops. Tops must have a strap on both shoulders
- Transparent clothing
 - Clothing that reveals undergarments
 - Clothing that exposes nipples, genitals, or buttocks
- Clothing that has references to drugs, alcohol, tobacco, sex, gangs, illegal activities, demonstrates association with hate groups, or uses hate speech targeting a protected class – may not be worn.

Footwear with a sole must be worn at all times.

Students who represent the district at an official or school sponsored function or public event (I.E. – athletic teams, band, choir, AFJROTC, etc.) may be required to follow specific dress requirements as a condition of participation or attendance. Specialized courses may require specialized attire such as sports uniforms or safety gear. I.E.- Physical Education and Career and Technical classes.

The administration at each school reserves the right to determine what constitutes appropriate dress.

Any student with inappropriate clothing will remain in the office until an appropriate solution is found. This may require a change clothing to be brought to the school.

Lunchroom Expectations

- Remain seated after getting your food and until dismissed.
- Garbage barrels will be brought around to the table to collect trash.
- Keep all food off of the floor. Excessive messes will result in lunch detention.
- Use respectful levels of conversation. Yelling and screaming will be tolerated.
- Misbehavior in the lunchroom WILL result in school discipline.
- Throwing food will result in a time-out from school. ***If you throw- you go!***

Achievement Reporting

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

<p><u>Grading Scale</u> 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% <i>F- Failing = 59 and Below</i> CR = Credit NC = No Credit I = Incomplete</p>	<p><u>Final Exam Grade Values</u> 6th Grade – 5% of Semester Grade 7th Grade - 10% of Semester Grade 8th Grade – 15% of Semester Grade</p> <p><u>Honors Exam Grade Values</u> 6th Grade – 10% of Semester Grade 7th Grade – 15% of Semester Grade 8th Grade – 20% of Semester Grade</p> <p><u>High School Credit Course, ALg. 1 and Spanish</u></p> <p><u>Citizenship</u> O Outstanding S Satisfactory / Good N Needs Improvement U Unacceptable</p>
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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.

Report Cards

Report cards are uploaded to the Parent Portal four (4) times a year. The report cards are an indication of a student's performance (Letter Grades A-F). Student citizenship is placed on the report card with other information regarding indications of student progress, specific problems, and absence/tardiness records.

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 placement.

Homework

Homework will be assigned in many classes. Students are responsible for doing assigned work even though they have been absent. It is the student's responsibility to find out what assignments they have missed and to see that the work is completed. Schoology and communicating with the teacher is rec.

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

<http://ps.abs.misd.et/public>

Parent involvement is crucial to a student's academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The 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 deadline
- View contact info

Student Attendance

Regular attendance in school is an essential part of our student's academic success. Michigan law requires that whomever has custody or charge of any child between ages 6 and 18 shall assure that the child attends public school during the entire year. Michigan law requires that the student's attendance shall be **continuous and consecutive** for the school year fixed by the district. ***!! Truancy !! When it appears that absences are excessive (normally ten 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.

Acceptable reasons for absences:

- Medical- Excessive absences require a doctor's note
- Bereavement- Attending funerals
- Family Vacation or Religious Retreat

Unexcused Absences

If parents have not called their child in and a note is not presented by the student, they will be considered unexcused.

Leave of Absence

If parents find it necessary to take students out of school for an extended period of time. See homework policy & Schoology.

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 to be dismissed during school hours, they should communicate with the main office prior to picking the students up. When you pick your child up for early dismissal, please remember to sign him/her out in the vestibule after showing Identification.

Homework Policy and Absences

Teachers have assignments on their Schoology page. Students can access the information on Schoology at any time. It is the parent and student's choice to access Schoology while they are absent to keep up with the work or do it when they return. In either case, the student will have 1 day per day missed to make-up the work. If the work is not submitted in the proper amount of time our "Homework Policy" will go into effect. 5 days are allowed to submit after a due date. However, each day late will result in a 10% reduction OF CREDIT. I.E. 1 day late is a 10% reduction- 2 days late is a 20% reduction etc.

Tardiness

Tardiness to school means being in your assigned seat for 1st hour when the bell rings at the beginning of the class. Classroom tardiness means not being in your assigned seat when the bell rings at the start of 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, office staff, or administrator cause you to be late, you receive a pass to class excusing the tardy. If you are late arriving to school, a late slip must be obtained from the office. Arriving late in the first 10 minutes will result in a tardy.

Tardiness is very disruptive to the education process of not only the offending students, but also the class and teacher. Students exceeding this level are subject to disciplinary action up to and including a time-out from school.

Classroom Tardiness for Semester Classes

The assistant principal will receive a tardy report on a weekly basis to identify students that are being marked tardy. The following process determines the actions that will take place if tardiness becomes a consistent problem.

1st and 2nd Tardy

3rd Tardy

4th Tardy

5th Tardy

6th Tardy

7th Tardy

Recorded by the teacher

Meeting with the Assistant Principal (warning referral emailed home)

One (1) after school detention will be assigned (referral emailed home)

Two (2) after school detentions will be assigned (referral emailed home)

One (1) day time out from school (suspension letter mailed home)

Timed out of school indefinitely until a conference is held and a behavioral plan is created (parent contact and meeting date and time established)

Guidance and Counseling

The objective of the Student Services Office is to:

- Aid students in peer conflict resolution
- Scheduling concerns
- Provide support in times of need
- Counsel students on how to manage the school day
- Organizational support
- Overall Mental Health and Wellness support

Students are encouraged to seek guidance when they feel they need it from our Student Services Department. Don't be afraid to make an appointment!

Office Procedures

Parents

The office staff at MSN is dedicated to providing excellent customer service while ensuring the safety of our student body and staff. The procedures are in place to be fast, efficient and safe.

When entering through the main entrance, please do the following:

1. Press the speaker button to speak to an office member
2. State the reason for your visit
3. Scan the QR code and have an ID ready to identify who you are if you are picking your child up.
4. If you are dropping something off for your child, one of our staff will greet you at the door and get the items to the student.

Students

When coming to the office, please let an office staff member know why you are there and what your needs are. If you need to contact home, the office phone is available to you after you have spoken to a staff member. **Please do not use your own cell phone to call home.** You will need to fill out the phone log before calling.

Internet Policy

Anchor Bay Schools is devoted to using the best that technology can offer in its effort to help students become lifelong learners.

Acceptable use of technology includes:

- Guided research from an instructor
- Being responsible for the care of the machines
- Reporting misuse immediately to the nearest staff member
- Reporting any security issues- tampering, hacking, etc.
- Obeying all laws- decency, copyright, etc.
- Project based assignments or research papers

Unacceptable use of technology includes:

- Accessing inappropriate files/websites
- Accessing accounts that are not assigned to the individual user
- Use of the internet in a way that violates the Code of Conduct
- Using social media to harass, intimidate and or bully
- Harassment based on Gender, Race, Ethnicity, Disability, or General Unruliness

- Accessing materials that would be prohibited in schools. Including but not limited to:
 - Pornography
 - Inciting violence or violations of the law
 - Substance abuse
 - Weapons

The school district reserves the right to access, read any information (websites, email, social media) students have accessed on school devices.

*****Any misuse of technology violating the above unacceptable use, along with our Code of Conduct, will result in school discipline and a loss of access to school technology.***

Medical Emergency & Safety Information

Emergency medical information and contacts are required for all students. Current medical info, addresses and phone numbers are necessary to treat and contact family when emergencies arise. Please visit the Parent Portal to keep your information up to date.

Medical Limitations

Students having physical disabilities or other disabilities should make them known to the main office. (The Information can be shared with the student's teachers if the parents wish it to be known. Necessary adjustment to meet the students' needs will be made in the most efficient manner possible.

Medications

Students requiring medications during school hours are to have the medications held by the main office. It will be administered by a member of the front office. All medications must be accompanied by a Doctor's note that must be on file in the main office.

Accidents/Injury

Accidents must be reported to the office to the teacher and the principal's office. When the office is made aware of issues immediately, we can manage the situations in a timely manner.

Illness

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

1. Ask your teacher for permission to visit the office. Tell the teacher if you need assistance to get to the office.
2. The office staff will contact the home and will decide with a guardian if the student should go home.

Cell Phone Policy

USE OF CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES

- Cell phones are to be silenced and left in the students' lockers during the school day.
- Students are permitted to use their phones during lunch.
- Any disruptions caused by a cell phone will result in confiscation and an office referral.
- Phones calls home from students due to sickness or wanting to be picked up ARE NOT permitted. The office phone must be used. Our staff needs to know what the issue is and how we can best manage it for the safety and well being the of the children.

Inappropriate cell phone use will be subject to the following consequences:

1st Offense – Confiscation, Referral E-Mailed home. Student pick-up of the device at the end of the day.

2nd Offense – Confiscation, Office Referral E-Mailed home. 1 after school detention assigned. A parent must pick up the device from the main office.

3rd Offense – Confiscation, Office Referral E-Mailed home. 2 after school detentions assigned. A parent must pick up the device form the main office.

4th Offense – Confiscation, 1-day suspension from school. Suspension letter mailed home.

5th Offense – Confiscation, 3-day suspension from school. Suspension letter mailed home.

Students caught using the video and/or photographic capabilities of their electronic device may be subject to suspension from school. Posting inappropriate images of school staff or student body to any form of social media will be subject to an immediate suspension from school and contact with New Baltimore Police.

*****Administration reserves the right to accelerate consequences as necessary.***

Emergency Drills

Fire and Tornado Drills

The fire and tornado regulations will also be posted on the bulletin board in the classroom. Your teacher will instruct you on proper procedures for all emergency drills. The response patterns will be slightly different in 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. Student will remain quiet during the drill.
4. Students will walk quietly during fire & tornado drills.
5. Student will stay with their assigned teacher during the entire drill.

*****Under no circumstances are you to remain in the bathroom during a fire/tornado drill.*****

****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 extracurricular activity on that day or evening of that same day.

Co-Curricular Activities

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

<u>Interscholastic</u>	<u>Clubs</u>
7 th and 8 th Grade Football	6 th thru 8 th Grade Co-Ed Cross Country
7 th and 8 th Grade Competitive Cheer	6 th thru 8 th Grade Sideline Cheer
7 th and 8 th Grade Girls Basketball	6 th thru 8 th Grade Dance
7 th and 8 th Grade Boys Basketball	Cooking Club (limited enrollment)
7 th and 8 th Grade Boys Track	Craft Club
7 th and 8 th Grade Girls Track	Yoga Club
7 th and 8 th Grade Girls Basketball	Woodworking Club
6 th thru 8 th Grade Wrestling	Dungeons and Dragons Club
	Ski Club

School Wide Trip Programs

6th Grade attends the Waterfront Park- 7th Grade goes to Dave and Busters and 8th Grade travels to Cedar Point. The Washington D.C. trip has additional demerit requirements due to the length of the trip. Specific information will be given to participants when registered.

Demerit System

If a student accumulates 6 or more demerit points, that student will be exempt from attending a school trip and school sponsored extracurricular activities. Any student involved in a fight, instigating a fight or caught using drugs, alcohol, or nicotine products will be exempt from the trip. This includes any major infractions that are violent in nature.

Demerits can be applied if any of the following apply:

Time Out	=	4 Points
Lunch Detention	=	1 Point
Detention	=	2 Points
F Grade	=	2 Points
Bus Suspension	=	2 Points
N Citizenship	=	1 Point
U Citizenship	=	2 Points
10 Unexcused Abs.	=	3 Points

Outstanding fees must be paid before a student attends a school wide trip.

6th Grade Students will have a (3) week period at the start of year when demerit points will not count.

Academic Integrity

Academic integrity is a critical part of providing a first-class education to our North students. It also becomes of more significance as students continue into high school and college. Therefore, it is important to educate our students about what academic integrity is and the prominence it carries in education. Academic integrity in its simplest form is producing, creating, and submitting work under one's own merit. When this does not occur, it is called academic dishonesty. Academic dishonesty can take place in many shapes and forms.

The following is considered academic dishonesty:

- Copying work from students or allowing students to copy your work.
- Looking at another's test or quiz while being assessed, or letting others look at yours.
- Sending, receiving, or using information on any electronic devices related to assessments.
 - I.E. – Computer, Cell Phones, Social Media, Apple Watch
- Possession or use of unauthorized materials obtained from any source, including notes written on body parts or clothing during an assessment.
- Vocally sharing answers during an assessment. Including hand signals and passing of notes.
- Changing an answer after an assessment has been graded, then presenting it as a correct answer.
- Obtaining a test, quiz or answer key before an assessment without the teacher's permission or providing information about an assessment with students that have not taken the assessment yet.
- Copying or circulating previously given tests or quizzes that are to be returned to the teacher at the conclusion of the assessment.
- Plagiarizing- using text from publications and submitting as your own.
- Submitting work from another student as your own.
- Creating false information, data, citations.

Consequences for Academic Dishonesty may include:

First offense: Teacher will input a zero on the assessment/assignment (cannot be made up for credit). Parent notification and office referral. Depending on the student's past infractions, discipline (current year) may occur.

Second Offense: Teacher will input a zero on the assessment/assignment (cannot be made up for credit). Parent notification and office referral. Discipline WILL occur on a second offense. Membership in National Honor Society and or Student council may be revoked.

3rd and above: Administration will determine disciplinary action.

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 for it. This in itself, will make our school an effective place of learning, but develop the habit of self discipline which will make all of our students' better people.

For the safety and welfare of all middle school students, these policies apply when 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 outside of school and has a direct adverse impact on the educational process. Any disruption to the school day due to inappropriate conduct will result in school discipline and potential referral to the School Police Officer. This also applies if the safety and well being of staff and students is compromised.

Discipline will be imposed on students who violate the rights of other. 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 an immediate 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. Referral's will be emailed home to notify parents of the date and time of the detention. Students and parents will be notified in advance about upcoming detention so bus riders can arrange for transportation. The detention period will last no longer than 30 minutes.

- Student's responsibility- Missed detention will be reassigned with an additional detention assigned. Failure to attend the reassigned detention will result in a suspension from school.

Time Out (Suspension) of School

A student who has been timed out of school will not be allowed to participate in or attend any school activities, or be on school property during the timed-out period. Depending on the infraction, a meeting with school administration, student, and parents may occur before the student returns to school.

Misconduct and Appropriate Disciplinary Action

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

Misconduct is an act that does or may interfere with the efficient operation the school

This includes:

- Endangering the health and safety of any person
- Infringing on the rights of others
- Causing disruptions to educational programs
- Causing loss or destruction of facilities

Infractions

(A) Minor Infractions

1. Uncooperative with school personnel – students will obey school staff.
2. Cheating – Copying assignments or tests, giving an assignment or test to another student to copy (no credit for assignments or tests) **See academic dishonesty pg. 14.
3. Dress code violation.
4. Skipping school and or irregular attendance – Students are to attend school regularly unless officially excused.
5. Not being on time for assigned classes and programs. **See Tardiness pg. 10.
6. Violation of classroom and or school rules.
7. Shoving, tripping- HANDS OFF POLICY pg. 2
8. 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 personnel or 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 POLICY pg. 2.
14. Inappropriate drawings.
15. Taunting and Teasing
16. Throwing objects – The throwing of any objects on school property is prohibited. This is not only unsafe, but untidy. Serious injury may occur to students and staff; along with potential damage to school property. Student's referred to the office for throwing objects will be disciplined up to a suspension of school depending on the specific circumstances. Other infractions may be included.
17. Not getting office permission to post materials in the school.
18. Public displays of affection – Kissing, hugging, etc.
19. Use of skateboards, longboards, hoverboards, heales, is not allowed on school property.
20. Possession of lighters or matches.

****The severity of the infraction may accelerate the consequence.**

The student may be reprimanded, kept after school, lose privileges, receive counseling or social work, have parent notifications 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 – 1-day time out of school
- 5th disciplinary referral – 3-day time out of school
- 6th disciplinary referral – 5-day time out of school
- 7th disciplinary referral – Considered gross misconduct and will equate to a long-term time-out.

Repeated minor infractions may be considered major infractions. 7 minor infractions will result in (1) gross misconduct on the year resulting in a time out until a parent meeting is held.

(A) Major Infractions and Illegal Acts

1. **Tobacco** - Use, sale, or possession of tobacco, vapes, e-cig on school property or during school-sponsored activities.
2. **Drugs and Alcohol** - Use, sale, or possession of illegal drugs, drug paraphernalia or look alike substances, or alcohol on school property or school sponsored activities.
3. **Arson** – The intentional setting of fires on school property.
4. **Assault** – Physical or verbal assault to staff or student (5-day automatic time-out).
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. **Fireworks** – Possession, use or distribution of fireworks 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. **Firearms/Weapons** – Possessing firearms, weapons, or items that could be used as weapons on school premises.
12. **Gambling.**
13. **Malicious Mischief** – (property damage or vandalism)
14. **Trespassing** – Being in an unauthorized area without permission.
15. **Unlawful interference** - With school authorities or programs.
16. **False Alarms** – setting a false alarm (fire, weather, or natural disaster)
17. **Bomb Threat** – Made to school or school personnel.
18. **Forgery** – School documents, notes or forms.
19. **Fighting** – physical aggression toward other students. (5-day automatic suspension for both involved, unless one tried to walk away and was unable to). Otherwise mutual competency will be applied. “First Punch” does not apply or lead to guilt.
20. **Instigating** – 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 result in a 5-day suspension.
21. **Possession or distribution of materials that are libelous, pornographic or advocate legal acts.** This is including tangible sources or electronic.
22. **Gaining access to school records without authorization.** Electronically or on paper.
23. **Alteration of school records-** Electronically or on paper.
24. **Gross Negligence** – Violations of school rules that seriously jeopardizes the health and safety of others in the school or school sponsored activity.
25. **Disorderly Conduct** – Substantial interruption with the operation of the district by unlawful student’s 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 on school property or an adjacent property while the student is going to or from on a school day.
28. **Persistent Misbehavior** – A student who is continually committing minor infractions. Gross Misconduct, abnormal or disorderly behavior, violations or bodily conditions detrimental to the school.
29. **Invasion** – Entering a student locker without permission.
30. **Throwing Snow** – Throwing snow on school property, bus stops, areas around the buses.
31. **Computer Crime** – Violation of school computer use policy. See pg. 11.
32. **Profane Comments** – Inappropriate comments or gestures directed towards staff.

33. **Improper Touching** – Unwanted touching in private areas and or indecent exposure of genitalia.
34. **Bullying** – Repeated targets of unwanted comments or touching that has been addressed by administration to the home. 3 strikes – 1. Parent contact (school discipline). 2. Suspension (teasing and taunting). 3. Bullying tag. (5-day automatic suspension)
35. **Harassment** – Unwanted sexual advances from an individual or group that has been addressed by school administration to the home. 3 strikes – 1. Parent contact (school discipline). 2. Suspension. 3. Harassment (5-day suspension).
36. **Racism**- Any and all racist remarks (written or verbal) will be met with a 3-day suspension upward to 5 days.
37. **Threat to Staff** – Verbal, Physical, or Intimidation.
38. **Laser Pointer** – Used on a student or staff member on school property during the school day.
39. **Gang Related Activity** – Clothing, assemblage with inappropriate intentions.
40. **Unauthorized Filming and Pictures** - Taking pictures or videos will result in a time-out from school.

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 sponsored activities, or be on Anchor Bay School District 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 sponsored activities/events.

Students violating the above regulation will be subject to disciplinary action up to and including expulsion and referral to the police. Non-students will be trespassed by the police department.

Weapons

If a dangerous weapon is found in possession of a student while the student is attending a school or a school sponsored activity, or while on route to or from school on a school bus, the Superintendent of the school district will immediately report that finding to the students parent/legal guardian and the local law enforcement agency.

Dangerous weapons are considered to be the following:

- Firearm – Defined as: A device designed to be used as a weapon where a projectile is expelled through a barrel by the force of an explosion or other form of combustion. Pistol-Rifle. Unloaded or loaded.
- Air and or Gas-Powered guns. Loaded or Unloaded
- Dagger, Dirk, Stiletto
- Razors
- Knives (more than 3 inches in length from the hinge)
- Switch Blade, or knife opened by a mechanical device

- Iron Bar
- Brass Knuckles
- Martial Arts Weapons
- Any object that can be used to harm a 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 charged 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 student.
3. The student did not know or have reason to believe the object or instrument in possession 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.

Assault

A student enrolled in 6th grade or above who commits a physical assault at school against another student, shall be subject to permanent expulsion with the right to re-apply to the Anchor Bay School District after 180 days. If a student enrolled in 6th grade or above commits an assault on a person employed by or engaged as a volunteer or contractor by the school district; that student will be suspended or 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 6th grade or above commits a **verbal assault** on a person employed by or engaged as a volunteer or contractor by the school district; that student will be suspended or expelled from the school district.*
- *Verbal Assault shall mean a direct threat of physical harm by threatened force, violence, or intimidation. If a student enrolled in 6th grade or above commits a verbal assault on a person employed by or engaged as a volunteer or contractor by the school district; that student will receive school discipline up to suspension (major infraction).*

Possession or Consumption of Alcoholic Beverages by Students of Anchor Bay School District

Students observed drinking, or in possession of alcoholic beverages by a staff member (school employed adult) and supported by school administration, while under school sponsorship will be subject to:

1. First Offense: 5-day time out from school. This consequence can be reduced if the student participates in a substance abuse program. ***This infraction may cause a student to be removed from extra-curricular programs- NJHS, Student Council, Athletics, etc.***
2. Second Offense: 10-day time out from school. This consequence can be reduced if the student participates in a substance abuse program. ***This infraction may cause a student to be removed from extra-curricular program- NJHS, Student Council, Athletics, etc.***
3. Third offense: Up for EXPULSION. This is decided by the board of education.

Possession of Illegal (controlled) Substances

Students illegally using, possessing, selling, distributing/trading, or under the influence of a controlled substance (including prescription without consent) while attending school, on school grounds or any other school related activities (field trips, athletic events, etc.) is prohibited at all times (24 hours a day, 365 days a year). Any other mood-altering substances (diet pills, caffeine pills, inhalants), or a substance that 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:

1. **First Offense:** 10-Day time out of school. This consequence can be reduced if the student participates in a substance abuse program. This infraction may cause a student to be removed from extra-curricular program- NJHS, Student Council, Athletics, etc.
2. **2nd Offense:** A recommendation of expulsion will be made to the board of education. A police report will also be filed.

***** Selling drugs (including prescription drugs) will result in a recommendation of expulsion on the first offense. *****

Right to Appeal

Whenever the student or their parents, or guardians, alleges that he or she is aggrieved due to the application of any administrative rule, regulation, or order; and satisfactory conclusion was not arrived at the lowest level, the aggrieved party has the right to appeal.

1. Must be addressed with building principal, or his/her designee within 3 days.
2. Within the 3-day period, an email must be sent to the school principal detailing the incident and reasons why they feel the consequence was unsatisfactory.
3. The building principal will investigate and respond at reasonable and prudent time.
4. A parent meeting may or may not be needed to discuss the outcome of the appeal. Communication by email and or phone will happen in a reasonable and prudent amount of time to allow for proper investigation.

Go Sailors!

