

# ANCHOR BAY HIGH SCHOOL

## Student Handbook/Student Code of Conduct 2025-2026

### ANCHOR BAY HIGH SCHOOL SONG

*Give a cheer for ABHS  
Hail to the red and white team  
We'll always win, never give in  
That's why we're in the fight, team  
Roll out the score for our school  
Come on Anchor Bay  
Give a toast to the host  
Of the colors that we boast  
As we march onto victory*

### SCHOOL COLORS

*Red & White*

### SCHOOL NICKNAME

*Tars*

### High School Address

6319 County Line Rd.  
Fair Haven, Michigan 48023  
Phone Main Office (586) 648-2525  
Attendance Office (586) 648-2526  
Fax (586) 716-8306  
[www.anchorbay.misd.net](http://www.anchorbay.misd.net)

### TABLE OF CONTENTS

Adding or Dropping a class.....	7
Athletics.....	7
Attendance .....	7
Awards.....	19
Building After Hours. ....	8
Buses .....	8
Cafeteria .....	8
Cell Phone Policy .....	8
Citizenship Guidelines .....	9
Clubs and Organizations .....	9
Code of Conduct (Separate Document)	
Commencement Exercises .....	9

Computer Devices .....	9
Counselors .....	9
Course Credit.....	9
Debts.....	10
Deliveries.....	10
Dress Code.....	10
Dual Enrollment.....	11
Emergency Response Drills .....	11
Extra-Curricular Eligibility Policy .....	11
Food and Beverages.....	12
Grades.....	12
Graduation Requirement.....	13
Hall Passes .....	13
Homework .....	13
Ill and Injured Students.....	13
Internships/CO-OP .....	13
Lockers and Gym Lockers .....	14
Lost and Found.....	14
Medication.....	14
Messages .....	14
Multicultural Education .....	14
National Honor Society.....	14
Nautical Shoppe.....	15
Parking Permits.....	15
Physical Education Credit.....	16
Post Graduation Policy .....	16
Reenrollment .....	17
Schedule of Classes .....	6
School Closings .....	17
School Functions .....	17
School-Sponsored Activities (School Dances).....	17
Senior Pictures.....	17
School Telephones.....	17
Senior Year Status .....	17
Standardized Test Requirements.....	18
Statement of Assurance.....	6
Student Debt .....	18
Testing Out .....	18
Textbooks .....	18

Transferring Students..... 18

Visitors ..... 18

Where to Go..... 19

## ***Anchor Bay School District***

### **MISSION STATEMENT**

***“Empowering all students to succeed in an ever-changing world.”***

### **VISION STATEMENT**

***Educate, Motivate, Collaborate, Cultivate.***

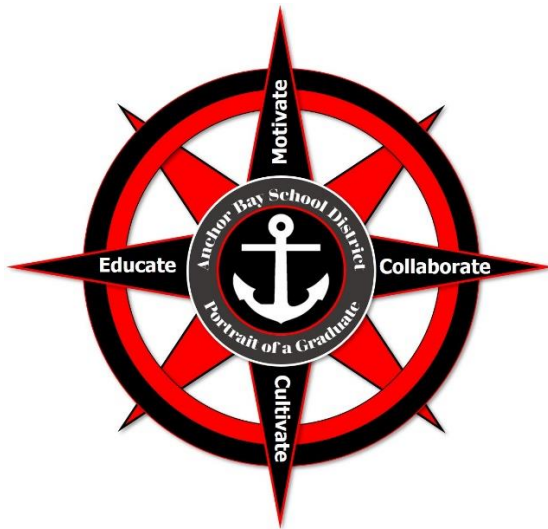
### **BELIEF STATEMENTS**

***In Anchor Bay Schools, we believe in students first!***

***Together we will:***

- ***Provide a safe and supportive environment.***
- ***Foster problem-solving and critical thinking skills for responsible decision-making.***
- ***Respect and value the diversity of all participants.***
- ***Develop lifelong learners who understand the importance of integrity, character, and empathy.***
- ***Inspire innovative, adaptive leaders.***
- ***Collaborate with our community.***

### **PORTRAIT OF A GRADUATE**



## Expectation of Stakeholders

### Student

- Attend school regularly and arrive to class on time each day.
- Come to school dressed in attire that meets the dress code.
- Return my assignments and home activities on time.
- Display positive behavior towards peers, staff, teachers, visitors, and administrators.
- Follow school and classroom rules and expectations.
- Come to school with all the materials needed for learning.
- Show respect for myself and others and for their belongings.
- Do my best at all times, even when it seems difficult.
- Believe that I can learn and that I will learn.
- Do my part to keep my school environment clean and safe.

### Parent

- See that my child attends school regularly and is in the classroom on time each day.
- Support all school rules and policies.
- Supervise the completion of homework and check to see that it is returned.
- Read and review all the information my child brings home from school.
- Provide a quiet place for learning at home.
- Attend at least 3 parent-teacher/school functions a year.
- Support the school staff and respect the diverse populations.
- Have ongoing communication with my child's teacher and be actively aware of his or her academic progress using the parent portal

### Educators

- Provide a caring learning environment where your child can be responsible for learning.
- Provide a safe and positive, healthy, creative, well-managed environment where children are respected and appreciated.
- Support and attend school functions.
- Maintain open lines of communication with students, parents, and school administration.
- Seek ways to involve parents in educational activities.
- Provide students with strategies to increase competence, both in academics and in their interactions with others.
- Make effective use of instructional/academic learning time.
- Provide appropriate, meaningful assignments.
- Continue to participate in staff development, keeping current with best practices in the field of education.

### Dear Students:

The faculty and staff of Anchor Bay High School are committed to providing the best possible education to help you become successful adults. Our school offers a variety of programs that will prepare you for college and careers when you graduate. We cannot accomplish this without your cooperation and the support of your parents and our community. By working together, we will have a learning community committed to excellence.

We offer you the opportunity to learn and grow and encourage you to always do your best. By accepting the challenge, you will improve mentally, socially, and physically. If you need help, you only need to ask for it. We wish you the best for a successful year.

Mike Mackenzie	Rich Palmer	Dave Boeskool	Mark Prebay	Don Holston
Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal

## **ANCHOR BAY BOARD OF EDUCATION**

### **STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The Anchor Bay Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Anchor Bay Board of Education that no person based on race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or which it receives financial assistance from the United States Department of Education.

*Contact Person: Mr. Phil Jankowski, Superintendent Telephone: (586) 725-2861*

### **NONDISCRIMINATION STATEMENT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Anchor Bay School District that no person shall, based on race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact Human Resources, 5201 County Line Rd., Suite 100, Casco, MI 48064, (586) 725-2861

### **STUDENT RECORDS**

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

### **RESPONSIBILITY FOR A SAFE AND ORDERLY SCHOOL ENVIRONMENT**

To create an environment that promotes learning, every member of the school community must work together. The ultimate responsibility for student conduct rests with the student and parents. Parents are responsible for the behavior and attitudes of their children. Teachers, administrators, and counselors deal with such problems to the extent the student will accept their help and authority. When their efforts fail or are not accepted by the student, parents must then deal with their child in whatever way is necessary to ensure proper respect for school authority and acceptable behavior on the part of their child. The district policy manual states: "Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of (state and federal) laws as they relate to students and staff. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property, pride in one's work, achievement within the range of one's abilities, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District."

"The School District's policies and rules apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date or time."

### **SCHEDULE OF CLASSES**

Period 1 – 7:17 – 8:15 a.m.

Period 2 – 8:21 – 9:19 a.m.

Period 3 – 9:25 – 10:23 a.m.

Period 4 (Includes Lunches) – 10:29 – 11:57 a.m.

*A Lunch – 10:29 – 11:00 a.m.*

*B Lunch – 11:00 – 11:31 a.m.*

*C Lunch – 11:26 – 11:57p.m.*

Period 5 – 12:03 – 1:01 p.m.

Period 6 – 1:05 – 2:09 p.m.

## **ADDING AND DROPPING CLASSES**

The counselor will handle necessary schedule adjustments before the trimester starts unless initiated by the counselor or the administration.

## **ATHLETICS**

Athletics is an important part of our school program. The program is open to both boys and girls. Student eligibility and behavior expectations are explained in the Anchor Bay School District Athletic Code of Conduct, available in the Athletic Director's Office or the school website under athletics.

## **ATTENDANCE**

Attendance and participation in class are necessary for academic achievement. An attendance policy is an essential element in improving and maintaining regular attendance. Improved attendance will result in greater student classroom success, more efficient use of time, and more efficient use of teacher time. Students are expected to attend **ALL CLASSES REGULARLY**. **“Senior Skip” days are not sanctioned by Anchor Bay Public Schools.**

## **ATTENDANCE – ATHLETICS**

**Attendance in all classes of each school day** is required for students to be eligible to participate in practices and contests. A student who has an exempt absence because of a funeral, medical appointment, field trip or some other school-approved activity is considered to be in school for that day. Exceptions will be dealt with on an individual basis through the athletic department.

## **ATTENDANCE- CALL INTO SCHOOL**

Parents are required to call the high school attendance office at 586.648.2526 and report the reason for the student's absence. A call or a note from a parent must be received within 48 hours of the absence for students to receive an excused absence. Students arriving late or leaving early with parent permission must sign in and/or out in the main office. Students must leave school property immediately upon signing out unless prior arrangements have been made.

## **ATTENDANCE- MAKEUP WORK**

Students are allowed one day to make up each day's work missed for each regular absence. Work is due before leaving or immediately upon return for all school-related and/or prearranged absences. Work missed due to administrative time out should be made up as arranged with the teacher. Students will receive failing grades on work missed due to skipping class.

## **ATTENDANCE- PARTICIPATION/CLASSWORK GRADES**

Parents should be aware that teachers base a percentage of the grade in the course on active participation in the class, as well as work assigned and collected during the class period. If a student skips class, is excessively absent, does not make up work for time missed on called-in absences, or attends class but is excessively inattentive, the participation score will be lowered and consequently, the grade in the course will be lower. Teachers provide a written grading policy to each student that indicates the percentage of the score that is based on participation and classwork completed during the period.

## **ATTENDANCE- PRE-ARRANGED ABSENCES**

If a student is going to be absent on a future date, and it will be impossible to call in on that date, the parent may call the attendance office to make arrangements.

Students interested in visiting campuses are encouraged to do so during vacations or when school is not in session due to staff development or records days. Please review what constitutes an excused absence.

## **ATTENDANCE - TARDINESS**

Any student who reports to class up to five (5) minutes late in periods two through six (2-6) and up to ten (10) minutes late in period one (1), without an excused pass, will be considered unexcused tardy. Students who are more than five (5) minutes late in periods two through six (2-6) and more than ten (10) minutes late without an excused pass will receive an unexcused absence. Students who are repeatedly tardy for a class will receive a

suspension that will be considered an unexcused absence from class.

## BUILDING AFTER HOURS

**Students may not be in the building after 3:15 pm, unless they are in the company of a teacher, coach, or activity sponsor.** Students waiting for a ride must wait in the student success center and conduct themselves in an orderly fashion; otherwise, the student will be directed to leave the building and will be subject to school consequences.

## BUSES

Bus transportation is a privilege and not a right!

1. Students are to obey all school and/or district bus rules when riding buses. Inappropriate behavior may result in the suspension of bus privileges.
2. A student wishing to ride a bus other than their own must have written permission from a parent/guardian, including the date, the reason for the request, phone number for verification, and approval from an administrator.
3. Students must exit the bus in the morning and come **DIRECTLY** into the building. Detentions and suspensions will be given to those who do.
4. Major offenses or repeated minor offenses may result in the loss of bus privileges.

**\*SEE THE CODE OF CONDUCT SECTION FOR MORE INFORMATION ABOUT BUSING.**

## CAFETERIA BREAKFAST/LUNCH

A lunch program is offered to all students. **WE HAVE A CLOSED CAMPUS** at Anchor Bay High School, which means that students **MAY NOT LEAVE** school during lunch hour. Students may not exit the commons area during lunch without permission since classes are in session. Students may use the restroom during lunch periods. Students who wish to use the library during lunch must have a pass from a teacher prior to going to the lunchroom. Students wishing to bring a lunch from home may do so, but they must eat in the commons area.

Some basic rules concerning conduct in the lunchroom include:

1. No running, pushing, crowding, or saving places in line.
2. Everyone must sit in their own seat.
3. No cutting in line.
4. Clean all trash and food from your table. Do not leave trash on the floor or on the tables.
5. Food and beverages may only be taken from the cafeteria with prior staff approval.
6. Do not sit on tables.
7. No throwing of food.
8. Charging of food is not allowed without administrative approval.
9. If you drop something, pick it up. Clean up after yourself!
10. Students may only use first-floor commons restrooms.
11. Students must remain in the commons throughout their assigned period.

***Students who break cafeteria rules may be assigned detentions or suspensions.***

## CELL PHONE POLICY

Cell phones may not be seen or used while in school. This policy is in effect from the morning warning bell (7:15) until the last bell of the day, and includes classrooms, hallways, and common areas, including lunch. If a phone is seen, the student will be directed to turn over their phone. The phone will be taken to a pathway office where it will be stored until the end of the day. The student will be subject to progressive discipline (see the code of conduct). Personal headphones are not allowed and will be subject to the same progressive discipline. Smart Watches are allowed at the teacher's discretion; however, if the student is using it to text or inappropriately, the student will need to turn it over to the staff member, and progressive discipline will ensue.

## CITIZENSHIP GUIDELINES – GENERAL

**To earn an O (Outstanding) in citizenship:**

- A. Attitude always positive
- B. Daily class participation
- C. Consistently self-directed

**To earn an N (Needs Improvement) in citizenship:**

- A. Negative attitude displayed occasionally
- B. Sometimes fails to participate when called upon
- C. Often fails to follow directions



- D. Consistently attentive in class
- E. Always responsible for materials and assignments
- F. Always respects the rights and property of others

- D. Behavior distracts other students occasionally
- E. Makes little effort to have materials and assignments ready
- F. Interferes with the property of others or their right to learn

**To earn an S (Satisfactory) in citizenship:**

- A. Attitude always positive
- B. Participates frequently in class
- C. Follows directions
- D. Attentive in class
- E. Brings materials and assignments to class
- F. Respects the rights and property of others

**To earn a U (Unacceptable) in citizenship:**

- A. Consistently negative attitude
- B. Rarely participates in class
- C. Rarely follows directions
- D. Behavior consistently distracts others
- E. Consistently lacks materials and assignments
- F. Regularly interferes with the rights of others to learn and/or their personal property

## **CLUBS AND ORGANIZATIONS**

Students are encouraged to join and participate in a variety of clubs and organizations available to them at Anchor Bay High School. An updated list of clubs and organizations is available on the high school website under student activities.

<https://kristinanderson66.wixsite.com/anchor-bay-high-scho/clubs-activities>

## **COMMENCEMENT EXERCISES**

Commencement exercises will include only those students who have successfully completed requirements as required by law, all credits, coursework, and assessments required by the School District, and all other requirements that may be established and published from time to time by the board. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants. All student debt incurred during high school years needs to be paid prior to graduation; failure to do so will result in the student not participating in commencement exercises.

## **COMPUTER DEVICES**

Computer devices, including laptops or Chromebooks, will be made available to students in each of their classes. Students are responsible for the device while it is in their possession. A fine or debt may be charged to the student for damage, accidental or intentional, beyond normal use.

The use of computer devices is for educational purposes only. Students must abide by policies and rules pertaining to the use of hardware, software, networks, and other district technology. Failure to abide by policies and rules may result in discipline, including losing the privilege to use district technology.

## **COUNSELORS**

Counselors are available by appointment to assist with academic, career, scheduling or personal matters. If the matter is an emergency and the student's counselor is not available, they may ask a secretary to speak with a different available counselor.

## **COURSE CREDIT**

A student is considered to have completed a credit if the student successfully completes the subject area content expectations or guidelines developed by the Michigan Department of Education that apply to the credit. A school district also must grant credit if the student earns a qualifying score, as determined by the MDE, on the assessments developed or selected for the subject area by the MDE or the student earns a qualifying score as determined by the school district that measures a student's understanding of the subject area content expectations or guidelines that apply to credit.

## DEBTS

Students will be charged for any book that is lost or damaged. Debts that are accrued for school property that is damaged or missing, as well as any unreturned athletic, JROTC, or band uniforms, must be paid prior to the beginning of the school year by cash, money order, or certified check. All debts must be paid prior to participation in senior activities such as Prom, All-Night Party, and Commencements.

Damage to school property and the security of all issued textbooks is the responsibility of the student. All debts are to be paid in full prior to the end of the school year by cash, money order, or certified cashier's check. All debts must be paid prior to participation in senior activities such as Prom, Senior-All Night Party, and Commencement.

## DELIVERIES

Delivery of flowers, candy, gifts, outside food, etc., to the high school disrupts the education process. Please do not make these arrangements during the school day.

## DRESS CODE

Anchor Bay Schools respects students' right to express themselves in the way they dress. All students who attend Anchor Bay Schools are expected to respect the school community by dressing appropriately for the K-12 educational environment. Student attire should facilitate participation in learning and the health and safety of students and adults who supervise them. This policy is intended to guide students, staff, and parents. The following guidelines shall be followed, which allow for student expression but also to aid in academic success and safety.

Guidelines shall prohibit student dress or grooming practices which:

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

A few examples of inappropriate attire include:

- A. Profane, negative, or obscene writing or pictures.
- B. Sunglasses. (unless prescription or transitional lenses)
- C. Hoods.
- D. Anything that covers the ears.
- E. Transparent clothing, and/or:
  - i. Clothing that reveals undergarments.
  - ii. Clothing that exposes nipples, genitals, or buttocks.
- F. Tube tops or single-strap tops, tops must have straps on both shoulders.
- G. Clothing that has reference to drugs, alcohol, tobacco, sex, gangs, illegal activities, demonstrates hate group association, or uses hate speech targeting a protected class, may not be worn.
- H. Wallet chains, spiked jewelry, or other dangerous accessories.

For safety, footwear with a sole must be worn at all times.

Students who represent the district at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, AFJROTC, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance. Specialized courses may require specialized attire such as athletic attire or safety gear-ex. gym, CTE (Career and Technical Education) classes.

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

**ANY STUDENT WITH INAPPROPRIATE CLOTHING WILL REMAIN IN THE OFFICE UNTIL AN APPROPRIATE SOLUTION IS FOUND, WHICH MAY REQUIRE A CHANGE OF CLOTHING FROM HOME.**

## DUAL ENROLLMENT

Dual enrollment is an opportunity for qualified junior or senior students to take classes (and earn credit) at a local college or university while still in high school. Dual enrollment is available to eligible students who must:

1. Be enrolled in a high school class in a school district in Michigan;
2. Be in at least 11<sup>th</sup> grade or if in a lower grade be approved by the district;
3. Have taken and achieved a qualifying score in:  
All subject areas of the Michigan Merit Exam or other state-approved readiness assessment\*  
OR  
In the subject area if the eligible course a student would like to take.
4. Eligible students may take courses in subjects for which there are no endorsements such as history, political science, computer science, or foreign language, as long as they have taken all sections of the MME, SAT, WorkKeys, or College Board PSAT. State endorsement is not required in any specific area for this participation.
5. Not be enrolled in high school for more than 4 school years. Under the law, adult education students are not eligible.
6. If a student drops (after the college drop window) or fails a class, they are responsible for the cost of the class.

### \*Approved Assessments and Qualifying Scores

**Michigan Merit Exam:** Student must score at levels 1 and 2 (Exceeded the Standard or Met the Standard in Mathematics, Reading, Writing, or Science.) Students must attain the scores indicated in the area listed – Mathematics 18, Reading 17, Science 19, English 21 **PSAT Assessment:** Students must attain the scores indicated – Critical Reading 44, Writing Skills 49, Mathematics 45.

## EMERGENCY RESPONSE DRILLS

**Inclement Weather Drills** will be held each year. Students will be instructed where to go and what to do by their instructors.

**Fire Drills** are conducted at unannounced times during the school year. The fire drill warning includes flashing strobe lights and the sounding of an alarm, and an announcement. Teachers will explain these regulations at the beginning of each course. All students and personnel must leave the building during a fire drill.

**Active Violence Drills** will be conducted following the A.L.I.C.E. response protocol. These drills will be announced to students, and we will do a minimum of three of these drills each year.

## Eligibility Policy

### ANCHOR BAY SCHOOLS EXTRA-CURRICULAR ELIGIBILITY POLICY

It is the responsibility of the student to know and adhere to the eligibility code of their school. Participation in extracurricular activities is a student's privilege, not a right, which can be removed at designated times for failure to meet the standards and requirements of the Anchor Bay School District. For this policy, an extra-curricular activity is defined as any activity that is not part of the required curriculum for a course or is outside the regular course of study. This includes but is not limited to dances, athletic events, clubs, and performances.

**These are the standards that must be met in order to participate in any extra-curricular activity:**

1. Have satisfactory or better citizenship in five (5) of six (6) of their classes.
2. Pass six (6) out of six (6) classes.
3. Maintain a grade point average (GPA) of 2.0 from the previous trimester.
4. Student must adhere to the Anchor Bay Schools Athletic Code of Conduct.

**If a student does not meet all of these standards at progress report and quarter report card time:**

1. The student is ineligible for a period of 1 week (including weekends).- The student will be allowed to sit on the bench, but not participate in games, while ineligible.
2. The student can regain eligibility if he/she submits a progress report signed by each of his/her teachers on Monday of the *following week* which indicates his/her grades have met those standards.

**If a student does not meet all of these standards at the end of the trimester:**

1. Student is ineligible for 60 scheduled school days.
2. A student may be granted a one-time exception to the 2.0 grade point average (GPA) if the student has at least a 3.0 cumulative grade point average (GPA).

Any student who meets the MHSAA eligibility standards (passing 4 out of 6 classes for the trimester) but does not meet the eligibility requirements of Anchor Bay High School for the previous marking period can apply for provisional eligibility by meeting with the Athletic Director (athletes) or Assistant Principal (non-athletes) and developing an Academic Improvement Plan.

The plan must include:

1. A signed contract between the student, their parent(s) or guardian(s), and the athletic director or assistant principal detailing the steps the student must follow in order to work towards improving his or her academic performance.
2. A weekly report of the student's grades must be handed in to the athletic office by the student with:
  - a. Maintenance of grades which are currently above 2.0 must be verified.
  - b. Improvement of grades, which are below 2.0, must be shown.
  - c. Mandatory Attendance at weekly study sessions or lunch-time or after school tutoring.
3. The plan must include provision for:
  - a. Meeting with teacher(s) as appropriate.
  - b. Develop a daily schedule for time management.
  - c. Contact with school support services.

Plans will be developed by the athletic director/faculty on an individual basis. Students will be deemed provisionally eligible once a plan is signed. Failure to comply with the Academic Improvement Plan will result in the student being deemed ineligible for the remainder of the trimester.

## **FOOD AND BEVERAGES**

- No food or beverages are permitted in the auditorium
- Students are permitted to eat in the classroom at the teacher's discretion.
- No glass bottles are permitted on school grounds; they will be confiscated.

## **GRADES**

Academic grades are intended to reflect as nearly as possible the performance of students related to the approved outcomes of instruction for a given course. Grades may be averaged from recorded performance on tests, homework assignments, classroom work, class activities (such as performances, labs, and discussions), and other activities directly related to curriculum outcomes. Academic grades should not be awarded for attendance or behavior. Grade Point Averages are calculated to the hundredth (two decimal) places after the 11<sup>th</sup> trimester for senior awards. Grades may reflect a program that has been modified for a student with special needs, provided the program has been approved in advance by the student, teacher(s), and the appropriate administrator.

Final trimester grades will be calculated based on various assessments and assignments. There will not be a traditional final exam at the end of each trimester. However, some courses may choose to give a cumulative assessment at the end of a trimester that figures into the student's trimester grade.

## **GRADES - Weighted**

Students taking Advanced Placement (AP) classes in English, American History, Government, Chemistry, and Calculus will receive 1.0 extra honor point. Students taking Honors courses will receive a 0.5 honor point. For example, an A grade in an AP course will earn 5 honor points instead of 4 and an A grade in an honors course would earn 4.5 honor points instead of 4.

## **GRADUATION REQUIREMENTS**

**Please see the counseling page on the school website.**

**<https://www.anchorbay.misd.net/schools/high-school/counseling-center/>**

### **HALL PASSES**

Students outside the classroom during class time without a pass may be subject to disciplinary action. Students who abuse their position in order to “roam the halls” without a pass will be subject to appropriate discipline. Students should use the restroom during lunch period, before or after school, or between classes. Books and supplies should be brought to class in order to avoid the need for a hall pass. Teachers are asked to approve passes only when absolutely necessary. Every pass issued must be dated, including the time. Students altering passes in any way may be suspended.

### **HOMEWORK**

#### **Definition:**

Homework is any activity related to classroom curriculum and school learning that is completed outside of the classroom and regular school hours without the immediate and direct supervision of the teacher, but presumably under the supervision of the home.

The most common types of homework assignments include:

1. Completion of assignments not finished during class time;
2. Independent practice assignments not finished during class time;
3. Preparation assignments, which normally refer to reading assignments given prior to class meetings so that class time may be spent in discussion or some other form of application of the information read;
4. Extension assignments which attempt to take the student beyond the work done in class and to join what is learned in school to a multitude of other concepts outside the classroom.

#### **Purpose:**

Instructional staff hold high levels of expectations with regard to the educational accomplishments of their students, which are reflected in the kind of assignments made. Homework assignments are intended to accomplish the following:

1. To stimulate student effort, initiate the development of independent student habits, and responsibility for self-direction;
2. To reinforce school learning by providing necessary and meaningful practice in some skills where mastery is needed;
3. To supplement and support the school experience through related home activities, providing for integration and application of concepts and skills;
4. To encourage a carryover of worthwhile school activities into permanent leisure interests;
5. To acquaint parents with what their student is learning in school and to invite their help when desirable.

#### **Parent Involvement**

Parents should understand the purpose of homework. They can contribute to their child's success in school by providing conditions conducive to students and helping their child work out a good study schedule.

### **ILL STUDENTS**

Students who become ill during the day should report to the main office or a pathway office.

### **INJURED STUDENTS**

Students who are injured during the day should report it to their teacher or the main office, or a pathway office. The teacher will complete an accident report. Students will not leave school without the proper permission of a secretary or administrator. Should a student choose to leave school without permission, he/she is subject to the appropriate discipline and an unexcused absence.

### **INTERNSHIP – CO-OP**

The Internship program is intended for senior vocational students to receive on-the-job training prior to graduation. Students must be in an advanced vocational course related to his/her actual job assignment. Students in the Co-op program receive both credit and wages. They must have their own transportation to the job site. Consult the Co-op coordinator for further information.

## LOCKERS / GYM LOCKERS

Each student is responsible for his/her locker. The school will assume no responsibility for student property lost or stolen from lockers due to student negligence. **DO NOT SHARE LOCKERS.** No other student knows your combination unless you tell him or her. As student lockers are the property of the school, they may be searched anytime there is reason to believe that a law or school rule is being violated. Gym lockers and locks are provided for the convenience of students and the safety of their belongings. Students are not allowed in the gym or locker room at any time without staff supervision. Any form of school insurance does not cover personal property that is lost or stolen on school grounds. Lockers are subject to search and seizure without prior notification.

## LOST AND FOUND

Lost or found articles may be reported to or claimed in the main office. Since the school has no liability for student property, common sense should be used with bringing valuables to school.

## MEDICATION

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug. The total responsibility for dispensing or administering any non-prescribed (over-the-counter) drugs, preparations, and/or remedies shall rest solely with the parent(s) or legal guardians, and that student. Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent. This document shall be kept on file in the main office.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage, will be administered and only in the presence of another adult. Parents, or students authorized in writing by the parents and a physician, may also administer medication, but only in the presence of another adult.

The Board may permit the administration of medication requiring intravenous or intramuscular injection or the insertion of a device into the body. Students who may require administration of an emergency medication may have such medication, identified as forenoted, stored in the main office, and administered in accordance with this policy.

## MESSAGES

The office will not accept phone messages for students except from parents in an extreme emergency.

## MULTICULTURAL EDUCATION

Anchor Bay High School aims to ensure equality of educational opportunity regardless of race, gender, religion, or ethnic background, fostering an acceptance of global diversity.

## NATIONAL HONOR SOCIETY

The requirements for membership in the National Honor Society include high scholarship (a 3.85+ GPA), good character, demonstrated leadership, and community service. The NHS Faculty Council will review all membership applications.

Criteria for Selection:

1. Sophomore or Junior status.
2. Must have demonstrated excellence in all of the following four areas:

**Scholarship:** A 3.85 or better cumulative GPA (subject to change)

**Service:** Involvement in service and volunteering for non-credit school and/or out-of-school activities.

**Leadership:** Demonstrated leadership in service, school, or work activities.

**Character:** Positive behavior implying adherence to the school conduct code as well as the law. This includes ethical behavior, cooperative relations with other students and staff, and integrity (no cheating, unexcused absences, intentional dishonesty, etc.).

- Each area above is reviewed independently.
- The Faculty Committee will determine whether you meet all four criteria by using GPA and attendance checks, a faculty and administration survey, and information provided on this application.

- After students become members of the National Honor Society, they are reviewed periodically by the faculty and must maintain the high standards that were required for selection (including NHS-approved service activities).

## **NAUTICAL SHOPPE**

The Nautical Shop is a student-centered experience in retailing and small-business management. The shop stocks a broad selection of school merchandise and snacks. Open during lunch hours, the Nautical Shoppe has something for everyone. Students must behave in a polite and respectful manner and follow all school and store rules.

## **PARKING PERMITS**

**Parking Regulations** - Parking in the student parking lot is a privilege that must be earned (see registration requirements). Students must follow all rules and regulations to be allowed to maintain the privilege.

**Disclaimer** - The Anchor Bay School District in general and the Anchor Bay High School or related personnel specifically, is not responsible for loss, theft, vandalism, or damage to vehicles or their contents while on school property. It is recommended that all students take advantage of the transportation system operated by the Anchor Bay School District.

**Note** - All students who choose to park their cars in the school parking lot, given that they have met all the qualifications and conditions noted above, should keep their car locked at all times.

## **Registration of Vehicle**

In order to obtain a parking pass, a student must present the following to the Student Activities Director:

- Completed application
- Driver's license
- Vehicle Registration
- Proof of Insurance
- Payment

## **School Parking Regulations**

1. All student vehicles parked on school grounds must be registered with the school and display the parking pass.
2. Students will honor the closed campus provision of the school.
3. Students will drive carefully and courteously on school grounds, including maintaining a speed limit of 10 MPH or less, obeying all street signs, and refraining from any form of reckless or careless driving on the school grounds.
5. Student vehicles are authorized to only park in the student parking lots on the north and south sides of the building.
6. School officials may search automobiles parked on school property if there is reasonable suspicion and a legitimate basis for doing so.
7. Students will request an authorized pass from an administrator to go out to their vehicle during school hours.

## **Disciplinary Action for Violation of Driving/Parking Regulations**

Violations of any of the parking/driving regulations may result in disciplinary action up to and including suspension and loss of the parking pass. Both drivers and their passengers are subject to consequences for driving violations. Seniors who violate driving / parking regulations during the 4<sup>th</sup> quarter will immediately lose their parking permit.

1. If a student leaves the building in violation of the closed campus provision, they may lose their parking permit for the duration of the current trimester and possibly the following trimester
2. All driving infractions will be listed in the student discipline track and will be treated as a violation of the district code of conduct.
3. A student will be responsible for any towing fees accrued as a result of any of the following:
  - Parking pass not being properly displayed
  - Parking in an unauthorized area, including blocking doorways, fire lanes, on the grass, etc.
  - Failure to register an alternate vehicle with the office
4. A student will face disciplinary consequences if they commit any of the following infractions:
  - Use an unauthorized parking pass (stolen, found, or borrowed)
  - Provide inaccurate or falsified information

- Allow another student or non-family member to drive their registered vehicle
  - Display a parking pass on a vehicle other than the one it is registered to
  - Drive recklessly
  - Involved in an accident on campus
  - Drive through handicapped ramp areas to exit
  - Have passengers who behave inappropriately
  - Commit gross negligence
  - Disregard the directions of school personnel
5. Careless or reckless driving:
- a. First offense: Loss of parking privileges.
  - b. Second offense: Possible suspension and/or loss of parking privileges.
  - c. **Note** - All incidents of careless, reckless driving, or improper parking, i.e. handicapped parking violations, will be reported to the Local Police Department.
- Students purchasing passes for another student will lose their parking privileges  
*No refund will be issued for loss of parking privileges due to violation of rules.*

## TEMPORARY PARKING PASS

Students must have administrative approval at least 24 hours in advance unless an emergency arises and permission is granted. Students will not be permitted to drive to school and park in the student lot for the simple reason that they missed their ride.

## PHYSICAL EDUCATION CREDIT

Students who are scheduled in a physical education class who are unable to fulfill the course requirements as mandated in the Michigan Merit Curriculum (MMC) due to injury or illness during the first two weeks of the course will be scheduled into another course. After the first two weeks that the class is in session, students will remain in the PE class for the remainder of the trimester. During their remaining time in class, they will engage in activities reflected in the curriculum benchmarks or do alternative assignments using learning packets provided by the teacher. Students must be in attendance, participating in the class activities addressed in the PE curriculum for a minimum of 60 hours to receive PE semester credit. However, this will not fulfill the Physical Education graduation requirement. Students who do not attain this graduation requirement will either retake the PE course and pass it by meeting the MMC curriculum standards, or they may modify the PE semester requirement by taking additional credit(s) beyond the required credits in English, Math, Science or world languages. Students may also fulfill this requirement by using the marching band option (taking 3 consecutive semesters of Marching Band in grades 9-12).

## POST-GRADUATION POLICY

In accordance with the Anchor Bay Board of Education policy #2002 students must complete all requirements to participate in the graduation ceremony. Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Students who do not fulfill the graduation requirements will have the following options (with prior approval).

1. Attend summer school offered through Anchor Bay Public Schools
2. Attend summer classes at another approved high school or program
3. Attend summer college classes that fulfill the graduation requirements.

Students completing the above before the start of the next school year will receive their high school diploma at that time.

Students unable to fulfill the graduation requirements with the above summer options may choose one of the following.

1. They may return to the high school as a 5th-year senior and continue to work towards graduation of that year (with administrative approval).
2. Transfer to an adult education program to complete the requirements and graduate from that program.
3. Pass the GED high school equivalency assessment.



## **RE-ENROLLMENT**

Students wishing to re-enroll at Anchor Bay High School after-withdrawing from enrollment must bring a parent or guardian with them and meet with an administrator. Fifth-year seniors must re-enroll during the month of August prior to the beginning of the new school year and obtain an administrator's approval.

## **SCHOOL CLOSINGS**

At times, it may be necessary to close school due to inclement weather. Every effort will be made to publicize this information before 6:00 a.m. Should school be closed, the district contacts local television and radio stations. Notification will also be sent through the district's automated phone dialer system. Parents are asked not to call the high school since the telephone lines may be needed for emergencies.

## **SCHOOL FUNCTIONS**

Students are reminded that school rules apply at all school functions. As an example, this means there is NO SMOKING/VAPING at any athletic event, dance, float meeting, etc., regardless of where they are held.

## **SCHOOL-SPONSORED ACTIVITIES**

Any activity under the jurisdiction of the school such as dances, ball games, class and club parties, senior or class trips, field trips, school plays, practices, buses, etc., are school events with all school rules enforced, unless exceptions are noted in the Code of Conduct.

### **SCHOOL DANCES**

2. All dances must have the approval of the administration.
3. Students must meet the requirements of the eligibility policy to attend all dances.
4. All events must be properly lit and will be under the supervision of the school.
5. All events shall have adequate personnel to run the event, and at least four (4) staff chaperones plus sponsors.
6. All school rules regarding behavior, substance abuse, smoking, drinking, and possession of controlled substances apply to school dances.
7. All decorating will be done outside of school time.
8. All decorations will be removed before the next school day, and all materials and tools will be returned to the proper place.
9. Most dances will be from 7:00-10:00 p.m. All exceptions must be approved by the administration.
10. Dances are for Anchor Bay High School students only. Homecoming and the Prom are exceptions. Guests must be under the age of 21 or in grades 9-12. Further exceptions must have the approval of the administration. Only one guest is allowed per student.
11. If you leave a dance or party, you will not be re-admitted. In cases of emergency, consult the adult chaperone.
12. All bands and DJs must have a contract properly signed and approved by the administration at least two days prior to the day of the dance.

## **SENIOR PICTURES**

All seniors must have their pictures taken so that the yearbook staff can meet established deadlines. If a senior wishes to substitute a picture taken by another photographer, he/she may do so if the yearbook advisor grants prior approval.

## **SCHOOL TELEPHONES**

Office telephones in the school are for the purpose of conducting school business. Office phones can be used by students for emergencies only.

## **SENIOR YEAR STATUS**

In order to complete the requirements for an Anchor Bay diploma and to participate in the graduation ceremony, seniors are expected to be full-time students throughout the entire first, second, and third trimester of their senior year. If situations arise that would affect senior attendance, the student and their parents or guardians must apply for an exception to this rule to the high school principal, who would make a recommendation to the Director of Secondary Education.

## STANDARDIZED TEST REQUIREMENTS

All high school students must complete all parts of the Michigan Merit Exam (MME) in order to be eligible for graduation. Students will be tested when they have achieved 11<sup>th</sup> grade (junior) status. The MME consists of the SAT test, the WorkKeys test, and MSTEP tests.

## STUDENT DEBT

Damage to school property and the security of all textbooks is the responsibility of the student. All debts are to be paid in full prior to the end of the school year by cash, money order, or certified cashier's check. Debt amounts are determined by the main office staff.

## TESTING OUT

In preparation for the school year, it is important to realize the following option is available. Public Act 335, Section 1279B, of the State Code requires that any high school student be offered the opportunity to "test out" of courses. ***The testing out option does not include Government or Physical Education.*** Students must exhibit mastery of course content by attaining a grade of C+ or (77%) or better on a comprehensive final examination. Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to, portfolios, performances, papers, projects and/or presentations. All "testing out" examinations will be scheduled for both semesters. The first test-out window will be administered in August and must be applied for by the previous June 1<sup>st</sup>. The second test-out window must be applied for in must be applied for by February 1<sup>st</sup>. Students who wish to test out of a course must contact their counselor and complete a test-out request form. Students **do** receive credit for any courses where they successfully test out. Requirements for testing out of each subject will be provided to the students at the time they sign up for the written portion of the test-out test. The additional work is due the day of the test-out exam. No late work will be accepted.

## TEXTBOOKS

Books are loaned to the student annually and are to be kept in good condition. A fine or debt will be charged to the student for books lost or abused beyond normal use. No teacher-edition textbooks may be used or in the possession of the students while in the school building.

## THREAT ASSESSMENT PROCEDURES

In the event of a threat of violence directed towards the school campus, school events, or individuals on school property, threat assessment procedures will be followed to ensure the safety and well-being of all students, staff, and visitors. School personnel are required to immediately report any threats or suspicious behavior to a school administrator (Principal or designee). The Threat Assessment team, which may consist of administrators, counselors, school resource officers, and mental health professionals, will promptly evaluate the credibility and severity of the threat. This evaluation will include interviews, behavioral assessments, and consultations with relevant authorities. Based on the assessment, appropriate actions will be taken. Throughout the process, confidentiality will be maintained to protect the privacy of individuals involved. The primary goal of these procedures is to prevent harm and ensure a safe and secure learning environment.

## TRANSFERRING STUDENTS

Students transferring from Anchor Bay High School to another 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 office to formally release the student.

## VISITORS

Students are not permitted to bring visitors to school. The only exception is if a student may be transferring to Anchor Bay High School, and then a parent should attend with them. The building principal must approve the request. All visitors must check in at the security office and receive an identification tag before proceeding through the building. Any person in the building without authorization will be directed to leave.

## WHERE TO GO

- Absences – Attendance office in the main office area
- Athletic information – Athletic Department office.
- Career and vocational information – See individual counselor
- Class Rings/Announcements, Etc. – Josten’s representative / the Main office
- College information – See individual counselor
- Dances – Student Activities Advisor
- Graduation – Main office
- Financial aid / Scholarship information – See individual counselor
- First Aid – Main office or Pathway office
- Fundraising – the Student Activities Advisor
- Graduation requirements – See individual counselor
- Locker problems – custodial workers, security personnel, or the Main Office
- Lost and found – Main office
- Morning announcements – Main office
- Parent Group – Main Office
- Parking Passes – Student Activities Advisor
- Personal problems – Counselor, Social Worker, Administrator
- School merchandise – The Nautical Shop
- Senior All-Night Party – Student Activities Advisor
- Sign in /out – Main Office
- Theft reports – Main office or Pathway Office
- Transcripts – Pathway Office
- Visitor passes – Main office
- Work permits – Main office or Pathway Office
- Yearbook – Yearbook Advisor

## AWARDS

### Underclassman

Perfect Attendance Certificate

Individual Teacher Award

Special Recognition Award

Lamp of Learning – Student achieved a 3.67 for third cumulative year

Letter “A” – Student achieved a 3.67 for second cumulative year

Certificate – Student achieved 3.67 for first cumulative year

Honor Roll – Student achieved 3.00 – 3.66 cumulative year

### Seniors

Perfect Attendance Certificate

Individual Teacher Award

Special Recognition Award

\*Award GPA is calculated on traditional school courses\*

Medal – student achieved a 3.67 for fourth cumulative year

Lamp of Learning – student achieved a 3.67 for third cumulative year

Letter “A” – student achieved a 3.67 for second cumulative year

Certificate – student achieved 3.67 for first year

Summa Cum Laude - 4.0 cumulative GPA & above (green cord)

Magna Cum Laude - 3.99 - 3.75 cumulative GPA (yellow cord)

Cum Laude - 3.74 - 3.5 cumulative GPA (black cord) National

Honor Society – Members: light blue stole Officers: white stole

Kitty Hawk AFROTC Honor Society – blue & black honor cords

Student Council – royal blue honor cords

Honor Roll – B- average

Peer Mediators – purple cord

Peer Tutor Member – rainbow cord

B.P.A. – navy blue & silver cord

S.A.D.D. Member – orange cord  
D.E.C.A. – white & blue cord  
Forensics – blue & silver cord  
PLTW-Engineering Completers – royal blue sash