

**ALGONAC  
JR/SR HIGH SCHOOL**

*'Home of the Muskrats'*



**STUDENT/PARENT HANDBOOK  
2018-19**

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## **LETTER OF WELCOME**

AHS Students:

The staff of Algonac Jr/Sr High School is committed to providing you with a world class education. AHS has a long standing tradition and reputation for being a rigorous, positive, and welcoming educational environment. We need you to help us sustain our traditions and become an important force in shaping our educational legacy. We're glad that you're back for another exciting year of academic growth!

Go Muskrats!

Ryan Melrose, Principal  
Algonac Jr/Sr High School

## **IB WORLD SCHOOL STATUS**

Algonac Jr/Sr High School has the proud right to claim the classification of an 'IB World School.' The designation allows the staff of Algonac Jr/Sr High School to offer the world renowned International Baccalaureate Diploma Programme. For more information on the program, please contact Abby Adams, IB Coordinator at aadams@algonac.k12.mi.us or 810-794-4911 ext 1275.

## **ALGONAC JR/SR HIGH SCHOOL STATEMENT OF MISSION**

It is the mission of Algonac Jr/Sr High School to provide a supportive, rigorous, and internationally minded learning experience for students of all abilities.

Upon graduation, A.H.S. students will possess the ability to:

- Succeed in a post-secondary educational setting
- Compete, thrive, and philanthropically contribute within the emerging global society
- Exhibit exemplary moral behaviors

## **ALGONAC JR/SR HIGH SCHOOL STUDENT - PARENT HANDBOOK**

Each year during the first week of school or upon enrollment, every student is informed of the electronic location of this handbook. It contains information vital to each student's success and the mission of our school. It also contains notices of rights that students and their parents have under law. Please take the time to read and review the contents with your student.

## **FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 1974)**

Algonac Jr/Sr High School and the Algonac Community Schools comply with FERPA guidelines as to the release of student records and directory information. A detailed listing of FERPA guidelines is available upon request.

## **ALGONAC JR/SR HIGH SCHOOL CAMPUS**

Algonac Jr/Sr High School has a "**Closed Campus**". Students may not leave at anytime without parental permission **and permission from the Attendance Office**. See the "general information" section for details.

## **GENERAL INFORMATION**

### **BUILDINGS AND PROPERTY (USE OF)**

The buildings and properties of the school district shall be available for community use under conditions prescribed or permitted by law or in accordance with the adopted policies of the Board of Education.

### **BUILDING/VEHICLE /STUDENT SEARCHES**

When legally allowed, searches of the building, students, vehicles and contents may take place. Use of breathalyzers, drug tests, metal detectors and authorized dogs from police agencies are permissible.

### **BUS PASSES**

Students may ride another bus only by obtaining a bus pass from the **Discipline Officer or his designee**. Parents need to write a note asking for student permission to do so. **School/Emergency only.**

### **CLASS LOAD**

All students are required to take a complete class schedule which will consist of at least six (6) classes. Such schedules are determined by the Principal and are designed to accommodate the needs and desires of the greatest number of students. Every effort has been made to give the students a schedule that best fits their interests and needs. Nevertheless, this is not always entirely possible. It is hoped that students and parents will recognize this fact and not request schedule changes once students' schedules are implemented. A student must take a full class load each semester.

### **CLASS STATUS**

Credits required for class status (minimum).

Freshman 0-4	Sophomore 5	Juniors 11	Seniors	16.5
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### **COUNSELING SERVICES**

A full service counseling program is available to all students. Parent Consultation, Career Guidance, Testing, Student Referral, and Staff Consultation are a few of the many services provided. The Counseling staff is available during the school day during normal school hours.

Students must sign up for an appointment before a Counselor will meet with them. **Parents and students experiencing difficulty are urged to seek intervention and assistance with the Counseling staff.** Parents and students who wish to make an appointment please call **794-491, ext. 1282.**

### **DUAL ENROLLMENT**

Effective April 1, 1996, Public Act 160 (updated July 1, 2012 by SB622, 623, 709, and 710) created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions/policies are followed:

1. Students have at least one parent/legal guardian that lives in the State of Michigan.
2. Students have taken and achieved standard 'cut/proficient' scores on one of the following assessments (in the correlating intended subject area of dual enrollment): PSAT, EXPLORE, PLAN, ACT, SAT or M-STEP. Cut scores are available in the AHS Counseling Center. In the case that multiple assessments listed have been taken, the most recent assessment in correlation to the intended dual enrollment date will be utilized.
3. Students must be enrolled in both Algonac Jr/Sr High School and the postsecondary institution during the district's regular academic year and must be enrolled in *at least one* high school class.
4. AHS must not offer the equivalent of the college courses. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.

5. The college courses cannot be a hobby, craft, or recreational course, or in the subject areas of physical education, theology, divinity, or religious education.

6. The Algonac Community School District is required to pay the lesser of (a.) The actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b.) That state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

7. The Algonac Community School District is not permitted by the MDE to pay for more than 10 total dual enrollment courses for any individual student with the following guidelines applied:

\* If a student first dual enrolls in the 9<sup>th</sup> grade, no more than two dual enrollment courses may be taken in the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade year. During the 12<sup>th</sup> grade year no more than four courses may be taken.

\* If a student first dual enrolls in the 10<sup>th</sup> grade, no more than two dual enrollment courses may be taken in the 10<sup>th</sup> grade. During the 11<sup>th</sup> and 12<sup>th</sup> grade year no more than four courses may be taken.

\* If a student first dual enrolls in the 11<sup>th</sup> or 12<sup>th</sup> grade, the student may not take more than six dual enrollment courses per year.

**NOTE:** If a student does not finish or complete a dual enrollment course (withdraws or stops attending), tuition must be repaid to the Algonac Community Schools. Appeals to this rule will be heard by the building principal only in the case of a family or medical emergency.

If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact Karen Blair, Algonac Jr/Sr High School Counselor.

### **ELECTRONIC COMMUNICATIONS DEVICES**

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the District. Use of devices shall be limited to non-instructional time (Before and after school, lunch, etc.) ***Students will only use personal devices in the classroom when approved by the instructor for academic reasons.***

***Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.*** The administration shall promulgate rules to enforce this policy at the building.

### **8280-R ELECTRONIC COMMUNICATIONS DEVICES –STUDENTS**

While certain electronic communications devices are allowed in school, the following regulations apply:

- “Walkie Talkies,” either long or short range, portable CB radios, portable “HAM” radios, portable scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless specific permission for possession or use of the device has been granted by the building Principal. In no case will any device be allowed which has the capability to take “photographs” of any kind.
- **Cellular telephones shall be turned off during instructional time throughout the school day. *The only exception to this rule is if a teacher specifies the need for the device for a classroom project.***
- Devices operated in violation of this rule or for any illegal purpose may be confiscated and not returned until, where appropriate, a conference has been held with parent(s)/guardian(s).
- Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless it can be established by the building Principal that such a device is necessary for a bona fide health or safety emergency.

- Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted.

### **EMERGENCY/STUDENT INFORMATION CARD**

All students must have an updated card on file in the Attendance Office no later than the end of the first week of classes. It is the student's responsibility to return the completed card to school.

### **FINAL EXAMINATIONS**

All students will take final examinations at the end of each semester. Students who have exceeded the attendance policy and are under an **attendance contract must pass final examinations** and/or final projects to obtain credit. Exams are designed to verify that the knowledge, skills and behaviors relevant to the course outcomes are learned. Exams may be traditional paper/pencil tests or performances in a more authentic context.

Students who do not take a **required** final exam will receive an incomplete for the semester's work. If the student's absence from the exam is unexcused, the semester grade will be averaged using the exam grade reflecting no credit.

### **FRONT LOBBY/COMMONS AREA**

During school hours, the Front Lobby Commons Area may only be used under teacher supervision.

### **GRADUATION REQUIREMENTS**

1. Four credits of Core English
2. Three credits of Social Studies to include World History (1), United States History (1), Government (.5) and Economics (.5).
3. Four credits of core Mathematics.
4. Three credits of core Science (Biology and Chemistry or Physics required).
5. One half credit of Health and one half credit of Physical Education.
6. Two years of a Foreign Language, Fine or Performing Arts, Vocational Education, Practical Arts or any combination.
7. Students must have a total of 22 credits with at least 16 of these credits in core classes.

**NOTE:** These are **MINIMUM** requirements, and most students will require additional course work in their chosen college or career areas.

### **FOREIGN LANGUAGE POLICY**

#### ***Rationale***

As stated in the Algonac Jr/Sr High School mission statement, graduates of Algonac Jr/Sr High School will possess the ability to 'compete, thrive, and positively contribute within the emerging global society.' Additionally, the IB Learner profile stresses that students be 'communicators' (understanding and expressing ideas and information confidently and creatively in more than one language and in a variety of modes of communication). The policies structured below reflect the high value that the staff of Algonac Jr/Sr High School places on exposure to world language instruction.

#### ***Policy***

#### **Foreign Languages as Applicable to the General School Population**

Beginning with the class of 2016, Students who have attended Algonquin Middle School will have met one credit of the requirement by passing their 8<sup>th</sup> grade Spanish I exam with a 60% or higher. Courses that will fulfill the additional credit requirement are: French (IB or otherwise), Spanish (IB or otherwise),

and Mandarin Chinese (offered through Michigan Virtual University). Students entering AHS from another district can submit their transcripts to High School Counselor for review to earn credit from a 6<sup>th</sup> - 8<sup>th</sup> grade Foreign Language course.

*Note:* It is highly suggested that students take four or more years of exposure to a foreign language as the benefits from completing such a curricula are immeasurable.

### ***Foreign Languages as Applicable to the IB Diploma Candidates***

Beginning with the class of 2012, it is required that IB Diploma Candidates complete a minimum of 3 credits (6 semesters) of foreign languages. Candidate students in their junior and/or senior years must take an SL language of their choice. Algonac Jr/Sr High School will offer French SL and Spanish SL, but encourages students that desire an alternative language to pursue an *Ab Initio* course. Plans to execute such a plan must be communicated and agreed upon with the IB Coordinator during the Sophomore year.

*Note:* It is highly suggested that students take four or more years of exposure to a foreign language as the benefits from completing such a curricula are immeasurable.

### ***Foreign Languages as Applicable to ESL Students***

Algonac Jr/Sr High School will vigorously support any student with an ESL classification in their pursuit of language proficiency. Support services will be provided as deemed necessary through testing. The same general population foreign language policies apply to ESL students.

## **RANKING SYSTEM**

Beginning with the Class of 2007, all Algonac Jr/Sr High School graduates are ranked using the Collegiate System of Cum Laude. The Cum Laude System allows students to challenge themselves by taking rigorous courses such as Advanced Placement classes without the fear of one grade preventing them from graduating with honors. Another benefit is the potential to honor more students.

The Cum Laude System has three categories: Summa Cum Laude (4.0 to 3.67 GPA), Magna Cum Laude (3.66 to 3.3 GPA) and Cum Laude (3.29 to 3.0 GPA).

Ten (10) Summa Cum Laude speakers will be selected to compete for the opportunity to speak at graduation. The rubric is as follows: 1. Overall Grade Point Average; 2. ACT Score; 3. Class Selection Rigor. These ten (10) candidates will be invited to audition in front of a selection committee if they wish to be one of three (3) speakers at graduation.

## **GUESTS AND VISITORS**

In all cases, guests and visitors are asked to report to the Student Services Office upon entering school property. Trespassers will be reported to local law enforcement.

## **HALL PASSES**

Students are not to be in the halls without an authorized pass at any time other than the five-minute change of class. **This includes the lunch period.**

## **HOMEWORK REQUESTS**

Students with excused absences can request their homework through the Attendance Office or his/her teachers. Please allow 24 hours for teachers to accommodate the request. Requests will not be made for less than two days absence. Homework can be picked up in the Main Office.

## **HONOR ROLL**

At the end of each marking period and at the end of each semester, student grades are checked to see which students qualify for the Honor Roll. All classes are used to determine Honor Roll standings. If a student is on an Attendance Contract they do not qualify for the Honor Roll.

The Honor Roll requires a 3.0 grade average with students carrying at least 2.5 credit hours per semester.

## **HOURLY SCHEDULE (Monday/Wednesday/Friday)**

**First Bell** 7:27

**1<sup>ST</sup>** 7:32 - 8:35

**2<sup>ND</sup>** 8:40 - 9:38

**3<sup>RD</sup>** 9:43 - 10:41

**4<sup>TH</sup>** 10:41 - 12:14 (1st Lunch) 10:41 - 11:11 (2nd Lunch) 11:44 - 12:14

**5<sup>TH</sup>** 12:19 - 1:17

**6<sup>TH</sup>** 1:22 - 2:20

## **SEMINAR SCHEDULE (Tuesday/Thursday)**

**First Bell** 7:27

**1<sup>ST</sup>** 7:32 - 8:25

**2<sup>ND</sup>** 8:30 - 9:20

**Seminar** 9:25 - 10:05

**3<sup>RD</sup>** 10:10 - 11:00

**4<sup>TH</sup>** 11:05 - 12:30 (1st Lunch) 11:05 - 11:35 (2nd Lunch) 12:00 - 12:30

**5<sup>TH</sup>** 12:35 - 1:25

**6<sup>TH</sup>** 1:30 - 2:20

## **ILLNESS DURING THE SCHOOL DAY**

Any time a student is ill or injured during the school day, he/she is to report immediately to the Attendance Office. The student is counted absent from class. Once at the Attendance Office the student must do the following:

1. Contact a parent/guardian via telephone to advise them of the illness or injury.
2. Have the parent/guardian speak with office personnel to confirm the illness or injury and excuse the absence.

Without parent contact, the student will be recorded as "**unexcused**" and/or returned to class.

## **IMMUNIZATION REQUIREMENTS**

Children entering a Michigan school, whether kindergarten or an out-of-district transfer, must show proof of immunization. This is in accordance with Sections 9208 and 9211 of Act 368 of Public Acts of 1978.

## **INSURANCE**

Student accident insurance is available through Student Assurance Services, Inc. Applications for student insurance are available in the Student Services Office. Forms should be completed, premium paid and turned into the Student Services Office. At that time, the forms will be submitted to our Central Office for them to forward on to Student Assurance Services, Inc.

## **LOCKERS**

All lockers are made available for student use on the school premises, including lockers located in the hallways, athletic locker rooms, and band room. They are the property of the school district. These lockers are made available for student use at school but are not to be used to store items which cause, or



can reasonably be foreseen to cause, an interference with school rules, educational functions, or which are forbidden by state law.

The student's use of the locker does not diminish the school's ownership or control of the locker. **The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent the use of the locker to store prohibited or dangerous materials.**

The lockers have built-in combinations and are designed to accommodate two students. The school district cannot protect student property once the student has been given the combination. Student lockers, although intended to protect items, like any security device cannot offer total protection.

Locker assignments are made in the Attendance Office. Students are to use only their assigned locker. If a locker is not working properly, it is to be reported immediately to the Discipline Officer. The locker will be repaired or a new locker will be assigned.

All personal property and school property issued becomes the responsibility and liability of the student.

### **LOST AND FOUND**

Items for the lost and found should be turned into the Student Services Office. Students should stop here first to check for missing items. By June 30th of each year, unclaimed items will be given to charity.

### **MAILINGS/CORRESPONDENCE**

All school information such as report cards, misconduct reports, and attendance notices will normally be sent to the students' enrolled or home address. If you are not receiving school mailings or wish to have mailings sent to an alternate address, please contact the Main Office at 794-4911.

### **MAKE-UP WORK POLICY**

Students with excused absences will be allowed to make-up homework as per the school policy. The day a student returns to school from an absence, the student needs to discuss with his/her teachers about the make-up work for that day. Students who cooperate with the teachers in this procedure will receive the fullest cooperation and assistance from the teachers. Students who are absent for consecutive days will have as many days to complete said assignments within the guidelines of our Attendance Policy. Make-up work will not be done at the expense of regular classes or beyond the limits of the make-up policy. An extended period of time may be requested if there are extenuating circumstances. Students with out-of-school suspensions or other unexcused absences will be allowed to make-up work per instructor and/or administrative discretion.

### **MARKING SYSTEM**

Recommended percentages for grades in regular classes are as follows:

A	90-100%	B	80-89%	C	70-79%
D	60-69%	E	0-59%		

### **MEDICAL OFFICE/ACCIDENTS/INJURIES**

All students who are ill or injured must report to the Attendance Office. Parent or guardian contact will be made due to illness or injury by either the student or office personnel. An injury, which occurs on school property, no matter how trivial, must be reported to the Main Office and an injury report should be filled out.

## **MEDICATION POLICY**

In order for a student to self-administer or be given medication in school, the following two procedures must be followed:

1. A "request of administration of prescribed medication to student" signed by a parent or guardian and physician indicating drug name, dose, time and method of administration, duration for medication to be dispensed, and possible side effects, must be on file and kept with the medication log.
2. All medications must be in the original prescription container prescribed to the student.

Speak with the secretaries in the Main Office for assistance.

## **NEW STUDENTS/RE-ENROLLING STUDENTS**

New students and their parents should first make an appointment to meet with one of the high school administrators in the Main Office. You should bring with you the following:

1. Certified Birth Certificate
2. Immunization Record
3. Proof of Residency

Upon arriving in the Main Office, you should also pick up an "enrollment packet". Students considering re-enrolling after dropping must call the Principal's Office for an appointment to meet with the Principal and bring a parent in order to be considered for re-enrollment.

The school district reserves the right to exclude students from enrollment due to past and prior misconduct.

## **ALGONAC COMMUNITY SCHOOLS TECHNOLOGY CONNECTION INTERNET/ON-LINE SERVICES**

Algonac Community Schools has an Acceptable Use Policy that must be signed by the student and parent for technology use and Internet access. The intent of this document is for educational use of technology and the Internet. This form may be picked up in the High School Media Center.

## **NON-DISCRIMINATION POLICY**

Federal law forbids school districts from separating or treating students, employees, and others differently on the basis of race, color, national origin, sex, or disability. Some of the protection afforded by local policy and federal law are listed below. Any questions concerning the non-discrimination policy or its possible violation should be directed to either:

Ryan Melrose, Algonac Jr/Sr High School, 5200 Taft Road, Algonac, MI 48001,  
or the Director of the Office of Civil Rights, Dept. of H.E.W. , Washington, D.C. 20201.

The local Title VI, IX and Section 504 Coordinator will provide a copy of the district grievance procedure and investigate all complaints in accordance with the procedure.

It is the policy of the Algonac school district that all students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services. The following will be a violation of policy for the district board, administration, teachers, or others to, on the basis of race, color, national origin, sex or disability to:

- have different rules of conduct or means of punishing students.
- treat students differently in deciding whether they are entitled to services.
- provide different activities or similar services in a different manner.

## **PESTICIDE APPLICATION**

The school will provide notice of any and all applications of pesticides as required by **Public Act 131-93**.

## **PARENT VISITATIONS**

Parents and guardians are welcomed and encouraged to visit the high school anytime. We do ask that if planning a classroom or school visitation that you call ahead. In this way, we can determine if any special events, field trips, or other activities may interfere with your visit. For security purposes, all visitors must report and sign in at the Student Services Office.

## **SPEECH AND DISTRIBUTION OF LITERATURE**

As recognized by the United States Supreme Court, the school may place reasonable time, place, and manner restrictions on otherwise protected speech. See the high school administration in advance for guidelines.

## **STATE ENDORSED DIPLOMA**

All students are will take the following state required assessments:

7<sup>th</sup> Grade and 8<sup>th</sup> Grade: M-STEP

9<sup>th</sup> Grade: PSAT 9

10<sup>th</sup> Grade: PSAT 10

11<sup>th</sup> Grade: M-STEP, SAT, and Work Keys

Students must complete all state testing in order to receive a state endorsed diploma. Students must be registered as “junior” status in the fall semester in order to take the M-STEP/SAT.

## **STUDENT CONFLICTS**

Students are expected to resolve all conflicts in a positive manner, free of verbal abuse or physical violence. Resources available include teachers, administrators and counselors. Conflict Resolution, Support Group and Group Counseling services are available in the Counseling Office.

## **STUDENT DRESS CODE**

Students are required to dress in an appropriate manner as not to interfere with the health, welfare, or safety of either themselves or the other students. Dress which disrupts the instructional and learning process will not be allowed. Algonac has an official dress code policy. Please comply with the following:

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations.

- Hats are acceptable in the hallways and the lunchroom. Teacher’s have discretion on whether the hats will be acceptable in the classroom. Failure to follow teacher rule will result in points for misconduct.
- Any head-ware that obstructs the face, such as hoodies are forbidden.
- No tank tops, halter tops, or strapless garments.
- Shorts/skirts must extend to mid-thigh.
- Garments that are “see-through”, cut low, or expose one’s midriff are not acceptable.
- Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- Undergarments must not be visible.
- Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence or gangs; or that are otherwise contrary to the school’s educational mission.
- All students are required to wear shoes.
- No pajama or slipper wear.
- No shorts or pants with rips or cutouts above the knee that display skin.
- Students shall not wear any clothing that administration feels is inappropriate or distracting.

The following measures may be taken in regard to inappropriate clothing:

1. The student will be given the opportunity to correct the problem.
2. If no proper clothing is available, the student will call his/her parent and request that proper attire be brought to the student or that the student be given permission to go home to obtain the proper clothing.
3. Students who choose not to comply, may be sent home as an out-of-school suspension and discipline points will be earned. All missed class time will count as an unexcused absence. This includes repeat offenders.

### **TRANSFERRING STUDENTS**

Students transferring out of Algonac Jr/Sr High School are to make sure all textbooks, library books and materials are turned in to the proper teacher or place, and that all fees and/or fines are paid before they leave. It is important that a parent contact the Counseling Office and Principal to formally release a student. Contact the Main Office for proper dismissal procedures.

### **ATTENDANCE**

**POLICY**-Algonac Jr/Sr High School allows for nine (9) absences per semester.

Any student exceeding nine (9) absences is subject to additional consequences, which may result in the loss of credit. Satisfactory attendance is a choice made by each student. Please choose wisely.

### **PREAMBLE**

All students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instructional programs. There is no way to duplicate the classroom experience after the student has been absent. Research shows that there is a direct relationship between good attendance and classroom success. **Students who have good attendance generally achieve high grades, enjoy school more, and are more employable after leaving high school.** Daily and punctual attendance is required in all classes.

### **ATTENDANCE RECORDS**

Parents are asked to inform the school by phoning the Attendance Voice Mail, **(810) 794-4911 and selection Option 1**, each day that his/her student is absent. The final determination of the excused/unexcused absence classification rests with the school. Records are kept hourly and an up-to-date summary of student's attendance will be kept in the school office. Each teacher keeps the official daily attendance records for each class. Total attendance for each class will be reported on each report card. Calls are made daily, by the attendance clerk or digital systems, to parents of students who are absent as of first hour and not excused. **Parents are responsible for providing the school with a phone number where they may be contacted during the day.**

**ABSENCE:** An absence occurs whenever a student is physically more than five (5) unauthorized minutes late to class or misses more than one-half (1/2) of the class period. All absences count in determining attendance totals. Generally, the only exception would be "school business" absences excused by administration.

**EXCUSED ABSENCE:** An excused absence is any absence requested by the parent/guardian/school and accepted by the school. Examples include, but are not limited to the following:

1. Authorized school activities that cannot be scheduled outside the normal school day and are not exempted by the Principal.
2. Medical Illness and/or appointment verified by a doctor will be recorded as an "M" and not count toward the attendance policy.
3. Family Emergency.
4. Legal Requirements.

- 6. Pre-Approved Family Vacation (**not recommended**).
  - 7. Special circumstances approved by the Principal or his/her designee.
- Documentation or other verification may be asked for to substantiate an excused absence.

**SCHOOL BUSINESS** - Authorized activities that cannot be scheduled outside of the school day and excused by the Principal are exempt from the policy and do not count towards a student’s attendance totals.

**UNEXCUSED ABSENCE:** An absence that is not excused by the parent/guardian is an unexcused absence. Examples include but are not limited to:  
 Skipping/Truancy - Out-of-School Suspension - Oversleeping - Missed Bus/Car Trouble - Absence not properly excused.

**ATTENDANCE POLICY CONSEQUENCES**

A student who is absent from a class for more than nine (9) class periods within a semester will not receive an “A” “B” or “C” grade for that class and will no longer be eligible to participate in extra curricular activities including sports, attending sporting events, dances, after school clubs, etc. The student can receive a “D” or “G” (credit) for the class if all the requirements of the attendance contract are met.

**ALGONAC JR/SR HIGH SCHOOL - STUDENT ATTENDANCE CONTRACT**

- 1. Have no further unexcused absences.
- 2. In the case where the student must be absent, my parent or guardian will notify the school the morning the absence occurs.
- 3. I understand there may be required documentation from medical or other sources.
- 4. When present, I will attend each class session for the rest of the semester.
- 5. I will achieve and maintain a passing grade average.
- 6. I will complete and pass all required semester final examinations and projects.

I understand that any violation of this agreement will result in receiving an "**H**" grade (no credit) for the semester in any class this contract pertains to.

Once issued, this contract applies to all classes that have or will have 10 absences. This contract is in effect as of the listed date. Not receiving, signing or returning it to the office does not void the contract.

\_\_\_\_\_ **This contract was presented to me in person on the listed date and explained by school administration.**

\_\_\_\_\_ **This contract was sent to the student and parent as of the listed date.**

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

**When signed, the student is to return his/her copy to the Attendance Office. If explanation is needed, the student should only speak with administration during the student’s lunch hour. The student will receive an "H" (no credit) if the student fails to accomplish 1 through 6 above and will no longer be a eligible to participate in extra-curricular activities including sports, attending sporting events, dances, after school clubs, etc.**

*NOTE: Per state law, any student receiving a passing grade on a semester exam will be granted a ‘G’ for their semester mark if they have violated their attendance contracts.*

- 1. Students who qualify for homebound services will be considered present and exempt from the attendance policy for the period of the homebound services. The teacher the student is enrolled with will assign and grade the work.
- 2. Students that do not qualify for a "G" (credit) in a class and whose behavior is deemed unacceptable will receive an "E" in the class, may be removed from the class, and have their schedule shortened. In

such a situation, the student or his/her parents are responsible for their early/late transportation needs. If the student is under the age of 18, the action will be reported to the Juvenile Division of the Probate Court.

3. To protect the student's right to due process, the student may lodge an appeal of any attendance decision to the Assistant Superintendent or his/her designee within five (5) days. The entire attendance record of the student will be reviewed. Necessary documents from medical professionals, courts and other professionals will be required for an appeal to be granted. The Superintendent's decision is final. The results of appeals will be reported to the students, parents, administrators, and teachers involved.
4. The Attendance Policy will be reviewed each May with a recommendation for the following year made by the first week of June.
5. Students and his/her parents choosing to go on family vacations or other activities while school is in session, should be advised that those days count towards the allotted nine (9). Students and their parents should plan wisely and be aware of the student's attendance totals.

#### **ATTENDANCE NOTIFICATION/RESPONSIBILITY**

Notification of attendance totals will be sent by the Algonac Jr/Sr High School Office to the parents' home address upon the 7<sup>th</sup> class absence. Upon receipt of the **10<sup>th</sup>** absence, truancy will be filed with St. Clair County RESA, if applicable. It is the parent's and/or student's responsibility to ascertain current attendance totals. This can be done by contacting the attendance clerk (**794-4911 Ext. 1203**) or the student's individual teachers.

#### **FAMILY TRIPS AND HUNTING**

Family trips when accompanied by either or both parents, providing the number of days is not unreasonable, are excused absences from school so long as the school is notified by the parent, in writing and in advance of the absence. Hunting trips will be excused provided the school has a note from the parent ahead of time and also provided that homework assignments are arranged ahead of time. Only one hunting trip per year can be excused in this manner. Special forms will be issued through the attendance office for these types of extended absences. The responsibility for make-up work will be assumed by both the parent and student.

#### **LEAVING SCHOOL DURING THE DAY**

Students are responsible for following all check-in/check-out procedures:

1. All students must check in and out of the building through the Student Services Office. Failure to do so may result in disciplinary consequences.
2. Students may not sign themselves out of the building. Parent/Guardian must be contacted and authorization obtained.

Students must complete this process for checking in and checking out of the building. Failure to comply will be documented as Truancy/Skipping as defined in the AHS Student/Parent Handbook.

#### **TARDY POLICY**

Punctual attendance is required of all students in all classes. A student who is tardy to a class interrupts the orderly conduct and educational delivery of that class. Valuable time is lost to teacher, student and class whenever a tardy occurs.

- **DEFINITIONS**

1. **Tardy:** A student must be in his/her classroom and ready to begin class as defined by their teacher when the bell rings. Failure to be in the classroom and ready constitutes a tardy.
2. **School Business:** A student is tardy but arrives with a properly authorized pass from the administrative, counseling, or teaching personnel.

**NOTE:** A student is tardy 0 to 5 minutes and arrives without a pass. After 5 minutes, the tardy is recorded as an unexcused absence and the student is subject to the Attendance Policy.

- **PROCEDURE AND POLICY**

Every student begins each semester with "0" tardies. Tardies do not accumulate from one semester to another. Tardies do transfer from one class to another in event of a class change.

- **TARDINESS**

Tardies will be determined and documented daily by the classroom teacher. AHS tardy policy is calculated on an individual class basis, by semester.

Per class, per semester:

Every three (3) unexcused tardies will calculate as one (1) unexcused absence and will be subject to Algonac Jr/Sr High School attendance policy.

Disciplinary consequences are merely guidelines used by an administrator when determining the appropriateness of consequences to the offense. Consequences can be greater or less than those listed. The student's prior history of truancy or incorrigibility will be used in determining consequences.

### **STUDENT CODE OF CONDUCT**

As a student in our school, you want to take full advantage of your right to an education. You come to school with a positive attitude to learn and take part in school activities. Most students experience no difficulty in what is expected of them. An important part of your education is the right to make choices and the responsibility to accept the results of these choices. To protect your rights and the rights of others, disciplinary regulations in regards to student behavior have been established. The Student Code of Conduct at Algonac Jr/Sr High School includes but is not limited to the behaviors described therein. These regulations do not describe all behaviors, nor do they describe the many positive efforts to help students change their behavior.

Any student found in violation of the following student code offenses will be subject to these disciplinary consequences as adopted by the Algonac Board of Education. **Infractions are accumulative throughout a student's high school career and influence the disciplinary action of subsequent violations.**

### **APPEAL PROCEDURE**

If there are objections about administrative action taken, an appeal may be requested by the student at the building level. An appeal must satisfy the following criteria:

1. Consequences as prescribed in the student handbook were improperly administered.

If consequences were **properly** administered, the student has **no grounds for an appeal.**

If grounds for an appeal do exist, the student must then do the following:

2. Immediately submit a written account of the incident to the Principal's secretary. At that time, you will receive written notice of the date and time of your appeal hearing.

3. Attend your scheduled Appeal Hearing.

Appeals are held when the building Principal deems needed. Failure to attend your hearing may result in additional consequences. It is the student's responsibility to make all necessary arrangements including transportation to attend.

4. Students who appeal serious incidents of misconduct will be sent home and recorded "School Business" in the school attendance policy until their appeal date. If they lose their appeal, those dates would then be recorded as "Out-of- School Suspension.

5. If the appeal is denied, under due process, the student has up to three (3) days to appeal at the Superintendent's level. Hearings at this level are final and no further appeal is offered.

### **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

**At minimum, each student is expected to do the following:**

1. Read, understand and abide by the student handbook.
2. Be responsible and accountable for your actions.
3. Miss fewer than nine (9) days per semester.
4. Be on time for all classes. More than four (4) tardies in a class results in suspension.
5. Know that *weapons, fighting, smoking, alcohol* and *drugs* result in suspension, exclusion or criminal prosecution. A.H.S. has a “**zero tolerance**” policy on these offenses.
6. Respect each other, school personnel, the classroom, and school property. Bring needed materials to class. Participate in class.
7. Always have a pass when not in class.

These few expectations alone can contribute greatly to a student’s success here at Algonac Jr/Sr High School.

### **ZERO TOLERANCE**

Algonac Jr/Sr High School has a “**zero tolerance**” policy. That means the following offenses are not allowed under **ANY** circumstances. If they occur, result is automatic suspension and/or possible exclusion or criminal prosecution. They are *fighting, assault, gross misconduct, fire, alcohol/drugs, smoking and weapons*. This list is not exhaustive and does not limit the school or district in applying the listed consequences to other offenses.

### **ASSIGNMENT OF DISCIPLINARY CONSEQUENCES**

Any student assigned a prescribed disciplinary penalty must fulfill the terms of that penalty in lieu of any other after school or school activity. Once scheduled, dates and times will not be changed. Medical emergency or excused absence during the school day are the only exceptions.

**Disciplinary consequences are merely guidelines used by an administrator when determining the appropriateness of consequences to the offense. Consequences can be greater or less than those listed. The student’s prior history of disciplinary incidents is used in determining consequences.**

### **ACCESSORY**

Accessory is any student who “aids” another in any way in the violation of school rules. Examples include, but are not limited to, being a “lookout”, interfering with a staff member, encouraging the violation or act.

All Offenses - Conference to expulsion.

### **ACADEMIC HONESTY**

#### ***Rationale***

As stated in the Algonac Jr/Sr High School Mission Statement, graduates of Algonac Jr/Sr High School will exhibit ‘exemplary moral behaviors.’ Additionally, the IB Learner Profile stresses that students be ‘principled’ (acting with integrity and honesty, and taking responsibility for their own actions). The policies structured below reflect the high value that the staff of Algonac Jr/Sr High School places on academic honesty.

#### **Policy**

Academic malpractice, plagiarism, and collusion are unacceptable behaviors at Algonac Jr/Sr High School. In a joint effort, teachers and parents will accept responsibility for educating their students on morally and educationally acceptable methods to gain and cite information in a way that does not undermine the authenticity of the learning process. Students are expected to model the behaviors and



ethical learning practices taught by parents and staff. Students who perform academic dishonesty may receive a “zero” on the assignment and possible disciplinary action.

*Definitions:*

**Academic Malpractice:** Using dishonest methods to gain an academic advantage.

**Plagiarism:** Stealing and passing off ideas, words, or artistic expressions as one’s own without giving due credit to the source.

**Collusion:** Supporting academic malpractice by another student.

***Examples:***

- Knowingly allowing your work to be copied or submitted by a peer.
- Duplicating personal work for different courses and/or diploma requirements.

### Academic Honesty in Practice

#### **Suggestions for maintaining academic integrity:**

*An Algonac Jr/Sr High School academically honest student will:*

- Produce, maintain, and develop **personal** course work (notes, papers, artistic expressions, and exams).
- Document all source material in a formal manner, using an academically acceptable format (MLA, APA, Turabian, etc...).
  - Including but not limited to:
    - Electronic, written, and oral sources
      - Works of art, music, images, ideas, maps, graphs, books, journals, magazines, websites, etc.
- Actively prevent and report peers ‘sharing’ examination questions, notes, or other academically sensitive information.
- Explicitly follow all internal and external examination policies as stated.
- Consult with appropriate staff with any question regarding academic honesty.

#### **Homework Detentions**

- Students who do not complete class/home work may be subject to after school detention.
- The teacher will write up the student and send the work to the Attendance officer.
- Students will complete their work during the after school detention and the officer will submit the completed work to the teacher.
- If a student does not show up for the homework detention, he/she will be assigned a new detention. Failure to attend the 2<sup>nd</sup> detention will lead to the student receiving points for missed detention per the code of conduct.

## ALGONAC JR/SR HIGH SCHOOL DISCIPLINE POINT SYSTEM

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building on school property, or at any school event.

The vehicle used to implement the discipline system is a point system. All points will be assessed by a building administrator or designee. The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct which will subject the student to disciplinary action.
2. Notice of the specific rule violation by the student and the nature of evidence supporting the infraction.
3. Notice of the date of hearing sufficiently in advance to permit preparation of the defense where removal of more than ten (10) days is involved.
4. Notice of the student's procedural rights at the disciplinary hearing.

The policy applies to the entire academic year, grades 7-12, and is to be the behavior code for our students at school and at all school sponsored events.

OFFENSE	POINTS PER OCCURRENCE		
	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup> or more
Alcohol or other drugs – Sale or Transfer	**	**	**
Alcohol or other drugs – use, possession, alcoholic beverages, other behavior altering substance. Also applies to look-alike drugs, or look-alike beverages such as non-alcohol beer.	10	10	**
Arson	**	**	**
Assault	10	10	**
Assault on staff, school employee or volunteer	**	**	**
Banned items, including inappropriate use of electronic devices, etc.	1	2	3
Bomb threats, false fire alarms, 911 calls	**	**	**
<b>Breach of security: Entering the building through an unauthorized door, letting a student or other individual in the building, or propping open an outside door.</b>	<b>6</b>	<b>8</b>	<b>10</b>
Bullying including but not limited to electronic/written	4	5	6
Bus/bus stop Misconduct	1	2	3
Cell phone violation- ACTIVE use in the classroom without teacher consent	2	3	4
Computers: Inappropriate Usage and Trespassing	2	3	4
Detention – missing an assigned day/time	1	2	3
Disrespectful behavior	2	3	4

OFFENSE	POINTS PER OCCURRENCE		
	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup> or more
Dress code violation	1	1	1
Drug paraphernalia	3	4	5
Extortion/physical threats for favor or money	5	5	10
Falsification	1	2	3
Fighting	10	10	**
Gambling	2	3	4
Hall Sweeps	1	2	3
Harassment: including but not limited to racial, religious, sexual	4	5	6
Incite unsafe condition	4	5	6
Insubordination and/or interfering with the learning process	3	4	5
Loitering/Trespassing	1	2	3
Misconduct/Classroom disruption	1	2	3
Physical aggression	3	4	5
Pornography (Possession or Distribution)	*	*	*
Profanity	1	2	3
Profanity and vulgarity and/or lewd behavior and/or language directed at a school employee	4	5	6
Public display of affection	1	1	1
Reckless Driving	4	5	6
Sexual Inappropriate Contact	*	*	*
Skipping a class/hour(s)	1	2	3
Skipping school (entire day)	3	4	5
Theft and/or possession of property not belonging to student, less than \$20.00	3	4	5
Theft and/or possession of property not belonging to student, greater than \$20.00	6	10	10
Serious threat or implied threat to school employee or their property	**	**	**
Serious threat or implied threat to do bodily harm, either verbal, non-verbal, or electronically, regarding another student	6	10	10
Tobacco product possession and/or use (including E-cigarettes/Vape machines)***	4	5	6
Vandalism or destruction of property less than \$50.00 & restitution	2	3	4
Vandalism or destruction of property greater than \$50.00 & restitution	5	5	10
Weapons possession <small>(see note)</small>	**	**	**

\* 3-10 day suspension with mandatory parent meeting with restorative justice leader, counselor, or administrator before reinstatement. Police may be notified.

\*\* Minimum 10 day suspension with possible long term/expulsion hearing before the Algonac Board of Education. Police may be notified.

\*\*\* Students with vaping device and/or oil will be subject to school discipline as well as all fines and penalties defined in Clay TWP ordinance 143

■ Offenses not specifically listed may also result in points being assessed as per the discretion of the building principal including but not limited to behavior requiring police intervention.

**NOTE: WEAPONS - (POSSESSION AND USE OF)**

Definition - "**Weapons**" - Instruments or devices which are intended by user or design to inflict harm.

The definition **includes** replica or "look-a-like" weapons regardless of whether or not their

instrumentality (by operation) can inflict harm. Common weapons would include, but not be limited to, knives, clubs, guns, chains, wallet chains, b.b. guns, and their replicas or "look-a-likes".

**"Possession"** - The act of having or taking into one's control.

Possession of a weapon can include, but is not limited to, passing from one student to another, holding for a few minutes to look it over, or putting it in a purse or book bag to hold for a friend.

All Offenses - Confiscation of weapon, notification of parent(s) and police, mandatory expulsion from school. As required by law, P.L. 103.382 and M.C.L. 380.1311. Also covered under these laws are rape and arson which occur on school grounds.

The school board of the Algonac Community Schools reserves the authority to expel students. Each student subject to expulsion will have his/her case reviewed by the Superintendent on a case by case basis.

Parent/Guardian contact will be made informing...

- A. At all levels, a notice will be sent home via student and/or a phone contact will be made informing parents or guardians of violations of this behavior code. Parental conferences may also be necessary at various times during the year to help modify behavior.
- B. Whenever deemed appropriate, counselors/social workers, outside agencies and law enforcement officials may be brought into the process.
- C. Any points assessed during the final two weeks of school will be held over to the following school year on the individual's point record.

**The Levels of Dispositions are as follows:**

**One Point** Warning and possible after-school detention.

**Two Points** After school detention.

**Three to Five Points** Multiple after school detentions or 1 day of out-of-school suspension

**Six to Nine Points** 2-4 Full Days Out-Of-School Suspension. At nine points, a parental conference may be required. A referral to a counselor may be made before the student returns to school.

**Ten Points** 3-10 Full Days Out-Of-School Suspension. The student and parent shall be required to meet with a counselor or administrator prior to the student's return to school. Upon return to school from a 3-10 day suspension, the student will begin with zero (0) points. The second accumulation of ten (10) points during the school year will result in a 5-10 school day suspension. Upon return to school from a 5-10 day suspension, the student will begin with zero (0) points. The third and subsequent accumulation of ten (10) points during the school year will result in an automatic 10 school day suspension and possible long-term suspension/expulsion.

- Suspension days are defined as days when classes are in session.

If a student is suspended with six (6) or more points, a parent/guardian must pick up the student or make arrangements for the student to be picked up within two hours after being notified by administration. If a student is not picked up within two hours, police notification may take place.

## **Suspension Appeal Process**

See page 15

## **Point Roll Backs**

1. If a student has no disciplinary referrals/action for one calendar month, the student's point total will be reduced by three (3) points by action of the building administrator.
2. Upon returning from a suspension from a 10 point accumulation, the student will begin with zero (0) points.
3. Students will begin a new school year with zero (0) points, unless points were assessed during the final two weeks of the previous school year. Any points assessed during these final two weeks will be held over to the following school year on the individual's point record.
4. Points may be rolled back, upon administrative approval, if a student voluntarily engages in community service directly involved with the Algonac Community Schools. Credit will be given at a rate of one (1) point for every one (1) hour of successful service.

## **Cell Phone Policy**

Students not following the cell phone policy or using phones inappropriately (Camera usage, Social Media, texting, the accessing of inappropriate content, etc.) will be subject to discipline points and possible confiscation.

- ❑ In the event that a student violates this policy while in possession of a phone not belonging to him/her, they would be held to the appropriate consequences as listed above while the parent/guardian whose child owns the phone would have to claim the phone through the appropriate administrator.

## **Special Needs Students**

School officials may suspend a disabled student (as identified by IDEIA 2004) for up to ten (10) consecutive days without implementing procedural safeguards. However, a suspension in excess of ten (10) consecutive school days constitutes a "change in placement" for which procedural safeguards must be implemented.

Before implementing a suspension of a disabled student for more than ten (10) consecutive school days, the school district must provide due process protection given non-disabled students, and must take the following steps:

- 1) Notify the student's parent or guardian in writing of proposed change in placement; and,
- 2) Convene an MDR/IEPT to determine:
  - a) Did the disability cause, or have a direct and substantial relationship to, the misconduct?
  - b) Did the District's failure to implement the IEP cause the misconduct?
- 3) If the answers to both questions are NO, a suspension of more than ten (10) days may be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be provided.
- 4) At the completion of the student's first MDR of the school year, a student's total points *may* be rolled back to zero (0) points.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT process. In the event of an appeal, the school district must operate under the "stay put" policy allowing the student to remain in the present program. *The District will follow IDEIA 2004 mandates.*

## **SEXUAL HARASSMENT AND INTIMIDATION**

Algonac Jr/Sr High School will maintain a learning environment that is free from discriminatory insult, intimidation, or harassment due to sex. Any incident of sexual insult, intimidation, or harassment in any

form shall be promptly reported to the building Principal. Any student who engages in such behavior will be reprimanded and counseled to refrain from such conduct. Behavior which continues will be subject to further discipline up to and including suspension and/or expulsion.

### **HARASSMENT, BULLYING, HAZING, AND DISCRIMINATION**

It is the policy of the Algonac Community School District to comply with state and federal law regarding harassment and discrimination. Accordingly, no individual shall be harassed or discriminated against or intimidated by a student physically, verbally, or electronically on the basis of race, color, national origin, gender, age, religion, height, weight, handicap or disability. Further, students are prohibited from engaging in abusive, harassing or threatening conduct including, but not limited to, insulting words, threats of violence or other intimidating statements. Penalties for violation of this policy shall include censure and/or discipline, up to and including expulsion. The complete Bullying Policy is defined as follows:

#### **BULLYING: District Policy: 8260**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

#### **Notification**

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

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

#### **Procedure**

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Discipline Officer, Athletic Director, or Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of

an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

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

### **Anonymous Reporting Procedures**

Any stakeholder with information that pertains to bullying as defined in this policy may submit an anonymous report to the Student Services Office in the designated receptacle. Anonymous reports may also be filed by phone through leaving a message at (810) 794 – 4911 ext. 1277.

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

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

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

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

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

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of

- physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
  4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**“Staff”** includes all school employees and Board members.

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

## **TRESPASSING**

Any individual without proper authority to be on school property or having been forbidden to do so by school personnel will be considered in the act of criminal trespass. All individuals will be reported to and prosecuted by local authorities.

## **TRANSPORTATION**

### **SCHOOL BUS INCIDENT REPORT PROCEDURES**

Riding a school bus is a privilege and standards of behavior on a bus are similar to classroom behavior. Misbehavior on a bus or at a bus stop could create a hazardous condition which affects the safety and welfare of the students. If misbehavior does occur, the following steps will be followed:

**Step 1:** First Violation Slip: This is a warning statement and must be signed by a parent and returned to the driver the following morning in order for the student to ride the bus. In this step, the driver makes a telephone call to the parent to explain the behavior.

**Step 2:** Second Violation Slip: This may result in a one (1) to five (5) day suspension from transportation as determined by the building administrator.

**Step 3:** Third Violation Slip: This may result in a two (2) to ten (10) day suspension from transportation as determined by the building administrator.

**Step 4:** A building administrator will determine the number of days of exclusion from transportation. This may be up to 90 days or the remainder of the school year.



**SERIOUS OFFENSES:** The above procedure does not apply when the offense is of a serious nature, such as the use of alcohol, use of drugs, smoking, fighting, opening safety doors, abusive language to the driver, use of fire in any form, malicious destruction of property, etc. Any serious offense will result in an automatic violation slip and suspension from riding the bus. Said suspension will be issued by a building administrator, Discipline Officer, and/or the transportation supervisor.

Suspension from the bus may be for the remainder of the school year.

Suspension days not served in a current school year may carry over to the next school year in the form of continued suspension or probation. Due process will be followed. See Student Code of Conduct.

## **BUS RIDING RULES AND PROCEDURES**

### **ALGONAC TRANSPORTATION DEPARTMENT**

Parents: Please go over bus rules and safety policy with your children so they will know what is expected of them when they ride the bus.

1. Obey the driver's directions. Help the driver to assure safety at all times.
2. Remain seated while the bus is in motion. Wait until the bus comes to a complete stop before attempting to enter or leave the bus. Enter or leave the bus only through the front door, except in case of emergency.
3. Occupy the seat assigned by the driver. Keep feet out of aisles and off seat/back of seats.
4. Musical instruments must be kept out of the aisles and clear of the front/rear emergency door.
5. Sit with your feet on the floor. Keep head, arms and hands inside the bus.
6. Observe classroom conduct. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles.
7. Profane or vulgar language to students or driver will not be tolerated.
8. Help keep the bus clean. No gum chewing, no eating, no drinking, no spitting, or throwing of objects.
9. Be considerate of everyone on the bus.
10. Fighting, pushing and shoving will not be tolerated.
11. Damage to the interior or exterior of the bus will result in payment of damages and suspended bus riding privileges.
12. Bus behavior also includes the bus stop.

### **BUS SAFETY POLICY**

1. Be on time at designated bus stop. Buses cannot wait for tardy pupils. (Be at bus stop five (5) minutes before the designated time.)
2. Stay off the road while waiting for the bus. Form a line to get on the bus.
3. Cross ten (10) feet in front of the bus when crossing the road. Do not cross in back of the bus.
4. Do not leave the bus without the driver's consent. No unauthorized stops will be made.
5. For the safety of all students, buses will not stop for cars attempting to pull them over for a missed bus.
6. Bus drivers waiting in the line-up at either side of the ferry landing or on the ferry will make sure that students are not to get on or off the bus at any time.
7. Sit three in a seat when conditions require it.

### **BUS DISCIPLINE**

**Students who violate bus rules and regulations are, in addition, subject to the consequences of the student handbook.** For example, a student who becomes involved in a fight on a bus, may not only face loss of riding privileges, but also the consequences as prescribed under "fighting" in the student handbook.

## **STUDENT DRIVING/PARKING**

**Student driving and parking is a privilege, not an educational right.** The school has the authority to patrol, visually search and conduct searches of vehicles if reasonable suspicion exists of illegal activity or contraband.

Due to **limited parking space**, permits are issued by considering a combination of the following criteria:

- a. Senior or Junior class status
- b. TEC Center enrollment
- c. Extra-Curricular activities
- d. After-school employment

Permits are applied for on a yearly basis. Permit fee is \$20 per year. All permit fees go towards: security needs, parking lot expansion, resurfacing, lining and permits. Students whose permits are removed due to misconduct, parking or driving violations are **not** entitled to refund of fees.

For the permit application to be processed, **the student must abide by the following regulations:**

***Students who have applied and have been granted permission to drive to school, and have paid their fee, will abide by the following regulations:***

1. The parking permit must be hung on the rear view mirror (or in a highly visible spot if the rear view mirror is not accessible).
2. Student parking is strictly limited to the student parking area assigned. Parking outside of the marked lines (end of rows) is a violation and subject to fines.
3. No parking is permitted on Taft, Ainsworth, Phelps Road, or other areas near or around the school such as the Pearl Beach Lions Club.
4. Student drivers are not to leave the building without permission and/or transport other students away from the building.
5. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents. Accidents and theft should be reported immediately to the school administration and the police.
6. There will be no driving over 10 miles per hour or reckless driving on the school grounds.
7. There is to be no loitering in the parking lot or visitation to the parking lot without permission from the office. There will be no unauthorized driving, riding, or sitting in cars during school hours.
8. Vehicles parked in the student lot are subject to legal searches if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in a vehicle.
9. Falsification of permit application information will result in non-issue, fine, or loss of permit. Students are responsible for updating vehicle information with the office.
10. Students who violate policies in the student code of conduct may forfeit their parking and driving privileges.
11. No permits will be issued to students owing fees or property to the Algonac Community Schools.
12. Students are to enter and exit the parking lot VIA PHELPS ROAD ONLY.
13. TEC students are asked to drive together to conserve parking space.
14. Once issued, permit fees are non-refundable.

**Violation of any parking and driving regulation may involve payment of fees, temporary or permanent loss of parking privileges, and/or suspension.**

### **PARKING/TEMPORARY PERMIT**

Permits for **single day** usage are available from the Discipline Officer. To obtain a temporary permit, you must see the Discipline Officer at least one day prior to and have a valid reason for the request.

### **SAFETY PROCEDURES**

#### **EMERGENCY CLOSING OF SCHOOL**

In the event that normal school operations are altered, an announcement will be made by 7:00 a.m. via the school's website [www.acsk12.us](http://www.acsk12.us). All local media outlets will also be contacted.

#### **TORNADO REGULATIONS**

Students are to remain as quiet as possible during the entire drill so emergency instructions can be given. Hearing instructions is essential for the safety of everyone. The tornado procedures are as follows:

1. A radio monitor in the Main Office will receive the official warning. Announcements will be made on the public address system.
2. When a tornado has been sighted, an announcement will be made that "This is a tornado warning. Go quietly to assigned areas of the building."
3. Teacher's will direct students to the appropriate safe place.

The all-clear signal will be the class bell. If a warning is in effect, bus transportation will not be available. Parents, if they choose to do so, may pick up their child.

#### **FOREIGN EXCHANGE STUDENTS**

Only students who are part of an approved Foreign Exchange Program will be accepted.

#### **FOOD SERVICE**

A limited breakfast program is offered in the mornings before 7:35 a.m. A full lunch program is offered during the three periods listed. Students are reminded that we have a **closed campus**. During the lunch periods students can use the cafeteria and cafeteria courtyard to eat lunch.

During lunch, restrooms next to Room 158 are open and available for student use.

Students/Families requiring payment assistance may obtain Free and Reduced Lunch qualification forms in the Student Service Office.

#### **NOTICES/ANNOUNCEMENTS**

Notices and posters are generally permitted to be posted on the school bulletin boards if the Principal, Athletic Director, or Discipline Officer first initials them.

#### **OFFICE PROCEDURES**

**Telephone:** There is a telephone available to students in the Attendance Office. The telephone is to be used for illness and may also be used between classes, during lunch and before/after school to make contact with a parent.

**P.A. Announcements:** Announcements must be typewritten and handed in with the proper signature of your sponsor or advisor and an Administrator. If unable to turn in the day before, they must be turned in at least 10-15 minutes prior to the beginning of first hour classes. Also included should be the dates the announcements are to be made.

## **MEDIA CENTER**

If you need to do research or have a quiet place to study, then visit the Media Center before school, during lunch, or after school. The major objective of the Media Center is to enable students to access information from a variety of sources. With the technology available, this can usually be done quickly and effectively. Students are expected to behave responsibly while entering or using the Media Center. The basic rule is that even if one person is reading or working in the Media Center, all people present need to respect that person's right to learn. Students are expected to be courteous to each other and the staff. For obvious reasons, food and drink are not allowed in the Media Center. Students must have a pass when coming to the Media Center from a class.

### **Borrowing Periods:**

Regular Collection - Two Weeks  
Vertical File - One Week  
Magazines - One Week  
All materials may be renewed.

### **Services:**

A Media Specialist is available to help with the following:

- research assignments
- technology questions and integration

### **Fees**

Overdue Materials -\$.10 per school day -reading recommendations  
Lost Materials – Replacement Cost

## **PARENT-TEACHER CONFERENCES**

To encourage better communication between the parents and teachers, days are planned for Parent-Teacher Conferences. At these times, all parents are requested to come to the school and meet their student's teachers. Teachers can then go over the report card, assessment results, explain how the student is progressing, work out concerns, and answer questions about the course.

## **SKYWARD FAMILY ACCESS**

As a parent of a current Algonac Community Schools student you have the opportunity to use a product that will allow you to view your child's school information via the web. Skyward Family Access will allow access to pertinent information about your child's attendance, class assignments, report cards, behavior, etc. You will also have the ability to use Skyward Family Access to pay for student lunches online.

## **ATHLETICS/ACTIVITIES**

### **ALGONAC JR/SR HIGH SCHOOL ATHLETICS**

Algonac Jr/Sr High School offers a comprehensive athletic program, which is open to all students. The success of the athletic program depends upon the cooperation and understanding of all involved. With the exception of local rules as defined in the Algonac Jr/Sr High School Athletic Handbook, athletics are governed by the policies of the Michigan High School Athletic Association.

Algonac Jr/Sr High School participates in 16 interscholastic sports.

All participants are **required** to obtain a copy of the Athletic Handbook at the office of the Athletic Coordinator before involving themselves in the athletic program.

#### **FALL**

Football - Boys  
Cross Country (Coed)  
Cheerleaders (Coed)

#### **WINTER**

Basketball – Boys  
Basketball - Girls  
Wrestling (Coed)

#### **SPRING**

Track - Boys  
Track - Girls  
Baseball - Boys

Tennis – Boys  
Soccer- Boys  
Swimming – Girls  
Volleyball - Girls

Cheerleaders (Coed)

Softball - Girls  
Tennis - Girls  
Soccer - Girls  
Golf (Coed)

**CLUBS:** Quiz Bowl, National Honor Society, Student Council, SADD, F.O.R., Book Club

### **AFTER SCHOOL ATHLETIC ELIGIBILITY**

Students must maintain passing grades in all of their classes during the current semester. This will be determined by bi-weekly eligibility. If not passing, the student has one week to bring his/her grades up to the required standards. Complete information is available in the office of the Athletic Director. Students who violate the attendance contact will no longer be able to participate in after school activities or functions such as sports and dances during that semester. Athletes who are written up for discipline will face the following consequences: 1<sup>st</sup> Incident: Warning, 2<sup>nd</sup> Incident: Missed practice, 3<sup>rd</sup> Incident: Missed game. Subsequent incidents during that semester will involve missing practice and then games.

### **SCHEDULING OF AFTER SCHOOL ACTIVITIES AND FUNDRAISING**

In order to avoid unnecessary conflicts, all student activities that use school facilities must be scheduled with the Principal and Athletic Director well ahead of the date on which they are to take place. Class and organization fund-raising activities should be scheduled through the Student Council Advisor.

### **REHEARSAL AND PRACTICE OCCURRING AFTER SCHOOL HOURS**

1. All advisers/coaches must submit a reasonable list of practices or rehearsals to the Athletic Director. Times are subject to availability.
2. Any public performance takes precedence over a practice.
3. In the event of conflicting practices, whichever was scheduled first takes precedence, unless mutually agreed upon by the parties involved. If a conflict is foreseen, the coaches or advisers should be notified immediately.
4. In the event of conflicting public performance schedules, the respective advisers/coaches may mutually reach a decision. In the event of an impasse, the coach/adviser will meet with the Principal and Athletic Director. They will present their reasons and the administrators will make a decision.
5. It is recommended that coaches/advisers communicate a list of expectations of that sport or activity to the students and parents.
6. In a conflict, no student will be threatened with grades or removal from a team or activity.
7. If any student feels that he/she has been threatened in any step throughout this policy, he/she should contact an administrator immediately.
8. A maximum of two -three hours is recommended for a rehearsal/practice.

### **ENTERTAINMENT: BANDS OR OTHER GROUPS**

Any group contracted to perform at a dance or other activity will first be approved by the building Principal and the designated faculty sponsor. The Principal must sign contracts. It must be understood that any activity by any performing group, which is considered to be a detriment to the school, will result in the cancellation of any contract. Such activity will include but not be limited to unauthorized smoking and the use of alcohol or drugs.

### **ALGONAC JR/SR HIGH SCHOOL BAND**

### **INTRODUCTION**

The band program at Algonac Jr/Sr High School forms a vital and important part of the high school. This group represents a large, colorful, visible and highly disciplined segment of the student body. School and many of the programs and traditions of the school would seem dull without the presence of the high school band. Their appearance at sporting events, concerts, parades, contests, as well as community and civic events, add a great deal of color and life to the Algonac Community.

### **PHILOSOPHY**

The main emphasis of the band program is on musicianship and pride of accomplishment, followed closely by citizenship, tradition, morale, spirit, and loyalty. It is the pride of a job well done and the accomplishments achieved that make the sacrifices worthwhile. It is possible, by setting your schedule in a reasonable manner, to have a highly successful band career and still maintain high scholastic standing. The success of the organization will lead to the success of the individual and vice versa. Detailed information on all programs and groups are available from the band director.

### **ALGONAC JR/SR HIGH SCHOOL STUDENT ACTIVITIES**

Along with the athletic and band programs, the high school offers extensive and varied student organizations and activities. Students are encouraged to involve themselves in as many activities as their interests and time allow. Announcements are given throughout the year as to events, organizations and activities.

### **DISCIPLINARY REGULATIONS**

As a student in our school, you want to take full advantage of your right to an education. You come to school with a positive attitude to learn and take part in school activities. Most of you experience no difficulty in what is expected of you.

An important part of your education is **the right to make choices and the responsibility to accept the results of these choices**. To protect your rights and the rights of others, disciplinary regulations in regards to student behavior have been established.

**The Student Code of Conduct at Algonac Jr/Sr High School includes but is not limited to the behaviors described therein.**

These regulations do not describe all behaviors, nor do they describe the many positive efforts to help students change their behavior.

Any student found in violation of the following student code offenses will be subject to the disciplinary consequences as adopted by the Algonac Board of Education.

### **DISCIPLINARY ACTIONS**

Students who become involved in problem areas of behavior will be subjected to certain disciplinary actions. Depending on the seriousness of the problem, one or more of the following actions may be taken by school officials.

**CONFERENCE** - The student has a conference with an employee, teacher or administrator regarding an inappropriate behavior.

**RESPONSIBILITY PLAN** – A student formulates a written plan to improve his/her behavior. Reviewed by a teacher, administrator and/or other parties involved.

**AFTER SCHOOL DETENTION** - The student is assigned, by an administrator, a 60 minute detention after school. Students will be given a minimum two-day notice. Transportation is the responsibility of the student and parent. Teacher detention periods may also be assigned at the discretion of the instructor.

Once scheduled, detention periods will not be rescheduled. **After school employment or activities are not considered in scheduling detentions.** Written notice will be given to the student and mailed to the parent.

**Failure to attend detention results in out-of-school suspension.**

**PARENT CONFERENCE** - A teacher or administrator confers with a parent of a student.

**PAYMENT** - Reimbursement for the cost of repair or replacement of either personal or school property.

**IN SCHOOL SUSPENSION – In-School Suspension (ISS):** IF AVAILABLE, ISS is for a term of one to ten days for each infraction. Students assigned an ISS are to report to the main office immediately upon the start of the school day at 7:35 a.m. Students who are absent on the day/s of the assigned ISS will need to make up the time upon their return to school. The purpose of ISS is to provide a supervised learning environment for the student to focus on their school work and privately reflect on the actions that resulted in the assignment of ISS. Students assigned to ISS will spend the day in a quiet area that is monitored by a staff member and/or administration. Work will be brought to the student at the beginning of the day by each of his/her teachers. Students may bring or buy a lunch. Lunch is eaten quietly in the same room. After eating, the student will return to the assignments for the day. Students assigned to the ISS program may not participate in any school activities scheduled during that day. Students may participate in the scheduled after school activities. Failure to successfully complete the ISS program will result in further disciplinary action. Students who choose to misbehave in the ISS room may be sent home and/or can lose ISS as a discipline action in the future. In those cases, out of school suspension will be assigned to the student for the appropriate number of days. The use of ISS is dependent upon appropriate space available.

**OUT OF SCHOOL SUSPENSION** - Students are removed from the normal school program for a prescribed time period. Out-of-school suspensions are unexcused absences. Students are excluded from school and all related activities. Students under suspension are not allowed on any school property in the school district. Violation may result in trespassing charges. Suspension length is normally 1 to 10 school days.

#### **SUSPENDED PENDING PARENT CONFERENCE**

A student is suspended out of school until a parent can attend a conference with an administrator and/or teacher. The suspension will cease or continue pending the result of the conference.

#### **ELIGIBILITY FOR ATTENDANCE AT ALGONAC JR/SR HIGH SCHOOL**

In order to attend the high school, students must meet one or more of the following conditions:

1. Students must live within the boundaries of the district served by Algonac Community Schools with one or both of your parents or a relative or a court appointed guardian.
2. Students must have been placed by the Probate Court with a family living within the boundaries of the district served by Algonac Community Schools.
3. Schools of Choice.

In the case of guardianship, student must be able to produce papers from the Probate Court to prove that they are a resident of the district.

#### **CRITERIA FOR 8<sup>TH</sup> SEMESTER TRANSFERS**

Students who transfer to Algonac Jr/Sr High School for their eighth semester of attendance must fulfill the following requirements to receive an Algonac Jr/Sr High School diploma:

1. They must fulfill all of the requirements of their home school.
2. They must fulfill all of the requirements of Algonac Jr/Sr High School
3. They must enroll in and pass six classes during the 8<sup>th</sup> semester.

Students who wish to graduate from their home school must be responsible for their own program through the diploma granting home school. Algonac Jr/Sr High School will take no responsibility for a high school diploma or graduation ceremony for students who do not meet the above criteria.

### **COLLEGE VISITATION**

Seniors are allowed two school days during their senior year for the purpose of college visitations. These will be recorded as "School Business". **A signed letter from the college or university will be needed in advance.**

### **TEXTBOOKS/EQUIPMENT/LEARNING MATERIALS**

All textbooks (this includes workbooks and paperbacks) will be stamped with a serial number and have a space inside the cover for the student's name. Each textbook will also be stamped "Property of Algonac Jr/Sr High School."

Textbooks will be taken to each teacher's room prior to the opening of school. When classes begin, each teacher will pass out the textbooks to the students, recording the serial numbers next to the student's name in the teacher's grade book.

Students who do not return textbooks, equipment and/or learning materials that were issued to them, will pay a replacement fee. Students who do not return the missing items or make the appropriate replacement cost will not be able to receive their report cards, transcripts or future schedules until the issue is resolved.

### **WORK PERMITS**

Any student 17 years of age and under, who wishes to seek employment is required to have a working permit. The student should come to the Administrative Service's Office before or after school, not during class hours.

### **SENIOR CLASS**

#### **AWARDS ASSEMBLY**

The graduation class is honored each spring at an awards assembly. Most awards are based on the student's overall performance during their four year tenure in high school. The high school and local community presents scholarships and awards in several areas. A detailed listing is available in the Counseling Office.

### **COLLEGE APPLICATION**

Application for admission to college should be made, as early as possible, in the fall of the senior year. Applications for most Michigan colleges can be obtained in the Counseling Office. Counselors will assist students in obtaining any application not available in the office.

Most colleges require one of the two college entrance tests in addition to the application. These tests are the Scholastic Aptitude Test (SAT) or the American College Test (ACT). They are given five times each year at test centers throughout Michigan. Registration packets for these tests may be obtained in the Counseling Office.

### **DIPLOMA LISTS**

In the fall of the senior year, seniors are asked to complete a form with the exact spelling of their name for their diploma.

### **SENIOR PICTURES**

Senior pictures are taken in the summer or in the early fall. Sittings are available at school. A sitting fee and proof deposit are required at the time of sitting. Pictures may be ordered at the student's convenience. The finished order is sent directly to the student's home.

Within the realm of P.A. 1349, students may submit a picture from a studio different than the contract studio providing that all specifications as provided by the yearbook are met exactly. Failure to meet specifications exactly will result in the picture not being included in the yearbook.



The school does not produce the class composite. The class composite is a benefit of the senior picture contract. Any student who wishes to be on the class composite and receive a copy of this composite must have a sitting with the contract studio to be on the composite. There is no obligation to purchase any pictures.

### **ACADEMIC/STUDENT ACHIEVEMENT AWARDS**

Algonac Jr/Sr High School offers several academic awards. The purpose of academic awards is to recognize and encourage students who maintain a high level of academic achievement for each school year. The awards are given to students maintaining a 3.5 or better grade point average for the preceding year. Complete selection criteria is available in the Counseling Center.

The awards will be as follows: 1st year - a certificate 2nd year - a school letter 3rd year - a gold pin for the letter 4th year - a bar to wear under the pin.

### **HOMEBOUND TEACHER**

Students who will miss school for extended periods of time due to physical disability or illness should have their parents contact the Principal for the services of a homebound teacher. Students who are receiving the services of a homebound teacher are not marked "absent" from school.

### **NATIONAL HONOR SOCIETY/NATIONAL JR. HONOR SOCIETY**

The National Honor Society (NHS) chapter of Algonac Jr/Sr High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each December.

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades are eligible for NHS membership. Students in 7<sup>th</sup> and 8<sup>th</sup> grades are eligible for National Jr. Honor Society (NJHS). For the scholarship criterion, a student must have a cumulative grade point average of 3.4 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty and community are solicited for input regarding their professional reflections and evaluation about a candidate's service activities, character, and leadership. These forms, letters of recommendation, and the student Activity Information Form are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all of the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four areas (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held the first Thursday of every month and participation in the chapter service projects. Members must complete a minimum of 12 hours of community service and 6 hours of fund-raising by May 15, each year to remain members in good standing.

Concerns about a student's non-selection must be made in writing within 10 days of notification. Grounds for dismissal and/or discipline include, but are not limited to, the following: felonies, MIP's, DWI's, cheating, smoking, gross misconduct, dropping below the minimum GPA, failure to fulfill service and fundraising hours, and other behavior problems as listed in the Student Handbook.