

## LETTER OF WELCOME

AHS Students:

To the new students at AHS, welcome to your first year of high school. To our veteran students, welcome back.

The staff of Algonac 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!

Brian R. Brutyn, Principal  
Algonac High School

## ACCREDITATION AND IB WORLD SCHOOL STATUS

Algonac High School is accredited by the North Central Association of Secondary Schools and Colleges which is the highest accrediting organization of schools and colleges in the Midwest. The purpose of the organization is to provide mutual aid in the improvement of the educational programs of the member schools.

Algonac High School also has the proud right to claim the classification of an 'IB World School.' The designation allows the staff of Algonac High School to offer the world renowned International Baccalaureate Diploma Programme. For more information on the program, please contact Rachelle Wynkoop, IB Coordinator at [rwynkoop@algonac.k12.mi.us](mailto:rwynkoop@algonac.k12.mi.us) or 810-794-4911 ext 3275.

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

Algonac 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 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.

## ALGONAC HIGH SCHOOL CAMPUS

Algonac 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.

## ALGONAC HIGH SCHOOL STATEMENT OF MISSION

It is the mission of Algonac 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

## **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.

### **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

### **COUNSELING SERVICES**

A full service counseling program is available to all students. Individual/Group Counseling, 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 **794-4911 Ext. 1282**.

### **ELECTRONIC COMMUNICATIONS DEVICES – School Policy 8280**

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. Possession of this device shall be limited to the period before school and after the student's last class in the afternoon. **Such**

**devices shall be kept (turned off) in the student's locker during the school day.**

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 or audible pagers/beepers shall be turned off and kept in the student's lockers during 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 shall 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, United States History, Government and Economics.
3. Four credits of core Mathematics.
4. Three credits of core Science.
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 23 ½ credits with at least 16 of these credits in academic 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 High School mission statement, graduates of Algonac 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 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 must attain a minimum of 2 credits (4 semesters) or an ‘equivalent experience’ of world language courses.

- *Students who have attended the Algonac Community Schools in Elementary and Middle School will have met this requirement through a K-8 program of study.*

Students who have not met this requirement through an equivalent experience can do so by taking two credits of World Languages at Algonac High School. Courses meeting this requirement are: French, Spanish, German (Distance Learning), Japanese (Distance Learning) and Mandarin Chinese (Michigan State Virtual University).

**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 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 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 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 Main 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.** Any student without an authorized pass will be dealt with under "Insubordination" in the student handbook.

### **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.

### **HOMEWORK REQUESTS**

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

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

**First Bell** 7:30

**1<sup>ST</sup>** 7:35 - 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) 11:16 - 11:46 (3rd 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)**

<b>First Bell</b>	7:30
1 <sup>ST</sup>	7:35 - 8:25
2 <sup>ND</sup>	8:30 - 9:20
<b>Seminar</b>	9:25 - 9:55
3 <sup>RD</sup>	10:00 - 10:50
4 <sup>TH</sup>	10:55 - 12:30 (1st Lunch) 10:55 - 11:25 (2nd Lunch) 11:30 - 12:00 (3rd 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**

Accident insurance will be provided to all students during the school year for school sponsored activities. School insurance will cover expenses that are not covered by the family insurance program. These forms are available in the Main Office. These forms must be filled out and sent directly to the insurance company.

### **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 Main 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 co-operation and assistance from the teachers. Students who are absent for consecutive days will have as many days, within the guidelines of our Attendance Policy, to make up their work. 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 not be allowed to make up the work for credit.

**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:

Brian R. Brutyn, Algonac 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**.

## **PUBLIC AFFECTION**

Inappropriate displays of affection are to be avoided during the school day or during school sponsored activities.

## **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. All visitors must report and sign in at the Main Office.

## **IPODS, WALKMANS, LASER PENS AND OTHER ENTERTAINMENT DEVICES**

Use of these in the classroom is discouraged unless prompted to do so by the classroom teacher. Personal listening is allowed at appropriate times like lunch.

## **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 required to take the ACT/Michigan Merit Exam in the second semester of their junior year. Students must be registered as "junior" status in the fall semester in order to take the ACT/MME.

Students passing the ACT/MME are eligible for dual enrollment privileges in the junior and senior years. Contact your counselor for more information regarding post-secondary options.

## **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:

1. 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. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through", skin tight, 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. Skirts must not be shorter than three inches above the knee. **Undergarments must not be visible.**
2. Hats - A hat is defined as, "a covering for the head". (When allowed: Spirit Week, after school, School events. Hats must be worn straight over the head with NO TILT).

3. 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.
4. 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.
5. All students are required to wear shoes.
6. No shorts or pants with rips or cutouts above the thigh.
7. Coats are not to be worn in the school building. They are to be placed in the student's locker.

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. All missed class time will count as an unexcused absence. This includes repeat offenders.

### **TRANSFERRING STUDENTS**

Students transferring out of Algonac 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 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 Option 5**, 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, 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.**

## **DEFINITIONS**

**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 the Principal.

**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 - An extended illness of three (3) or more consecutive days and verified by a doctor may be counted as one (1) absence for the purpose of the attendance policy.
3. Medical Appointment.
4. Family Emergency.
5. 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. Parents and students have a limit of five school days to excuse an absence via phone. Exceeding the five day time limit will result in an **unexcused 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 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 a letter grade for that class. The student can receive a "G" (credit) for the class if all the requirements of the attendance contract are met.

## **ALGONAC 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.**

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 16, 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 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 Assistant Principal's Office to the parents' home address at the **5th** and the **8th** class absence. At the **10th** absence, an additional letter will be sent for the student to enter into an attendance contract. The contract may be served to the student personally or mailed. The attendance policy, contract and consequences are in effect regardless if a student physically receives or signs a contract. 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. 1274**) 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 must sign out in the Attendance Office and make phone contact with a parent or guardian **anytime** they plan to leave the building during the school day. Failure to do so results in truancy and/or insubordination. Notes or phone calls from home excusing the absence will not be honored.

### **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**

1. **School Business** has no effect on the student. If excessive in the judgment of a teacher, the Discipline Officer will investigate and recommend a possible solution.

2. **Tardies** are recorded by the teacher and placed on the daily attendance sheet. **A student who accumulates three (3) tardies in a class will be required to attend a conference between the teacher and the student.** The conference would be before, during, or after school. The time of the conference is to be determined by the teacher. The conference shall not exceed 45 minutes in length. A conference before or after school would require a minimum two-day notice.

3. A student who accumulates four (4) tardies will be required to attend one (1) 60 minute after school detention. A notice of the detention will be sent home to the parents of the student and hand delivered to the student, if in attendance. Failure to attend the detention, at the assigned time, will constitute insubordination by the student and will result in a minimum one-day out-of-school suspension.

4. More than four (4) habitual tardies in a class will result in out-of-school suspension as defined in the Student Code of Conduct.

5. 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**

Three (3) tardies in a class will result in a conference between the teacher and student. The purpose of this conference is to advise the student on the importance of timely attendance and to discuss a plan for improvement. During this conference, the student will be presented with a "Report of Misconduct" form stating in the "Description of Offense" that the student is aware that it is the 3<sup>rd</sup> tardy in that class and have student sign and date in the area. Teacher will keep on file in case of future tardies in class.

Four (4) tardies in a class will result in the student being referred to the Discipline Officer where the student will receive a conference about the importance of promptness and an after school detention. Failure to attend assigned detention may result in 2 after school detentions or 1 day out of school suspension. Decision will be that of administrative discretion.

Each tardy after the 4<sup>th</sup> tardy is to be referred to the Discipline Officer. The student will receive a minimum of a one-day out of school suspension.

### **TRUANCY/SKIPPING**

A student is absent from school or class without prior permission. This does not include when a parent forgets to excuse an absence that was intended to be excused. The student absences will be unexcused for all periods involved.

**1st Offense:** Conference and/or detention to suspension. **2nd Offense:** One (1) to three (3) day suspension and/or parent conference. **3rd Offense:** Three (3) day suspension and possible court referral (if a minor).

### **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 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 at least one or both of the following criteria:

1. The violation as reported, did not occur **and/or**
2. Consequences as prescribed in the student handbook were improperly administered.

If neither of these exists, the student has **no grounds for an appeal.**

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

1. 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.
2. 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.

3. 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.

4. 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 High School.

## **ZERO TOLERANCE**

Algonac 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 High School Mission Statement, graduates of Algonac 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 High School places on academic honesty.

### **Policy**

Academic malpractice, plagiarism, and collusion are unacceptable behaviors at Algonac 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.

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 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.

### **Consequences**

Violations of the academic honesty policy will be dealt with on a 'case by case' basis. The classroom teacher will be considered the primary investigator, and will notify administration of any breach of this policy more severe than a minor,

incidental occurrence. In all cases, a thorough examination of evidence and circumstance will be considered before consequences are determined. Ignorance of this policy is not an acceptable alibi.

Consequences for academic malpractice, plagiarism, or collusion can range from no credit being given on the assignment to suspension from school and removal from the IB Diploma Programme (if applicable).

Appeals to major disciplinary actions (suspensions or removal from the IB Programme) will be heard by an appointed committee consisting of a neutral administrator, teacher, parent, and principal. Decisions of the appeals committee are final. Any case regarding academic dishonesty on an internal or external examination will be reported to the appropriate national and/or international authorities.

### **ASSAULT AND BATTERY or BATTERY WITH INJURY**

**All Offenses** - Conference, one (1) to ten (10) days out-of-school suspension. Inform police in serious cases and/or possible expulsion.

### **DISRUPTIVE BEHAVIOR**

Incidents include, but are not limited to, corridor/lunchroom disruptions, running horseplay in the halls, group or gang disturbances, throwing of objects, etc.

**1st Offense:** Conference to suspension(s) **2nd Offense:** Detention to suspension(s) **3rd Offense:** One (1) to ten (10) days suspension, possible drop and/or expulsion.

### **DRIVING/PARKING REGULATIONS**

Parking and driving offenses of a minor nature are dealt with under the Student Code of Conduct or temporary loss of parking privileges. Serious or repeated violations of regulations may result in permanent loss and/or suspension from school. See "Student Driving/Parking" for additional information.

### **DRUGS/ALCOHOL**

#### **(POSSESSION, SALE, USE OR UNDER THE INFLUENCE OF)**

Possession, sale and use of drugs also apply to non-controlled substances commonly referred to as "Look-a-Like" drugs and alcohol (including beverages identified as "non-alcoholic" such as: "O'Doul's, Sharp's and other malt beverages). No distinction is made between controlled and non-controlled substances. Algonac High School is a "Drug-Free School Zone" in accordance with Public Law 174 of 1994 as amended.

**1st Offense:** Five (5) day suspension and mandatory participation in a chemical awareness class. Refusal to complete the chemical awareness class will result in an additional five (5) day suspension. **2nd Offense:** Ten (10) day suspension, possible expulsion and/or police contact.

**SALE or DISTRIBUTION: 1st Offense:** Ten (10) day suspension, possible expulsion and/or police contact.

### **DRUG PARAPHERNALIA**

Students in possession of drug paraphernalia will be subject to confiscation of materials, suspension pending parent conference and possible police contact.

**EXTORTION** (To obtain by force or threat)

**All Offenses** – Conference and/or one (1) to ten (10) days suspension. In serious cases the police are informed and/or expulsion is possible.

### **FIGHTING**

Fighting is having physical contact with another person. Physical contact refers to, but is not limited to, hitting, shoving, pushing, tripping, pinching or spitting. Most incidents of fighting result in a **minimum** three day suspension. At no time is fighting appropriate. Students and their parents are entitled to an environment safe from physical harm. **1st Offense:** One (1) to ten (10) days suspension. **2nd Offense:** Five (5) to ten (10) days suspension and possible recommendation for exclusion. **3rd Offense:** Ten (10) day suspension and/or possible recommendation for exclusion.

### **FIRE ALARM - FALSE**

**All offenses** - Conference and/or one (1) to ten (10) days suspension. Fire and police department contact, possible expulsion and/or criminal prosecution.

### **FIRE, FIREWORKS/OTHER EXPLOSIVES (POSSESSION/USE OF)**

**All offenses** - Conference and/or one (1) to ten (10) days suspension. In serious cases the police are informed and/or expulsion is possible. Arson which occurs on school grounds is subject to state and federal law which calls for expulsion. (P.L. 103.382/M.C.L. 380.1311)

### **GROSS MISCONDUCT**

Due to accumulative (ten (10) or more) or repeated disciplinary incidents, where a student consistently refuses to accept responsibility for acceptable behavior, the student's conduct will be termed "Gross Misconduct".

**All offenses** - suspension to exclusion and/or criminal prosecution.

### **ILLEGAL ACTIVITY**

Students involved in any illegal or criminal activity, not otherwise prescribed within this handbook, may be subject to the following:

**All Offenses** – One (1) to ten (10) days suspension, possible drop and/or expulsion, contact of police and proper authorities.

### **INSUBORDINATION**

Insubordination is refusal to comply with the reasonable requests or directions of school personnel. –OR- Refusal to obey established and well-defined classroom and/or school rules and regulations. –OR- Refusal to leave school grounds or being present in an unauthorized area. **1st Offense:** Conference to Suspension(s) **2nd Offense:** Conference to Suspension(s) **3rd Offense and thereafter:** One (1) to ten (10) days suspension, possible expulsion and/or contact with local authorities.

### **INTIMIDATION/THREATS/BULLYING**

**All Offenses** – Conference and/or one (1) to ten (10) days suspension. In serious cases the police are informed and/or expulsion is possible.

### **OBSCENE, PROFANE OR ABUSIVE LANGUAGE (USE OF/OR ACTS)**

**1st Offense:** Conference, detention and/or one (1) to three (3) days suspension.

**2nd Offense:** One (1) to three (3) days suspension. **3rd Offense:** Three (3) to ten (10) days suspension.

## **PERSONAL PROTECTION DEVICES**

A student shall not possess, handle, or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**All Offenses** - One (1) to ten (10) days suspension, possible expulsion.

## **PROPERTY DAMAGE (SCHOOL, STAFF OR OTHER STUDENTS)**

**All offenses** - Student will make restitution for all costs of repair or replacement, including labor. Conference and/or one (1) to ten (10) days suspension. In serious cases the police are informed and/or expulsion is possible.

## **SMOKING (POSSESSION/USE)**

Along with State Law, Public Act of 1988 - M.C.L. 722.642, the property and facilities of the Algonac Community Schools are a "Smoke Free Environment". Use or possession of tobacco or tobacco products is forbidden.

**1st Offense:** One (1) day suspension and police contact. **2nd Offense:** Two (2) to ten (10) days suspension and police contact.

**Additional Offenses:** Ten (10) day suspension, possible expulsion, and police contact in accordance with the State of Michigan "Youth Tobacco Act".

## **SEXUAL HARASSMENT AND INTIMIDATION**

Algonac 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, 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 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.

## **THEFT AND/OR POSSESSION OF STOLEN PROPERTY**

**All offenses** - Student will make restitution or return of all property. Conference and/or one (1) to ten (10) days suspension. Inform police in serious cases, possible expulsion.

Additional offenses may result in a drop and/or possible recommendation for expulsion.

## **TRESPASS**

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.

## **UNAUTHORIZED DISTRIBUTION OR SALE OF MATERIALS ON SCHOOL PROPERTY**

**1st Offense:** Conference to suspension(s). **2nd Offense:** One (1) to ten (10) days suspension. **3rd Offense:** One (1) to ten (10) days suspension, possible drop and/or expulsion.

### **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.

## **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 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

Freshmen students are **not eligible** to drive or apply for parking permits.

Permits are applied for on a yearly basis. Permit fee is \$15 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.

**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.

**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. 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 want 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

-computer questions and instruction

-photocopy machine

#### Fees

Overdue Materials -\$.10 per school day

Lost Materials – Replacement Cost

-reading recommendations

-reserve materials that are checked out

### 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 school and meet their student's teachers. Teachers can then go over the report card, explain how the student is progressing, work out concerns, and answer questions about the course.

### ZANGLE PARENT CONNECTION

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. Zangle ParentConnection will allow access to pertinent information about your child's attendance, class assignments, report cards, behavior, etc. To use ParentConnect you will need Internet access, an e-mail address, and a browser such as Internet Explorer. In order to access the secured information that is available via ParentConnection, you will need to register for an account. Please contact the Main Office for a ParentConnection Registration Form. Once the form is completed the staff will verify the information and create your ParentConnection account. You will need to come in and pick up your PIN/password in person. You will be asked to produce a driver license as proof of identity at the time of pickup.

### ATHLETICS/ACTIVITIES

#### ALGONAC HIGH SCHOOL ATHLETICS

Algonac High School offers a full and varied 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 High School Athletic Handbook, athletics are governed by the policies of the Michigan High School Athletic Association.

Algonac 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**

**WINTER**

**SPRING**

Football - Boys  
Cross Country (Coed)  
Cheerleaders (Coed)  
Tennis – Boys  
Soccer- Boys  
Swimming – Girls  
Volleyball - Girls

Basketball – Boys  
Basketball - Girls  
Wrestling - Boys  
Cheerleaders (Coed)

Track - Boys  
Track - Girls  
Baseball - Boys  
Softball - Girls  
Tennis - Girls  
Soccer - Girls  
Golf (Coed)

## **CLUBS**

Quiz Bowl  
National Honor Society  
Student Council  
SADD

## **PARTICIPATION FEE**

The Algonac Community Schools ‘Athletic Fee’ does not guarantee playing time or control over any conditions of the team or Athletic Department. Also understand that paying the fee does not alter the policies or procedures established in the Algonac Athletic Handbook.

The participation fee is a one-time fee for the school year. A student may participate on one or more athletic teams during the school year provided the appropriate fee listed below has been paid:

- \$100 per high school athlete for the 2010-11 school year
- \$50 per middle school athlete for the 2010-11 school year
- Participants exclusively in ‘club’ sports (MS Cheer, MS Cross Country, Fall Cheer, and HS Girls Swim) are responsible for 50% of the original fees described above.

A student may not participate in a MHSAA sanctioned contest until the fee and signed contract have been turned into the Athletic Office. The contract and fee are due three business days before the first scheduled game.

## **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.

## **SCHEDULING OF AFTER SCHOOL ACTIVITIES AND FUND-RAISING**

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.

## **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 hours is recommended for a rehearsal/practice.
9. It is further recommended that whatever policy is adopted will be explained to the students involved in extra curricular activities by the administration. This will remove any bias that may naturally come from an adviser/coach making the presentation.

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

Any group contracted to perform at a dance or other activity will first be approved by the building Principal or 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 HIGH SCHOOL BAND**

#### **INTRODUCTION**

The band program at Algonac 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 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 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. **Infractions are accumulative throughout a student's high school career and influence the disciplinary action of subsequent violations.**

### **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.

**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 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 High School for their eighth semester of attendance must fulfill the following requirements to receive an Algonac 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 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 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 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. Any student who is not able to return the above, must get a pass from the office before being allowed to take final examinations. At this time, arrangements will be made with the office for replacement costs/payment.

## **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 Assistant Principal's Office before or after school, not during class hours.

## **SENIOR CLASS**

## **AWARDS ASSEMBLY**

The graduation class is honored each spring at the awards assembly. Most awards are based on the student's four years 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.

## **TESTS**

In order to qualify for financial aid through the Michigan Competitive Scholarship Program, students must take the ACT in the spring of the junior year or the fall of the senior year. The ACT may be taken more than once, but only the first score will be used for the Michigan Competitive Scholarship Program.

## **ACADEMIC/STUDENT ACHIEVEMENT AWARDS**

Algonac 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 or Assistant

Principal for the services of a homebound teacher. Students who are receiving the services of a homebound teacher are not marked "absent" from school.

### **HONOR SOCIETY**

The National Honor Society chapter of Algonac 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 membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 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.