

This agenda belongs to:

Name _____ Grade _____

TABLE OF CONTENTS

	PAGES
<u>ANTI-BULLYING / CONFLICT POLICY</u>	<u>2</u>
Bullying, Physical Bullying, Verbal Bullying, Cyber Bullying	
<u>EXPECTED STUDENT BEHAVIOR</u>	<u>2</u>
Classroom, Halls	
<u>LOCKERS</u>	<u>3 - 4</u>
Use of school lockers, Search & Seizure, Backpacks	
<u>TRANSPORTATION</u>	<u>4 - 5</u>
Bus Stop Etiquette, Routes & Stops, Bus Safety, Bus Conduct Reports	
<u>STUDENT CONDUCT IN GENERAL</u>	<u>5 - 6</u>
Dress Code, Lunchroom	
<u>ACHIEVEMENT REPORTING</u>	<u>6 - 7</u>
Grading Scale & Honor Roll Report Cards, Progress Reports, Promotion & Retention, and Homework	
<u>PARENT PORTAL</u>	<u>7</u>
<u>STUDENT ATTENDANCE</u>	<u>7 - 8</u>
Absences - Excused & Unexcused Request for Leave, Make-up, Homework Request Leaving School, End of Day	
<u>TARDINESS</u>	<u>8</u>
Classroom, Passing Time	
<u>STUDENT SERVICES</u>	<u>8</u>
Guidance, Office, Telephones, Lost & Found	
<u>INTERNET POLICY</u>	<u>8 - 9</u>
<u>MEDICAL & SAFETY PROCEDURES</u>	<u>9 - 10</u>
Emergency Medical Information, Medical Limitations, Medications, Accidents, Illness, Fire & Tornado Drills	
<u>GENERAL INFORMATION</u>	<u>10</u>
Visitors, School Wide Trips	
<u>DISCIPLINE</u>	<u>11 - 15</u>
<u>CELL PHONE POLICY</u>	<u>16</u>

ANTI-BULLYING / CONFLICT POLICY

The Anchor Bay School District Board of Education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff and volunteers to provide positive examples for student behavior. Anytime something negative happens at school, it is often blamed "bullying". The number one reason this happens is because lack of education on what bullying really is and what bullying is not. Conflict is a disagreement of a difference of opinion or interests between equals. Conflict may be an inevitable part of school life, but bullying is not. Every situation involving harassment, bullying or conflict are unique and involve different responses for each scenario.

Bullying

Anyone who repeatedly uses physical, verbal (including spoken and or written language) and/or cyber forces in a negative manner toward or in regard to another person over an extended period of time.

Physical Bullying

The repeated use of force toward a person's body or personal belongings over an extended period of time.

Verbal Bullying

Repeatedly using negative and /or damaging words (including both spoken and written) toward or in regard to another person (with malicious intent), over an extended period of time.

Cyber Bullying

Using social media, email or electronic devices in a negative manner toward or in regard to another person over an extended period of time. **Cyber bullying becomes a school matter when the educational process is disrupted due to comments/texts/posts and/or are made directly upon a school.**

EXPECTED STUDENT BEHAVIOR

All school rules apply from the time students leave home to go to school until they return home from school.

CLASSROOMS

Appropriate behavior includes - being PROMPT, PREPARED AND POLITE.

Being prompt includes:

Sitting in your assigned seat when the bell rings.

Being prepared includes:

Having all necessary materials ready before class begins, including bringing a pencil, textbook, and other materials to class every day, being attentive in class, asking questions to clarify concepts not understood,

Being polite includes:

Responding to teachers in an appropriate manner, and following the teacher's instructions and directions. Treating teachers, fellow students, and classroom facilities with respect.

HALLS (HANDS OFF)

Appropriate behavior includes:

1. Moving from one classroom to the next in an orderly manner - Walking on the right side of the halls. Running and making unnecessary noise is unacceptable behavior.
2. Planning time wisely, enabling to use both the lockers and restrooms, and still arriving in the classroom on time.
3. Having a hall pass every time you leave a classroom during a class period.
4. Treating the building and facilities with care and respect.
5. Other students and staff should be treated with courtesy and respect.
6. Students should refrain from any bodily contact including **holding hands, embracing or kissing**.

LOCKERS

SEARCHES OF PUPIL'S LOCKERS AND LOCKER CONTENTS

LOCKERS ARE SCHOOL PROPERTY: All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public-school principal or his/her designee shall have custody of all combinations to all lockers of locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public-school principal or his/her designee.

A student's failure to allow searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal effects (e.g., purse, book bag, athletic bag) will be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, such findings will be turned over to the proper legal authorities for ultimate disposition. **The school reserves the right to use the police department and their canine unit to search the premises for illegal substances at anytime.**

LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigned lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public-school principal or his/her designee.

SEARCH OF LOCKER CONTENTS:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public-school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public-school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. If a narcotics canine unit indicates a locker, that in itself gives the school authority to enter. The public-school principal or his/her designee shall supervise the search. In the course of a locker search, the public-school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students will assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers and desks at any time without notice, without student consent and without a search warrant.

SEIZURE:

When conducting locker searches, the public-school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonable determined by the public-school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public-school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and /or turned over the law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public-school principal or his/her designee of items removed from the locker.

BACKPACKS

Students will be required to leave backpacks and other unnecessary items in their lockers. Teacher required classroom materials are the only items students may bring to class.

TRANSPORTATION GUIDELINES

INFORMATION FOR A SAFE AND ORDERLY TRANSPORTATION SYSTEM

The purpose of this information is to provide students, parents/guardians with information about the Anchor Bay School District Transportation System. State of Michigan Public Act 187 and along with the Pupil Transportation Act outlines the law that all school districts follow. A copy of P.A. 187 is available for review during regular office hours in the Transportation Department. Anchor Bay School's transportation guidelines and safety rules are also included in this guide.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE**. Students are to accept responsibility for their own personal conduct. ***Law does not require transportation for general education students to and from school.*** Please take the time to read the following guidelines to protect your transportation privileges.

Bus stop Etiquette:

- Students should be at the bus stop 5 minutes before scheduled pick up time. Earlier arrival may pose behavior problems as a result of lack of supervision.
- Parents are responsible for getting their student to and from the bus stop & their behavior while at the bus stop.
- While waiting for the bus, students should remain in the assigned area. Congregating in unassigned areas, such as lawns or driveways or private property, may result in resident complaints.
- Please take care not to litter while waiting and be considerate of residential & business property.
- Please keep noise to a minimum so as not to disturb area residents
- For parents arriving to bus stops in cars, please do not block driveways or park in such a way to impede the bus as it continues on the route.

Bus Routes & Bus Stops:

Safety is an important factor in transporting Anchor Bay Students. The following information will make pupil transportation legal, safe and successful.

- Bus stops and bus routes are established on the basis of safety, efficiency, and the age of students. State of Michigan law states, Buses shall be visible in both directions when stopped, (400 ft. visibility) and bus stops shall be at least 200 ft. apart. Not all stops are door to door. High School, Middle School and Elementary bus stops are centrally located. Exception is made with Main road stops, but it may be required that students combine a stop to keep in the 200 ft. legal requirement.
- Students should arrive at the bus stop five (5) minutes prior to the scheduled arrival of the bus. Running for the bus as it is departing is extremely dangerous, placing the student out of view of the drivers visibility
- The Transportation office reserves the right to change bus stops and routes when necessary. Students and parents will be notified of these changes.
- Parent cooperation is required to make sure the students ride the buses to which they are assigned. This will assure that the school and transportation office will have accurate counts and identification of students if an emergency situation arises.
- Walking distances and bus routes may be adjusted temporarily if necessary by reason of unsafe or impassable roads.

School Bus Safety:

- Wait in an orderly fashion at least ten (10) feet from the edge of the roadway.
- Cross only in front of the bus with driver instructions.
- Hang onto the handrail when entering or exiting the bus.
- Middle School and Elementary students have assigned seats on the bus
- ***Sit in assigned seat and remain seated until the bus stops completely.***
- Observe the same conduct as in the classroom
- Cooperate with the driver; the driver has the right to assign seats accordingly.
- Fighting & horseplay will not be tolerated. **HANDS OFF POLICY.**
- Be courteous to all, no inappropriate language or gestures.
- Keep the bus clean.
- Students will be financially responsible for any damage they may cause to the bus.
- Keep head, hands, feet, or any objects in the seat, not in the aisle or out the window.
- No oversized objects may be transported. All items brought on the bus must be secured in the students lap.
- No live animals, sporting equipment must be kept in an appropriate bag, skateboards, roller-skates or blades, balloons may not be transported.
- Do not touch any bus mechanisms, or switches, supplies, this includes emergency windows, doors or hatches unless instructed to by the driver.

- No eating or drinking on the bus. All buses are posted as a Peanut Allergy bus.
- Possession of illegal substances, weapons or obscene material is not permitted.
- Realize that any driver distraction is potentially hazardous to the safety of all passengers.
- Students must have written permission from a parent/guardian and endorsed by the school to ride home with another student or exit another bus stop that is not the student's assigned stop.
- Bully or taunting of any student will not be tolerated

Bus Conduct Reports:

Bus conduct reports will be issued to administration for infraction of bus rules or safety. **Any financial restitution must be made before bus riding privileges are reinstated. All bus referrals may count towards demerits and could affect eligibility for school reward trips**

Middle School & High School students

- (1) Written warning, depending on the severity of the incident, this step may progress to a suspension.
- (2) Five (5) days
- (3) Ten (10) days
- (4) Suspension of bus riding privileges for the remainder of the school year. (It is possible that Transportation may be suspended into the following school year)

Additional:

All students are assigned to the bus stop based on home address. If you require a different stop, an "Alternate Bus Form" must be obtained either at the school, online or in the Transportation Office.

The criteria are as listed;

- Child care arrangements must be within the same school's boundary
- Child care arrangement must be for all five (5) days.
- The alternate stop must be an existing stop on a bus run
- If the request is for a noon time kindergarten stop, the stop requested must be within the a.m./p.m. attendance area for that school.

You will be notified by the Transportation Office when your request has been filled. Do not change your stop location until the Transportation Dept contacts you.

Approved request will result in your child's assignment to the alternate address. If your child should need to change back to the home address Contact the Transportation Office and allow up to 3 days for the change to become effective, again you will be notified.

STUDENT CONDUCT IN GENERAL

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., 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 sports uniforms 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.

***LUNCHROOM**

Appropriate behavior includes:

1. Be on time. If you are late to lunch, it will be recorded as a tardy.
2. Remain seated after getting your food and until dismissal.
3. Place all garbage in the trashcan.
4. Placing all recyclable materials in the proper container.
5. Bring lunch or lunch money. Students may not borrow money from other students or adults in school.
6. Misbehavior in the lunchroom may result in students being assigned cleanup duty at the end of their lunch period, or after school detention assigned by the lunchroom aide.
7. Throwing Food-
1ST offense - Detention
2ND offense - Time out of school

ACHIEVEMENT REPORTING

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

Grading Scale

A	=	93 - 100
A-	=	90 - 92
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	63 - 66
D-	=	60 - 62
F / Failing	=	59 and below

Final Exam Grade Values

6th Grade - 1st Trimester 100% Classwork, 2nd Trimester 100% Classwork, 3rd Trimester 100% Classwork.

6th weighted grades- Test/Quizzes 45%, Homework 55%

5th Grade – 1st Trimester 100% Classwork, 2nd Trimester 100% Classwork, 3rd Trimester 100% Classwork

5th weighted grades – Tests/Quizzes 45%, Homework 55%

CITIZENSHIP

O	Outstanding
S	Satisfactory / Good
N	Need Improvement
U	Unacceptable

CR = Credit

NC = No Credit

I = Incomplete

An "I" for incomplete may be assigned temporarily at the close of any marking period if a student's work for the period has not been completed. Within two weeks after the beginning of the next marking period all missing work and tests must be complete and a grade assigned or the incomplete becomes an "F" grade. The classroom teacher is responsible for deciding the importance of the assignment, correcting tests/examinations, and assigning all grades.

Students and parents are encouraged to talk with the teacher if questions about grades or assignments arise. Each instructor is available to provide help with assignments or to talk with students and parents. Please call the school office at the middle school to determine when the teacher is available.

REPORT CARDS

Report cards are uploaded to Parent Portal four (3) times a year. The report cards are an indication of a student's academic performance [Letter grades A through F].

Student citizenship is placed on the report card with other information regarding indications of student progress, specific problems, and absence/tardiness records.

PROMOTION AND RETENTION

Students are eligible for promotion based upon successful completion of all classes. A student failing two or more classes may be in jeopardy of retention or summer school replacement.

HOMEWORK

Homework will be assigned in many of the classes. Students are responsible for doing assigned work even though they have been absent. It is the student's responsibility to find out what assignment's he/she has missed and to see that the work is completed.

All middle school students are expected to do all assigned homework to be submitted for full credit on the due date specified by the instructor.

PARENT PORTAL

<https://ps.abs.misd.net/public/>

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal gives parents and guardians access to:

- View your child's grades and transcript
- See your child's schedule
- Monitor your child's attendance
- Communicate with your child's teachers
- Stay current on homework, projects and deadlines
- View contact information

STUDENT ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be **continuous and consecutive** for the school year fixed by the school district.

Truancy

When it appears that absences are excessive (normally 10 days for the school year) without acceptable reason, the Macomb county Attendance Officer and the Probate Court system will be notified.

ABSENCES

For every absence, the student's parent or guardian must present information to the school explaining the reason for the absence. We prefer this information to be called into the school office by 10:00 a.m., the day of the absence. If this is inconvenient, a note signed by the parent or guardian must be presented to the office on the day of the student's return. Absences, which are not explained by parents within 24 hours, are unexcused. Acceptable reasons for absences:

1. Medical Reasons
Excessive absences require a doctor's note
2. Bereavement - to attend a funeral
3. Family Vacation or Religious Retreat

If a student has excessive absence or tardies without good cause, a referral to the county attendance officer will be arranged.

If an absence is school related, it will not count against the student, ie: field trip, award presentation, etc.

UNEXCUSED ABSENCES

Students whose parents have not called to excuse them should report to the Office with their note. If parents have not called in and students have failed to bring in a note, they will be considered unexcused. After two (2) or more unexcused absences per marking period, make-up privileges for work or tests missing could be denied.

MAKE-UP WORK

Students are allowed one (1) day for every day absent in order to make up their work. Students have the responsibility of asking the teacher for their work when they return to school. To receive passing grades, all work needs to be complete. Long term assignments/projects will be due upon the students return. **PLEASE REMEMBER THAT WORK THAT IS REQUESTED BEFORE AN EXTENDED ABSENCE IS DUE THE DAY THE STUDENT RETURNS TO SCHOOL.**

ABSENCE HOMEWORK POLICY

If parents find it necessary to take students out of school for an extended period, a Request for a Leave of Absence form should be obtained from the office. The form should be properly completed by the parent and teachers at least two (2) days before the leave is to begin. The Extended Leave of Absence policy is only for students who will be absent four or more consecutive days. Students absent for three (3) consecutive days or less will obtain missed assignments from teachers upon returning to school. Work can be picked up twenty-four hours after the request is made. Please call ahead to determine if make-up work is available. When an Extended Leave of Absence is requested and granted, homework **MUST BE** completed and turned in on the first day back from the leave. If requested work is not turned in the day the student returns our "Homework Policy" will apply. Our homework policy states that students will have 5 days to submit work after the due date, however credit for late work will be reduced by 10% for each day late. Ex. 1 day late 10% reduction- 2 days late 20% reduction etc. Work will be available to the students via Schoology. Communicate with the teacher.

LEAVING SCHOOL DURING THE SCHOOL DAY

A pupil, having reported to school, is not to leave before the regular closing time without permission from the office. If parents or legal guardians wish the pupil dismissed during the school hours, they should communicate in writing with the Assistant Principal's office. Dismissals without permission are recorded as truancy [skipping school] and leave the pupil subject to disciplinary action. When you pick up your child for an early dismissal, please remember to sign him/her out in the office after showing a picture id.

END OF THE DAY

Students should leave the building at the end of the school day unless they are in a conference with a teacher, participating in club activities, participating in the athletic program, or staying for after school detention. Students are not allowed to WAIT in the building for detention to end. This will result in a detention being assigned. **STUDENTS NEED TO PREARRANGE A RIDE HOME AFTER DETENTION. TELEPHONES MAY NOT BE AVAILABLE.**

TARDINESS

Tardiness to school means not being in your assigned seat for 1st hour class, when the bell rings at the beginning of the class. Classroom tardiness means not being in your assigned seat when the bell rings for the beginning of the class. To avoid being marked tardy, report to class on time or obtain permission to be late from the teacher that is expecting you. If another teacher causes you to be late, he or she will give you an excused pass. If you are more than 10 minutes late in arriving at school, a late slip must be obtained in the office. THERE ARE NO EXCUSED TARDIES FOR 1ST HOUR.

CLASSROOM TARDINESS FOR Trimester CLASSES

1ST AND 2ND TARDY	RECORDED BY TEACHER
3RD TARDY	MEETING WITH ADMINISTRATION
4TH TARDY	A DETENTION WILL BE ASSIGNED
5TH TARDY	TWO (2) DETENTIONS WILL BE ASSIGNED
6TH TARDY	TIME OUT OF SCHOOL FOR THE DAY
7TH TARDY	TIME OUT UNTIL A PARENT CONFERENCE IS HELD AND A BEHAVIORAL PLAN IS CREATED.

Tardiness is extremely disruptive to the education process of not only the offending student, but also the class and teacher. Students exceeding this level are subject to disciplinary action up to and including time out or parent supervision at school at the discretion of the principal.

STUDENT SERVICES

GUIDANCE AND COUNSELING

The objective of the guidance program is to aid students in making an easier and more satisfactory adjustment to life. During the school year personal, educational, or social problems may arise. You are encouraged to talk over your problems with the Counselor and take advantage of their help. Students with a counseling appointment should enter the counselor's office with their pass.

OFFICE PROCEDURES

When coming to the office, please indicate to one of the office secretaries why you are there. This will save time and get you back to class as soon as possible. You are to remain in the waiting area until permission is granted to enter the work area.

TELEPHONES

Students may use the office telephone to report illness or emergencies only. Students must have a pass from their teacher before coming to the office. Please ask before using the telephone and fill out the telephone log in the office.

LOST AND FOUND

It is important that any lost item of value be reported to the Office. Many items are thrown away or given to charity at the end of the 10-week period.

INTERNET POLICY

INTERNET POLICY – STUDENTS #5890

ANCHOR BAY WEB SITE – www.anchorbay.misd.net

Anchor Bay Schools is devoted to using the best technology can offer, in its effort to help students become lifelong learners. To that end, the Internet and other telecommunications networks are vital tools.

Students have the conditional right to access telecommunications networks to facilitate their growth in skills and their research. Users of telecommunications networks have the responsibility to follow all Board-adopted guidelines when using school facilities or school district passwords.

General Responsibilities:

- All Internet or other network passwords will be issued to faculty and staff only. Students may only use district facilities when using a staff password with that staff member's authorization.
- Students may not use personal passwords from school facilities.
- Access to toll numbers may be made only within the limitations of preauthorized school accounts. The holder of the password is responsible for all charges made while accessing with that password.
- Faculty and staff will supervise all student use of telecommunications networks authorized by their passwords.
- Students may not use faculty/staff passwords from home or other access sites.

Responsibilities while using telecommunications networks:

- Users have the responsibility to respect the privacy of all users. They shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users.
- Users have the responsibility to respect all copyright laws; copyrighted materials shall not be uploaded. School

programs may not be downloaded for use at home.

- Users shall not incur charges for downloading materials without prior authorization.
- Users shall not develop or use programs that harass, infiltrate or otherwise interfere with the use of others.
- Users shall not access, download or bounce materials which would be otherwise prohibited in the schools, including but not limited to pornography, material which incites or encourages violations of laws, substance abuse or harassment on the basis of gender, race, ethnicity or condition of disability. It is the user's responsibility to keep virus programs off school equipment. Disks from outside the school may not be loaded on school computers.
- It is the user's responsibility to maintain the integrity of the system, by using appropriate logon and logoff procedures, reporting all malfunctions immediately, and powering off all equipment after use.

Users of telecommunications networks in the schools shall:

- Use the Internet for the support of education, research and information only.
- Obey all copyright laws.
- Report any misuse, illegal access, tampering or malfunction immediately.
- Accept responsibility for care of equipment.
- Keep all passwords confidential.
- Report security problems immediately.
- Use passwords only for authorized access, and not at other times.

Users shall not:

- Access inappropriate files.
- Access or modify accounts or files.
- Use the Internet in any way that would violate the Code of Conduct.
- Incur charges without prior authorization.
- Reveal personal or confidential information.
- Use passwords other than those authorized for school use, or at times other than authorized.

The school district reserves the right to access, read, delete any information on district files or charged to district passwords. Failure to follow these guidelines and procedures will result in loss of access and/or disciplinary action. (Adopted: Apr. 1996)

ACADEMIC INTEGRITY

Academic integrity is a critical part of providing a first-class education to our NORTH students. It also becomes of more significance as students continue into high school and college. Therefore, it is important to educate our students about what academic integrity is and the prominence it carries in education. Academic integrity in its simplest form is producing, creating, and submitting work under one's own merit. When a student does not follow that basic principle of academic integrity, it is called academic dishonesty. Academic dishonesty can take place in many shapes or forms. The examples of academic dishonesty include, but are not limited to:

- Copying work from students or allowing another student to copy your work.
- Looking at a student's test or quiz or allowing someone to look at your test or quiz.
- Sending, receiving, or using information or any electronic device, such as a computer, cell phone, **social media**, graphing calculator or programmable watch, during a test or quiz.
- Possession or use of unauthorized materials obtained from any source, including notes written on body parts or clothing during a test/quiz.
- Communicating during a test by talking, signaling, and/or passing information.
- Changing an answer after work has been graded, then presenting it as improperly graded.
- Sharing answers on a take-home exam, or asking or allowing another student to take an examination for you.
- Obtaining a test, quiz, or answer key before the test without the teacher's permission or providing information about a quiz or test with students who have not taken it yet.
- Copying or circulating previously given tests/quizzes, that are to be returned to the teacher at the conclusion of the examination for use by other students.
- Using text or other ideas from an encyclopedia, book, textbook, website, database, or any other source as your own without proper citation.
- Submitting work that another person did and taking credit for it
- Creating false information, data, and/or citations.

According to our Student Code of Conduct Handbook, "Cheating, copying assignments or tests, giving an assessment or test to another student to copy (no credit for assignments/tests)" is a violation that includes a consequence.

Consequences that will be used are at the discretion of the teacher and administrator in whole or in part. **First Offense** -A zero on the assignment (assignment cannot be made up for credit), Parent Notification and a referral to the office. Disciplinary consequences MAY be included. **Second Offense**- A zero on the assignment (assignment cannot be made up for credit) and Parent Notification and a Referral to the office. Disciplinary consequences WILL be included in accordance with our Student Code of Conduct and may include a possible revoked membership in National Junior Honor Society and/or Student Council. **Subsequent violations**-Anchor Bay MS North administration may use discretion when issuing additional consequences.

****MEDICAL EMERGENCY & SAFETY INFORMATION****

Emergency medical cards are required for every student. It is important that emergency cards with current information are on file for every child. Notify the office of all changes, including addresses, names, or phone numbers. It is very important that the school is able to reach a parent or guardian in case of injury or accident. The cards will be sent home with students. Students who forget the cards will be asked to call home and have their parent or guardian bring the card to school.

MEDICAL LIMITATIONS

Students having physical disabilities or other disabilities should make them known to the **main office**. [The information will be shared with teachers if the parent desires.] Necessary adjustments to meet student needs will be made in the most efficient manner possible.

MEDICATIONS

Students requiring medications during school hours are to have medicines held and administered by the principal's office. All medication must be accompanied by a physician statement and said notice must be on file in the office.

ACCIDENTS

Accidents must be reported immediately to the teacher AND the principal's office. If the office is not notified of a problem when it happens, the staff cannot respond in a timely manner.

ILLNESS

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

1. Ask your teacher for permission to leave the classroom and come to the office. Tell the teacher, if you need help getting to the office.
2. The office will contact your home and, with your parent, decide if you should go home.
3. Your parent, guardian or other specified adult must come and get you. School personnel cannot take you home.

FIRE AND TORNADO DRILLS

The fire and tornado regulations will also be posted on the bulletin board in the classroom. Ask your teacher about appropriate directions. The response pattern will be slightly different for each classroom.

Emergency Drill Expectations:

1. Students will follow the drill directions given by the teacher.
2. Students will participate in the entire drill.
3. Students will participate in the drill quietly.
4. Students will walk quietly throughout the drill.
5. Students will stay with their assigned teacher at all times.

****UNDER NO CIRCUMSTANCES ARE YOU TO REMAIN IN THE RESTROOM DURING TORNADO OR FIRE DRILLS. ****

GENERAL INFORMATION

VISITORS

Friends of middle school students are invited to our school as visitors if prearranged with the student's parents, teachers and authorized by the principal's office. Visitors must be for 5th or 6th grade students. This information, in addition to the student's name, should be included in a note. Please bring the note to the Principal's office at least three (3) days before the visit. No students from the other Anchor Bay Middle School are allowed to visit.

The visitor will obtain a pass from the Assistant Principal or Principal the morning of the visit. The visitor is to follow the rules of the school; any violation of these rules will result in the visitor and possibly the student being sent home. No student should plan on having any visitor for more than one (1) day. This visitor will be the responsibility of the host student. Younger brothers or sisters should not be brought to school.

VISITORS WILL NOT BE ALLOWED TO VISIT THE LAST THREE WEEKS OF SCHOOL.

STUDENT WIDE TRIP PROGRAMS

A student receiving a total of six (6) demerit points will be excluded from the school trip program. Any student involved in a fight, instigating a fight or referred for a major infraction of a violent nature will be excluded from the school trip program. Truancy students – no trips. NO EXCEPTIONS TO THE POINT TOTAL PROGRAM WILL BE ALLOWED.

Time Out	=	4 Points
Detention	=	2 Points
F Grade	=	2 Points
N Citizenship	=	1 Point
U Citizenship	=	2 Points
Bus Suspensions	=	2 Points
Lunch Detentions	=	1 Point

UNEXCUSED ABSENCES

Over 10 days = 3 points

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper considerations for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-discipline which will make you a better person.

For the safety and welfare of all middle school students, these policies apply while you are in school, going to and from school, or at any school activity. Violations of these policies and rules will result in disciplinary action. Students may also be subject to disciplinary action if misconduct occurs out of school and has a direct adverse impact either on school discipline or on the general safety and welfare of staff or students.

Discipline will be imposed upon students who violate the rights of others. Should another student exhibit improper behavior toward you, contact the nearest staff member for assistance. This problem will be brought to the principal or assistant principal's attention at once. Physical retaliation (fighting) is not permitted for any reason. Fighting will result in removal from school.

In an effort to encourage positive changes in behavior, a student's past disciplinary record will be considered as it relates to future misbehavior.

DETENTION

An after-school detention is an extension of the school day. It is the student's responsibility to notify parents of the date and time of their detention.

Students may be detained at the discretion of the instructor or building administrator as a disciplinary action or for the purpose of make-up work. Students will be given at least one (1) day prior notice so that transportation or other arrangements can be made. Transportation arrangements are the responsibility of parents and/or students. The detention period will last no longer than 30 minutes.

Student responsibility – Missed detention will be reassigned with two detentions added to the one missed. Failure to attend the reassigned days will result in a time out from school.

TIME OUT OF SCHOOL

A student who has been timed out will not be allowed to participate in or attend any school activities, or be on school property during the timed-out period without parent supervision. A conference with the parent, the student, and an administrator may be necessary before the student is allowed to return to school.

When a student is timed out, parents will receive a letter. School work missed during a time out may be made up.

MISCONDUCT AND APPROPRIATE DISCIPLINARY ACTION

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

MISCONDUCT IS AN ACT WHICH DOES OR MAY INTERFERE WITH THE EFFICIENT OPERATION OF THE SCHOOL:

- by endangering the health and safety of any person
- by infringing on the rights of others
- by causing disruption of educational programs
- by causing loss or destruction of facilities

(A) MINOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Uncooperative with school personnel - students will obey the school staff.
2. Cheating – copying assignments or tests, giving an assignment or test to another student to copy (no credit for assignment/tests)
3. Dress code violation
4. Skipping school, irregular attendance - Students are to attend school regularly unless officially excused.
5. Not being on time for assigned classes and programs.
6. Violation of classroom or school rules.
7. Shoving and tripping (Hands Off).
8. Using improper language - Use of profane, indecent, or immoral language, lewd sexual comments or gestures.
9. Failure to provide required information, not identifying oneself to school authorities or the falsification of information.
10. Unauthorized sales of products on school property.
11. Unauthorized distribution or posting of communicative materials.
12. Plagiarism.
13. Inappropriate hallway behavior (See Hands Off), Unauthorized Area.
14. Inappropriate drawings
15. Taunting and Teasing
16. Throwing Objects – The throwing of any object on school property is prohibited. This is not only unsafe, but also untidy. Serious damage to individuals or to personal property may result. Any activity of this nature will result in disciplinary action up to, and including suspension depending on the student's placement in the disciplinary process.
17. Not getting office permission to post materials in the school.
18. Public display of affection, kissing, hugging.
19. Use of skateboards or roller blades of any kind are not allowed on school property.
20. Possession of lighter and/or matches.

The severity of the infraction may require an accelerated consequence.

The student may be reprimanded, kept after school, lose privileges, receive counseling, have parent notification or conferences, or be excluded from activities.

For repeated minor infractions:

- 1ST disciplinary referral - parent contact and/or detention.
- 2ND disciplinary referral - parent contact and detention
- 3RD disciplinary referral - parent contact and 2 detentions or a time out
- 4TH disciplinary referral - one-day time out
- 5TH disciplinary referral - three-day time out
- 6TH disciplinary referral - five-day time out
- 7TH disciplinary referral - considered gross misconduct and will equal a long-term time out

REPEATED MINOR INFRACTIONS MAY BE CONSIDERED MAJOR INFRACTIONS. Six (6) minor infractions will equal one (1) gross misconduct in one school year resulting in a time out until a parent conference is held. No additional detention will be assigned.

(B) MAJOR INFRACTIONS AND ILLEGAL ACTS

1. Use, sale, or possession of tobacco or E-cig on school property or during school-sponsored activities.
2. Use, sale or possession of illegal drugs, drug paraphernalia or look alike substances, or alcohol on school property or during school sponsored activities. (See page 25)
3. Arson – the intentional setting of fires on school property.
4. Assault – Physical or Verbal to staff or student. (5 days timed out of school)
5. Battery – harmful striking of another person.
6. Burglary – breaking and entering a building with intent to steal.
7. Stealing – taking or having possession of another person's property.
8. Possession, use or distribution of fireworks, explosives or flammable materials.
9. Hazing – performing an act of coercion to perform an act of initiation into a group, class, or organization that causes physical, mental, or emotional harm.
10. Extortion – use of force or threat of force to violate the rights of others; obtain money, property, or privilege.
11. Possession of firearms, weapons, or items that could be used as weapons on school premises. (See page 13)
12. Gambling.

13. Malicious Mischief – (Property damage or vandalism).
14. Trespassing – being in an unauthorized location without permission.
15. Unlawful interference with school authorities or programs.
16. Setting of false alarms for fire, violent weather, or other natural disaster.
17. Bomb threats made to schools or school personnel.
18. Forging school documents, forms or notes.
19. Fighting – physical aggression toward other students. (5-day time out for both parties on the first offense unless one party attempted to walk away and was physically unable.)
20. Instigating a Fight – When a “3rd party” is found to be the cause of a fight by urging or bringing about a fight, it will be dealt with as a fight and the person assigned a 5-day time out.
21. Possession or distribution of materials which are libelous, pornographic, which advocate illegal acts.
22. Gaining access to school records (on paper or in electronic form) without authorization.
23. Alteration of school records (on paper or in electronic form).
24. Gross negligence violation of rules for safe and orderly conduct that seriously jeopardizes the health and safety of others in the school or at school-sponsored activities. Smoke bombs/stink bombs or fireworks.
25. Disorderly Conduct – substantial interference with the operation of the district by unlawful student assemblage or group acts of violence, disruption, vandalism, or building seizure.
26. Dishonesty – To accuse or defend others, or to benefit oneself by making false statements.
27. Insubordination-Directly disobeying the directive of a staff member or school rules at school or on adjacent property while the student is going to or returning from school during the day.
28. Persistent misbehavior (continually committing minor infractions), gross misconduct, abnormal or disorderly behavior, violations or bodily conditions detrimental to the school.
29. Entering another student’s locker without their permission.
30. Throwing Snow – Throwing snow on school property or around the buses.
31. Computer Crime – Violation of school computer use policy.
32. Profane comments, inappropriate comments or gestures directed toward staff.
33. Improper touching of another student, indecent exposure.
34. Bullying, Racial, or Sexual Harassment.
35. Threat to staff; verbal, physical, or intimidation.
36. Use or possession of a laser pointer on teacher/student on school property or during school activity.
37. Gang related activity and clothing
38. Students taking unauthorized pictures or videos will be timed out of school.

MINIMUM CONSEQUENCES FOR MAJOR INFRACTIONS

1st Offense = 3 Day Time Out

2nd Offense = 5 Day Time Out

3rd Offense = 10 Day Time Out

Subsequent Offenses = 10 Day Time Out

Note: The severity of the infraction may require an accelerated consequence up to and including expulsion.

A student who has been timed out will not be allowed to participate in or attend any school activities, or be on Anchor Bay school property during the timed-out period.

To provide a safe environment for all students in the Anchor Bay School District, all gang identifying clothing, items, and activities (as determined in cooperation with the police) are strictly prohibited in school, on school property and at all school related events.

Students violating the above regulation will be subject to disciplinary action up to and including expulsion and referral to police. Non-students will be refused entry to schools and school events or asked to leave.

WEAPONS

If a dangerous weapon is found in the possession of a pupil while the pupil attends school or a school activity or while the pupil is enroute to or from school on a school bus, the superintendent of the school district will immediately report that finding to the pupil’s parent or legal guardian and the local law enforcement agency. A dangerous weapon means a firearm including air and gas-powered guns (whether loaded or unloaded), a dagger, a dirk, a stiletto, razors, a knife with a blade more than three inches in length (measured from the hinge), a pocket knife opened by a mechanical device, iron bar, brass knuckles, martial arts weapons or any other object used to threaten or harm another student. Weapons may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.”

If a student possesses a dangerous weapon, the Board of Education or its designee will expel the student permanently from the school district, subject to possible reinstatement, unless the student establishes in a clear and convincing manner, at least one of the following:

1. The object or instrument possessed by the student was not intended for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The student did not know or have reason to know the object or instrument possessed constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of the school or police authorities. (Act 451 of 1976, Section 1311.)

ASSAULT

A student enrolled in grade 5 and 6 who commits a physical assault at school against another student, shall be subject to permanent expulsion with the right to reapply to the school district after 180 days. If a student enrolled in grade 5 or 6 commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school district then that student shall be expelled from the school district.

“Physical assault” shall mean intentionally causing or attempting to cause physical harm to another through force or violence. If a student enrolled in grade 5 or 6 commits a verbal assault against a person employed by or engaged as a volunteer or contractor by the school district then that student shall be suspended or expelled from the school district.

“Verbal assault” shall mean a direct threat of physical harm by threatened force, violence, or intimidation.

POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PUPILS OF ANCHOR BAY SCHOOL DISTRICT

Pupils observed drinking or in possession of alcoholic beverages by a school employed adult and supported by building administrator, while under school sponsorship will be subject to:

1. First Offense: A five (5) day school time out followed by parental visitation and an appointment with a substance abuse counselor will be required. In addition, a pupil will be removed from student activities for a period of time deemed advisable by a building administrator.
2. Second Offense: Ten (10) day school time out followed by parental visitation. In addition, a pupil will be removed from student activities for a period of time deemed advisable by a building administrator.
3. Third Offense: Decision by the Board of Education for expulsion.

If it is determined by an administrator that the student was under the influence of alcohol while attending school activities or on school property, a said student may be indefinitely suspended from school. The principal will immediately contact the parents. The student will be reinstated only upon firm assurance from the parents and the student that they will cooperate fully in avoiding further violation.

POSSESSION OF ILLEGAL (CONTROLLED) SUBSTANCES

Students illegally using, possessing, selling, distributing/trading, or under the influence of a controlled substance (includes prescription drugs without consent) while attending school, on school grounds or any school related activity is prohibited at all times (24 hours a day, 365 days a year). Any other mood-altering substance (diet pills, caffeine tablets, inhalants), or a substance which is represented as a drug or intoxicant, or if a student is in possession of related drug paraphernalia at any time shall be subject to the following:

1st Offense: Ten-day time out of school followed by a parent meeting and an appointment with a substance abuse counselor. Failure to abide by the counseling requirement shall lead to the possibility of expulsion proceedings. In addition the student will be removed from student activities for a period of time deemed advisable by the building administrator. A police report will be filed.

2nd Offense: A recommendation for expulsion will be made to the Board of Education. A police report will be filed.

Selling drugs (this includes prescription drugs) will result in a recommendation for expulsion on the first offense.

RIGHT TO APPEAL

Whenever the student or their parents, or guardian, alleges that he or she is aggrieved due to the application of any administrative rule, regulation, or order, and a satisfactory conclusion was not arrived at the lowest level, the aggrieved party has the right of appeal. The aggrieved party will request in writing an appeal to the building principal or his or her representative within three (3) school days following the original course of action.

In the event that a satisfactory conclusion is not reached at the original building level, the aggrieved party has the right to

appeal to the superintendent or his or her designated representative. Each building principal has copies of the exact and formal appeal procedure and they are available upon request.

NEW *CELL PHONE POLICY*

Cell Phone Policy

If the Cell Phone is seen out in the open, it will be taken. Guest Wi-Fi will be off during the school day. This policy is in place from the time the students enter the building until the last bell of the day.

The teacher will ask for the phone and take it to the office, and the office staff will send an email automatically with the next consequence as outlined, and enter it in SWIS and PowerSchool.

1st Offense Cell Phone – Phone goes to the office, where the student can pick it up at the end of the day.

2nd Offense Cell Phone- Phone goes to the office, where the student can pick up with a detention.

3rd Offense Cell Phone- Phone goes to the office, where the student can pick up with 1 day in-school suspension.

4th Offense Cell Phone- Phone goes to the office, where the student can pick up with 2 days in school suspension.

5th Offense Cell Phone- Phone goes to the office, where the student can pick up with a 3-day out of school suspension.

6th Offense Cell Phone- Phone goes to the office, where the student can pick up with a 5-day out of school suspension.

Failure to give up the phone will also result in an insubordination major infraction. Cell phone violation discipline will also be given accordingly. Please note- Ear buds are not allowed, smart watches are at the teacher's discretion, and are not to be used as a communication device.

