

**Almont High School
Student / Parent Handbook
2021-2022**



Adopted by the Board of Education on May 18, 2020.

A MESSAGE FROM THE BOARD OF EDUCATION

The Almont Board of Education has a responsibility to assist each individual pupil to assume more responsibility for their own actions as they mature and gain experience. This handbook has been developed to assist our students in knowing our basic rules and regulations and to help our pupils to become responsible, productive and self-disciplined citizens within the school setting.

We hope that you carefully read the contents and our best wishes for a very successful school year.

Jennifer Mitchell, President	Dallas Walton, Vice President	John Miles, Secretary
Michael Sullivan, Treasurer	Janaea Smith, Trustee	Angela Edwards, Trustee
James Wade, Jr., Trustee		

A MESSAGE FROM THE PRINCIPAL

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or myself.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of June 30, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018, the language in the most current policy or administrative guideline prevails.

On behalf of the faculty and staff of Almont High School, welcome to our school! All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as successful as you wish to make it. I look forward to seeing you own your future through your academic and personal successes. Go Raiders!

Sincerely,

Elizabeth Gallagher, Principal

VISION STATEMENT

Every student will own their future through academic and personal success.

MISSION STATEMENT

We are committed to prepare and empower every student to be successful in our changing world.

Almont Community Schools

LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION AND OPT-OUT FORM

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student's directory information:

<u>Potential Participating Grades</u>	<u>Activity</u>	Summary/Description	Opt-Out
BK-8	Honor Roll	Names displayed in building and or newspaper	
BK – 12	Yearbook	Annual Yearbook	
BK – 12	Local News Articles	Various activities/sports/academics that occur throughout the year	
BK-12	Science Fair	Local Science Fair	
BK -12	Art Shows	Local and throughout the state	
BK-12	Talent Show and Plays	Newspaper Articles, Programs, etc.	
BK-12	Concerts	Band and Choir	
BK-12	Sports	Roosters, Newspaper, etc	
BK-12	Spelling Bee	Newspaper, Programs, etc.	
BK-12	Internal Newspaper/Newsletter Articles	Weekly Newsletters and internal announcements that may or may not be sent home with students	
High School	Newspaper	Top 10 Bios	
Seniors	Baccalaureate	Names and address' to church for invites	
BK – 12	Award Ceremonies	Names will be announced/programs are distributed	
BK – 12; Preschool	Pictures on Social Media	We only put pictures on Social Media we do NOT include names etc.	
BK -12	Powerschool Announcement/Daily Bulletin	Daily bulletin many include names of students in charge of various events/fundraisers; winners of awards etc.	
Seniors/Juniors	Project Graduation	Release name, address and email address	
High School	Military	See below	

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team;

dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; school-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning this Opt-Out Form, Form 8330 F17 or notifies the School in writing within 10 days) from the date of this notification that s/he will not permit distribution of any or all such information. Directory information and other personally identifiable information that is part of a student's education records will not be sold or provided to any organization for any profit-making purposes, except at otherwise permitted in Policy 8330.

If you elect to opt-out of any of the above, please mark the appropriate box(es), sign below, and return to the office in the school your child attends. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

Student Name: _____ Grade: _____

Teacher Name if BK-4th grade: _____

Print name of person signing and state relationship to student
Or state if student is an adult and signing on his/her own behalf

Signature of parent/guardian/adult student

Date: _____

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OFF TO A GOOD START

This Student/Parent Handbook is based in significant part on the policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published in August 2015. If you have questions or would like more information about a specific issue or document, contact your school Principal. Policies and Guidelines can also be found on the Almont Community School website at www.almontschools.org.

NEW STUDENT REGISTRATION

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations

The Counseling Office will request official record from your student's previous school when the enrollment process is complete. Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Transfer students are expected to meet all requirements of Almont High School. Exceptions may be granted in unusual cases on appeal to the principal. Students transferring into the high school from home school environments must meet with their counselor and the building principal to determine which, if any, of a student's home school courses will be granted credit at the high school.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

WHEN THE BELL RINGS

In the morning, students report directly to their first hour classrooms. Announcements are made at the start of the day. Students cannot leave the school premises during school hours without permission. All students with permission must check out with the attendance secretary. Students are to remain in the building during lunch as well.

DAILY SCHEDULE

1st hour: 7:25-8:25

2nd hour: 8:30-9:27

3rd hour: 9:32-10:29

4th hour: 10:34-12:14 (includes lunches)

5th hour: 12:19-1:16

6th hour: 1:21-2:18

"A" Lunch: 10:34-11:04

"B" Lunch: 11:09-11:39

"C" Lunch: 11:44-12:14

BUS TRANSPORTATION

Students have the privilege of riding District buses to and from school, provided they fulfill their responsibilities as bus riders. Good conduct is a necessity on the school bus for the well-being and safety of all who ride the bus. An orderly and quiet bus will permit the school bus driver to give all his/her attention to the driving task. All students must obey the directions and rules of the driver promptly and willingly. The following rules will be strictly enforced:

- Be at your bus stop on time.
- Board the bus without crowding or pushing.
- Pupils should take seats promptly and remain seated throughout the trip; facing the front with their feet on the floor in front of them.
- There is no need for loud talking or yelling to others. Talk quietly to your neighbor(s), if you speak.
- Students must not extend their hands, arms, or head out the bus windows. The throwing of any objects either on the bus or out of the bus windows will not be tolerated.
- Students should depart the bus in an orderly manner.
- When leaving or entering the bus, students must cross in front of the bus.
- No food or beverages should be eaten on the bus.
- Students are not allowed to change buses except with prior authorization from principal or bus driver.
- Any vandalism on or to the bus will result in appropriate disciplinary action and/or restitution.
- Students may listen to music during their bus ride, but must use personal headphones.
- For safety reasons, students must remove headphones before exiting the bus.
- If seats are assigned, students are required to sit in their assigned seat.

Violations to any of the above will result in disciplinary actions.

Regular attendance policies will apply to all persons who walk to school, or otherwise provide their own transportation. At times, and for reasons beyond the school's control, buses may not make their usual runs. Parents of students who ride buses are urged to make an effort to get their children to school on such days.

LUNCHTIME

Almont Community Schools operate a closed campus during the school day. Students must remain in the building during the lunch period. A nutritious, reasonably priced lunch is available in the cafeteria. Menus are posted in the cafeteria and on the school website.

In order to maintain a clean and healthy atmosphere at Almont High School, the following rules are in effect:

- Students may not leave campus, unless accompanied by a parent/guardian. (This applies to all students, regardless of age.)
- Lunch is to be eaten in the cafeteria.
- Rude or insolent behavior toward lunch personnel or supervisors will not be tolerated.
- Each student is responsible for clearing his/her place at the lunch table.
- Outside of school commercially prepared food is not to be delivered to the school during the school day for student's lunches.

Milk, Breakfast and Lunch Prices

The following prices are in place for the 2021-22 school year:

Milk	Breakfast	Hot Lunch	Reduced Breakfast	Reduced Lunch
\$.50	\$1.65	\$3.00	\$.30	\$.40

Questions regarding the Breakfast and Lunch program, including pricing and charges should be directed to Food Services Director Stacy Moyer (810) 673-9248.

FREE AND REDUCED PRICE MEALS

Almont Community Schools offers meal assistance to all qualified families. All families can apply confidentially for free/reduced meals. Applications are available in each school office, or you can apply online by visiting www.almonstschoools.org and clicking on Departments, then Food Services, scroll down to the application.

LUNCH PRE-PAY

Rather than having their child pay for lunch with cash, parents can utilize the cafeteria's automated pre-pay system. This system enables parents to pre-pay an amount into an individual account for their child. Please visit our website for details: http://www.almontschools.org/departments/food_services

MEAL CHARGING POLICY

In the event a student does not have the ability to purchase a school meal, the school will provide a standard meal and charge the applicable costs (see Lunch Prices) to the students account.

Only U.S. currency is allowable for purchasing any items in the cafeteria or at Almont Community Schools.

No student at any time will be allowed to charge 'a la carte items' from the cafeteria.

Any account that has a negative balance that exceeds \$20, will result in the district administration being notified of the situation. The student will be prohibited from participating in all fee based extracurricular activities until the balance is paid, or payment arrangements are made. These activities include:

- Athletics
- Fee based Clubs
- Homecoming Dance
- Prom
- Non-academic trips
- Any other dances
- Commencement Activities

Any student who becomes inactive due to graduation, or finalizing the check-out procedure, who has a negative balance on their account will face collection agency activity according to the bad debt policy.

FOOD SERVICE FINANCIAL POLICY

The purpose of this policy is to communicate how the district will handle the fiscal obligations for students who have an outstanding balance, or who have a credit on their account (pre-paid meals).

Almont Community Schools in accordance with the Wellness Plan and the School Meal Policy will provide students a standard meal which meets the requirements of the USDA and FNS standards. Parents are given the opportunity to pre-pay for meals by sending in a check/money order or cash with the express intention to deposit these funds on the students account in advance of the student consuming school provided meals or foods. In addition, Almont Community Schools offers an online funding option through Send Money To School. Prepaid meal accounts can be used by students to purchase the standard meal, or any other combination of foods available in the cafeteria including Ala Carte items.

Any student who has not qualified for free or reduced lunch and who has a credit on their account that exceeds \$25 will receive a check from Almont Community Schools once the student has either graduated or completed the checkout procedure. Almont Community Schools will cut this reimbursement check within 30 days of the business office being notified that the individual is no longer an Almont Community School student.

Any student who has not qualified for free or reduced lunch and who has a credit on their account between \$5-and \$24.99 will be required to request a refund at the time of check out or graduation. It is understood that if the request is not received by the business office within 30 days of the separation event the family is choosing to donate these funds to the food service program. Donated Funds from families will be used to offset student balances in the following order:

1. Students who qualified for reduced lunch but have a balance on their food service account
2. Inactive Students who have a balance on their account
3. Active Students who have a balance for standard meals on their account

Any student who has not qualified for free or reduced lunch and who has a credit on the account of less than \$5.00 will automatically donate the funds to the food service program.

Students who have a balance on their account, exceeding \$20.00, will be subject to the Meal Charging Policy which prohibits the participation of the student in fee based extracurricular activities until payment arrangements are made or the balance is paid in full.

Students who separate from the district who do not clear up their food service balances by the end of that calendar year will be transferred to the general fund and will be subject to collection policies as determined by the district, including turning the account over to a collection agency.

WELLNESS

As required by law, the Board of Education has established a wellness policy for Almont Community Schools. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

DRESS CODE

Almont Community Schools takes pride in its students and encourages their development of good hygiene and grooming habits. Student dress that is neat and clean contributes to a positive school environment. In general, any styles of dress or grooming which are distracting tend to create a disturbance in school, or that are likely to interfere with the health, safety and welfare of self or other persons in the building, will be deemed inappropriate.

Guidelines for dress:

- Articles of clothing or items such as pins or buttons which contain inappropriate words, statements, or pictures are not allowed (for example: any clothing endorsing drugs, alcohol or tobacco products are strictly prohibited).
- Clothing that by design reveals undergarments/underwear is not acceptable. This includes "spaghetti straps, tank tops, and halter tops". Furthermore, clothing worn to reveal any cleavage will be deemed inappropriate for school dress.
- Coats may not be worn during classes without approval of the administration.

- Dresses, skirts, shorts, MUST be an appropriate length. Bare midriffs and see-through attire may not be worn.
- For the safety of all students and staff, wallet chains and pointed spikes will not be permitted.
- Hats, caps, bandannas, or any other covering of the head may not be worn during school hours.
- Shoes must be worn at all times.
- Student appearance should be such that it does not disrupt the education process.

Violations to any of the above will result in disciplinary actions (see Discipline section of handbook).

EMERGENCY CLOSING OF SCHOOL

Weather conditions that create a hazardous driving situation may necessitate an emergency closing or delay of school. In the event this occurs, plans of action will be announced on Power Announcements and on radio stations WTHM Lapeer - 1530 K.C., WMPC Lapeer - 1230 K.C., WPHM Port Huron - 1380 K.C. and WJR Detroit - 760 K.C. - Channel WXYZ-TV - Channel 7. **Please listen to those radio and TV station for announcements, rather than calling the school.**

In the event that emergency conditions necessitate the closing of school before the regular dismissal time, students will be dismissed to their homes as soon as possible. Parents are expected to review with their children the steps they are to take if this should happen. Parents will be notified via Power Announcement should school be dismissed early.

The decision on whether athletic practices and/or games will be held on snow days will be recommended to the Superintendent by the Athletic Director and the Principal. The Superintendent will make the final decision on a case-by-case basis and safety will always be the first priority.

EMERGENCY CARD

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

The Instructional Program

SCHEDULING

Almont High School follows the semester model. Designed to serve all students along the educational continuum, the semester model offers students the challenge of core academic classes while still providing a balance of elective course offerings. The semester model allows Almont High School students to meet graduation requirements on time with a plethora of meaningful courses to enhance their overall high school experience.

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

CREDITS AND CLASS LEVELS

A student's class status is determined by the number of credits earned - not by the number of years in high school attendance.

	Credits 2022 and beyond
Sophomore Status:	5
Junior Status:	11
Senior Status:	16.5
Credits required for Graduation:	22.5

Incoming students for the 2021-2022 school year are able to earn a maximum of 6 credits each academic year (24 credits over four years)

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Students with ten (10) consecutive absences, without the parent/guardian notifying the Attendance Office, will be dropped from Almont High School. Student will have to re-register with new registration forms and documentation if they wish to return to Almont High School.

FINAL EXAMS

Final exams will be administered by all teachers at the end of each Semester. Final exams for students in grades 9-12 may be waived only with the permission of the principal. A senior may be excused from taking a final exam in a class at the teacher's discretion and approval by administration.

GRADE POINT AVERAGING

12-point scale – Regular Coursework
A (94-100%) = 4 points
A- (90-93%) = 3.67 points
B+ (87-89%) = 3.33 points
B (83-86%) = 3 points
B- (80-82%) = 2.67 points
C+ (77-79%) = 2.33 points
C (73-76%) = 2 points
C- (70-72%) = 1.67 points
D+ (67-69%) = 1.33 points
D (63-66%) = 1 point
D- (60-62%) = .67 points
E (59% & below) = 0 points

Advanced Placement and Dual Enrollment GPA
A (94-100%) = 5 points
A- (90-93%) = 4.67 points
B+ (87-89%) = 4.33 points
B (83-86%) = 4 points
B- (80-82%) = 3.67 points
C+ (77-79%) = 3.33 points
C (73-76%) = 3 points
C- (70-72%) = 2.67 points
D+ (67-69%) = 2.33 points
D (63-66%) = 2 point
D- (60-62%) = 1.67 points
E (59% & below) = 0 points

GRADING PERIODS

Students shall receive a grade report at the end of each 9-week period (approximately) indicating their grades for each course of study for that portion of the academic term.

HONOR ROLL/ACADEMIC AWARDS

Honor roll students must have a 3.0 grade average or higher in the classes they are taking. Academic awards will be given to students on the following basis:

Class of 2022

Bronze	7 points
Silver	13 points
Gold	20 points

Class of 2023

Bronze	6 points
Silver	12 points
Gold	18 points

Class of 2024 and beyond

Bronze	8 points
Silver	16 points
Gold	24 points

One point is earned for every “A” and for every two “B”s or better (B- does not count) in each semester for each class taken. The point system will be prorated for students moving from 7 class semesters to 6 class semesters and for semester 2 of 2019-2020 when no grades were issued.

TESTING OUT OF A COURSE

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student’s GPA.

OPTING OUT OF CLASS

Parents wishing to excuse their child from participating in class due to the controversial nature of the course content may do so by contacting the principal. First, a meeting should be scheduled to review pertinent information. Second, a waiver form will be provided to the parent(s) who, when signed and dated, officially removes the child from class until the material in question has been completely taught. Students separated from class for reasons of opting out may or may not be given work during the time of separation in lieu of what is being taught in the classroom.

STUDENT LOAD

A student normally must complete 4 years (8 semesters) of high school attendance. Some students may elect to fulfill graduation requirements in 7 semesters because of personal, economic, or academic reasons. In such cases application must be made to the principal at the end of the junior year at the latest.

Ninth through twelfth graders must be enrolled in a full schedule of six classes each semester. The only exceptions to this policy regard a twelfth grader who has made arrangements per building and District policy to graduate after only seven (7) semesters or to have a reduced schedule.

DUAL ENROLLMENT

Any student in 9th - 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the school counselor to obtain the necessary information. The Board of Education recognizes the value to students and to the District for students to participate in courses offered by accredited and degree-granting colleges and universities in Michigan. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan and that choose to comply with the Postsecondary Enrollment Options Act.

The Board will allow eligible high school students who meet the criteria established in the Superintendent's guidelines to enroll in eligible postsecondary courses while in attendance in the District. The Superintendent shall allow a student, upon written request of his/her parent to take approved readiness assessment(s) in order to establish eligibility for postsecondary enrollment. Any fees associated with these tests will be paid by the student in accordance with the District's testing schedule. Other optional assessments may be offered to students on a fee basis.

Students will be eligible to receive appropriate credit for completing any of these courses providing they meet all requirements for the type of credit they wish to earn. The Superintendent shall establish the necessary administrative guidelines to ensure that such courses are in accord with State law and are properly communicated to both the students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

Upon receipt of a bill from the postsecondary institution itemizing the charges for a student's participation in a particular course, the District shall either pay the bill or the prorated percentage of the State portion of the foundation allowance for that student, whichever is lower. If charges exceed such payment, the District may make an additional payment to the institution from the General Fund, if funds are available. Such an additional payment may include charges for tuition, mandatory course fees, and books. The student and his/her parents will be responsible for the student's transportation costs, parking fees, or any activity fees and remaining book fees. The student and his/her parents are responsible for any remaining charges. If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment. In the event reimbursement is not made in a reasonable period of time, the Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for collection.

MAKE-UP WORK

Each student has the responsibility to make up work. When a student has been absent for a legitimate reason, he/she will have the equivalent number of school days his/her classmates had to complete the same assignment for credit. The due date for long-range projects/assignments will remain the same for all students.

Students who have missed school due to disciplinary action (suspensions, etc.) will be allowed to make-up their work for full credit. In order to receive full credit, students **MUST** contact their teachers and arrange for their assignments to be picked up in the front office. It is imperative that students communicate with their teachers so as to not fall behind academically. Students **MUST** attempt to complete work during their missed school time. Upon return to school, students will have a maximum of three days to submit all missed work.

SUMMER SCHOOL

A student with credit deficiencies may attend summer school. Credits earned through accredited correspondence schools, summer schools, or night schools must have prior approval by the counselor or principal to ensure that they will count toward graduation from Almont High School.

STUDENT USE OF COMPUTER AND COMMUNICATIONS TECHNOLOGIES

It is the goal of Almont Community Schools to provide all of our students with an optimal learning environment. To that end, we endeavor to make available to our students the finest in educational and communications technologies, including the District network, other high-speed data networks and the Internet. These technologies provide students with a wealth of learning and research opportunities. They also present the potential problem of student access to unsuitable content.

These communications media are in a constant state of evolution, and while every effort is made to restrict access to inappropriate material, absolute control is not possible. Guidelines are therefore established to protect all Almont students from inappropriate information and content. The District reserves the right to deny access to district computers and other communications technologies to any student or individual who is found to be using said technologies in a manner inconsistent with the District's educational mission. Furthermore, students who violate school appropriate technology use policies can and will be disciplined, up to and including suspension from school.

STUDENT EMPLOYMENT

If a student believes that s/he must maintain a job in addition to going to school, s/he must obtain the needed documents from the Principal's office.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

LOOKING AHEAD TO GRADUATION

CREDIT REQUIREMENTS FOR GRADUATION

The first steps toward successful completion of the course requirements for high school graduation are taken in the ninth grade, when a student begins earning credits toward graduation.

The State of Michigan set graduation requirements for students as detailed in PA 123 and PA 124. Known as the Michigan Merit Curriculum, the requirements stress the importance of a statewide, rigorous standard that students must meet in order to successfully complete their high school experience.

Michigan Merit Core Curriculum Graduation Requirements

English **4.0 Credits**

English 9	1.0
English 10	1.0
English 11	1.0
English 12	1.0

Mathematics **4.0 Credits**

9 th	Algebra 1	1.0
10 th	Geometry	1.0
11 th	Algebra 2 or essentials	1.0
12 th	Math related	1.0

State legislation mandates that .5 credit of math or a math related class must be taken during the senior year. Students who successfully complete 2 full years in the same program at the Lapeer Educational Technology Center will receive 1 additional credit in math upon completion of the senior year.

Science **3.0 Credits**

Biology	1.0
Physics or Applied Physics	1.0
Chemistry or Additional Science Elective	1.0

Social Studies **3.0 Credits**

World History/Geography	1.0
American History/Geography	1.0
Government	.5
Economics	.5

PE/Health **1.0 Credits**

*Physical Education	.5
Health	.5

*PE credit can be earned by participating in a school sponsored sport and successfully completing the entire season. Students must complete a PE Exemption Form prior to the start of the season to be eligible for this credit.

Visual/Performing/Applied Arts (VPA) **1.0 Credits**

One credit of any of the following combinations of courses: Art, 3-D Art, Concert Band, Marching Band, Digital Photography, Publications, Varsity Singers, and any class taken at the Lapeer Education Technology Center.

Computer Science (AHS requirement) **.5 Credit**

Computer Applications I	.5
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Foreign Language **2.0 Credits**

Spanish 1 or French 1	1.0
*Spanish 2 or French 2	1.0

*The 2nd credit of a foreign language may be substituted with a State approved formal CTE Program/Curriculum or with an additional 1 credit of VPA.

	Class of 2022	Class of 2023 and beyond
Electives Needed to graduate	4	3.5
Total potential credits	25	24
Total Credits Needed to Graduate	22.5	22

Students that have submitted payments for Advanced Placement (AP) exam(s), will not be refunded for the AP exam(s) once the exams have been ordered.

Special Education students: The Individualized Education Plan (IEP) shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the pupil to progress in the curricular requirements, or in a *Personal Curriculum, and meet the requirements for a high school diploma.

GRADUATION POLICIES

1. Required courses failed must be repeated; elective courses failed do not need to be repeated.
2. Seniors must successfully complete all graduation requirements, fulfill all financial obligations to the school, and return school books and equipment, in order to participate in commencement.
3. At the end of the senior year if a senior has earned enough credits where the student is only half (.5) credit short of graduating, that student may participate in the graduation ceremony (commencement) if that student has a formal academic plan on file in the principal's office to earn the remaining half (.5) credit before the end of August.

Credits Required to Graduate

Course Type	Class of 2022 Credit(s)	Class of 2023 and beyond Credit(s)
English	4	4
Mathematics	4	4
Science	3	3
Social Studies	3	3
PE*	0.5	0.5
Health	0.5	0.5
Visual Performing & Applied Arts (VPA)	1	1
Computer Applications	0.5	0.5
Foreign Language**	2	2
Electives	4	3.5
Total Credits Required to Graduate	22.5	21.5

*PE credit can be earned by participating in a school sponsored sport and successfully completing the entire season. Students must complete a PE Exemption Form prior to the start of the season to be eligible for this credit.

**The 2nd year of the foreign language can be replaced with a CTE class or by taking 1 extra credit of a VPA course.

CERTIFICATE OF ATTENDANCE

Students with an IEP who are not on a track to receive an MMC diploma and have completed 4 years of high school attendance will qualify to receive a certificate of attendance. Students who qualify for a certificate of attendance may participate in graduation and graduation related ceremonies at the end of their fourth year of school.

PERSONAL CURRICULUM

A parent or legal guardian of a student who has completed grade 9 may request a personal curriculum for the student that modifies certain of Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. Please visit our website under Quick Links, Policy and Guidelines or http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html for complete information. You can also visit the counseling office.

ATTENDANCE

ATTENDANCE POLICY

Attendance, punctuality, class participation, and interaction with teachers and other students are educational values that impact a student's academic achievement. Regular attendance of a student at school is a prime responsibility of the student's parent or guardian. This policy is designed to foster and enhance the attainment of academic success.

It is the students' responsibility to know the number of absences accumulated in their attendance record.

In order for an absence to be counted as "excused"

1. Absences incurred as a result of a doctor's appointment or doctor-ordered bed rest. A note from the doctor to the attendance office is required within one week of the student's absence.
2. Absences incurred as a result of pre-arranged family trips. Students must obtain a pre-arranged absence form from the attendance office at least three days prior to departure. This form must then be signed by parent, teacher, and students. The completed form must then be returned to the attendance office before the student leaves for his/her trip. This pre-arranged absence form will be used only for trips and must be approved by an administrator.
3. Absences incurred as a result of school-related activities that are approved by the administrator.
4. Funerals
5. Court appointments (documentation must be turned into the office)
6. Absences due to weather related conditions.

- **Notification of Absence**

All absences are to be reported to the office (798-3277). The parent or guardian should telephone the school between 7:00 am and 10:00 am each day of the student's absence. An attempt to notify the parent/guardian of each student absence that has not been reported will be made by the office.

For all Ed-Tech students: When there is a non-attendance day scheduled, it will be assumed that students participating with the program will be excused for the specified hours/dates.

Students who become ill are to report directly to the attendance office. An attempt will be made to contact the home in order to release the student from school for the day. If no parent can be contacted every attempt will be made to contact someone listed on the student's emergency card. Should such attempts still prove unsuccessful, it must be understood that the school **cannot** release the student. Students who leave school grounds without permission will be considered truant and will be subject to disciplinary action.

Students who must leave school during the day for any reason, such as doctor/dentist, appointment, job interview, etc., must have a note from the parent or guardian and that note must be submitted to the office **before** the student signs out and leaves campus. This note assures the school the parent/guardian is aware and approves of the student's desire to leave school grounds. These home contacts pertain to all day school students, **regardless of age**. Such notes **must** be received prior to the student leaving. Notes received after a student has left school will be considered invalid, and the student will be subject to disciplinary action. (See *Leaving School Grounds Without Proper Authorization* - Major Offense 18). The purpose is to ensure the parent/guardian is aware of the student's intention and to remove any liabilities in case of accident.

A student who comes to school late should provide a note or phone call from a parent or guardian.

- **Pre-Arranged Trips**

As some families are not always able to plan for trips/vacations during school scheduled actions, the school will excuse the absences if the appropriate protocol is followed **before** the trip. Up to three college visits per year will be excused using the Pre-Arranged Absence Form. Parents will need to contact the attendance office at least **three days before** the planned trip. The student will be expected to pick up and return the required prearranged absence form with the student's teachers and parent signatures; the form will be approved by administration. The approved form is due in the attendance office before the student leaves for his/her trip. The purpose of obtaining school work prior to trips is to enable students to complete their work before and/or during their trip so that they may do the following:

- Remain current with their classmates in the school curricula
- Seek assistance before an extended absence with school work they find to be difficult
- Provide for a smooth transition into class upon their return

The due date for student work will be set by the teacher. The due date for long-range projects/assignments will remain the same for all students regardless of their participation in a pre-arranged trip or vacation.

TARDY POLICY

Students are expected to be in the classroom, in their seats, before the bell rings. **After ten minutes of class student will be considered absent.** If you are tardy because your last hour teacher kept you, bring a pass from the teacher. Purchasing candy or pop, or being in the bathroom, etc. will not be considered valid excuses. The school tardy policy is as follows:

- 1-2 tardies: a warning.
- 3-5 tardies: a one-hour detention for each tardy.
- 6-8 tardies: a Saturday detention for the sixth through the eighth tardies.
- 9+ tardies; referred to administration for disciplinary action

All tardies will be counted for an **entire Semester**.

RELEASE OF STUDENTS

The policies/rules below apply to **ALL** students, regardless of their age.

Students must sign out in the office before leaving early from school. No student will be released from school to **any** person other than the parent or guardian with whom the child is living or an emergency contact. Children will not be excused by telephone calls unless the call can be carefully verified.

When a student signs out with parental permission for any reason, that student **will not** be allowed to sign back in unless they present a doctor's note upon return. If a student needs to leave for any reason other than a doctor's appointment and plans on returning, a parent must physically sign them in and out. Students will not be allowed to leave school during lunch unless a special circumstance exists and permission has been granted by the principal(s).

SKIPPING CLASS

The penalties for skipping class will be referred to administration for disciplinary action. Any work missed will be at the discretion of the teacher.

ATTENDANCE BEFORE A SPECIAL EVENT

- **Homecoming and Snowcoming**

Students will be expected to attend school for 4 out of 6 class periods to be able to attend

the dance that night or the following night. Students are not to leave school grounds for any reason unless approved by administration.

Students' attendance will be checked. Students who have an unexcused absence marked for the prior school day will not be permitted to enter.

- **Athletics**

An Athlete must be in attendance for at least 4 out of 6 class periods per MHSAA on the day of the scheduled athletic contest in order to be eligible to participate. In order to compete in weekend competitions, student-athletes must be in attendance for at least 4 out of 6 class periods on the last scheduled day of school before the competition. In certain unavoidable cases, this requirement may be waived by the administration.

SCHOOL-HOME COMMUNICATION

ALMONT HIGH SCHOOL STUDENT-PARENT-SCHOOL EDUCATIONAL COMPACT

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to insure that every student attains high standards and receives a quality education.

The Parents' Responsibilities

- As an involved parent, I will support my child by ensuring that he/she attends school daily and arrive at school on time.
- I will encourage my child to participate in extracurricular activities to expand the scope of their educational experience.
- I will seek information regarding my child's progress by conferring with teachers, principals and other school district personnel.
- I will attend district-wide parent conferences to discuss and participate in their education.
- I will participate in parent groups/activities that contribute to the Almont Community Schools' decision-making process.
- I will try to communicate positively regarding the school, its mission and personnel when discussing school related issues with my child.
- I will encourage my child to follow the rules and regulations of school.
- I will encourage my child to dress according to the district's dress code.

The School's Responsibilities

- Almont High School will solicit parent and community input (through meetings, interviews, questionnaires, surveys, etc.) regarding the education of the students it serves.
- The school will encourage parent participation in extracurricular events, and support/advisory groups.
- The school will attempt to provide translations of written communications, and interpreters at important parent meetings.
- Almont will give homework assignments regularly; assignments will be an extension of what is learned in the classroom and will be designed to help students to master important, relevant class content.
- Parents will be notified of school events in a timely, efficient manner.
- The school buildings and facilities will be used to foster the growth and advancement of the community through extra and non-curricular uses for all members of the community.
- The school will convey instructional initiatives and program modifications to parents at school wide meetings and parent conferences.
- The school will inform parents of the individual achievement levels and progress of their students.

REPORT CARDS

Report cards are issued to students four times yearly, approximately every 9 weeks. Grade reports are available to parents on a daily basis through PowerSchool. Report cards will be sent via e-mail through Power Schools.

POWER ANNOUNCEMENTS –SCHOOL MESSENGER

Keeping parents informed and involved helps to assure student safety and improve student success. We want to reach our families quickly and effectively. Almont High uses School Messenger to communicate quickly to parents. Within minutes of an emergency, school officials may use School Messenger to deliver a single, clear

message to students' parents or guardians by telephone, cell phone, email, or PDA in any combination. School Messenger will also be used to communicate Almont High School cancellations, absences/tardies, school events, counseling issues, schedule changes, and more. School Messenger is implemented through our Power School system that allows each family to maintain a secure, password-protected on-line profile. Please update your contact information and confirm how you would like to receive School Messenger messages. If you have any questions and/or concerns with your family's profile, please do not hesitate to contact the school at (810) 798-8595.

VISITORS

All visitors must check-in in the main office and follow proper protocols; visitors may be required to wear an identifying tag, badge, etc. Parents are always welcome at the school (please check-in at the office). Students will not be called out of class to meet with anyone except in case of emergency. If students wish to have guests visit the school, they must request permission from the principal in advance. The practice of allowing other students to visit the school is strongly discouraged. No visitor passes whatsoever will be issued during final exam week.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. No student may participate in any school-sponsored trip without parental consent.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

A federal law, known as the Family Educational Rights and Privacy Act, requires School Systems to give public notice of the type of information regarding students that it considers to be "directory information" and thus available to the general public. Although other information may be so designated at a later date, at the present time the only such information which will be made publicly available will be the students' names and addresses. If you do not want to have your directory information made available to the public or recruiters, you may have it excluded by completing the Student Directory Information Waiver included in this handbook on page 3 and returning it to the High School Office.

ELECTRONIC DEVICES

The school will gladly relay any message to a student from parents; therefore, students will have the opportunity to check messages during designated times in designated areas. Students are not permitted to use Electronic Devices at non-designated times or in non-designated areas. Students may have such devices at other school-sponsored events; however, the Administration reserves the right to restrict the use of such devices by students at events, e.g., athletic contests, concerts, dances, etc., should their use create problems. (See Major Offense #5).

STUDENT FEES, FINES, AND SUPPLIES

All fines and fees are to be paid in the office of the principal. These should not be allowed to accumulate but should be taken care of as notices are sent out. Outstanding athletic fines will preclude the student from further athletic participation until the fines are paid.

Students responsible for damaged and lost books and library equipment throughout the school year will be held responsible for any fine assessed as a result. The media specialist will notify the student, parent, and administration to ensure the fines are paid in a timely manner. Failure to pay the fine may result in disciplinary action.

Almont High School charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of

supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the loss of privileges such as participation in the commencement activities or school fee-based field trips.

BAD DEBT COLLECTION POLICY

The purpose of this policy is to communicate how the district will handle bad debts incurred by former students. These individuals were at one time students of the district who either completed the check-out procedure, or graduated.

The district will make every effort to collect the balance left on the former students account. Efforts may include but are not limited to:

1. Phone calls
2. Letters
3. Emails
4. Turning the account over to a collection agency.

Any food service balance not cleared by the parents of the student by December 31st of the year the student becomes inactive because they have either completed the checkout procedure or graduated, will be transferred to the general fund where the district's business office will continue the established collection procedures.

Any student who has a balance on their account not related to the cafeteria (food service) will adhere to the same policy and procedure as outlined above. The balance of active students shall carry forward year to year until the student becomes inactive either because they have graduated or because they have completed the checkout procedure. At which time the district business office will continue to attempt to collect these debts.

WITHDRAWAL FROM SCHOOL

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Almont High School, the parent must notify the principal. The transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the counseling office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. A student who plans to withdraw from or leave school for reasons other than moving must first report to the counselor.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Constitution of the United States through the Bill of Rights and subsequent amendments gives all citizens certain rights. The US Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. In other words, young people who are students are protected by the mantle of the Constitution, and that responsibility for protection applies to boards of education as it does other individuals and agencies.

As the state legislature has given school boards rule-making authority regarding student behavior, so is that authority balanced by the Constitution and the courts. As students have increasingly had their rights clarified through litigation, so too have they been reminded of and instructed in their responsibilities. Rights, as afforded us by the Constitution, are a legal requirement. The mere fact of citizen status is enough to bestow these rights. One may lose these rights or be deprived of them if one violates the rights of others.

Although it can be said that a person has a responsibility to oneself, still, in a democratic society, this word “rights” refers mainly to that which a person may take for oneself as an individual. The word “responsibility” refers mainly to the individual’s obligation to others within his society, because, in order for an individual to preserve one’s rights, each must accept a sense of responsibility toward the preservation of the rights of others. Responsibilities then become the foundation upon which individual rights become meaningful and effective.

Each student has the responsibility to:

1. Respect the inherent human dignity and worth of every other individual.
2. Be informed of and adhere to reasonable rules and regulations established by boards of education and implemented by school administration and teachers for the welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program.
5. Refrain from libel, slander, and obscenity in verbal and written expression. Students must observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety.
7. Help maintain and improve the school environment; preserve school property, and exercise the utmost care while using school facilities.
8. Deport oneself in an appropriate manner while in attendance to all school or school-related functions held on or off school grounds.
9. Continue or become actively involved in one’s education, understanding of people, and preparation for adult life.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found on the district website under the Quick Links, Policy and Guidelines (Policy 8330).

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written

consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.gov.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

ANNUAL NOTIFICATION OF PARENT AND STUDENT RIGHTS RELATED TO SCHOOL RECORDS

In accordance with provision of the Family Educational Rights and Privacy Act of 1974, eligible persons, i.e., students eighteen years of age or older or the parents or guardians of students under the age of eighteen, have the right to examine the official records of the school district which are directly related to that student. Specifically this Act mandates the following additional rights:

1. The right to have no records released to non-eligible agencies, institutions, or persons without prior consent.
2. The right to be informed of the release of records to all eligible agencies, institutions, or persons.
3. The right to challenge- at any time- the accuracy and fairness of student records.
4. The right of due process in matters related to student records.

Full information concerning these rights is available in the Student Records Policy and accompanying administrative procedures of the Almont Public Schools.

RIGHTS FROM THE NO CHILD LEFT BEHIND ACT

The No Child Left Behind (NCLB) Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers: Whether the teacher has met the criteria for teaching in the grades and subjects in which he or she teaches. Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of this information, please contact the main at 810-798-8561.

Services to Students

HOMEBOUND INSTRUCTION

District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Lapeer County Intermediate School District. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must do the following: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an education program.

COUNSELING AND GUIDANCE

Counseling services are available to all students in school. These services include the following: assistance with educational planning; interpretation of test scores; occupational information; career information; study aids; assistance with home, school or social concerns as well as assistance with any questions students may feel they would like to discuss with the counselor.

Students can arrange to see a counselor by signing up in the counseling office or by arranging an appointment. It is important that parents become acquainted with the student's counselor so they can work together to assist the student through the high school years. Parents are invited to call the school and arrange an appointment.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United State and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13, located in the front of this handbook) to the Board indicating that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school official of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each semester.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Students not accompanied by their teacher must sign in at the library desk upon entry and sign out before exiting. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within 10 school days.

The library may also be available for all students before school each day from 7:00 am until 1st hour.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission of the teacher before using any equipment or materials in the classroom and permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOCKERS

Students are issued a locker and combination at the beginning of the school year. Please remember the following:

1. Quickly learn the combination.
2. Do not give ANYONE the combination!
3. Do not "pre-set" the combination.
4. Report anyone who is tampering with the locker immediately.
5. Do not leave valuables in the locker.
6. Under no circumstances are students to change or trade lockers without permission from the office (violators will be disciplined).
7. Students are held responsible for the contents of their locker.
8. Do not bring personal locks for your locker.
9. Students are responsible for the physical condition of their lockers. Vandalism will require restitution.

• Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

DRIVING TO SCHOOL

It is to be absolutely understood that **driving a private vehicle to or from school is a privilege**; as such, it can be revoked either temporarily or permanently, if a student's driving is anything less than careful and considerate. Students wishing to drive to school must apply for and receive a parking sticker from the office which must be displayed on the rearview mirror of the vehicle with the ID number viewable through the windshield. Permission to park in the school parking lot is a privilege, not a right. Students are restricted to parking in those areas assigned by the principal, which is in the side parking lot on the north end of the school. Student cars parked in the drive in front of school in the "no parking" areas, areas designated for faculty parking, or any other unapproved areas will be subject to towing at the owner's expense. Parking violations may result in a loss of parking/driving privileges, and illegally parked vehicles will be towed at the owner's expense. The cost of a parking pass for one school year is \$10.00.

STUDENT ASSESSMENT

The students of Almont High School will participate in assessments each year as mandated by the State of Michigan Department of Education.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students struggling academically are recommended to the I-Team and then if necessary, speech and language evaluations, individually administered achievement tests, and other special testing services may be available to students needing these services. Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Almont High School will not violate the rights of consent and privacy of a student participating in any form of evaluation

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

College entrance testing information can be obtained from the Guidance Office.

ASSEMBLIES

Student assemblies can be a valuable addition to our school program. Student conduct at assemblies is a reflection of the type of student body we have, and the number of assemblies scheduled is based in part on student behavior. Students should always:

1. Enter the assembly area in an orderly manner without pushing or shoving.
2. Show respect to school, classmates, and the performers by being attentive at all times.
3. Show appreciation by applause.
4. Leave assembly in the same orderly manner in which you entered.
5. Stay off gym floor.

TRANSPORTATION FOR ED-TECH STUDENTS

All Ed-Tech students are to ride the school provided bus to and from Almont High School unless other transportation arrangements have been approved by the principal(s). Students needing to drive must have parental permission to do so and submit a note (signed and dated) by parent/guardian to the office for approval **before** leaving campus. Generally, other students will not be permitted to accompany driving students to or from Ed-Tech as passengers. We recognize, however, that occasionally it might be absolutely necessary for a student to ride with another to or from Ed-Tech. In those cases, students needing to ride with another student in that student's vehicle must have written parental permission from both his or her own parent(s) **and** the parent(s) of the driver. The notes must be submitted to the office **before** leaving campus.

Extracurricular Activities

ADMISSION FEES TO ATHLETIC CONTESTS

The following admission fees are in place for the 2021-22 school year:

Varsity Contests:	Five (\$5.00) Dollars
(Whether a “stand-alone” varsity event or with JV and/or freshmen team(s) competing at the same event)	
Contests not including a Varsity team:	Four (\$4.00) Dollars
Students with AHS I.D. cards:	Free (must have ID or the \$5/\$4 fee will apply)

CLUBS

Activity groups and clubs are available in a variety of interest areas. Formations of such groups are based on the number of students interested, facilities available, and sponsors. Students desiring to organize a club or activity should contact the principal.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

DANCES

Dances may be held on nights when there is no school the following day. The following procedures must be followed:

1. All dances and dance dates must be approved by the principal.
2. Two weeks prior to the dance, a request form must be turned in to the principal with the signature of all faculty and parent chaperones along with the band or D.J. contract, and decorating plans.

The following rules for dances must be followed:

- Dances are for Almont High School students and their guests only.
- Guests must be registered in the office before the end of the school day on the last school day preceding the dance. There is a limit of one guest per Almont High School student.
- Once a student leaves, he/she cannot return.
- The Code of Conduct applies at all dances.
- Normal school dress is allowed at all dances unless otherwise announced.

NATIONAL HONOR SOCIETY

Almont High School bestows membership in this prestigious organization on students who have attained/demonstrated the four ideals upon which the society is based: leadership, scholarship, service, and character. Membership in the NHS is a privilege that the school extends only to qualified student-citizens; it is not a right or a reward for scholastic achievement. Academically qualified students who fail to conduct themselves appropriately risk not being offered the opportunity to join the NHS or, if already members, having their

membership revoked. Students who have accumulated a grade point average of 3.3 or above through the first Semester of their sophomore year, or the first Semester of each subsequent year, will be considered eligible to apply for selection to the NHS. Following their notification, students will need to contact the NHS advisor to complete the membership application process. A building selection committee comprised of teachers and administrators will review all appropriately completed student applications and select new members annually. The National Honor society is sponsored by the National Association of Secondary School Principals.

STUDENT COUNCIL

A formal student council will work in a leadership role with the principal to enhance school climate for the student body. Procedures for running for student council can be found in the main office.

CLASS OFFICERS

Offices exist in each class for President, Vice- President, Secretary and Treasurer.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct as school events, regardless of the location.

Health and Emergency Information

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she must notify any staff person immediately.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Counseling Office.

SECRET WITNESS PROGRAM

The Almont Community Schools is interested in receiving information concerning any break-in, theft, or act of malicious destruction occurring at any of its school properties. The Almont Community Schools is supportive of a safe and drug-free school zone and is interested in taking information about the possession, sale, distribution or use of weapons, drugs or alcohol in its properties. It is the policy of the Board that bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. Information concerning any of the above should be submitted through the Secret Witness Program with in a timely manner at 4701 Howland Rd, Almont, MI 48003. Information may also be submitted to the appropriate school administrator.

A reward of up to one-hundred dollars (\$100.00) may be offered to anyone providing information, which leads to a plea, or an arrest and conviction. Persons not wanting to be identified may submit information by letter. A six-digit number of their choice should be placed at the top of the letter, and the same number on the small corner that they tear off the letter, in order for proper identification to be obtained. The guilty party will make restitution to the school district for Secret Witness expenses.

OKTOSAY

The goal of OK2SAY is to stop harmful behavior before it occurs by encouraging students to report threatening behavior to caring adult authorities who can help. Featuring a comprehensive communication system that facilitates tip submissions through telephone, text, website, e-mail, and multimedia technologies, OK2SAY enables Michigan residents to confidentially report student safety threats to trained program operators, who forward tips on to local law enforcement agencies, school officials, or community mental health service programs for a timely response. Please visit our website for the OKTOSAY link or go directly to: <http://www.mi.gov/ok2say>.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's education program.

EMERGENCY MEDICAL INFORMATION

Emergency medical cards are required for every student. It is important that all emergency information be on file, and that the office be notified of all changes on a yearly basis.

MEDICAL LIMITATIONS

Students having any medical concerns should make this known to the office as soon as possible so this information can be conveyed to their teachers, or so their program may be changed.

- **Use of Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours
- C. All medications must be registered with the principal's office. No oral medication such as aspirin will be administered to any student.

- D. Medication that is brought to the office will be properly secured.
 - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - b. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

- **Asthma Inhalers and Epi-Pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually. Form 5330F1C.

- **Non-prescribed (Over-The-Counter) Medications**

A student may be allowed to possess and self-administer an over-the-counter medication upon written authorization of the parent. The parent must complete Form 5330 F1a (Authorization for Non-Prescribed Medication and Treatment) and submit it to the school office for filing in the student's records.

EXCLUSION OF COMMUNICABLE DISEASE SUSPECTS FROM SCHOOL

Teachers are to notify the principal of any pupil suspected of having a communicable disease. Upon investigation, the principal shall exclude from school any pupil suspected of having a communicable disease. The principal shall determine the pupil's re-admission requirements to the school.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice and bed bugs.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

ACCIDENTS

Anyone injured during school hours or while participating in school sponsored activities, including athletics, must report the injury to an instructor, coach or the office as soon as possible.

FIRE, LOCKDOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a pulsating tone of the fire horn.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock-down drills and consists of a verbal announcement and/or an electronic cicada tone.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a school-wide announcement broadcast over the High School intercom system.

INTEGRATED PEST MANAGEMENT (part of Policy 8405)

The District shall implement a pest management program in accordance with the U.S. Environmental Protection Agency's Integrated Pest Management (IPM) in the school's guidelines. This program will include appointment of a District IPM Coordinator and advisory committee, implementation of training for custodians, and provide for notification to all affected persons when chemical use becomes necessary. The advisory committee shall semiannually review and evaluate the District's progress toward its pesticide use, reduction, and minimization goals. This program shall also include implementation of an IPM awareness program. All persons applying pesticides on District property shall hold appropriate State certification and be approved by the District IPM Coordinator (see AG 8431A).

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

A copy of the School District's Preparedness for toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

Student Conduct

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building Principal. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to the requests for approval within twenty-four (24) hours of their receipt.

HALL PASSES

Students are not permitted in the halls during class periods, unless accompanied by a teacher, or possess a signed pass from an authorized staff member; the issuing of hall passes will be limited.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

To insure that materials they wish to display meet school guidelines, students should present them to the Principal twenty-four (24) hours prior to display.

EXPLICIT COMPUTER NETWORK RULES

Below is a list of activities involving the District's computer network that students are not to engage in. This list is not meant to be considered a complete list of all prohibited activities, and the school reserves the right to discipline students for activities not specifically noted here.

- 1. Students are not to download content from the Internet that is not specifically related to academic work being done in the school. For example, the downloading of music or video files for personal use is strictly prohibited.
- 2. Students are not permitted to use the school's computers or network technologies to access Internet "chat rooms," or "bulletin boards" or otherwise engage in on-line discussions for personal purposes.
- 3. Students are strictly forbidden from accessing any form of pornography.

4. Students are not to download programming of any sort (*Winamp, RealPlayer, LINUX, etc.*)
5. Students are not to attempt to defeat or corrupt District network security programming, or alter any other system programming.

ALMONT HIGH SCHOOL & STATE OF MICHIGAN GUN, WEAPON & RAPE POLICY

State Law requires that any student bringing a weapon to school or engaging in rape at school be expelled from school. Please see policy 5610.01 for specifics in regard to expulsions and suspensions required by statute. District policies are available on the home page of our website at www.almontschools.org. The ramifications of this law are quite far reaching and all parents are advised to be aware - and to make their children aware - of them. Almont High School will comply fully with the law, should a pertinent situation arise.

Be advised that possession or use of any firearm (including pellet and B.B., blank, or starting pistol) anywhere on school grounds, or at any school function, will result in an automatic expulsion. Furthermore, several types of knives, including switchblades, are covered by this law, and students found to possess them will be expelled. It is recommended that any knife, no matter how seemingly harmless, be left at home in order to avoid any possibility of trouble.

Weapons of any sort have no place in an educational environment, a fact the state law highlights. We are certain that the overwhelmingly majority of Almont parents and students agree with that sentiment. We are equally certain that cooperation and compliance will be complete at Almont High School. Please feel free to contact the school if you have any questions regarding this law.

TEXTBOOKS

Textbooks are school property and should not be mistreated. Damage will be the responsibility of the user and fines will be assessed.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- An approved fundraising form must on file with the Principal's office prior to starting the fundraiser.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

CLASS MEETINGS

Class meetings may be held provided class officers gain approval of the class advisors or the principal.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or student government. A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subject to an illegal rule or standard.

STUDENT RIGHT TO ORGANIZE

Students have the right to meet with fellow students peacefully as long as school rules dealing with student associations are followed. According to Almont High School rules and state law, a student cannot take part in any organization in which members decide who may or may not join (i.e. fraternities/sororities). Students must not discriminate against anyone who wants to join his/her club or organization. Almont High School sets limits as the time and place of organization meetings. Students are responsible for following the rules. Meeting times are set by the School Activities Coordinator.

USE OF DRUGS

The school has a “Drug-Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

BANNED DRUGS

The following is a list of banned drug classes with examples of such substances under each class. This list is based on bylaw 31.2.3 of the National Collegiate Athletic Association as distributed by the Department of Community Health.

A. Stimulants:

Amiphenazole	Crothetamide	Methylphenidate	Methamphetamine
Amphetamine	Diethylpropion	Nikethamide	Picrotoxine
Bemigrade	Dimethylamphetamine	Pemoline	Pipradol
Benzphetamine	Doxapram	Pentetrazol	Prolintane
Bromantan	Ephedrine (ephedra, ma	Phendimetrazine	Strychnine
Caffeine ¹ (<i>guara</i>	huang)	Phenmetrazine	Synephrine (citrus
<i>na</i>)	Ethamivan	Phentermine	aurantium, zhi shi, bitter
Chlorphentermi	Ethylamphetamine	Phenylpropanolamine	orange)
ne	Meclofenoxate	(ppa)	and related compounds
Cocaine	Methylenedioxymethampheta	Fencamfamine	
Cropropamide	mine		
	(MDMA, ecstasy)		

B. Anabolic Agents:

anabolic steroids	dromostanolone	norandrostenedione	trenbolone
Androstenediol	epitrenbolone	norethandrolone	

Androstenedione	fluoxymesterone	oxandrolone	and related
Boldenone	gestrinone	oxymesterone	compounds
Clostebol	mesterolone	oxymetholone	
dehydrochlormethyl-	methyltestosterone	stanozolol	other anabolic agents
testosterone	nandrolone	testosterone ²	methandienone,
dehydroepiandro-testerone	norandrostenediol	tetrahydrogestrinone	methenolone,
(DHEA)		(THG)	clenbuterol
dihydrotestosterone (DHT)			

C. Substances Banned for Specific Sports

Alcohol	Nadolol	timolol
Atenolol	pindolol	and related compounds
Metoprolol	propranolol	

D. Diuretics

Acetazolamide	Chlorthalidone	hydroflumethiazide	spironolactone
Bendroflumethiazide	ethacrynic acid	methyclothiazide	(<i>canrenone</i>)
Benzthiazide	flumethiazide	metolazone	triamterene
Bumetanide	furosemide	polythiazide	thichlormethiazide,
Chlorothiazide	hydrochlorothiazide	quinethazone	and related compounds

E. Street Drugs:

Heroin, tetrahydrocannabinol, marijuana³, (THC)³

F. Peptide Hormones and Analogues:

corticotrophin (ACTH)	luteinizing hormone (LH)	insulin like growth
human chorionic	growth hormone (HGH,	hormone (IGF-1)
gonadotrophin (hCG)	somatotrophin)	

G. All the respective releasing factors of the above-mentioned substances also are banned:

erythropoietin (EPO) sermorelin darbepoetin

Athletics

Almont High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For a list of activities currently being offered and further information, contact the Athletic Director, at (810) 798-3277.

All participants must have a physical examination before they may begin practice. Insurance forms, concussion form and athletic emergency forms must also be turned in to the coach before an athlete can begin practice. These forms need only be done once each school year, regardless of the number of sports in which a student is involved. It is recommended that all students participating in the athletic program have some type of insurance.

MICHIGAN SPORTS CONCUSSION LAW

Michigan enacted a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013. A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program. The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the organizing entity to keep on record. The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity. All student athletes should have signed concussion paperwork on file.

PHYSICAL EXAMINATIONS

No student shall be eligible to participate if there is not on file with the principal of that school, a physician's statement for the current school year certifying that the student has passed an adequate physical examination and that, in the opinion of the examining physician, that student is fully able to compete in athletic contests.

PAY TO PARTICIPATE

In an effort to offset the rising costs of athletics, many school districts have adopted a program in which athletes pay to participate in a school sport. The fee paid by athletes provides no entitlements beyond their membership on a team. As always, position assignments, fines, playing time, etc. are determined by the head coach. Questions concerning such issues must be addressed to the head coach of that team.

Below are listed the current Pay to Participate fees for the 2021-22 athletic year:

High School Athlete: \$125.00 per sport

Middle School Athlete: \$95.00 per sport

*There is a \$25 reduction in fee for each additional sport in which an athlete participates.

ATHLETIC CODE OF CONDUCT

Participation in athletics means more than competition between intramural or two teams representing different high schools. It teaches fair play and sportsmanship; understanding and appreciation of teamwork; finding out that quitting means failure, while hard work means success. With these goals in mind, this guide has been formulated for the use of athletes, coaches, administrators and all others concerned.

- **As a Player**

In the areas of athletic competition, a real athlete does not use profanity or illegal tactics. He/she learns the fact that losing is part of the game, and that he/she should be gracious in defeat and modest in victory. He/she is always courteous to congratulate the opponent on a well-played game after the contest. False athletes often display fits of temper, clown, etc. when things fail to go as desired or when replaced by a teammate. A true athlete has complete control of himself/herself at all times. Officials in a game are there for the purpose of ensuring that both teams will receive a fair deal. Officials do not lose a game for you. It is athletic tradition that no one except the appointed captain talks to the officials. He/she should speak in a tone of respect and for the purpose of clarifying a rule. Any behavior contrary to that, which has been stated, is a direct reflection on the school, team, and coaches and will not be tolerated. Violation of a minor nature will result in removal from the game. Those of a serious nature will result in suspension and possible expulsion from the team. Michigan High School Athletic Association regulations state that any player participant who is removed from a game for exhibiting poor sportsmanship will be ineligible to participate in at least the next scheduled contest.

- **In the Classroom**

A good athlete is a good student who plans his/her time so that sufficient time is given to his/her studies in order to ensure acceptable grades. In addition to maintaining satisfactory grades, an athlete should give respectful attention to classroom activities and show respect for students and faculty members at all times. An athlete should maintain a good attendance record. He/she should not be tardy for classes or absent from school without good reasons. An Athlete must be in attendance for at least 4 out of 6 class periods on the day of a scheduled athletic contest or the day before a weekend competition in order to be eligible to participate. Should the student have a prearranged absence, medical documentation, or a certain unavoidable case, this requirement may be waived by the principal or superintendent.

- **On the Campus**

An athlete's behavior and appearance are extremely important. Athletes should be leaders. Fellow students look up to and follow them. There are certain marks that pertain to Almont Athletes. The real athlete will accept these responsibilities, realizing that they influence many others on the school campus. Athletic leaders should work for the betterment of the school and for what is right and good for their fellow students. Inappropriate displays of affection in public are in poor taste and place an athlete below socially accepted standards. Misbehavior, lack of respect, fighting, etc. are not in the best interest of school spirit and should be opposed vigorously at every opportunity. Violations of these rules may result in suspension and possible expulsion from the team.

- **Trips**

Athletes directly represent the community, school and coaches. Therefore, it is expected that all concerned will dress and behave in an acceptable manner when traveling to and from and at any away contest. All athletes are required to ride on the players' bus both to and from away contests unless athletes have followed the school procedure to allow a parent or designated adult to provide transportation. Violations in this area will result in suspension from the next contest.

ELIGIBILITY

School regulations require the following academic standards for eligibility.

1. The purpose of eligibility rules is to maintain athletes in proper perspective with relation to the whole school program of education. Participating students are to cooperate with the school to see that these rules are obeyed and observed.
2. All athletes must be enrolled in a full schedule of classes. An exception may be made in the case of a student where an allowance has been made in meeting graduation requirements. This exception must be approved by the principal or superintendent.
3. Eligibility will be determined at the first 5 weeks of each quarter, the end of each quarter, and the end of each semester. At the 5-week mark of each quarter and the end of each quarter, student must be passing all of their classes to remain eligible without restriction. Students with a failing grade will be declared ineligible for the following week of competition, but can regain eligibility when the following conditions are met:

- a) The failing grade is raised into the passing range (D- and above)
 - b) Passing grades are maintained in all other classes as well for the duration of the Semester. Eligibility for students with one failing midterm grade will be checked weekly. Any failing grade during this time will result in an immediate loss of eligibility for the following week of competition. Eligibility can be regained once the grade is raised into the passing range.
 - c) The request for reinstatement of eligibility must be made to the Principal or Athletic Director by the athlete. Such request must be accompanied by a signed note from the teacher of the class in question indicating that the student is now passing the class or the current grade in PowerSchool must show a passing grade.
4. At the end of the semester/year, students will be declared eligible by meeting the State eligibility requirements (passing 4 out of 6 courses in the previous Semester). In addition, all student athletes must be aware that Almont High School is a member of the Michigan High School Athletic Association (MHSAA), and abides by all of the organization's rules, by-laws, and policies.

TRAINING RULES

Training rules apply to all athletes in all sports, at any location during the entire school year starting from the first day of Fall practices to the last day of June competition. An out of season student-athlete violating training rules will be penalized for their next sport.

Failure to abide by these training rules can have dire consequences for an athlete and his/her team(s).

1. No possession or use of any other type of tobacco product.
2. No use/abuse or possession of alcohol or drugs.
3. Players are to notify their coach before practice starts if for any reason they cannot attend practice. Unexcused absences from practices or games could result in suspension from the squad.
4. Obey any other specific training rules of the coach of your sport.

Violations of training rules (1) and (2) will result in:

1. First Offense: A two-week suspension with a minimum of two games.
2. Second Offense: A one-Semester suspension (90 school days).
3. Third Offense: A one-year suspension from date of offense.
4. Fourth Offense: A total suspension from all sports at Almont High School.

(Steps may be jumped due to severity of violation).

If an athlete is suspended from school, he/she will be ineligible for the next game.

MISCELLANEOUS ATHLETIC SUBJECTS

1. A working athlete must also comply with all sections of this code.
2. School equipment:
 - a. An athlete is financially responsible for all equipment checked out.
 - b. Equipment should not be abused and should be kept in locked locker.
 - c. All clothing should be washed at least once a week.
3. An athlete dropping the team after the first contest will forfeit the following:
 - a. His or her award.
 - b. Eligibility in any other sport for one full year from the time of dropping if the athlete drops of his or her own accord without personal notification to his coach. If an athlete consults with the coach concerning his or her decision to drop, the athlete will be allowed to participate on a team during the next sport season.
4. Practice regulations:
 - a. A coach must be consulted if any athlete must miss a practice. An athlete missing a practice or a game without a good reason will be reprimanded.

- b. Illness or emergency would be an acceptable reason for missing a practice or a game.
 - c. Obey the specific practice rules of the coach.
5. Locker room procedures:
- a. Roughhousing, throwing or snapping towels or other objects is not allowed in the locker room
 - b. All showers must be turned off. Last one to leave should re-check all showers.
 - c. An athlete respects the rights and property of others. Any equipment, money or other items found missing must be turned in to the head coach. Evidence of stealing or of malicious destruction of property will result in an automatic suspension from the squad.
6. A student may be declared ineligible for athletic participation in which s/he represents the school in a public appearance if he or she:
- a. Has been convicted of a misdemeanor or felony (minor violations, such as minor traffic violations may be waived by the Superintendent or Principal).
 - b. Conducts himself or herself in a manner that in the opinion of school authorities would reflect unfavorably upon other students if he/she should appear before the public.
7. If a student has been convicted of a major misdemeanor or felony, he or she will be suspended for the rest of that sport season.
8. Conflicts resulting from an athlete's participation in more than one extra-curricular activity shall be resolved in accordance with school policy for all extra-curricular activities.
9. The decision on whether athletic practices and/or games will be held on snow days will be recommended to the Superintendent by the Athletic Director and the Principal. The Superintendent will make the final decision on a case-by-case basis and safety will always be the first priority.

PERFORMANCE-ENHANCING DRUGS/COMPOUNDS

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contract as a part of his/her duties.

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.

DISCIPLINE

The discipline policy has been established based on the belief that every child has the right to learn. The school has an obligation to the community and to the students who attend to provide an environment conducive to learning. Therefore, to achieve this goal, the following information regarding expectations of student behavior, behavior that will not be tolerated, consequences for inappropriate behavior, and appeal procedures should serve as a guide for students. The following acts have been defined as being inappropriate during school hours, on school property, on school transportation or during school sponsored events. Disciplinary action will be taken by school authorities regardless of any charges filed by outside authorities, which may or may not result. Behaviors that can be punished fall into two categories, minor and major offenses.

MINOR OFFENSES:

*Number in parenthesis is the Power School Incident Type

1. Bus rules violation (18)
2. Disruptive Behavior/Disturbing Class: (MS minor or major depending on circumstances; HS minor) interfering with the learning of others. The use of items that can or are used to disrupt or interfere with the education process of the school may be removed from the student's possession (radios, CD/tape players, other electronic devices, glass, etc). (1)
3. Dress code violation. Refer to Dress Code Policy (MS minor or major depending on circumstances; HS minor only) (8)
4. Inappropriate/Abusive Language (major offense if directed at another person) (5)
5. Tardiness (HS see tardy policy; MS minor for 3 tardies, 4 or more see major) (12)
6. Improper Hall Behavior (3)
7. Improper Identification (4)
8. Overt Displays of Affection (HS minor; MS see major Inappropriate Displays of Affection) (10)
9. Snowballs – attempting to throw or throwing snowballs will not be tolerated. (11)
10. Trespassing - Trespass is being in unauthorized areas of school property at any time, or refusing to leave when ordered to do so. Trespass shall also include unauthorized presence on school property beyond regular school hours (13)
11. Unauthorized Sales (14)
12. Physical Contact- Touching others in an unwelcomed, inappropriate, and/or improper manner. (19)
13. Property Misuse- Misusing private and/or school property (ie restrooms) or using private or school property without proper permission. (9)

14. Electronic Devices (MS minor or major offense depending on specific circumstances; HS major) (14)

High School

The use of cellular phones or similar communications devices are prohibited during class time as they can be distracting to students and disruptive to the educational process. Failure to abide by this rule will result in confiscation of said device. Furthermore, the Administration reserves the right to restrict the use of such devices by students at other school-related events such as athletic contests, concerts, dances, etc. See Prohibited Item Policy below.

15. Technology Violation (MS minor or major depending on the circumstances; HS n/a) (21)

16. Insubordination/Defiance/Disrespect: (MS minor or major depending on specific circumstances; HS major refusal to obey a request of an adult in authority or school district personnel. (7)

17. Violation of General School Rules (15)

18. Driving to School without authorization (HS only) (2)

19. Improper Parking of Vehicles (HS only) (6)

20. Missed Detention (16)

21. Academic (17)

22. Other (22)

High School Disciplinary Action for Minor Offenses

Possible disciplinary or corrective actions or penalties for minor infractions include:

1. Reprimand
2. Loss of privileges
3. Exclusion from extra-curricular activities
4. Extra assignments
5. Special work projects/Restorative justice
6. Detentions (after school, Saturday)
7. In-School Suspension
8. Reassignment of schedule or school day
9. Suspension from class
10. Out-of-school suspension

Factors regarding minor offenses that will be used to determine a child's punishment fairly will be the student's behavior record, prior misbehavior(s), attitude displayed, and cooperation. An example might be a three-day suspension, with counseling, and school service. A second offense and any subsequent offense(s) would receive a more severe punishment. Persistent minor infractions will be treated as major offenses.

MAJOR OFFENSES:

*Number in parenthesis is the Power School Incident Type

1. Arson - attempts to set and/or setting of fires in or on school property. (1)
2. Assault Physical or Verbal - threat of and/or physical violence to persons. (2)

3. Bullying/Teasing/Taunting or other aggressive behavior toward a student - includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. (30)
4. Cheating (Plagiarism, etc) (3)

High School

First offense – Student will receive an “E” for the work and the teacher will refer the student to the office for disciplinary action. Parents will be notified.

Second offense and any subsequent offense(s) - Will receive a more severe punishment.

5. Defacing Property - (such as textbooks, lockers, desks, hallways, building, etc). (4)
6. Electronic Devices (MS minor or major offense depending on specific circumstances; HS major) (26)

High School

Phones can still be confiscated at any time if they are used inappropriately (Bad content, bullying, etc.). The use of cellular phones or similar communications devices are prohibited during class time as they can be distracting to students and disruptive to the educational process. Failure to abide by this rule will result in confiscation of said device. Furthermore, the Administration reserves the right to restrict the use of such devices by students at other school-related events such as athletic contests, concerts, dances, etc. See Prohibited Item Policy below.

7. Combustibles/Explosives - possession, use, or sale of firecrackers or any other explosive device will result in suspension of no less than 5 days. (5)
8. Extortion, Blackmail: - obtaining money or property by threat or violence, or forcing another to act against his or her will by threat or violence. (6)
9. Fighting/Physical Aggression - This will include participants in the actual fight, and anyone who provoked or contributed to the fight with offensive touching or offensive remarks. Minimum three-day suspensions to maximum ten-day suspension.
Physical Aggression includes aggressive actions involving physical contact, such as pushing or hitting. (7)

1st offense: 3-day minimum out-of-school suspension

2nd offense: 5-day minimum out-of-school suspension

3rd offense: 10-day minimum out-of-school suspension

4th offense: 10-day minimum out-of-school suspension plus referral to Board of Education for expulsion

10. Forging Forms - signing someone else’s name to a form or document to benefit self and/or others. (8)
11. Gambling - playing games for money or articles of value. (9)
12. Gang-Related Activities - Actions, gestures (“signs”), or the presence of any apparel (“colors”), jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement (such as favoring the right or left side by rolling up/down, turning or untying, etc.), trademark, or any other attribute which denotes or advocates membership in clandestine gangs (e.g. the Bloods, Crips, Latin Counts, Spanish Cobras, Shorties, etc.) which advocate and/or participate in drug use, violence, or disruptive behavior is strictly prohibited. The first infraction of this rule will result in a five-day suspension. The second infraction will result in a suspension of at least ten days with the possibility of expulsion. (10)
13. Improper /Abusive Language Directed at Another Person - profane, indecent, or immoral language or gestures directed at other students, parents, or school personnel (12)
14. Indecent Exposure (13)

15. Insubordination/Defiance/Disrespect – (MS minor or major depending on specific circumstances; HS major) refusal to obey a request of an adult in authority or school district personnel. (31)
16. Interference with school authorities - acts such as false statements to interfere with school personnel or the operation of school. (37)
17. iPad/Chromebook Misuse (29)
18. Leaving School Grounds Without Proper Authorization – immediately punishable as follows: (15)
 - 1st offense – Saturday School
 - 2nd offense – one-day out-of-school suspension
 - 3rd offense – three-day out-of-school suspension
19. Malicious Damage to or Misuse of Private or School Property/Vandalism - inflicting damage to private or school property, using private or school property without proper permission, or in an inappropriate manner; this rule applies to all District equipment, including technology devices and communications networks. (16)
20. Possession, Display and/or Distribution of Pornographic Materials or Accessing Pornographic Internet Content (18)
21. Possession of Weapons or Weapon-like Objects - Possessing any instrument capable of inflicting bodily harm. Possession can mean on the student's person or in his/her locker or vehicle. (19)
22. Pulling False Fire Alarm/Bomb Threat (20)
23. Distribution of Alcoholic Beverages, Illegal Drugs, Look-alike drugs, Patent Drugs, or Controlled Substances: Will result in an immediate ten-day suspension from school, a referral to police, and a referral to the Board of Education for expulsion. (21)
24. Use, Possession or Being under the Influence of Alcoholic Beverages, Illegal Drugs, Look-alike drugs, Patent Drugs, Controlled Substances or Drug Paraphernalia. Any infraction will result in a referral to parents, police, and a ten (10) day suspension for the first offense. A second offense for any infraction would result in a ten (10) day suspension and referral to the Board of Education for expulsion. At the first step a number of the days suspended can be appealed for reduction if the student and parents agree to counseling from a public agency. (22)
25. Skipping/Truancy - willful refusal or failure to attend school with or without parental knowledge. (23)
26. Theft (24)
27. Tobacco - smoking by students and the use of tobacco products, including lighters and electronic stimulated tobacco products, or the possession of tobacco is not allowed in the school building or school property, or at school-sponsored events. Minors will be referred to the School Resource Officer for violation of State and Local laws. (25).

High School

Disciplinary action for violating this rule will be as follows:

First offense	Three-day suspension
Second offense	Five-day suspension
Third offense	Ten-day suspension and probation
Fourth offense	Ten-day suspension and recommendation to school board for expulsion.

At the first and second steps, the number of days suspended can be appealed for reduction if the student and parents agree to counseling from a public agency.

28. Inappropriate Display of Affection – (MS major, HS see minor Overt Displays of Affection) (32)
29. Dress code violation. Refer to Dress Code Policy (MS minor or major violation depending on circumstances; HS minor only) (33)
30. Disruptive Behavior/Disturbing Class- interfering with the learning of others (MS minor or major depending on circumstances; minor at HS) (34)
31. Tardies: (MS 4 or more; HS minor) (35)
See specific Tardy Policy
32. Technology Violation (MS minor or major depending on circumstances; HS n/a) (36)
33. Persistent Minor Infractions - repeated violation of minor offenses will be treated as a major offense. (17)
34. Other - Advocating or taking part in other dangerous, or illegal acts which threaten to disrupt the education process or endanger the health and safety of the student body, or staff. (27)
35. Missed Saturday School (28)
36. Harassment (11)

High School Disciplinary Action for Major Offenses

Possible disciplinary or corrective action or penalties for major infractions include:

1. Suspension out of school
2. Indefinite suspension or exclusion
3. Restitution
4. Expulsion
5. Community Service

Other actions, such as counseling, detention and/or Saturday schools may be taken in addition to the above. For example, a suspended student may be required to see a counselor, or attend a Saturday school upon his/her return from suspension. **Students who are under temporary suspension or who have been excluded from school are not allowed on any school property, in any school building, or admitted to any school function. Failure to adhere to this rule will result in additional days of suspension**

PROHIBITED ITEM POLICY

According to the Almont Community Schools policy, students may bring a cellular telephone or other electronic communication device (ECD) to school. During school hours and on all school vehicles the cell phone or other ECD must be in compliance with the Electronic Device policy. The use of cell phones and other ECDs in locker rooms and restrooms is prohibited. During school activities, such as an evening award ceremony or band/choir concert, cell phones and other ECDs shall be turned off and out of sight. The school will gladly relay any message to a student from parents, however, students will have the opportunity to check messages during designated times in designated areas. Students are not permitted to use Electronic Devices at non-designated times or in non-designated areas. Students may have such devices at other school-sponsored events; however, the Administration reserves the right to restrict the use of such devices by students at events, e.g., athletic contests, concerts, dances, etc., should their use create problems. Possession of a cellular telephone or other ECD is a privilege, which may

be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuses of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular phone or ECD, suspension, and/or other disciplinary action. A student who possesses a cellular phone or ECD shall assume full responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

In addition, there are other items that are considered “prohibited items”, such as but not limited to I-Pods, MP-3 players, electronic games, portable CD or DVD players, other electronic devices, and hats. These items often cause distractions from the mission of creating an environment where all students can learn. If a student is observed with a prohibited item during school hours, the following consequences shall be administered.

First offense: Prohibited item is confiscated and returned to the student at the end of the school day; a warning is issued and recorded.

Second Offense: Prohibited item is confiscated and returned to the student at the end of the school day. A one hour detention is issued to the student. Parent is contacted.

Third Offense: Prohibited item is confiscated and returned to a parent or guardian. The student receives a Saturday School. Parent and administrator meeting are required.

Fourth Offense: Prohibited item is confiscated and returned to the parent after ten (10) hours of Community Service is completed by the student.

Fifth or more Offense: Administrative discretion

ATTENDANCE DISCIPLINE PROCEDURES

Almont Community Schools has established guidelines to address the consequences for excessive excused and unexcused absences. These guidelines will take effect when a student accumulates 7 or more absences in one or more classes. Administrative action may include, but is not limited to the following:

- Parent and Student contact by e-mail or phone
- Student/Administrator conference
- Parent/Administrator conference

Students under the age of 18 are required by Michigan State Law to be in regular attendance at school. Those students under the age of 18 who accumulate excessive absences will be referred to the Juvenile Courts for truancy.

When a student accumulates 6 absences in one or more classes, the following privileges may be revoked. (If the student has a history of truancy problems, initial intervention may begin sooner)

1. Cell phone use revoked
2. Loss of participation in extracurricular activities and clubs
3. Privileges revoked to attend school dances including Homecoming, Snowcoming, and Prom
4. Loss of attendance at home sporting events
5. Field trip privileges revoked
6. Parking privileges revoked

(After 4 weeks of “zero” absences, or at the end of the marking period, whichever comes first, privileges will be reinstated.)

Attendance Appeals

Student and/or parents may initiate an appeal. All attendance appeals will be handled by the principal. All applications for appeal must be submitted to the school office.

Students under the age of 18 must be accompanied by a parent or guardian for all appeals. No appeal will be heard without a parent or guardian present.

The student or parent/guardian will receive a notice of the principal's decision within five school days after completion of the appeal hearing. If desired, the student or parent/guardian may appeal the principal's decision to the superintendent. Such an appeal must be in writing. Upon receiving the appeal the superintendent or his designee shall conduct a conference with the student or parent/guardian within 5 school days. Once the conference is completed, the superintendent will notify the student or parent/guardian of his decision.

DRESS CODE VIOLATION DISCIPLINE PROCEDURES

Violations to the dress code policy (page 12) will result in one of the following disciplinary actions:

- Student will make the appropriate change to meet the regulations.
- Student will be assigned to detention and/or Saturday School.
- Student will be suspended up to five days.
- Student will be suspended ten days with the recommendation of expulsion for the remainder of the Semester of the school year.

PUBLIC DISPLAY OF AFFECTION

While it is completely understandable that young people begin to take an increased interest in romance during the high school and junior high school years, it is similarly understood that there are socially appropriate ways for young people to display affection for one another. In order to avoid any confusion over what is deemed appropriate, students will adhere to the following guidelines:

- Hand holding is allowed.
- Kissing, extended hugging and fondling are all expressly prohibited.
- If told to desist in any behavior by a teacher or other faculty member, students will do so immediately.

Failure to abide by these rules will result in punishment up to and including suspension from school for a period of time to be determined by the principal.

TYPES OF DISCIPLINE

• DETENTION:

It is the teacher's or principal's prerogative to keep students before or after school for disciplinary reasons. Because of transportation problems, the following procedure is in effect: students may be detained for a reasonable amount of time, but in all cases of detention, a day's notice is given. It is the student's responsibility to inform their parents and arrange for transportation during this grace period. Failure to attend detention will result in Saturday school or suspension. **Any student, whose discipline file indicates that numerous detentions have already been served, will be given a Saturday School or suspension instead of detention.**

• SATURDAY SCHOOL

Saturday School may be assigned to a student for various violations of the school code of conduct. Sessions are held in a designated classroom on Saturdays from 8:00 a.m. to 11:00 a.m. **It is the student's responsibility to inform their parents or guardians and arrange for transportation.** Time spent in Saturday School is to be used as a study period unless a special work project has been assigned; Students must bring work related to their classes. School rules apply. Failure to attend Saturday School will result in immediate suspension. Also, any student whose discipline file indicates that numerous Saturday School sessions have already been served **will be given a suspension instead of Saturday School.**

- **IN-SCHOOL SUSPENSION**

If a student is assigned to serve in-school suspension as a disciplinary action, the student must serve the in-school suspension before returning to his/her regular schedule. **If an athlete is suspended from school, he/she will be ineligible for the next game.**

- **OUT-OF-SCHOOL SUSPENSIONS**

An emergency removal of up to three school days may be imposed immediately upon a student without first affording the student or the parents or guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

Out-of-school suspension is defined as the exclusion of a pupil from school for a specific period of time terminating at the end of the specified period or upon fulfillment of a specified set of conditions. Any suspended student is prohibited from being on school property or in attendance at any extracurricular event until they return to school following the suspension. The period of exclusion from school activities begins when a student leaves school at the conclusion of classes on the day prior to the official day(s) of suspension and ends when the student returns to school for the resumption of classes after the suspension has been served. For example, a student who is suspended from classes for Friday, having received notice of the suspension on Thursday, cannot attend athletic, extracurricular, or social events at the school, or sponsored by the school, Thursday evening, throughout the day Friday, or over the weekend. **If an athlete is suspended from school, he/she will be ineligible for the next game.**

A student who has been suspended from Almont High School will also be suspended from classes at the Lapeer Education Technology Center (Ed Tech), and if a student is suspended from Ed Tech, the suspension will apply to Almont High School as well.

If the student's suspension day is on a day when school is not in session due to inclement weather, the suspension day will be moved to the next day that school is in session.

If, in the principal's opinion, or as required by statute, the student's alleged infraction warrants a suspension of more than ten (10) days (a "long-term" suspension), the principal shall refer the case to the District Superintendent. The Superintendent shall review the material and schedule a hearing with the board of education.

- **EXCLUSION**

An indefinite suspension of a student pending further investigation

- **PROBATION**

Students that acquire an excessive amount of suspended days (approximately 8-10 days) from school may be placed on probation. Students placed on probation must improve their behavior for the sake of their own education and the education of fellow students. Students that continue disruptive behavior after being placed on probation will be referred to the Board of Education for expulsion.

- **EXPULSION**

Expulsion is the exclusion of a student from school for a specified period of time. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

STUDENT SUSPENSION AND EXPULSION

The superintendent, building principals, or principal's designee, may suspend, either for a short-term or long-term, or may make a recommendation to the board regarding the expulsion of a student guilty of any of the following:

- Willful violence and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the board;
- Willful misconduct that substantially disrupts, impedes, or interferes with the operation of any school;
- Willful misconduct which substantially impinges upon or invades the rights of others;

Or

Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

OTHER TYPES OF DISCIPLINE CAN INCLUDE

Restitution, Driving Privilege Suspension, i-Pad/Chromebook Restriction, Suspension of Bus Privileges, Warning, Reassignment of Schedule or School Day, Exclusion from Extra-Curricular Activities, or other.

DISCIPLINE APPEALS

- **DETENTION APPEALS (for detentions and Saturday School assignments)**

Students and/or parents may appeal a detention within one school day from the day it was written, and before the date it is to be served, by contacting the assigning staff member. If, after the initial meeting, the student or parent wishes to appeal the action, the principal or his designee shall take the matter under review. The parent or student must request administrative review within two (2) days from the date the detention was originally written.

The principal or his designee shall communicate his/her decision to the affected parties within two (2) days following the review. The decision of the principal or his designee shall be final.

- **PROCEDURES FOR SUSPENSION AND APPEAL**

Parents shall be informed and involved in any case of a pupil exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's office. The Administration shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing.

On the basis of the present status of present school law, the principals and assistant principals of the Almont Community Schools are delegated the authority to temporarily separate or suspend a pupil from school. Suspensions of more than ten days are to be discouraged. In such actions, the following precepts shall be adhered to:

1. A pupil shall be fully informed of the charges brought against him including the rationale for the action and the conditions of time and termination.
2. A student may be suspended from school for a period of one to ten days. An Act of God Day does not count as a suspended day. This action is to be taken by the Principal or his designated assistant. Parents shall be notified.
3. The Superintendent shall be notified, in writing, of all cases of suspension exceeding 3 days.
4. Suspension may apply to any single violation or combination of violations of school rules and regulations and codes of behavior as determined by the principal or his delegated assistant.
5. Students who are under temporary suspension or who have been excluded from school are not allowed on any school property, in any school building, or admitted to ANY school function. Failure to adhere to this rule will result in additional days of suspension.

6. A student may be assigned an in-school suspension where the suspended day will be spent at school, working on assignments. This type of suspension will be limited to assure effectiveness.
7. Suspensions of more than one day, but not more than ten school days may be appealed in writing to the principal within two school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. The student shall be reinstated during the appeals process, unless it is determined that the student's attendance would jeopardize the safety of the student or other students.
 - A. Upon review, the principal may uphold the suspension, establish an alternative lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.The Principal will reach a decision and inform the parents in writing of that decision in writing within ten (10) school days after the receipt of the parents' written appeals request.
 - B. Within two (2) school days from their receipt of the principal's written decision, parents may appeal that decision to the superintendent of schools in writing. The superintendent will reach a decision and inform the parents in writing within ten (10) School days after receipt of the parents written appeal request.
 - C. **The superintendent's decision shall be final in all cases of short-term suspension (not exceeding 10 days).** Parents may appeal to the board only in cases of alleged violation of due process (per District Policy 5611) by the Superintendent. In such cases the appeal must be made in writing to the Board President within two (2) school days of the parents' receipt of the Superintendent's decision, and must include a statement of the alleged violation of policy. The Board shall notify the parents of its decision within ten (10) days of receipt of the written Due Process Appeal.
 - D. In cases of long-term suspension, the procedure outlined below will be used. This procedure will also be used in cases of recommended expulsion brought before the Board of Education. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rule procedures.

1. Written notice shall be given of the time, date and place of the hearing.
2. The pupil or parent may be represented by an attorney.
3. Parents may request a closed hearing.
4. The student's parents or guardians may be present at the hearing.
5. The student and his/her counsel or advisor may hear or read a full report of testimony of witnesses against the student.
6. Witnesses may be presented at the hearing and the pupil or his/her representative may question witnesses testifying against the pupil. Witnesses are to be excluded from proceedings, except when testifying.
7. Pupil involved may remain silent.
8. The student may present his/her own witnesses.
9. The student may testify in his/her own behalf and give reasons for his/her conduct.
10. The student has the right to have an orderly hearing.
11. The student has the right to a fair and impartial decision based on substantial evidence.
12. There may be present at the hearing, the principal, the Board of Education attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
13. The Board of Education shall render a written opinion of its determination within five school days from the date of hearing.

In these procedures, counsel means any person a student selects to represent and advise him/her of all proceedings conducted according to these procedures. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

8. Recommendation for the expulsion of the pupil from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the pupil's accumulative file. Except in cases stemming from extreme overt behavior, or as required by statute, it is expected that parental contact would have been initiated and held at the building level prior to the expulsion recommendation. In cases of expulsion the following procedures shall be followed:
 - A. The pupil may be under supervision or excluded from school pending the recommendation of the Superintendent to the Board, and pending the Board's decision.
 - B. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
 - C. The Board of Education shall set the date, time and place of the hearing and shall transmit notice of same to the parent in a timely fashion prior to the date of the hearing. The written notice may be mailed, or personally delivered.
 - D. The hearing procedure shall follow that set forth in 7-D of this document.
9. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a pupil under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

In all long-term suspension or expulsion cases, a record of the appeal hearing may be made by mechanical or electronic recording, the costs shall be borne equally by the district and the student.

- **Confidentiality During Investigations**

Every reasonable effort will be made to ensure and maintain student confidentiality during administrative investigations into disciplinary and other, similar school matters. However, a proper investigation will, in some cases, require that school personnel divulge the names of students making allegations against other students, as well as the nature of those allegations.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

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

Prevention/Training/Restorative Practices

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences

and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of the Almont Community Schools to maintain a learning environment free from sexual harassment. No student shall be subjected to any form of sexual harassment or intimidation. It is a violation of this policy for any student to harass any other student through any conduct or communication of a sexual nature.

Definition

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Examples of sexual harassment include, but are not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- cyber-bullying
- sexting
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by direct or indirect threats to health, safety, etc.

Any student who feels that he or she has been sexually harassed should contact the counseling office and/or the principal or assistant principal immediately. Any student found to have violated school and district policies regarding sexual harassment will be subject to school sanctions and punishments, up to and including suspension and/or expulsion from school. Furthermore, parents and students should be aware that legal actions, both criminal and civil, can be taken against students who engage in sexual harassment. The Almont Community Schools will not hesitate to pursue such a course of action in any appropriate case.

VIDEOTAPE

If student misbehavior is captured on surveillance camera, the footage will be submitted to the principal and may be used as evidence of the misbehavior. Since this footage is considered part of a student's record, it can be viewed only in accordance with Federal Law.

TESTING FOR ALCOHOL

Students may be tested for alcohol on school grounds and at school-related events off of school grounds. Students may be required to submit to a “Breathalyzer” or similar alcohol-related test.

Should a positive test result occur, the police and parents will be notified immediately. Students may not drive after having tested positive on an alcohol test.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student’s consent.

Students are provided lockers, desks, and other equipment in which they store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classroom, labs and offices of the District are the District’s property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District’s computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student’s knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. **A student’s refusal to permit such access may be grounds for disciplinary action.**

NON-DISCRIMINATION

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability.

This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and State law. Contact Special Education Director Shannon Porter at (810) 724-9853 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District

NON-DISCRIMINATION POLICY

The Almont Community Schools does not discriminate on the basis of race, creed, color, sex, national origin, cultural or economic background, or handicap. Any person believing that the Almont Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Dr. William Kalmar, Superintendent
Almont Community Schools
4701 Howland Road
Almont, Michigan 48003
(810) 798-8561

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of Almont Community Schools that every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Approved: November 23, 1992

School Contacts

Almont High School:
(810) 798-8595

Main / Principal's Office:
ext. 200

Attendance:
(810) 798-3277

Athletics:
ext. 203

Counseling:
ext. 205

Website:
<http://www.almontschools.org>



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