

**ALANSON PUBLIC
SCHOOLS
ALANSON, MI 49706**

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www.alansonvikings.net

HOME OF THE VIKINGS



**6TH—12TH GRADE
STUDENT-PARENT
HANDBOOK
2011-2012**

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INTRODUCTION

WELCOME TO ALANSON PUBLIC SCHOOLS

Alanson School is committed to excellence in all areas. We have overcome great diversity in the past by working together and relying on each other. This is something we must remember as we continue to improve our school. Each individual must realize education; respect and safety are the rights of all individuals.

Please read this handbook and use it as a guide to your experience at Alanson. If you are in doubt about any section of this book, please ask for an explanation from a teacher or administrator.

This handbook does not propose to answer all questions, nor cover all phases of school. It is hoped that the information contained herein will increase your knowledge and understanding of the ideals, traditions, activities, and studies offered by the Board of Education and your school.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

NON-DISCRIMINATION

It is the policy of the Board of Education that the District will not discriminate against any person on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Handicapper's Civil Rights Act, and the Elliot-Larsen Civil Rights Act.

Complaint Procedure:

- All complaints should be directed to the Superintendent of Alanson Public Schools.
- Complaints are to be made in writing within 10 days of the alleged violation.
- If the complainant is not satisfied with the Superintendent's written decision, an appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202

SCHOOL MISSION STATEMENT

The mission of the Alanson Public Schools is to prepare students to be responsible and productive citizens.

In order to achieve the mission of the Alanson Public Schools we believe that:

It is necessary that parents, staff, students and community members work together in mutual support and cooperation for the benefit of each child.

1. It is necessary that a secure and motivating environment must be provided.
2. It is necessary that high expectations for teaching and learning be maintained, reviewed and expanded upon.
3. It is necessary that all decisions should be based on "what is best for our students."

VISITORS IN THE SCHOOL

Parents and others entering the school must check in at the office. Please contact the school at least one day in advance of the proposed visitation date. Students from surrounding school districts will not be allowed to visit Alanson unless they have discussed with the principal attending here in the future.

RELEASE OF STUDENTS

Parents and relatives picking up students must go to the main office and request the student. The student will be asked to come to the office. Please do not go to classrooms as this disrupts classes and may cause confusion if we need to find the child and are not aware of his leaving school. All students must sign out in the office before leaving school during the student's school day.

STUDENTS 18 OR OLDER

Eighteen-year-old students are legally recognized adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority. Educational records may be sent to the person who claims the student for federal income tax returns.

- Students 18 years and older may have the same privilege as their parents / guardians as it relates to access to their student records.
- Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
- Students 18 years and older may sign themselves in and out of school, and may verify their own absences.
- Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

COLLEGE ATTENDANCE

Students, who are in the 12th grade and meet certain requirements and conditions, are eligible for dual enrollment in college courses.

The requirements are:

1. A student in grade 11 or 12 has met all the requirements for an endorsed diploma in one or more subject areas of the MME.
2. A student would be eligible in the subject area in which the student has completed the requirement for an endorsed diploma, computer science, or foreign language courses not offered by the school, and fine arts programs as permitted by the district.
3. An 11th grade student may petition the Board of Education and/or personal curriculum to enroll in a college course.

Courses eligible are subject to the following:

1. Courses not offered by the public school in which the student is enrolled.
2. Courses offered by the public school but the board of education of the public school determines the course is not available because of scheduling conflict.
3. The course could not be in the subject area of hobby craft, recreation, physical education, theology, divinity, or religious education.
4. Tuition and fees are provided according to the lesser of:
 - a. The tuition, mandatory course fees, materials fees and registration fees required by the post secondary institution, and any late fees that result from the school’s failure to make a required payment.
 - b. The state portion of the foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

In order that students in grade 12 may be qualified for dual enrollment, any student now in the 10th grade that anticipates college enrollment as a junior, must take a qualifying test.

Any current 10th or 12th grade student wishing to take these tests during this time must request in writing to be scheduled for the test 2 weeks prior to each test date. Make such requests to the Principal. Test dates will be published in newsletters and posted in school.

At Alanson we offer senior students the opportunity to enroll in classes at NCMC as part of their schedule. This is subject to the student being accepted by NCMC as an enrolled student. *See section on Graduation Requirements.

For the class of 2011 and beyond the graduation requirements are as follows:

English	4	To include English 9, English 10, Technical Writing (1 credit). And a combination of American Literature (.5), World Literature (.5) or two appropriate college courses
Social Studies	3	To include Civics (.5), Economics (.5) US History/Geography (1) and World History (1) or appropriate college courses
Science	3	To include Biology (1), Chemistry (1) and/or Physics (1) and 1 additional science credit, which may include an appropriate college course
Math	4	To include Algebra I (1), Algebra II (1), Geometry (1) and 1 additional math credit, which may include an appropriate college course
Fine Arts	1	Music, Theater, and/or Art or an appropriate college course

Physical Ed/Health	1	1 semester each of physical education and health
Electives	6	Additional Credits (including one of BST/on-line experience and one foreign language)
Total		22 credits needed for graduation.

*Students enrolled for a full semester in a two credit vocational course at a Vocational Center will require .5 credits less for each semester of attendance at a Vocational Center in order to graduate (example Petoskey Public School Vocational Center). Reduction of credits is due to transportation time requirements. An example would be 4 semesters of enrollment in a Vocational Education Center would require 20 credits maximum to graduate.

To be eligible for graduation, students must be fully enrolled in high school for a minimum of eight (8) semesters or have this requirement waived through Board Action. Classes are .5 high school credits per semester except in the following circumstances:

- Correspondence, Summer Courses.....Up to 1 high school credit per course taken from curricula approved by the Board of Education. 2 credits per semester, 4 credits maximum for graduation. These courses must be approved by the principal and finished prior to May 1st of the year of graduation. When courses are taken as make up classes due to failure, the student must pay for those classes.
 - College (.5) semester high school credit/3 college semester credit
- (Dual enrolled courses may not be taken credit/no credit)

Online & Dual Enrollment

Online and Dual enrollment courses are available with approval of the superintendent.

Transfer credits are approved according to the Alanson Public School Board Policy. Such credits are accepted only from approved institutions. Please see the policy for the list of approved institutions from which credit may be transferred to Alanson Public School.

When all debts, sufficient or required credits, and all attendance and discipline deficiencies have been cleared, the seniors will be eligible to receive a signed diploma.

PARTICIPATION IN THE GRADUATION CEREMONY

- Students who do not have 19 credits at the end of the first semester of their senior year will not be included in the graduation ceremonies. This may be waived by the principal, when given an acceptable plan for obtaining enough credits to graduate under the graduation requirements and guidelines.
- Students who do not complete graduation requirements will not participate in graduation ceremonies.
- Students must pay all debts at least one week prior to graduation ceremonies to participate.
- Participation in graduation ceremonies is a privilege not a right. Participation in graduation ceremonies is subject to removal for disciplinary reasons as with any extracurricular event. Even though a student may have completed school they are subject to suspension up to the completion of graduation ceremonies.
- The school may enforce a dress code at graduation.
- Students completing graduation requirements in their 5th consecutive year may walk in graduation.

CALCULATIONS FOR GRADUATION

All high school enrolled credits count towards grade point averages for the purpose of Honor Graduate determination (valedictorian, salutatorian, top five graduates). This would include all college courses taken through dual enrollment, whether included on the final transcript or not.

All courses will be counted in this calculation with the exception of credit/no credit courses. The number of credit hours will be divided into the honor points assigned on the following scale:

A	= 4.00	C	= 2.00
A-	= 3.67	C-	= 1.67
B+	= 3.33	D+	= 1.33
B	= 3.00	D	= 1.00

B-	= 2.67	D-	= .67
C+	= 2.33	E	= .0

EXAMPLE: 10 credits of A = 4x10 = 40 honor points
 10 credits of B = 3x10 = 30 honor points
 8 credits of C = 2x8 = 16 honor points
 86 honor points/28 credits=3.075 grade point average

Grade point averages will be calculated to the thousandths place.

HONOR POSITIONS AT GRADUATION

The top five positions at graduation will be comprised of the Honor Graduates. The first position and second position will be the Valedictorian and Salutatorian and will speak at graduation exercises. All the Honor Graduates will be introduced. All students with grade point averages of 3.0 or higher will be noted on the program. Honor graduates must have completed 50% of their credits at Alanson Public Schools.

PLANNING OF THE GRADUATION CEREMONY

Graduation ceremonies will be planned by the administration in consultation with the students. Students may suggest specific activities and decorations. Gowns will be blue, gold or white as approved by the administration.

DRESS CODE FOR GRADUATION

Clothes worn under the gown must be of appropriate color to not show through the gown. Young men must wear slacks with matching socks. Shorts are not appropriate. Socks must be worn. Shoes must be in good condition and coordinate with the socks and slacks. Shirts must have a collar and be white or light colored. Young ladies may wear either slacks or skirt (dress) and have appropriate shoes and nylons or socks, which coordinate with the outfit. Casual wear will not be permitted; dress should be semi-professional.

TRANSFER OF CREDIT

Credits transferred from other schools will be accepted according to the School Board Policy number 7640. Students or parents should inquire with the high school principal regarding specific credits from other educational institutions.

CLASS PLACEMENT

Students must accumulate the following credits to be considered part of the following classes:

Freshman	0-5.5	credits
Sophomore's	5.5-11	credits
Junior's	11.5-17	credits
Seniors	17.5-22	credits
Graduate	22	credits and meet all additional listed requirements.

TESTING OUT

A student who desires to receive credit for completion of a high school course without enrolling in the course may do so by attaining a grade of not less than a C+ for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course. Credit for completion will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit for completion under this policy will earn a grade of "pass" and shall not be used in computations of grade point average nor counted toward the total required credits for graduation. Additional information and procedures will be available upon request from the high school principal. Requests for testing out of a program or class should be made in writing to the high school principal.

GRADING AND HOMEWORK

At the beginning of each school year, students will be informed of behavior and performance expectations and grading requirements for that particular class or grade. Teachers will evaluate grades on the basis of daily work, oral answers, tests, quizzes, special projects or other class requirements including attendance, and preparedness for class. Completing class assignments is the student's responsibility. Students who do not finish their work in class may be required to do it at home. If

your child is continually bringing unfinished schoolwork home, you may wish to request a meeting with the teacher to resolve the problem. If your middle school or high school student is not bringing work home, contact the teacher.

Grades 6-12 graded as: A, B, C, D, E or I - Incomplete, W - Withdraw, NC - No Credit

Students will be provided with a syllabus containing the grading structure for that class within the following guidelines.

Quarter or Middle School Trimester marking period grades will consist of the following categories:

- Participation 10-20%
 1. Points are awarded for being on time, being prepared with materials and positive involvement.
 2. Student to be notified when not earned and parents to be notified if there is persistent loss.
 3. Students sent out of the room due to disruption or misbehavior will earn zero points.
- Homework, projects 40-50%
 1. Grades to be recorded as points and work to be recorded on a weekly basis.
 2. Grades for all students to be counted equally.
 3. This should include two or more assignments per week.
- Tests, term papers, projects 40-50 %
 1. Grade to consist of 3 minimum grades per marking period.
 2. Grades to be reported as points of equal weight for each test or term paper.

High School Semester marking period grades will consist of the following:

- Two marking period grades of 45 % each (90% total)
- One exam, paper, or final project to reflect the material covered for the semester and represent a sample of course mastery. 10%

An Incomplete grade is used when students need additional time to complete class requirements. Incompletes must be made up within 2 weeks after a marking periods end. After two weeks, an incomplete will change to a failure unless the principal accepts a substantial reason.

A Withdrawal signifies that the student did not complete the class (i.e. moved out of the district).

A No Credit grade is used in special cases of unsatisfactory attendance and performance.

PROGRESS REPORTS

Progress Reports are posted online and only if requested sent home approximately half way through report card markings. A parent may request a progress report at any time by calling the office. Teachers are also encouraged to send progress reports out for all students as a way to keep parents informed and congratulate student achievement.

REPORT CARDS

Report Cards are marked every quarter in the High School and on trimesters in Middle School. They are given to parents during Parent-Teacher Conferences and they are posted online and only if requested sent home. We will send a final the last school day in June. Report cards will not be given out if there are any debts owed to the school. You may pay your debt at the office to receive your report card.

HONOR ROLL

A student in grades 6-12 needs a 3.0 average to qualify for the Honor Roll. Students who earn a grade less than a B- in any of his/her classes will not be included on the Honor Roll.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are formally held twice a year. Parents and students will be notified. However any parent may request a conference with the teacher simply by calling the office at 548-2261 extension 1.

RETENTION

Our teachers will keep parents informed regarding the progress of their children. Cooperation between the parent/teacher allows your child to perform to the best of his/her ability. However, there are circumstances where it is to the child's best interest to repeat a grade. During the spring parent-teacher conference, a preliminary discussion of the possibility of retaining a student will be held with the parent. A final conclusion may not be reached at that time, but parents should be aware of factors being considered. In late spring 6th, 7th and 8th grade teachers and the principal meet to discuss these students' progress. A

final decision is reached and parents are notified of the decision. As professionals it is our duty to provide the best possible program for each child. Parental input is important. Together parents and teachers all want what is best for the student and consider benefits throughout the student's school years. Parents also have the right to disagree to retain a student, thus the following procedure will be used in our system:

Parents disagreeing with retaining or repeating a grade for their student should meet with the principal to share concerns. In rare cases, a parent may sign a refusal to retain form, which allows the child a trial period in the next grade. The principal may then assign the child to the next level.

SCHEDULE CHANGES

After registration, all class selections will be considered final. Any changes that are made will be made only after consent forms and teachers, principal, and parents complete conferences. No changes will be made after the second week of school unless a teacher or the principal initiates them.

COMMUNITY INVOLVEMENT

The Administration, Faculty and School Board at Alanson Public School support and encourage the concept of community involvement. Community involvement has been promoted in the curriculum recommended by the State of Michigan for many years and Alanson Schools intends to promote this concept in a fair and meaningful way.

A record of such service will be invaluable to students as they leave school and seek employment. Student portfolios are meant to provide a record of student's accomplishments during their jr. high and high school years. Students will include a record of community involvement in their portfolios and will be able to update it at any time. It will not be required of students to complete this record, however, it will be encouraged. Students should bring documentation of community involvement to school and have a teacher, or administrator sign their Community Involvement Log.

Documentation should include the following:

1. Name of the organization or person to whom the time was given
2. Date of activity
3. Description of service
4. Amount of time given
5. Signature of supervisor of service

In order that the volunteer concept be properly advanced as a community endeavor this will be primarily accomplished outside of regular school activities and hours. The attached listing of examples, although not complete, would be acceptable. A more complete list will develop as ideas come to the school from the students and public. The judgment of acceptability will generally be made by the school administration that will be open to considering all of the public's ideas. The administration should be contacted prior to performing the service to insure credit will be given for any questionable idea.

Recommended Time Requirements

7th grade	5 hours
8th grade	10 hours
Freshman (9th):	15 hours
Sophomores (10th):	20 hours
Juniors (11th):	25 hours
Seniors (12th):	<u>25 hours</u>
	100 hours

Students accomplishing 100 hours will have a Community Involvement endorsement on their diploma and students completing 150 hours will be granted a Community Service Honor Cord to wear during graduation ceremonies.

Categories of Service

1. Care of Public Areas: Hillside Garden, parks, roadsides, conservancy properties, church properties
2. Care of Private Areas: Property belonging to senior citizens or disabled individuals, Habitat for Humanity
3. Educational Programs: Fire prevention, emergency care, childcare, parenting

- | | |
|-------------------------|-------------------------------------|
| 4. Political Campaigns: | Individuals or issues |
| 5. Organizations: | Community service, local government |
| 6. Charities: | Organized and individual |

STUDENT RIGHTS AND RESPONSIBILITIES

1. DISCIPLINE

We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the value of group dynamics, individuals will come to know and appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Therefore, we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow students to:

1. Be accountable for their actions and to realize that with privileges go responsibilities.
2. Acquire the values and attitudes necessary for responsible citizenship.
3. Display a positive attitude toward learning and the school environment.
4. Know and obey the rules and decisions of those in authority.
5. Demonstrate appreciation for the dignity and integrity of all.
6. Respect the inherent rights of others and to display tolerance for persons belonging to various cultural, social and ethnic groups.
7. Develop a sense of responsibility to groups in which they participate.

Public schools serve many age groups whose rights differ according to their levels of maturity. We believe that a public school must have an orderly environment in which learning is not jeopardized by disruptions. Students must be given opportunities to bear important student responsibilities which are to obey all school rules and policies. As necessary, school staff members will use their authority with respect for the integrity and human dignity of their students.

2. MAJOR INFRACTIONS - PROBLEM AREAS

Students are subject to discipline for conduct while traveling to and from school, at school-sponsored events, and while off campus during regular school hours, whenever such conduct has a direct effect on the discipline or general welfare of the school. All students fall under the Student's Rights and Responsibilities regardless of age. Students who reach the age of majority still must abide by all of the rules and regulations.

Alcohol or Drugs - Consumption, possession, sale or distribution, or under the influence of alcoholic beverages at any time. Use, possession, under the influence of sale or distribution of illegal drugs, controlled or behavior altering, non-prescription drugs or substances (including those purported to be hallucinogenic or illegal drugs to have the same effect of such drugs; i.e., 'look a likes' at any time). Possession of drug paraphernalia is also prohibited.

Arson - Use of fire to destroy or attempt to destroy property.

Assault - Intentional, unauthorized contact with another person which causes physical injury or would reasonably be expected to cause physical injury. (See fighting)

Automobile - Misuse-Inappropriate use of an automobile. This would include speeding, spinning of tires, driving or parking on the lawn and any form of reckless driving on school property. See Automobiles, Motorcycles, Snowmobiles.

Bus Misconduct - Not following bus rules and regulations. See Bus Conduct and Bus Safety Rules.

Copying and Cheating – If a student is involved in cheating a zero will be given for the grade and an office referral submitted to the office. This includes but is not limited to copying and pasting off the computer, copying homework, copying tests, etc.

Defiance of Authority - Refusal to follow the reasonable requests of school personnel.

Dress - Student attire must be appropriate. See Dress Code.

Electronic Devices - Technology use in our society has exploded and appropriate use of that technology to enhance learning and communication is important. The Alanson Public Schools will now allow students to use electronic devices at appropriate times during the day. Appropriate times include before and after school, during the lunch hour. These devices need to be turned off and put away during the class periods. Do not text during class. Because these devices can be used to enhance learning a teacher may allow their use for a specific instructional activity. This is at the discretion of the teacher. If these devices create a disruption to the learning environment (ringing or texting) they may be confiscated and returned to the student at the end of the day or longer if multiple offenses occurred. Students that do not forfeit their electronic device to a teacher when asked may be disciplined for insubordination and/or disrupting the educational environment. Cameras and cell phones capable of taking pictures are not permitted in locker rooms or bathrooms. If a student is caught using a cell phone for any purpose during a test, quiz or any other type of evaluation the student will receive a "0" grade for that evaluation.

Excessive Displays of Affection - Physical contact such as hugging and kissing, arms around each other and any body contact that is inappropriate in the school setting.

Explosive Devices - The use or threat of use, possession, or sale of explosive devices, including fireworks of any kind.

Extortion - Demanding money or something of value (e.g., lunches) from another person, in return for protection from violence or the threat of violence.

False Fire Alarm - Tampering with a fire alarm box or system or fire fighting equipment. Setting off a false fire alarm.

False Witnessing - Writing, giving false information, or giving misleading information to school personnel.

Fighting - Having physical conflict with another person. (See assault)

Gambling - Participating in games of chance for the purpose of exchanging money.

Indecency - The act of offending commonly recognized standards of good taste, including the use of vulgar acts, obscenities, gestures, racial or ethnic slurs.

Lack of Preparation for class - Student who report to class without the basic required materials to take part in the educational process. These items include, but are not limited to; textbook, writing utensil, notebook, and all necessary supplementary materials. Continued lack of preparation may result in disciplinary action with points being assessed.

Bullying, Menacing or Harassment - By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (includes 'hazing' or 'initiation').

Mischief - Tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person.

Reckless Endangering - Reckless conduct which creates substantial risk of physical injury to another person.

Sexual Harassment - Any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written, or visual.

Tardiness - Arriving late to school or class.

Theft - Taking, giving, or receiving stolen property not belonging to you.

Tobacco - The use or possession of tobacco in any form or the use or possession of any 'look a like' tobacco substitute on school property or adjacent area. See Tobacco Drugs, and Alcohol.

Trespassing/Loitering - Act of being in an unauthorized place, lingering aimlessly in or about the school, refusing to leave when directed to do so by school personnel.

Count/Excessive absence - Any absence, which has not been accounted for by a parent or legal guardian and/or appropriate school official, or an excessive total of absences.

Vandalism - Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.

Weapons - The possession of a dangerous weapon, or the use of any object to inflict injury to another person. State law will be followed in regards to weapons, which may include long-term suspension or expulsion from school.

3. APPLICATION

The discipline system of the Alanson Public Schools will be implemented by a point system. ALL POINTS WILL BE ASSESSED BY THE PRINCIPAL OR THEIR DESIGNEE.

1. Students receiving 3 points will be assigned a 30-minute detention.
2. Parents are to be contacted whenever points are assessed. When a student accumulates six (6) points, the student will be suspended from school for a period of up to five (5) days. **The student will be permitted to return to school only when a conference is held with the student, parent, and principal or his designee.** It is expected that the student's teachers will be involved at this level if appropriate.
3. When a student accumulates nine (9) points, the students will be suspended from school for a period of three (3) to seven (7) days. **A parent conference will be required before the student is allowed to return to school.**
4. When a student accumulates twelve (12) points, the student will be suspended from school for a period of five (5) to ten (10) days. **A parent conference will be required before the student is allowed to return to school.**
5. The student will be suspended indefinitely and recommended to the Board of Education for expulsion or long term suspension for the remainder of the semester when the student accumulates fifteen (15) points.
6. After expulsion or long-term suspension, a returning student will have a total of nine (9) points on his disciplinary record, regardless of when they return.
7. Students who do not accumulate any points for six consecutive calendar weeks will have their point total reduced by three (3) points until they reach zero.
8. Points assessed during the last month of school for seniors may be doubled. Points assessed during the last month of school for underclassmen will be carried over to the next school year.
9. Students will be informed at the start of each school year of the number of points that they have carried over from the previous year.
10. Points assessed for the various violations of the student code will be assessed at face value. However, student would not pass a suspension level (6, 9, or 12 points) unless there is a twelve (12) or fifteen (15) point violation, in which case actual points will be assessed.

The police, courts, and/or other referral agencies or services may be involved at any level.

The examples given in the discipline guidelines are not the only acts or conditions, which will lead to disciplinary action or do they limit this policy in any way.

4. DUE PROCESS

In order to assure fair and equal treatment in cases of misconduct, all students shall have the right to due process. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for a hearing, and having the right to appeal any suspension or expulsion. Due process safeguards shall be implemented as follows

5. LEVELS OF DISCIPLINE-PROBLEM AREAS

<u>Major Infractions - Problem Areas</u>	<u>Points assigned</u>	
	<u>1st offense</u>	<u>Repeated offence</u>
Arson	15*	12/15*
Assault	12*	15*
Alcohol	9*	9*
Drugs-Use and/or possession	12*	12*
Drugs-Sale and/or distribution	15*	15*
Explosive Devices	12/15*	15*
Weapons	15*	15*
Extortion	9	9
False Fire Alarm	9*	9*
Fighting	6 + 3 day susp	6 + 5 day susp.
Bullying, Menacing, Harassment	6	6 + 3 day susp.
Reckless Endangering	9	9
Sexual Harassment	3 + 1 day susp	3 + 3 day susp.
Theft	12*	12*
Vandalism	12*	12*
Auto Misuse	3	3 + 9 week loss of driving privileges
Defiance of Authority	3	3
Disruptive Conduct	3	3
Electronic Devices	6 + parental conference	6 + parental conference
Excessive Displays of Affection	2	2
False Witnessing	3	3
Gambling	3	3
Indecency-towards students	3 + 3 day susp	3 + 3 day susp
Indecency-towards school personnel	3 + 5 day susp	3 + 5 day susp
Mischief	3	3
Tobacco	3 + 1 day susp	3 + 1 day susp
Trespassing/Loitering	2	2
Skippping Class Period	3	3 + 1 day susp
Leaving School or class without permission	3	3 + 3 day susp
Ethnic Intimidation	3 + 3 day susp	6 + 5 day susp

* Police will be contacted. Police may be contacted in any other areas where the offence warrants police involvement.

6. **SUSPENSION**

1. Short Term Suspension: A short term suspension shall be defined as a temporary refusal of school district to allow a student to attend school and school related activities. A short-term suspension generally refers to exclusion of ten (10) or less school days. **A suspended student may not attend any school function including home or away co-curricular activities.**

2. Long Term Suspension: A suspension of more than ten (10) days is considered a long-term suspension and requires more formal due process procedures and should only be used in unusual circumstances. **A suspended student may not attend any school function including home or away co-curricular activities.**

If a student is suspended:

- The student shall be informed of the charges against him/her and the reasons for the time and conditions of the suspension.
- The parents or guardian of the student shall be notified that day or as soon as possible by telephone or personal contact.
- Verbal notification shall be followed by written notification to the parent or guardian stating the charges and the time and conditions of suspension. A copy of the letter will be placed in the student's accumulative file.

- The superintendent or designee shall be notified of any separation or suspension.
- Parents shall be notified in writing of appeal procedures, which shall include:
 1. In the case of suspensions, parents may request a conference with the principal. Such requests shall be made within the period of the separation or suspension. The principal shall review the decision. (In cases of temporary separation, the decision shall be final.)
 2. Within ten calendar days from the date of notice of suspension for long term the student will be afforded an opportunity for a formal hearing before the superintendent.
 3. The superintendent's decision may be appealed to the Board of Education within ten calendar days of such decision.
 4. The Board of Education shall schedule a hearing within 20 calendar days of receipt of an appeal by parents and notify the parents that said hearing shall be conducted under the following rules and procedures:
 - a. Written notices shall be given of the time, date and place of hearing.
 - b. An attorney or other advisor may represent the student or parent.
 - c. Witnesses may be presented at the time of the hearing and the student or his/her representative may question witnesses testifying against the student.
 - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - e. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
 - f. The Board of Education shall render a written opinion of its determination within five calendar days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

7. **EXPULSION**

Expulsion shall be defined as a permanent expulsion of a student from school by the Board of Education for a specified period of time.

1. The superintendent shall make recommendations for the expulsion of a student from school to the Board of Education. 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 student's accumulative file. Except in the cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:
 - a. The student may be under suspension pending the recommendation of the superintendent to the Board of Education 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 no later than 10 calendar days from the date of notice and shall transmit written notice of it to the parent or guardian.
 - d. The hearing procedure shall follow that set forth above.

TOBACCO, DRUGS, AND ALCOHOL

As required by law Alanson Public School is alcohol and tobacco free. This extends to all school grounds and facilities.

- Tobacco and alcohol use is banned from all public school buildings at all times.
- Use and/or possession of any tobacco product are prohibited in any attendance center, at school-sponsored events or on the school grounds.
- All school property including vehicles and bus stops are covered by this policy.
- Local law enforcement agencies are responsible for enforcement.
- There is a fine for violating this law.

According to the Drug-Free Schools and Communities Act, Public Law 101-226, the Alanson Public School District states that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol by students or faculty on school premises or as any part of any of its activities is

prohibited. Discipline action will be imposed on students or faculty who violate the standards of conduct up to and including expulsion and referral for prosecution.

DRUG AND ALCOHOL EDUCATION CONSULTATION

Medical and/or psychological assistance for drug users can be found in many personal, confidential relationships built between students and teachers, administrators, and counselors. All teachers do have the legal right of confidentiality in dealing with your conversations. No disciplinary consequences shall occur due to a self-referral unless self-referral is viewed to be done to avoid disciplinary consequences.

However, remember that teachers also have limitations and a responsibility. When teacher efforts fail to bring voluntary parent involvement, their decision must be personal and individual, based on their concern for your safety and good health

SHERIFF LIAISON OFFICER

Currently we have an officer who assists us to maintain the safety of our school and protect students. The officer will be involved as an advisor to the staff and students to help them make good decisions or to aid in emergency situations. When situations arise where the question of law enforcement are apparent the officer will be advised and involved. Parents will be notified and contacted when there son or daughter are involved in an incident the officer will be investigating.

BUS CONDUCT

1. Every student has the privilege of riding the bus to and from an established stop on the main bus route.
2. Courteous and safe conduct on the bus is very important to retaining the privilege of using school transportation.
3. A spectator bus will be provided to away basketball games when the budget permits and there is a sufficient amount of students to warrant the expense. A sign up sheet will be available in the office for 6th through 12th grade students.
4. Students riding a bus to an extracurricular event must ride the bus back to school. A parent may pick his own son or daughter up at the event if the parent notifies the school in advance of the bus leaving the school. Students who ride buses will not be released to anyone else but their parent.

BUS SAFETY RULES

1. Be at the bus stop on time and wait off the roadway. The driver cannot wait for tardy students.
2. Observe the same good conduct, as you do in the classroom be courteous and cooperate with the driver.
3. Walk to a vacant seat and sit down immediately. Stay in your seat.
4. Smoking, eating and drinking on the bus are not allowed.
5. Keep the bus clean.
6. Keep head, hands, and feet inside the bus.
7. Sit in the seat assigned to you by the driver.
8. Do not destroy or damage school or personal property.
9. Leave the bus only with the driver's consent.
10. When leaving the bus, cross in front of the bus at a distance of about 10 feet.
11. Bring a note from a parent if you wish to ride a bus other than your own.
12. Help protect everyone's safety by warning the driver of any approaching danger she/he cannot see.

NOTE: If students are fighting, display gross disrespect or insubordination, possess a weapon or are suspected of substance abuse or its possession, sexually harass another person, play with matches or cigarette lighter, the driver will contact the bus supervisor or principal immediately and remove the student from the bus. Parents will be notified and arrangements made to have their child picked up.

CLOSED CAMPUS

To benefit the community and students Alanson Public Schools requires that all students remain on campus from the time they arrive until dismissal at 3:00 P.M. The following are the general operating rules.

1. Students may not leave the immediate campus during the school day (7:30 A.M. to 3:00 P.M.) or from the time the bus arrives until it leaves. The immediate campus will be defined as the fence line and its continuation to the valley and Chicago Street on the western border, the upper edge of the valley as its line continues to North Street and Chicago Street.

2. Students leaving school during the school day (7: 30 A.M. to 3:00 P.M.):
 - A. In the case of an appointment, must have a note from their parents turned in to the office and have signed out in the office.
 - B. Students must be leaving as part of their College, Work Study assignment or Vocational Education.
 - C. Students may not go to cars during the school day or at noon without permission from the principal.

DRESS CODE

If students are dressed appropriately, then all students will feel comfortable to work and proud to be a student at Alanson Public School. Parent, student, and teacher surveys indicate that most people feel that the following items are inappropriate for school: micro mini-skirts, cutoffs, clothes that sag or droop to reveal undergarments, halter tops, no writing across the buttocks, no PJ bottoms, short shorts, tank tops, low cut tops, bare midriffs, bare backs, see-through garments, pins, pictures, garments or carried items that have provocative or lewd sayings. Dress associated with gang membership or activity will not be tolerated. Dress, which promotes alcohol, tobacco or drugs, will not be allowed. Sleeveless tops will be permitted only if they fit tightly around the underarm and cover the shoulder completely. Students dressed inappropriately will be asked to change clothes. The simple rule is that attire and grooming may not endanger health or be distracting or disruptive to others at school. For reference skirts and shorts should be at least mid thigh, regardless if layered over tights, etc. Undergarments must not show if pants are worn low on the hips. Leave sunglasses, hats and jackets in your lockers until you leave school. Jackets may be worn in class only with permission of the teacher. Backpacks will be left in the student's locker.

BACKPACKS AND PURSES

Backpacks and purses are to be left in lockers and only materials needed for that class brought to class.

BICYCLES, SKATEBOARDS and ROLLER BLADES

All students may ride their bicycles to school. Racks out back are provided for their orderly parking and it is a good idea to use a lock. Bicycles should be parked as soon as the student arrives, and left in the rack until the student is ready to go home for the day. The playground is not a safe area for bicycles. Please discuss safe riding procedures with your young person. The school will not assume the responsibility for loss or damage to a bicycle, but please inform us if some damage has occurred, since we will make a concerted effort to find the guilty party.

Due to safety precautions, skateboards, roller skates, etc. are not allowed in the school building. They are not allowed on school property. The school will not assume responsibility for lost, stolen or damaged skates, boards, or for the safety of students who violate this rule.

AUTOMOBILES, MOTORCYCLES, SNOWMOBILES

Since bus transportation is available, driving to school is a privilege. In order to keep the privilege, one must understand and follow the student transportation policy. Motorized vehicles brought onto the school property by students are subject to search by building Principals or designated representatives for any reason at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general. In the case of locked motorized vehicles, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including long-term suspension or expulsion.

- Students must possess a valid driver's license. Students not having this license may not drive a motorized vehicle to school.
- The student and the parent must complete an application form and file it with the high school office. Students will park in the areas designated for student parking only.
- The student will not enter his or her automobile or any vehicle during school hours nor allow any other student to enter his or her automobile during school hours including lunch time. Exception: College and Vocational Ed students may leave as scheduled. The principal must approve other exceptions.
- When arriving at the school area the student will drive within the speed limit posted on school street areas.
- Special permission must be obtained by the principal's office for any variance.

Driving privileges may be temporarily or permanently suspended for violating the student driver transportation policy. Referrals may be made to law enforcement agencies. The extent of the suspension will depend on the nature of the violation,

danger created by the violation, repetitiveness of the violation. Students who have had driving privileges removed may not drive to school, school events, or park on school property

SEARCHES OF MOTORIZED VEHICLES, LOCKERS AND STUDENTS

Searches of motorized vehicles, lockers and students shall be conducted in accordance with the rules developed by the Superintendent. No law enforcement officer may search any locker without a search warrant unless he/she has the consent of the building Principal and is accompanied by the Principal or designated representative.

School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers shall be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Motorized vehicles brought onto the school property by students are subject to search by building Principals or designated representatives for any reason at any time, without notice, without student consent and without a search warrant when school officials reasonably suspect that the contents of the motorized vehicles may present any threat or potential threat to the health, safety or welfare of other students or the school in general. In the case of locked motorized vehicles, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including long term suspension or expulsion.

Upon reasonable suspicion and in order to protect the health, safety of welfare of students under school jurisdiction, building Principals or designated representatives are authorized to search students. School authorities shall conduct no strip searches. All searches shall be carried out in the presence of an adult witness.

DANCE REGULATIONS

1. Dances may be scheduled for students in 9th-12th or 6th-8th grade. Some dances are restricted to upper grades only. The junior-senior prom is primarily for 11th and 12th grade with 9th and 10th grade welcome as the dates of juniors or seniors.
2. A minimum of six (6) chaperones must be present at each dance. One of these must be a teacher.
3. A dance permit must be filed with the principal at least one week in advance of the dance.
4. Once a student leaves the dance he/she will not be readmitted.
5. If a student has been drinking or using illegal drugs before he/she enters the dance or disrupts the dance with his or her conduct, the head sponsor will refer the student to the parents, police and principal for disciplinary action.
6. Drinking of alcoholic beverages, smoking, or use of drugs will be subject to disciplinary action and loss of social privileges for the year. Parents and police will be notified in cases involving drugs and alcohol.
7. Dances will end at 11:00 p.m. unless the principal has granted special permission.
8. Students may not enter a dance after 9:30 p.m. without prior approval from the sponsor or from the principal.
9. A student may bring a guest to a dance only if she/he has obtained a guest permit from the principal or head sponsor prior to the dance. Guests not on the approved list will not be permitted to enter the dance. Students are responsible for the conduct of their guests.
10. Dress at dances should follow the general school guidelines of the Dress Code.
11. No one 21 or older allowed.

ATTENDANCE

ATTENDANCE PROCEDURES

There is a positive relationship between attendance and success at school. Therefore, administrators, teachers and others have a responsibility to encourage regular and punctual attendance.

Students are to attend all classes everyday. Basic responsibility for attendance rests with the student and parents. Accurate records of daily and hourly absences will be kept. Sporadic attendance patterns, chronic absences and trancies will not be tolerated. Parents will be informed when problems arise because parents are an important part of our educational team.

Signing In and Out

When leaving the building prior to the end of the school day, students must get permission to sign out and make parent contact at the office. Students leaving campus prior to the end of their regular day will be subject to discipline. Students coming into the school building after 8:15 a.m. must sign in at the office. If this procedure is not followed, the absence will not be excused.

Time Period Within Which To Have Absences Excused

For absences other than those prearranged, students must have an absence excused within two school days or the absence will be recorded as unexcused. Parents must phone or send a signed note to the high school office.

Make Up Work

It is the responsibility of the student to make up any required work he/she may have missed during his/her absence from a regularly scheduled class. Teachers should be asked for make-up work the same day the student returns to school. Class work is to be made up at a time mutually convenient to the student and staff member involved with at least one day of make-up time allowed for each day of an absence. (Example: Absent on Tuesday present at school on Wednesday. Make up work would be due on Thursday)

Suspended

Make up work for suspended students is due per the following:

- Less than 3 days – work due 1 day after return
- More than 3 days – work due 2 days after return

Expelled

A student who has been expelled by Board of Education action has no opportunity to do make-up work or receive credit or participate in any school functions.

ABSENCES

Because students need to be in class in order to participate fully and to successfully learn material required to earn credit, we at Alanson Public School are committed to work closely with the parents physicians and students concerning attendance. In the case of excused absences work will be made up in order to earn credit. Final decisions on the excused or unexcused absence designation will be the responsibility of the principal.

- Students will be allowed 10 absences per semester.
- A student who exceeds this limit in any class will fail to earn credit in that class and be required to make application to the principal for a review of the absences and/or hearing before the Attendance Committee. Applications forms are available in the High School Office. The committee will consider extenuating circumstances and excused absences.

The following steps will be taken to ensure regular communication:

- Students and Parents will be notified of current absence levels in each class at progress report and report card intervals. These intervals are approximately 4-5 weeks depending on the marking period. Absences and tardiness will be identified next to the class on the report card.
- When a student reaches 7 absences in a class a letter will be sent to parents notifying them of the students status.
- When a student exceeds 10 absences the student will fail to earn credit in that class and a letter will be sent to parents notifying them. Parents may request a review by the Attendance Committee to set conditions to earn credit in that class or classes.

EXCUSED ABSENCES

The verification of excused or unexcused absences will be significant in the case of lost credit and a hearing by the attendance committee. For absences other than those prearranged, students must have an absence excused within two school days or the absence will be recorded as unexcused.

1. Illness or Death in the Family: Students must have their absence verified by phone or note by parent or guardian within two school days. If a student is 18 years of age or older, he/she may excuse the absence. A form is available in the attendance office for this purpose.
2. Prearranged Absences: Student absences due to medical or dental appointments, family trips, family business or religious observances must be prearranged through the attendance office and make-up privileges will be granted for such planned absences. Please be sure to make arrangements at least one full day in advance. Class assignments must be completed by the time the student returns to school.

- a. All family trips must be prearranged through the attendance office using a trip form that must be signed by all of the student's teachers and returned to the attendance office before leaving on a trip. It is necessary to have parent contact informing the school of the trip, requesting permission for a prearranged absence, and listing the dates of the proposed absence. It is recommended that all homework be completed prior to going on the trip.
- b. Medical Appointments: A doctor's appointment confirmation card indicating the time of the appointment is necessary for the absence to be excused.
- c. Religious Observance: According to state statute, students may be released from school for religious instruction. A request for release form must be filled out and signed by the parent/guardian and on file in the attendance office before the student may be released.

UNEXCUSED ABSENCES

An unexcused absence is defined as follows:

1. Skipping classes (truant from school).
2. Leaving school during the school day without signing out at the office (all classes missed are considered unexcused). This may also be a violation of the Closed Campus rules.
3. Shopping trips, beauty shop appointments, work on cars, and staying home without prearranging the absence (Note: This list is not all-inclusive. There may be other reasons why an absence is ruled unexcused. In these cases, the ruling will be fully explained to the student and parents.)

ABSENCES that do not count against accumulation for credit loss.

- Suspension
- School related activities. (Athletic events, field trips)
- Extenuating circumstances as determined by the principal.

TARDINESS

- Tardiness is a classroom management issue. Our school reinforces being on time; being prepared for class with materials; and, other organizational skills that are necessary for success in life. In the world of work, tardiness is cause for firing a worker or reducing their pay.
- A student is considered tardy when he/she is not inside the room when the door has been closed and the bell has rung.
- The teacher will notify the student verbally that he/she is tardy at the time of the tardy and log the unexcused tardy into the computer.
- Discipline for being tardy will be implemented as follows:
 - 1st tardy – warning
 - 2nd tardy – teacher calls parent and assigns a 15 minute detention, which will be served the next day, either in the morning or afternoon. (In certain circumstances during lunch).
 - 3rd tardy and any subsequent tardy – teacher calls parent and writes a referral for habitual offender.
- Tardy count resets to zero at the beginning of the new semester.

Being tardy in the morning – Students are to report to the office and sign in. The office logs the tardy into the system replacing the recorded absence if the teacher had typed it into the system. The office will then write an excused pass for the student to enter the classroom (this verifies that the student has signed into the building). This tardy is not logged in by the teacher. The office will then follow up with the parent and verify if this was a legitimate tardy or if it is unexcused. If it is determined by the office to be unexcused, it will be marked as such. The administration will contact the parents and discuss discipline or other options for these morning issues.

ATTENDANCE COMMITTEE REVIEW

In order to determine fairly what a student needs to do in order to earn credit if absences exceed the allowable limit, we have created an Attendance Committee consisting of: the Principal, and (2-4) teachers who do not have the student in class. This ad hoc committee will meet as needed to consider cases of students whose absences become excessive. Procedure for this Attendance Committee is as follows:

1. When a student's absences exceed 10, the student and parents/guardians are notified in writing of the failure to earn credit.
2. Parents/guardians or students must request a review of the case by the Attendance Committee in writing to the Principal within 10 days of being notified of failure to earn credit. The request must contain information that would impact the decision by the Attendance Committee concerning the status of each absence. Absences considered excessive may result in the student being required to make up 1 hour for each class absence in excess of 10 that is not deemed to be of extenuating circumstances. Additional conditions may be set by the Attendance Committee or to earn credit in affected classes. Applications forms for review of attendance are available in the High School Office.
3. The student and parents/guardians will be notified in writing within 10 days of receiving a request for a hearing of the date, time and place of the hearing.
4. The students and parents/guardians will have the right to representation of their own choosing and expense at the hearing.
5. The Committee will consider the record of absences, reasons for absence, progress in affected classes, and any relevant extenuating circumstances, which may have a bearing on attendance.
6. The Committee will render a decision within 5 days after this meeting regarding each individual situation. Parents/guardians and students will be notified in writing within 5 days of the Committee's decision by the high school principal. Students who fail to comply with any specific plan to earn credit as outlined by the Committee will fail to earn credit for the affected classes.
7. Upon notification of the Attendance Committee's plan, parents/guardians who wish to appeal may do so by following these procedures:
 - a. Within ten calendar days from the date of notice of attendance committee's plan the student will be afforded an opportunity for a formal hearing before the superintendent.
 - b. The superintendent's decision may be appealed to the Board of Education within ten calendar days of such decision.
 - c. The Board of Education shall schedule a hearing within 20 calendar days and notify the parents/guardians that said hearing shall be conducted under the following rules and procedures:
 - Written notices shall be given of the time, date and place of hearing.
 - An attorney or other advisor may represent the student or parent.
 - Witnesses may be presented at the time of the hearing and the student or his/her representative may question witnesses testifying against the student.
 - The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case
 - The Board of Education shall render a written opinion of its determination within five calendar days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

HEALTH

INJURY OR ILLNESS

If you are injured at school, report the injury at once to your teacher or the principal. The principal will see that you receive proper care, and an accident report will be filled out. If you become ill while at school, report to the school office. Office personnel will contact your parents or guardian. Before leaving school for illness or injury, you must receive permission from your parents and sign out properly.

HEAD LICE

Parents are encouraged to check each child for head lice prior to the first day of school in September. If any are found, treat and notify us prior to school's opening. High school students will be checked as needed. Any student with lice or nits (eggs) will be sent home immediately, with instructions regarding treatment and control. Family members of students with lice will also need to be sent home for treatment. Recurring cases are referred to the District Health Department, Protective Services, or other officials.

INSURANCE

The school provides parents an opportunity to buy additional student insurance. Students will be given information concerning this insurance. It is supplementary insurance to any health or accident coverage, which you may have, however it is a good backup. If you have no health or accident insurance on your student, this insurance is strongly recommended. The school does not carry health/accident coverage on students.

MEDICATIONS

The following regulations shall be adhered to when administering medication to students:

Request

A written request and instructions, signed by parent or guardian and physician, will be required for each separate medication and will include:

1. Student's name, date, birth date, address, school, grade and teacher
2. Name of medication
3. Purpose of medication
4. Time to be administered
5. Dosage
6. Possible side affects, if any
7. Termination date for administering medication

Procedure

1. Medication and written instructions shall be hand delivered by the parent or guardian to the building principal or designee.
2. No other oral medication, such as aspirin, will be administered to students under any circumstances.
3. If a student has self-administered medication, parental permission must first be obtained.
4. All medication must be in the original container with the prescription intact.
5. Include any information, which might prove helpful to the school in administering the medication.

Inhalers

Public Act 10 of 2000, adds Section 1179 to the Revised School Code and permits students to possess and use inhalers to alleviate asthmatic conditions at school and at school sponsored activities provided: 1) the student has written approval from a physician or other health care provider; and 2) the principal or other chief administrator of the student's school has received a copy of the written approval.

EMERGENCIES

SNOW DAYS/DELAYS

(Severe weather - school closings)

In case of severe weather (snow, icy roads), the official announcement of school closings will be made over the local radio stations. Listen to these stations: WKHQ 105.9, WXLT 96.3, WTLI 89.3, WMJZ 101.5, WGFM 105.1, WMKC 102.9 AND WLJZ 95.5, TV 33, TV 9 & 10 and TV 7 & 4. Do not call the school, school officials, staff, or radio stations. In the event of a 1 or 2-hour delay you will also be notified and class schedules will be posted on the doors and in hallways.

EMERGENCY INFORMATION

Each student must have on record an emergency card, which is filled out each year as soon as possible after enrollment. An emergency phone number must be on the card in case your parents cannot be reached. Please discuss this with your parents at home so you will know what to do and where to go in case of a personal emergency or emergency school closing. Let the secretary know if any information changes during the year, especially phone numbers. Students without current emergency cards may be excluded from school.

FIRE DRILLS, TORNADO DRILLS, EMERGENCY EVACUATION AND EMERGENCY LOCKDOWNS

All students should become familiar with emergency drill procedures in every part of the school. Each room will have an escape route marked and posted for your information. At the beginning of the school year, all teachers will discuss emergency drill procedures with each of their classes. When an alarm sounds proceeds immediately through the classroom door and walk to the appropriate exit. DO NOT TAKE ANYTHING WITH YOU, remain calm and do not talk. Report to the designated area

and wait for the teacher to take roll. An administrator or teacher will signal for your return to class. Treat these drills as the real thing! Your life may depend on it.

MISCELLANEOUS **GENERAL INFORMATION AND ACTIVITIES**

ASSEMBLIES

Several times during the year special assemblies are held. Alanson has always maintained excellent standards of behavior during assemblies, and we are proud of that. All students will attend unless excused by the principal.

CAFETERIA AND LUNCH

Breakfast and hot lunch is provided every day. If parents are unable to purchase lunch or breakfast for a student, you may qualify for free or reduced charges. Eligibility standards have been set by the U.S. Department of Agriculture. Applications are sent home the first day of school in September or are available in the office.

Breakfast and lunch must be paid in advance. Students may pay for the day, week or longer. We advise paying monthly to avoid forgetting. Meals may not be charged over the amount of the cost of one meal. Ala Carte items may not be charged. Charges must be paid in full before items may be purchased.

Eating lunch without going through the checking system may result in discipline. Any student who steals a lunch, or any portion of a lunch, milk or an item from the ala' carte line will be subject to the discipline code and will be reported to law enforcement officials.

It is important that you notify the office if you have an allergy to specific foods. This should be done yearly for as long as the condition exists.

Each student is responsible for keeping his/her eating area neat and for respecting the rights of other students. Inappropriate behavior could result in loss of cafeteria privileges.

Remember to keep all food or soft drinks out of the halls, lobbies, or gym area. The cafeteria is the place for eating and drinking.

COMPLAINT PROCESS

From time to time parents and community members have an issue with the school, which needs to be resolved. These issues vary and are best handled by different means. Consequently it is difficult to offer one process to follow for any and all complaints. The most useful means is to address the problem in a calm and mature manner with the individual or individuals where the problem lies.

A suggested process for pursuing complaints would be:

1. If the complaint is of a personal nature, contact the person with whom you have a complaint. If the complaint is about a policy or process, call the school office (548-2261). If, after this contact, you still do not feel you understand or cannot accept the solution, you should contact that person's supervisor.
2. When addressing the supervisor, the complainant should state the problem clearly and identify the person you have talked with. Indicate where the resolution was left, what resolution you believe is proper and how you would like it handled.
3. If this contact does not provide an acceptable resolution, a written complaint should be sent to the supervisor and Superintendent. This should include:
 - A statement of incident in detail,
 - Date and time of incident,
 - Description of steps taken and people contacted,
 - Suggested resolution,
 - Your telephone number (daytime) and address.
4. Expect a written response to your written complaint.

- If you feel the issue(s) is still unresolved call the Superintendent and ask to be placed on the agenda for the next Board of Education meeting to discuss your concern with the school board members. Depending on the complaint, you may be scheduled for an open session or for an executive session.

Administrative Responsibilities:

Bussing.....Superintendent
 Elementary/Secondary Staff and Students.....Student Services Director/K-8 Principal and Superintendent
 Professional Development, School Improvement, ..Student Services Coordinator and Director /K-8 Principal
 Student Services, Curriculum,Student Services Coordinator and Director/K-8 Principal
 Kitchen, Custodial, Maintenance, Administration,Superintendent
 Alanson Board of Education.....Board President

HALLWAYS AND PASSES

Hall passes will be issued by teachers only for emergencies. Students who leave class must have a pass from the teacher. Business at the office should be conducted before or after school or at lunchtime. All passes must have the student’s name written on top. Students in grades 9-12 are provided a passbook at the beginning of the school year, which they need to write their name on the inside cover. These students must keep the passbook with them at all times in order to receive a pass from their classroom teacher or from the office secretary. Students cannot borrow a passbook from other students. If they lose or damage their passbook a new one can be obtained in the high school office for a small replacement fee.

LOCKERS AND LOCKS

School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. They should be kept locked. Valuables and money should not be stored in lockers since the school cannot be responsible for lost or stolen items. Only school locks will be allowed for use. Each student will be issued a school lock. Students who do not return the lock they were issued at the end of the year will be charged for the lock. Locks can be exchanged at any time for a different lock. No pictures or materials, which are lewd, profane, and sexually suggestive or promote alcohol or drugs are allowed on or inside locker doors or walls. Lockers must be closeable in a reasonable manner. Those students who do not maintain appropriate lockers may lose privileges for a time period based on the number of occurrences.

LOST AND FOUND AND THEFT

All lost items should be reported to the office. These items may be listed in the daily announcements in an attempt to find them. Articles found throughout the building that have not been reported will be stored for a short period of time.

If it’s not yours, keep your hands off! Report any thefts, which might occur to the principal’s office. Always make sure your locker is locked.

SCHOOL PICTURES

In the fall parents will be notified of a date for school pictures for students. The prices will be reasonable. You will be given the date in advance so you can look your best. Each individual student must have his/her money on that date. Seniors will take class composite pictures in the fall also. Those pictures may be ordered in packets for student senior pictures. Seniors should look their best; we intend to hang their pictures in the hallways for a number of years.

STUDENT RECORDS

All students must have a yearly enrollment card on file in the office to be considered a student in the Alanson District. In addition a copy of the birth certificate and an updated health record is required to be in the office files according to State Law. Each student’s records will be reviewed annually for this information.

Alanson Public Schools may release directory information regarding students, limited to: name, grade level, information in relation to school sponsored activities, organizations and athletics, major field of study. Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

If parents, guardians, or adult students do not wish any of this information given out, they should contact the office by September 30.

STUDENT AND FAMILY RIGHTS CONCERNING SCHOOL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within two (2) school days of the day the District receives a request for access. Parents/guardians or students should submit to the school custodian of student records a written request that identifies the record(s) they wish to inspect. The custodian will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA of Michigan law authorizes disclosure without consent. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State or federal law. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
4. The right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:
Student Records
 - Name
 - Grade level
 - Information in relation to school sponsored activities, organizations and athletics
 - Major field of study

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise. High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 30303-4605

FEES, FINES, CHARGES

Fees and Charges

Building Principals or designated representatives shall be authorized to collect fees authorized by the Board.

Fines

No fines shall be imposed upon any student provided; however, that school property lost, damaged or destroyed by a student shall be paid for by such student in accordance with rules and regulations prescribed by the Superintendent.

TELEPHONE

The school telephones are for emergency use only. Parents should not call the school to contact students or leave messages except in an emergency. Students are not to use school telephones without permission. Students may use the student phone in the office only after receiving permission from appropriate office personnel. Students may be denied the use of the office phone upon determination of school personnel that the student's reason for calling has no merit.

TEXTBOOKS, MATERIALS

Schoolbooks are paid for by taxpayers and loaned to you for careful use. Take good care of them because you must pay for any lost, stolen, or damaged books.

WORK PERMITS

Students fourteen years and older may get work permits in the high school office. Bring the offer of employment form and your birth certificate or driver's license in order to have a work permit issued. Persons who are 17 years old and have graduated from high school are exempt from the Child Labor Law and need only present the employer with a diploma and/or birth certificate.

GYM CLOTHES

High school students taking a gym class are required to have gym shoes with laces (preferably shoes not worn on the street in order to save the gym floors), shorts and t-shirts. These must be changed after class. They are also expected to take showers. The gym teacher will provide a list of any other requirements during the first week of school.

ARRIVAL and DISMISSAL

All students are to enter the building directly from the buses as they arrive at approximately 7:45 a.m. Classes begin promptly at 8:00 a.m. Students are dismissed at 3:00 p.m. Students may enter the building at 7:45 a.m. and in the case of inclement weather the students may enter the building upon arrival of school personnel.

MOVING and WITHDRAWAL FROM SCHOOL

Students may not withdraw from school unless a parent or guardian notifies the school of the withdrawal. In the event of transferring to another school district, ask the office secretary for a "check-out" form which must be signed by teachers, librarian, school bookkeeper and the principal. All books must be returned or paid for and any outstanding fees or financial commitments must be taken care of. Teachers will record earned grades.

EXTRA CURRICULAR ACTIVITIES

Extracurricular activities include all activities after school hours including athletics in which a student represents Alanson High School.

NATIONAL HONOR SOCIETY

The Alanson-Alanson Chapter of the National Honor Society uses the procedures and policies as set forth in the articles of the National Honor Society constitution. A Faculty Council of five professional staff members along with the NHS advisor (non-voting member) administers these policies and procedures.

The Faculty Council in the areas of scholarship, leadership, service, and character judges National Honor Society candidates.

Scholarship – Candidates must have completed at least three semesters and have at least a cumulative grade point average of 3.4.

Leadership – Candidates demonstrate leadership by giving guidance, and/or setting an example. The student who exercises leadership is resourceful in proposing new problems, applying principles, making suggestions, demonstrates initiative in promoting school activities, exercises influence on peers in upholding school ideas, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, exemplifies positive attitudes, inspires positive behavior in others, successfully holds school offices or positions of responsibility, and is thoroughly dependable in any responsibility accepted.

Service – Candidates demonstrate service by volunteering for helpful activities for no pay. A successful volunteer is dependable and well organized, and is gladly willing to take on difficult or inconspicuous responsibilities without complaint.

Character – Candidates demonstrates good character by taking constructive criticism willingly, consistently exemplifies desirable qualities of behavior, upholds principles of morality and ethics, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, observes instructions and rules, and shows unwillingness to profit by the mistakes of others.

The Faculty Council accepts or rejects candidates according to the above criteria. If a candidate is rejected, he/she will be counseled as to why and what remedy can be taken to insure successful application in the future. Current members who fall below standards may be dismissed from the National Honor Society. Prior to any vote of dismissal, the member has a right to a hearing with the Faculty Council. An appeal of dismissal can be made to the school Principal.

The induction ceremony is held in the spring of each academic year.

STUDENT COUNCIL

The council is an effective working group that aids students, teachers, and administrators in problem-solving situations. It is also an advocate of students' rights and responsibilities. Two representatives from each class will be elected in the fall. Learn how the council works and use it as your advocate. Request that your representatives report to your class on Student Council activities. Students must remain eligible (sports) or a replacement will be appointed.

STUDENT VIKING OF THE MONTH

Viking of the Month will be chosen at the end of each month, beginning in September:

1. GPA must be 2.5 or better in last marking period.
2. Alanson student for one semester
3. No discipline points that semester (in the case of February the previous semester will be used.)
4. No unexcused absences or unexcused tardies during the current marking period. (In the case of November, February, April the previous marking period will be used.)
5. May be Student of the Month one time per year, but may be nominated more than once.

Viking of the Month may be nominated by staff members only. All nominees who meet the criteria listed above will be entered in a raffle with one winner chosen at random.

PHAB (Participation, Helpfulness, Attitude, Behavior) VIKINGS

Each month students are recognized by their peers for citizenship based on the characteristics listed above. Eligible students will also meet the athletic eligibility requirements for grades. All nominees who meet the criteria will be entered in a raffle with one winner chosen at random.

FUNDRAISERS AND RAFFLES

Alanson School Board has authorized a limited number of in-school and out-of-school fundraisers. Student participation is also limited by age, purpose, and organization. The School Board policy does not permit students to sell raffle tickets in the community or in the school. Fundraisers will be limited to two (2) major and four (4) minor per class or group per year.

SKI PROGRAM

The ski program is a voluntary privilege for students in grades 3 through 12 to learn downhill and cross-country skiing. The program usually begins in January. Parents are responsible for transporting skis to school and students home after skiing. Students are charged a lesson fee, lift ticket, bus charge and optional equipment charge. Eligibility to participate is based on the following:

- Students are to obtain a permission slip to be signed by parents and themselves before they are allowed to ski.
- Read and understand the rules and ski program policy.
- Grades, class performance and homework are kept up on a regular basis including work missed on skiing day.
- Maintain a good discipline record.

ATHLETICS

Alanson Public Schools Athletic Program (see Athletic Handbook for details)

Fall Sports and Teams

1. Volleyball (Girls) - Varsity, Junior Varsity
2. Football (Boys) - Varsity, Junior Varsity
3. Middle School Basketball (Boys and Girls)

Winter Sports and Teams

1. Basketball (Boys and Girls) - Varsity, Junior Varsity,
2. Middle School Volleyball (Girls)

Spring Sports and Teams

1. Baseball (Boys) – Varsity
2. Softball (Girls) – Varsity
3. Track (Boys/Girls) –Varsity
4. Golf Varsity

Alanson Public Schools
Handbook Acknowledgement Form

Name _____

I acknowledge that I have received an Alanson Public School Handbook and I acknowledge that I am responsible for knowing the content of this handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please detach this page and return it to your 1st hour teacher by September 20, 2010. The rest of the handbook is yours to keep for future reference.