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## **WELCOME**

Welcome to Akron-Fairgrove Junior/Senior High School! The administration and staff welcome all our students. You are encouraged to read and share this handbook with your parents. We pledge our support to help you meet our graduation requirements and to become a successful, contributing member of our school and community. We should all recognize that through cooperation and teamwork we can achieve recognition for ourselves and our school. We hope this will be an exciting and rewarding year for you!

## **BOARD OF EDUCATION**

Galen Smith, President  
Jennifer Ronk, Vice President  
Susan Samson, Secretary  
Calvin Kosik, Treasurer

Kimberly Butcher, Trustee  
Terry Coleman, Trustee  
Jennifer Hutchinson, Trustee

## **ADMINISTRATION**

### Superintendent

Diane Foster  
Central Office: 693-6163

### Junior/Senior High School Principal

Andrew Beauvais  
693-6112

### Akron-Fairgrove Elementary Principal—Akron

Rebecca Crosby  
691-5141

### Dean of Students

Nicole Morley  
693-6112

### Administrative Professional/ Athletic Director Secretary

Abigail Wildner  
693-6112

## **JUNIOR/SENIOR HIGH SCHOOL FACULTY**

Nicole Morley  
Mark Cockerill  
Faye Dycus  
Andrew Finkbeiner  
Alice Hudson  
Kerry Myers

Andrew Hoffman  
Jason Lemon  
Lee Matherne  
John Timko  
Maureen Sheridan  
Dominic Trogan

## **SUPPORT STAFF**

Tanya Volkert, Head Cook  
Krystle Prime, Paraprofessional  
Dave Johnson, Paraprofessional

## **DISTRICT MISSION**

The Akron-Fairgrove Staff is committed to do everything they can to create an academic, equitable, friendly and positive environment to prepare all students for a good and productive life.

## **BUILDING MISSION**

Akron-Fairgrove Junior/Senior High School is dedicated to a program of educational excellence based on the premise that all young people can learn. Further, that learning is the joint responsibility of the student, the parents, the school and the community. As a team, we strive to promote intellectual, social, physical, emotional and cultural growth with a goal that our graduates will enter their post-secondary school years with a zest for life and learning. Recognizing that our students will inherit our society, we will try to engage their minds so they may become lifelong learners who will be productive, contributing members of the world community.

We will know we are accomplishing our mission when all of our students exhibit the following exit outcomes:

### **Self-Directed Learners, Who**

Use positive core values to create a positive vision for themselves and their future, set priorities and achievable goals, creates options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.

### **Collaborative Workers, Who**

Use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.

### **Critical/Complex Thinkers, Who**

Identify, access, integrate, evaluate and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts.

### **School/Community Contributors, Who**

Contribute their time, energies, and talents to improving the welfare of others in an educational setting and the quality of life in their diverse communities.

### **Quality Producers, Who**

Create intellectual, artistic, practical and physical products which reflect originality, high standards, and the use of advanced technologies.

## **ATTENDANCE AND STUDENT RESPONSIBILITIES**

### **Attendance**

Students and parents are responsible for being familiar with all attendance regulations.

1. Establish a good attendance record. It is a must if you are to be a success in school and later in life.
2. Knowing and abiding by the regulations and procedures governing attendance is a student responsibility.
3. When you are absent, bring a written excuse containing the required information, or have a parent call to the office before you report to class.
4. Notify the principal/office in advance if you know you are going to be absent.
5. Whenever you have an extended illness or accident, have your doctor sign a medical statement for school.
6. When at all possible, dentist, doctor or any professional appointments, should be made outside of school hours.
7. Students who miss a class are to make up their work. Students are to contact the teacher when they return, to request their assignments and the due dates. Unexcused absences will be recorded as a zero.
8. If a student is fifteen (15) minutes tardy for a class, they are to be considered absent.
9. Absences that are not pre-arranged or cleared with the main office by a parent/guardian will be considered unexcused. Parents/Guardians must notify the office of unexcused absences with 72 hours after the absence occurs.

**A. LEAVING SCHOOL**

Any student who wishes to leave school must have permission from their parents, either in writing or by phone, and approval from the office. The student must sign out in the office giving name, date, time and reason for leaving. **\*Any student leaving without permission, signing out, and/or without office knowledge will be considered skipping and be subject to suspension.**

**B. ILLNESS IN SCHOOL**

Any student who becomes ill during the school day should report to the office. The secretary or principal will call the parents. If there are no parents at home, a student is not allowed to leave. If a student is to be taken home, parents will pick him/her up at the office, unless the student has driven to school. The student will still be required to present a note upon their return to school for time missed from class.

**C. EXCESSIVE ABSENCE OF STUDENTS AND TRUANCY**

If a student is under eighteen (18) years of age and has continued poor attendance patterns, he/she and the family will be referred to the county truant officer and probate court for appropriate action. Truancy proceedings will begin after the student has had seven (7) absences, and court actions may begin after nine (9) absences. A letter will be sent home to the parent/guardian after four (4) absences.

Students of all ages may be excused for up to nine (9) days per semester. School sponsored activities, court appearances, family farming and physician verified absences are exempt from this 9-day maximum. Long term medical require notification to the school and a physician explanation. Long term illness DOES NOT waive tardiness.

Studies show that students who are absent more than 10% of the time do not perform as well in school. Students who exceed the 10% absent threshold will be subject to a loss of privileges until they have enough attendance to drop their absence percentage below 10%. Possible loss of privileges include student parking, free time during lunch, attendance at athletic or other student activities. This system is also being put in place for our students preparing to enter the workforce where sick and personal days are accrued over time.

D. **SKIPPING**

The act of leaving school property (once you have arrived on school grounds) or not attending an assigned class while in school without the knowledge and/or permission of the principal or his/her designee.

E. **MAKE-UP WORK**

It is the student's responsibility to contact teachers the day he/she returns and make the necessary arrangements for missed assignments. Make-up work must be completed in the number of days equivalent to the number of days of excused absence, unless other specific arrangements have been made with each teacher. Students may not be able to make up participation points for absences. All work will be recorded as a zero until it is turned in and the absence has been excused. It is the student's responsibility to make sure absences are excused and work is turned in.

A. **ACCEPTABLE EXCUSED ABSENCES INCLUDE:**

1. Personal Illness
2. Professional Appointments
3. Court Summons
4. Religious Holidays
5. Funerals
6. College visits (two in senior year only) and military examinations, with arrangements made **IN ADVANCE**
7. Other unforeseen or unplanned reasons, verified by the parent/guardian, requiring the student to be absent.

B. **UNEXCUSED ABSENCE**

An unexcused absence will be recorded for the entire period or day for the following reason:

Failure to provide an acceptable letter of excuse or phone call from a parent/guardian within 48 hours of return to school.

**A student who has an unexcused absence recorded for an entire period or day will receive a zero on all work missed.**

F. **EXTRA-CURRICULAR ACTIVITIES**

Students who are absent from school or who are placed on suspension may not attend or participate in any school activity for that day. **A student must be in attendance for a full day of classes in order to participate in an extra-curricular activity on that given day, unless the absence is pre-excused by parent and/or doctor as determined by the Administration.**

G. **INCLEMENT WEATHER**

No student will be charged with an absence if the student is unable to attend school because bus transportation was temporarily suspended because of adverse weather conditions.

H. **PRE-EXCUSED ABSENCES**

When unusual circumstances exist, concerning absences not covered by the above rules, parents are to contact the school. Also, if a student is expected to miss more than three (3) consecutive days, parents should notify the school. Any pre-excused absence is designed to allow the student the opportunity to keep up with their schoolwork by getting assignments from the teachers.

Therefore, teachers must be given enough advance notice to prepare work for the student. A pre-excused absence, however, is still a recorded absence from school, unless it is exempt for being either a personal hospitalization, a school sponsored activity or farming

**I. SCHOOL SPONSORED ACTIVITY**

A school sponsored activity is deemed to be a school activity, curricular or extra-curricular, that is supervised by an advisor, teacher, coach or administrator to whom the student is responsible. The activity can often interrupt regularly scheduled classes. This will be noted in the bulletin, an absence slip or by note to the teacher from the building principal. Other activities (such as church functions, community activities, college visits, pictures, etc.) can be excused. Students must be allowed to make up work, quizzes, tests, etc.

**J. AGE OF MAJORITY AND ATTENDANCE**

It should be pointed out that the eighteen (18) year old majority law does not affect the authority of school boards, administration, and teachers to make reasonable rules and regulations. For example, eighteen (18) year olds may still be required to provide a note or phone call from parents excusing them from school. This will be the case for all eighteen (18) year old students at Akron-Fairgrove Schools. Those students not living at home must make prior arrangements with the principal's office for receiving and documenting an excused absence for valid absences.

**K. TARDINESS**

**Tardiness:** - A student is considered tardy to class if they are not in the room when the bell stops ringing or, if the teacher requests, seated when the bell stops ringing. He/she will be considered tardy if entering a class within the first fifteen (15) minutes of the period. Beyond fifteen minutes he/shall be marked as unexcused absent (unless excused by a member of the high school staff). The following procedures will be followed for the total tardies received added across all classes on a **per-marking period basis:**

- a. Upon reaching the third tardy, a "tardy form" will be filled out by the office. The student will receive a written warning.
- b. Tardies four through six will result in a detention, either during lunch or after school.
- c. After the 6th tardy a parent meeting will be required or an OSS will be given.
- d. Students will lose school privileges until the end of the semester. These privileges include, but are not limited to the following: extra-curricular clubs, school dances (including homecoming, cominghome, and prom), attendance at home sporting events, field trips, and parking on school grounds

**L. SCHOOL REACH AND INCLEMENT WEATHER**

In addition to posting all snow days on local television and radio stations, the information can also be found on our website [www.akronfairgrove.org](http://www.akronfairgrove.org). The School Reach system is also used to contact parents on cancelled days as well as alert parents to unexcused absences. This automated messaging system will use the phone numbers listed in the school database, so make sure that updated numbers are provided to the school.

## **STUDENT SERVICES/FACILITIES USE**

### **ACCIDENT REPORTS**

Students, who are injured at school, must report immediately to the teacher, coach or administrators. In case of illness or injury, students will not be sent home unless a parent or guardian has been notified.

**Therefore, it is necessary to have accurate emergency information in the office.**

### **BUILDING AND PROPERTY UTILIZATION**

1. Students are not to be in any unsupervised area during the school day.
2. A sponsor, teacher or administrator must be present when students are in the building before and after regular school hours. Athletes are expected to take all items they plan to take home to the locker room. They are not to roam the halls after practice.
3. School property is your property. The care of books, supplies, furniture and lockers supplied by the school is the responsibility of each student.
4. If a student damages school property, he/she will be expected to pay for it. If school property is stolen, administration should be notified immediately. Treat school property with the same consideration you have for your own home.

### **CLOSED CAMPUS**

We have a closed campus policy. Students are to stay on school grounds during the school day unless they have special permission to leave.

### **REGISTRATION AND EMERGENCY FORM** (See Index)

All students are required to have on file a registration/emergency form completed and signed annually by the parent or guardian. All sections of the form should be completely filled out.

### **EVACUATION SIGNALS** - Each bell signals your instructions.

1. A repeating of the buzz is the signal to evacuate the building for a fire drill.
2. A verbal "All Clear" is the signal to return to the building.

**EVACUATION INSTRUCTIONS** – These are to be followed by students and teachers as a checklist for evacuation.

1. Close all outside windows.
2. Close the classroom door after the room has been vacated.
3. Teachers will take the grade book with them.
4. Maintain order during drills. There is to be no shoving or horseplay of any kind.
5. If the exit is blocked, it is the teacher's responsibility to find an alternate route. Each teacher should consider an alternate route and discuss this with each class.
6. **EVERY PERSON MUST LEAVE THE BUILDING DURING A DRILL.**

7. Once outside the building, remain with the group you went out with.
8. Teachers must take roll when they reach the evacuation area, to ensure everyone is safely outside of the building.
9. Akron-Fairgrove Schools follows the rules, as determined by Homeland Security. (Program implemented effective October, 2004)

**FIRE AND TORNADO DRILLS** – Fire and tornado drills are to be held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating where to proceed in such emergencies. They are posted or stenciled on the wall by the doorway.
2. Walk, do not run, and move quietly to the designated area.
3. Consult your teacher or substitute for instructions.
4. Fire and tornado drills have different requirements. Please note the safest areas to take shelter for each classroom within the building in any announced tornado drill. Fire drills require the exiting and evacuation of the building as prescribed.

### **GUEST ADMISSION PERMITS**

A “Guest Admission Permit” must be completed in advance, with each teacher’s initials, for approval. In addition, the principal’s final approval must be received before any guest is allowed in the building. All other visitors (including past graduates) must report to the office or be subject to trespassing. The student encouraging unauthorized visits will be subject to disciplinary action. Students are not allowed to have visitors at lunch hour. “Guest Admission Permits” will not be granted to students from other local area schools, during their breaks, when we are in session.

### **LUNCH PROGRAM**

1. The food service program operates on a computerized system. Each student has an account set up in his/her name with a personal ID number. ALL students will receive FREE lunch and breakfast. Students wishing to purchase additional milk or other items at lunch must do so with money they have deposited into their account. Money must be brought to the high school office, either before school or between classes in the morning, to pay for lunch
2. Hot lunches are served during each full day of school. Students are to eat lunch and drink beverages in the multi-purpose room only.
3. Students eat lunch during one of two periods. After lunch is eaten, students may use:
  - a. The entire east corridor and go as far as the restrooms in the north and south corridor
  - b. Permission may be obtained from the lunch monitor to use the library or go to the office.
  - c. Students may use the east sidewalk only on the outside square (north of the building) and the grass and basketball court east of the sidewalk, as classes are in session.
  - d. Students are not to be in the kitchen or back custodial hallway.
4. Students observed sharing their lunches may be subject to the loss of cafeteria privileges.



5. In accordance with Federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independent Avenue, S.W., Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). (USDA is an equal opportunity provider and employer.)

## **MEDICATION**

Akron-Fairgrove Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy “medication” shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies including CBD oil. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, Akron-Fairgrove Schools shall require the written prescription from the child’s physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any nonprescribed medication or treatment may be administered, Akron-Fairgrove Schools shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent’s guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

**Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.** Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent’s guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District’s policy and procedures and the administration of medications or treatment. Where possible, this training shall be provided by a licensed registered nurse, a licensed physician’s assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent’s administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent’s guidelines, if the following conditions are met:

- A. There is a written approval from the student’s physician or other health care provider and the student’s parent/guardian to possess and use the inhaler (Form 5330 Flc). **And**
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities. (Board Policy # 5330)

### **OFF-LIMIT AREAS**

Designated off-limit areas include:

#### **Out of doors:**

- a. East Side: The back side of the school building, bus area, staff parking, bus garage, dumpsters, back door to custodial area.
- b. The entire South side of the building, outside the exit doors, grounds, sidewalks, etc.
- c. The football field, the baseball field, staff parking area in the front, the front grounds area (West Side) and the student parking lot (other than entering and exiting the building)

#### **Inside the building:**

- a. The kitchen, lounge, storage areas, offices, the back custodial area and work area and kitchen cold storage areas. Access to these areas is restricted to only those students having a designated purpose and permission from the principal, or in the presence of a school employee.

Any student caught in an off-limit area without prior approval and unsupervised will be subject to disciplinary action.

### **PERMISSION SLIPS**

Permission slips are required whenever a student deviates from the normal day's activities. This includes: field trips, taking medications while at school, riding home with a friend, early dismissals, class participation, etc. Permission slips must include all of the following information:

1. The student's full name
2. Reason why permission is being given
3. The length of time covered.
4. The date(s) permission is given.
5. The legal signature of the parent/guardian.

### **WATER**

Water and Powerade is sold in the High School Office. Funds are used for student activities. Water is also provided by the cafeteria at the end of breakfast and lunch.

### **STUDENT LOCKERS**

1. Each student will be assigned an individual locker. Under no circumstances should the student give his/her combination to another student.

2. Students wishing to change a locker combination must pay, in advance, a fee of \$1.00 to the office, before the change can take place.
3. Only school related items or materials may be stored in lockers. School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers, which are provided for the convenience of the students. Administration has a master key for control of lockers. 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. Inappropriate use of the locker will result in detention or suspension from school.
4. Nothing may be glued, painted, taped or attached to any locker surface that will damage the finish. At year end the locker must be entirely cleaned out and in the same condition as when it was assigned. Fines will be assessed for any locker damaged, altered, or in any way different than the condition in which it was assigned.

### **VIDEO SURVEILLANCE**

All public areas of the school, surrounding grounds and busses are under recorded video surveillance at all times.

### **VISITORS TO THE BUILDING**

All visitors must check in at the office and receive approval from the principal to be in the building.

We always welcome parents who come to visit our classrooms. When visiting, a Board of Education policy that conforms to state and federal law must be honored. It requires that arrangements be made in advance by calling the building principal. Observations are for classes in which the parent's child is enrolled and present. Visitations are to be scheduled so the classroom is not disrupted and cannot take place during testing. Consistent with the Family Rights and Privacy Act, parents and legal guardians should not discuss any activity or behavior of other children observed in the room with anyone other than the teacher or principal. Students can not be photographed or tape recorded. Parents must observe and not participate, unless mutually agreed upon by the teacher and observer ahead of time.

### **WORK PERMITS**

If you are under eighteen (18) years of age and wish to work at any type of job for money you will need a work permit. Contact the office for work permit forms.

## **ACADEMIC STANDARDS**

**GRADUATION REQUIREMENTS:** Must meet MME Guidelines/Standards

All graduation requirements must be met before a student is allowed to walk during graduation. Disciplinary issues may bar a student from the commencement ceremonies, but not from receiving a diploma. The following requirements must be met before a diploma can be issued at Akron-Fairgrove High School:

**Note: All bills and materials (book fines/fees, athletic/band uniforms, etc.) must be paid before a diploma will be issued.**

1. Attend high school for four (4) complete years or the equivalent (8 full semesters). Adult education will only be permitted during senior year upon approval of the high school

principal. No more than two credits may be earned from approved adult education programs (4 semesters).

2. Students who are classified as twelfth grade may be released from school during the last two class hours of each school day in order to pursue alternative educational opportunities. This is provided for in the board policy entitled "Release Time for Students".
3. A credit is defined as successfully completing a one year-course. A half credit is the satisfactory completion of a one-semester course.
4. Should a student fail a prerequisite course, as defined in the course outline, he/she may not take the next sequential course until the required course is completed. (Exceptions may be granted per principal approval). Note: check the course outline.
5. Students graduating from Akron-Fairgrove Schools must earn 22 credits.
6. Students may earn credits through accumulation of the following courses:

**English – 4 credits (8 semesters)**

English 9	1 credit
English 10	1 credit
English 11	1 credit
English 12	1 credit

**Science – 3 credits (6 semesters)**

Biology	1 credit
Chemistry or Physics	1 credit
Science Elective	1 credit

**Mathematics 4 credits (8 semesters)**

Algebra	1 credit
Geometry	1 credit
Algebra II	1 credit
Math Elective**	1 credit

\*\* Students must take a math or math related credit in the senior year.

**Social Studies – 3 credits (6 semesters)**

World History/Geography	1 credit
U. S. History/Geography	1 credit
Civics/Government	.5 credit
Economics	.5 credit

**Physical Education/Health** 1 credit

**On-Line Classes**

Online course/learning experience

### **Visual Performing Arts**

Fine Arts, Performing Arts,  
Vocational Education, or  
Practical Arts (Any combination) 1 credit

**Foreign Language** 2 credits or 1 credit and an additional credit in CTE or performing arts

### **DUAL ENROLLMENT**

The Postsecondary Enrollment Options Act provides for enrollment of certain eligible students in postsecondary courses of education. The law establishes eligibility criteria for students, institutions and courses. This is called “dual enrollment”. In order for students to be considered for Dual enrollment, they must score a 19 on the ACT, a 900 (or 1380 with writing) on the SAT or, for Juniors and Seniors, pass the Delta College Accuplacer test. Juniors and Seniors will be able to take up 3 courses per semester that will be paid for by the district. 7th through 10th graders will be allowed to take 1 course per semester that will be paid for by the district. Students that do not pass a dual enrollment course will be responsible for paying for that course.

### **INDEPENDENT STUDY**

Students may have opportunities to enroll in an independent study course that is not being offered by Akron-Fairgrove High School. The student must have teacher and principal approval prior to enrolling in the course.

### **“TESTING OUT” POLICY**

The Board of Education of Akron-Fairgrove Schools acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279b and e of the School code of Michigan have been amended to allow such examinations, written papers, projects, portfolios, or other comparable forms. It is the intent of the Board to extend to all pupils the opportunity to demonstrate mastery in the range of courses offered at Akron-Fairgrove Schools, and to allow for the most efficient use of instructional time.

The following policy statements apply:

1. This policy will apply equally to all high school students at Akron-Fairgrove Schools.
2. A student cannot test out if they had previously failed that class.
3. A grade will not be earned by testing out of a course. However, credit will be given.
4. Credits earned through this provision will be counted towards graduation.
5. All students interested in testing out must obtain the signature of the teacher of record for that class.
6. All coursework and tests (including State mandated tests, where applicable) will be administered, graded, and recorded by the teacher of record for that class.
7. The student must test out of the class no later than 10 school days after the class begins. They may test out before the class begins with the approval of the instructor. Students may attempt to test out only once for each class. Repeat testing will not be allowed.

8. A minimum grade of a C+ must be obtained to successfully test out

Should your child be interested in information concerning “testing out”, he/she may contact the high school counselor for specific information/application.

### **E2020/COMPASS LEARNING**

Make up for failed class:

1. An E2020/Compass Learning class may be taken to replace a failed course. Students are responsible for payment of the course.
2. All E2020/Compass Learning classes must be approved by the counselor and the high school principal prior to enrollment.
3. All E2020/Compass Learning classes must be completed within a designated time that will be indicated by the counselor.
4. The cost of E2020 and Compass Learning classes shall be assessed a fee, as determined by the Board, per class per semester and must be paid for prior to beginning the course work.
5. Summer school must be arranged with the counselor.

### **CLASSIFICATION OF STUDENTS NINTH THROUGH TWELFTH GRADE**

Students will be classified in accordance with MME standard/guidelines.

#### **Personal Curriculum**

Akron-Fairgrove Jr/Sr High School does allow students, on an individual basis, to create a Personal Curriculum (PC). A PC may be created for students for a variety of reasons. If a student wishes to specialize in a particular discipline, take additional college courses, or if completion of a particular course is not feasible, they may be exempted from one or more State mandated courses. Please contact the principal to learn more about designing a Personal Curriculum.

#### **Online Courses - 21F**

The State of Michigan, under Section 21f of the State School Aid Act, has launched the choice for parents to request that their student(s), in grades 5-12, be enrolled in no more than two (2) online courses in place of a currently scheduled course. Akron-Fairgrove Schools supports online learning, and as a District, we pride ourselves on forward movement on innovative uses of technology to support learning. Our solid history of meaningful and deep learning that takes place across the district with highly qualified Akron-Fairgrove teachers is noteworthy and impressive in terms of our accomplishments and student growth. However, we encourage parents to consider carefully if a 100% online course is ideal for their child given the fact that they will be forfeiting face-to-face teacher classroom instruction and support.

Parents should carefully consider the unique qualities of their child when investigating if an online class is right for him/her. These factors include:

- Student is able to create and maintain a study schedule without face-to-face interaction of a teacher.
- Student can self-advocate to seek help within a virtual setting.
- Student possesses the independent study habits needed to complete an entire course online without direct supervision.
- Student has the reading, writing, math, and computer literacy skills to succeed in a class that is completely online.
- An online course is available that meets the requirements of the district and needs of the student.

**GENERAL PROVISIONS**

1. The principal has the authority to make exceptions to the grade level requirement.
2. Privileges regarding the graduation ceremony may be withheld due to disciplinary action. However, students who have met the requirements for graduation will receive their diploma.

NOTE: Receiving a diploma does not mean ceremony privilege! Discipline and/or insufficient credits are grounds for forfeiture of ceremony privilege.

**STUDENT SCHEDULES – DROP/ADDS**

1. Staff recommendations.
2. Student request for re-evaluation of academic assignment. .
3. Removal from class – Each case will be decided on an individual basis.
4. Class changes must be made within two (2) days of the start of marking period # 1 and marking period # 3. No changes will be made after these windows.
5. Parents must contact with the principal before a drop takes place.

**GRADING SYSTEM**

The following provisions constitute the grading system used in Akron-Fairgrove Schools.

94-100	A	74-76	C
90-93	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	59-Below	E

1. The semester exam counts twenty percent (20%) of the semester grade and the marking period grades count forty percent (40%) each.
2. A students’ class rank is based upon grade point averages. Each grade has a numerical value. These values are averaged according to the following scale:

A	4.000	C	2.000
A-	3.666	C-	1.666
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.666	D-	0.666
C+	2.333	E	0.000

3. The responsibility of grades rests with the classroom teacher. The teacher will determine the minimum requirements/objectives necessary for successful completion of the course of study. To assist students to reach mastery of the course objectives, each teacher will provide a course syllabus stating:
  - a. expectations

- b. assessment instruments
- c. timely completion of requirements, assignments or projects.
- d. outside-of-classroom assignments
- e. the grade report scale will be listed and posted

Note: An addendum to the syllabus is possible with timely due dates/expectations.

### **INCOMPLETES**

1. Should a student receive an incomplete (I) as a grade (marking period and/or semester grade), he/she has ten (10) student session days from the date of report card issuance to make up the incomplete. Failure to do so will cause the incomplete to become a grade based upon completed work.
2. An extenuating circumstance request (to the make-up time period) may be filed with the principal. The principal will then determine appropriate make up time parameters.

### **EXAMINATIONS**

**Eighth grade:** All 8<sup>th</sup> grade students will take 1<sup>st</sup> and 2<sup>nd</sup> semester exams in all core classes. Core classes are defined as: English, Math, Science and Social Studies.

**Grades 9-12:** All grade 9-12 students will take 1<sup>st</sup> and 2<sup>nd</sup> semester exams in all classes.

### **SENIOR CLASS EXEMPTIONS**

Exemptions are on a per class basis using the following criteria:

#### **Second semester**

1. Should a student earn a proficient rating on a portion or portions of the High School Proficiency Test (SAT and MStep) they shall be exempt from semester examination in those subject areas, provided attendance requirements have been met.
2. Both marking periods have been passed and the student has attained a "C" average (2.000) in the course.
3. The student has five (5) or fewer excused absences during the second semester. Absences must be in accordance with the 48 hour policy. School related absences are excluded.
4. Tardiness: Three (3) or fewer tardies during the second semester.
5. Privileges will be withheld due to disciplinary action

### **HONOR ROLL**

Honor roll announcements will be sent to the media. Students earning a B average or better, with no failing or incomplete grades, will be named on the honor roll.

### **JR. HIGH PROMOTIONS**

Sixth, seventh and eighth grade students who fail two (2) or more core courses (math, social studies, science, English) will be required to repeat the year or successfully complete summer school.



## **SENIOR HONOR STATUS**

A valedictorian and salutatorian will be named for each graduating class of Akron-Fairgrove Schools. To qualify, the student must have attended a minimum of four (4) semesters by the end of the first semester of the student's senior year. This requirement is necessary to ensure the uniformity of grading in the selection process. A minimum GPA of 3.25 is required.

The valedictorian, salutatorian, and honor student G.P.A. will be based on seven semesters, plus the third (3<sup>rd</sup>) marking period of their senior year of academic preparation, four of which must be at Akron-Fairgrove Schools. They will be named during the second semester of the senior year and receive recognition at the annual awards program.

## **CHILD STUDY TEAM**

When a student is having difficulty in school, the teacher may refer him/her for a Child Study. The Child Study Team consists of the principal, teacher, special education teacher, school social worker and child psychologist. Parents will be notified and invited to attend. The team will review the student's history and may make an action plan that includes interventions that are available to students based on Response to Intervention (RTI). Akron-Fairgrove Schools is responsible to explore every available option before a referral is made for Special Education services. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable time, the district must determine all available intervention options have been exhausted and an evaluation is needed.

## **STUDENT ACTIVITIES**

### **ADVISORSHIP – CONDITIONS FOR ALL ACTIVITIES IN THE BUILDING**

All activities must have an advisor. The advisor is interviewed, selected and endorsed by the building principal. There is to be one person who can devote enough time to the program to ensure adult supervision, leadership, and responsibility for the activities sponsored by the organization. The advisors report to the building principal. They attend meetings, functions and board meetings concerning approval of their requests. They make requests known to administration to pursue activities. Advisors have assistance and are encouraged to build support networks in the planning and organization of activities. Guidelines have been established by the Board regarding activities. These guidelines must be followed before any announcement or action is taken. The building principal reviews the guidelines with the advisor to determine the action to be taken in planning, scheduling and organizing activities with each organization.

### **ATHLETIC EVENTS**

The Junior/Senior high school has a full range of year round athletic activities in which students may elect to participate. The sports are equally divided among the boys and girls. We participate in a league of local area schools with opportunities to compete in district, regional and state events. Both the junior and senior high have an athletic director to organize and schedule a meaningful and active program teaching children sportsmanship, ethics, competitiveness, teamwork and self reliance. Students competing in athletic events are subject to the Athletic Code of Conduct. In all their actions, the athlete is expected to exemplify the highest qualities of character. Students are subject to the Akron-Fairgrove Jr/Sr High School Student Rights, Responsibilities, Conduct and Discipline Code whether on school property, on the way to and from school property, on the way to and from school, at practices and all away games. Athletes violating this code are subject to further disciplinary actions relative to the ability to participate in sporting events.

### **BAND**

The school has a band program for grade four through eight, and a Wind Symphony/Marching Band for the high school. The bands perform three concerts per year. The high school band participates in many local festivals and at district, regional and state competitions. Band members, like other students involved in

extra-curricular activities are subject to the school's code of conduct when marching at football games, at pep band during the basketball season, or at evening concerts. Good attendance and behavior are expected from all band members. Pep band and marching band are extra-curricular activities. They do not necessarily require enrollment in class for students to be given the opportunity to participate.

### **CLASS ACTIVITIES**

Each class is encouraged to raise money and conduct activities for the benefit of the student body. The student council representatives will act as officers and liaisons to the class advisors. All activities are to be prearranged with the building principal, be well supervised and chaperoned, planned and initiated by the class advisor. No activity can commence without at least one adult advisor.

### **DANCES AND PARTIES**

All school parties must be sponsored by either a class or school organization. For the benefit of the majority of the students and parents, all dances will be open only to students and their guests. All guests must have a visitor's pass, which can be obtained at the main office. All visitors/guests must be approved by the building principal at least three (3) days in advance of the activity. **No one without a guest pass will be allowed into the activity.**

Regulations pertaining to school activities are:

1. There is to be no loitering of students by the doorway. The student must purchase a ticket and attend the dance.
2. No student may return to any activity once he/she has left, unless the student has permission from the sponsor or administration, to leave the building.
3. The students are to go home in the same fashion that they arrived, unless other prearrangements have been made, by the parent, with the building principal.
4. A student/individual may be excluded from the activity at the discretion of the administration.
  1. Students who do not attend or have not graduated from Akron-Fairgrove Schools, or another school system may not attend the dance. Students/individuals expelled by any school may not attend any activities.
  2. In planning the dance, the advisor must meet the guidelines for chaperoning an activity.
  3. The advisor and all class officers must be present at the activity until its completion.
  4. The organization sponsoring the activity must adequately clean the premises immediately after the activity has ended.
  5. Past students must also have a visitor's pass. Individuals 21 years of age or older cannot attend the dances.
  6. Students who have not yet entered High School may not attend.

### **DANCES-SIXTH/SEVENTH/EIGHTH GRADE**

Sixth, Seventh and eighth grade dances are for those grades only, no High School Students may attend. These dances will follow the same rules that govern the senior high dances (above).

## **NATIONAL HONOR SOCIETY**

The National Honor Society is a select group of students from grades ten through twelve who are selected in the fall from qualified applicants. Students are selected by a committee (as recommended by the National Honor Society) which consists of the principal, counselor and two representative teachers. The committee may poll teachers for input in helping them make a decision.

## **RESPONSIBILITIES OF STUDENT LEADERS**

Students selected: as either cheerleaders, officers of their class, officers, or representatives of the Student Council, members or officers of National Honor Society, or any other position of leadership in the building, for any endorsed school organization, are expected to display high qualities of character. They are to perform their duties as a representative of the student body: to be prompt and present at sponsored activities, to be diligent in the performance of their assignments, to be respectful and courteous to school employees and administrators, and to obey all school rules. All leaders are accountable to their advisor, who reports to the building principal. A student leader can lose or may not be appointed to a position if there is a violation of any school rule or they do not satisfactorily meet the required responsibilities. The student leader may receive a probation period for minor infractions.

## **STUDENT COUNCIL**

Participation in Student Council is an opportunity for students selected by the student body to represent their peers. The Student Council is an example of the democratic process and a representative form of government that we enjoy in this country. The officers of Student Council are selected by the entire student body in an election. Officers serve for the entire school year.

Two (2) representatives for each class, and 2 from junior high, will serve on the general student council. They are selected in the first week of the school year they will serve. Students may run for office provided they have a G.P.A. of 2.66 or higher.

## **TRANSPORTATION**

### **DRIVING REGULATIONS**

Students will be allowed the privilege of driving to school as long as the following rules are obeyed:

1. A school issued decal must be displayed by placing it on the rear view mirror post, so the number is easily visible. The decal may be switched among the student's family cars as long as those cars are registered in the office.
2. Students are not allowed to share their decal with other students.
3. Students are expected to follow all local and state ordinances. Speeding, reckless driving, ignoring posted signs, parking signs, parking in unauthorized or handicapped areas, improper parking outside of line, cutting people off, circling the building or other unsafe driving will not be tolerated.
4. All student traffic is restricted to the north parking lot.
5. The parking lot is off limits during the hours of school.

6. Students who need to leave the parking lot before the end of a regular school day must have an authorized pass.
7. Students may park only in the “student parking zone” at the side of the school. The lots behind and in front of the building are reserved for staff and visitors. Students who park in any location other than the “student parking zone” will be subject to disciplinary action.
8. During the school day, students may not leave the campus in their vehicles without the written and verified permission of their parent/guardian and the building administration.
9. Students, who drive, are expected to make it to their first class of the day on time.
10. Failure to comply with any of the rules (above) may result in the loss of driving privileges.
11. The following corrective measures will generally be instituted for parking/driving violations:
  - 1st Offense: 5 days with no driving privileges and return of driving permit to the office.
  - 2<sup>nd</sup> Offense: 10 days with no driving privileges and return of driving permit to the office.
  - 3<sup>rd</sup> Offense: Suspension of driving privileges for the rest of the year.
12. More severe penalties may be applied in serious situations as determined by the building principal.

### **BUS TRANSPORTATION**

Akron-Fairgrove Schools operates its own bus fleet to provide service to the entire student body for both elementary and high school. Every effort is made to provide a safe, clean and orderly ride for the students. The same loading areas are used for all students. Therefore, great care must be displayed by students who drive and are dismissed from the parking lot at the same time students are loading on the bus. In addition, students must drive cautiously while students are transferring from one bus to another, waiting in lines or are entering/exiting the buses. **If bus related issues arise, please contact Adam Moore @ 989-550-6457.**

### **SUSPENSION FROM RIDING THE BUS**

Students may be suspended from riding the school bus. **RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.** The building principal can:

1. Dispense a warning.
2. Immediately withhold privileges (removal from the bus)
3. Other disciplinary action as is appropriate for the seriousness of the offense that threatens the safety and security of the students such as: fighting, insubordination, throwing objects or other behaviors that could cause an unsafe climate in transporting students.

In these cases subsequent disciplinary actions will be taken regarding the regular school day including detention to suspension.

1. Parents, whose children are transported at public expense, have the following responsibilities:
  - a. Make sure the child arrives at the bus stop on time in the morning.
  - b. Provide necessary protection of the child while going to and from bus stops.

- c. Accept joint responsibility with the school authorities for the conduct of their child.
- d. Make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
- e. Appear in person at the office of the Director of Transportation or other designee's office in case the pupil's transportation privilege is lost.
- f. Inform the school when the child is not going to use the bus on any given day, if they have previously used any bus privileges.
- g. Note: all students driving to school must complete an application for a permit to drive to school
- h. Parents electing to use other alternative means of transporting their child (relative, friend, etc.) must report this change to the office.

Please help us in our ability to provide a safe system of transportation by communicating to us your intentions regarding the coming and going of your child to and from school.

Each year the school has mandatory student count days. These days will be announced in advance. They are important because it influences our ability to receive reimbursement for transportation costs.

## 2. Student Responsibility:

- a. Occupy the seat assigned by the driver.
- b. Promptly obey the driver and follow their instructions.
- c. Be at the designated station at the scheduled time, ready to board the bus. Drivers are not required to wait if you are not ready.
- d. Stay off the road and wait until the bus comes to a complete stop before attempting to get on or off the bus.
- e. Students are required to walk in front of the bus when crossing a highway. The bus driver will signal when it is safe to cross. Do not cross in back of the bus.
- f. No student shall put any part of their body outside of the window.
- g. Students must help keep the bus clean and orderly at all times.
- h. Smoking, drinking or eating are not permitted on the bus.
- i. Students must report to the driver any damage to the bus. Any student disfiguring or mutilating the bus will be suspended from riding until a satisfactory adjustment is made.
- j. Students must not leave the bus without the driver's consent, except at home or at school.

- k. Students should be seated immediately upon entering the bus. Students may be expected to sit three (3) in a seat.
- l. Loud, boisterous, or profane language, indecent conduct, scuffling or throwing objects will not be tolerated. Students causing trouble after they have been warned will lose their privilege of riding the bus.
- m. No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in the case of emergency. Then the back emergency door may be used.
- n. Only students registered to ride the bus are permitted to ride. We do not carry a commercial bus license. This prohibits us from carrying students not listed on the original registration sheet. Students may not ride any other bus to home of friends or place of employment without a note of permission signed by the transportation supervisor, the building principal or parent.
- o. Students will not be allowed to play a radio, a compact disc or tape player, etc.

The development of discipline is a cooperative venture between home and school. Parents should be directly involved in the correction of student behavior problems. (In all cases a school bus incident report should be filed with the building principal at the time of the incident. This will be reviewed the same as any student discipline referral submitted by any staff member.)

As with any discipline policy, the ability of the student to know and govern their own behavior is parallel to their age and maturity. Junior/Senior high students are expected to know the rules, obey the rules and abide by the immediate adult supervision, principal, bus driver, director of transportation, etc.

For the secondary student certain violations may be deemed serious enough to bring about disciplinary action that goes beyond just a warning so as to promote a safe environment for smaller children who share the same buses.

### **BUS DRIVER DISPENSATION**

- 1. A first offense generally results in an oral warning.
- 2. A second offense generally results in a conference with the student and some type of punishment. Parents will be notified by the principal, through mailing of a copy of the incident report. (Punishments may include options ranging from cleaning of buses to bus suspension.)
- 3. A third offense will result in the driver referring the student to the building principal. A conference with the parent and the driver will be held. The building principal may suspend the student from riding the bus for a period not to exceed ten (10) days.
- 4. A further offense will result in a conference with the Superintendent, building principal, driver, student and parents. Students may be suspended from riding the bus indefinitely.

In each case, a separate incident report must be filed with the principal. Even the first oral warning, if of enough gravity, will constitute a first offense only if filed with the principal in a timely fashion. Subsequent infractions of the same nature will be as second, third and fourth offenses whenever separate reports are filed.

**AKRON-FAIRGROVE JR/SR HIGH SCHOOL**  
**STUDENT RIGHTS, RESPONSIBILITIES**  
**CONDUCT AND DISCIPLINE**

The Akron-Fairgrove Board of Education policy # JC entitled “Student Conduct, Discipline, Rights and Responsibilities”, states: “Students have rights, privileges and responsibilities of citizenship as delineated in the U.S. Constitution, the Constitution of the State of Michigan, the School Code and other laws passed by the legislature of the State of Michigan. Citizenship privileges and rights must not be abridged, obstructed or in other ways altered except in accordance with the due process of law. Education is one of these citizenship privileges.” It is also stated in the policy: “This policy and the administrative rules and procedures are based on the authority of the Akron-Fairgrove Board of Education to authorize suspension and expulsion and to make reasonable rules and regulations regarding discipline as granted in the Michigan School Code as amended.”

**STUDENTS RIGHTS:** Students in the Akron-Fairgrove Schools have the following rights:

1. **RESPECT** – Students have the right to be treated with respect based on student’s acceptance of their responsibilities.
2. **COMPETENT INSTRUCTION** – Students have the right to expect competent instruction.
3. **FAIR TREATMENT** – Students have the right to expect fair, reasonable and consistent treatment from their teachers in respect to treatment and discipline.
4. **DIGNITY** – Students have the right to expect their dignity as individuals will be respected.
5. **CITIZENS** – Students have the same rights under the law as other citizens.

**STUDENT RESPONSIBILITIES:** Students in the Akron-Fairgrove schools are expected to fulfill the following responsibilities:

1. **PARTICIPATION** – Students have the responsibility to participate fully to the extent possible in educational programs and services of the school district and to achieve academically and socially to their best ability.
2. **BEHAVIOR** – Students have the responsibility to avoid any behavior that is detrimental to their own or other students’ achievement of educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in conduct that violates provisions of the code of conduct.
3. **RESPECT FOR TEACHERS AND STAFF** – Students have the responsibility to show respect for the knowledge and authority of their teachers and staff members. Students must obey directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.
4. **RESPECT FOR OTHER STUDENTS** – Students have the responsibility to recognize the rights and human dignity of fellow students and must show concern for and encourage achievement in others.

**CODE OF STUDENT CONDUCT:** The purposes of this conduct code are to provide regulations governing the behavior of students, to prevent actions or activities interfering with the school program and/or prohibited by law, and to provide for students rights and responsibilities. Each staff member is required to function in accordance with this code. This code shall be mandatory and enforced uniformly in the school. All points will be assessed by the principal.

The following list is not an attempt to state a rule for every situation. Appropriate corrective measures will be taken for offenses not listed in this section which are considered to be detrimental to the student or others. When unusual circumstances are present, it may be advisable to vary or exceed these penalties. The school administration reserves the right and discretion to deviate from the suggested penalties and impose any of the listed disciplinary measures or any other available disciplinary measure when appropriate. The administrator has the right and responsibility to reprimand according to the student's disciplinary history. Criminal acts may result in the involvement of law enforcement authorities.

### **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher. Since a substitute teacher is here such a short period of time, your behavior is to be exemplary. Should you be "named" as a disruptive or disturbing influence in class, you will earn an automatic one day out-of-school suspension per incident.

### **CODE OF CONDUCT (IN ACCORDANCE WITH SWISS)**

NOTE: **All offenses and the ensuing disciplinary actions apply whether the offenses occur on school property, during the regular day, enroute to or from school, or at an activity held/conducted by the school, whether on or off school property.**

### **DISCIPLINE REFERRAL SHEETS**

1. If a student is sent to the office with a discipline sheet for a continuing problem in or out of the classroom, the following sequential event will occur:
  - a. Conference with student for first offense depending on the infraction. For the rest of the hour the student will stay in the office.
  - b. Depending upon the infraction, disciplinary measures may advance, as determined by administration.
  - c. If a student is issued his third minor in any class, for any behavior within the school year, the fourth becomes a major.

### **CATEGORIES OF MISCONDUCT**

Student misconduct is classified into three categories. The definitions of misconduct for each category are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. Note: an administrator may move a student up the scale if the discipline warrants such action.

### **MINOR OFFENSES:**

Affection  
Beverages/ Food  
Class Disruption

Obscenity  
Presence in a Restricted Area  
Roughhousing



Dress Code  
Gambling  
Insubordination

Tardiness  
Cheating, Forgery, Plagiarism

### **LEVEL I MAJORS**

Failure to Sign Out  
Affection (PDA)  
Beverage/Food  
Cheating/Forgery  
Disruption  
Disrespect (Level I)  
Tardy  
Presence in Restricted Area

Roughhousing  
Dress Code  
False Accusations  
Insubordination  
Obscenity  
Skipping  
Closed Campus  
Cheating Forgery Plagiarism

### **LEVEL II MAJORS**

Fighting  
Bullying 3<sup>rd</sup> Offense  
Harassment  
Tobacco

Trespassing  
Vandalism  
Disrespect (Level 2)

### **INTERVENTION STRATEGIES FOR MINOR AND MAJOR VIOLATIONS**

School district administration may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Minor/Major violations. Possible school responses to Minor & Major violations are:

1. Administrator/student conferences or reprimand
2. Administrator and teacher parent/guardian conferences.
3. Referrals and conferences involving various support staff or agencies.
4. Daily/weekly progress reports.
5. Behavioral contracts.
6. Confiscation of inappropriate item
7. Restitution/restoration
8. Before and/or after school detention
9. Denial of participation in school activities
10. In-school suspension
11. Other intervention strategies, as needed.
12. Out-of-school suspension (short term) from one school day up to ten school days.
13. Law enforcement agency notification.

### **BOARD INFRACTIONS**

1. Illegal substances
2. Unlawful Drugs
3. Physical attack on student
4. False Alarms
5. Fireworks/Explosions
6. Sexually Related Activities

*Discipline referrals 1-6 are a 10 day out-of school suspension and Board review.*

7. \*Weapons
8. \*Arson
9. \*Criminal Sexual Conduct

10. \*Physical attack on staff  
*Discipline referrals 7-10 are mandated by the state to be a permanent expulsion.*

### **INFRACTIONS THAT MUST BE REPORTED TO THE MICHIGAN STATE POLICE**

1. Illegal substances
2. Unlawful Drugs
3. Gang Related Violence
4. Theft
5. Vandalism
6. Threats
7. Cyberbullying
8. Weapons
9. Arson
10. Criminal Sexual Conduct
11. Physical attack on staff

### **SPECIFIC OFFENSE DEFINITIONS**

1. **Affection**, excessive display of, i.e. close embracing, extended hugging, fondling, legs over legs, sitting on legs, kissing, etc. are unacceptable behaviors.

Minor offense

2. **\*Arson:** - Willful and malicious burning, or attempt to burn any building or part of any building or any property of the school district.

Major offense

3. **Beverages/Food** – Beverages sold from the school can be consumed in the multi purpose room or classroom with teacher approval. The exception would be milk, water or juice brought in a sack lunch and consumed in the multi-purpose room during lunch hour. All food must be consumed in the multi purpose room only except in the case of a special activity in a teacher’s classroom. Food is never to be consumed in the hallway. Food and drink are never to be consumed in the media center or computer lab.

Minor offense

4. **\*Bullying** – Bullying is a form of harassment. For the purpose of this policy, “bullying” is defined as: The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name calling and put downs, including ethnically based or gender based verbal put downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive of the educational process. Therefore, bullying is not acceptable behavior in the District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Major offense

5. **Cheating/Forgery/Plagiarism** – The giving or receiving of unauthorized aid and assistance or the actual giving or receiving of unfair advantage in any form of academic work.

Minor offense

6. **Class Disruption** – Minor classroom disruptions/not obeying classroom rules will be handled by the classroom teacher who will use any, several, or all of the following forms of control:

The teacher must document (date) the disciplinary form and the steps used with regards to the following:

- a. Discussion with the student concerning their behavior
- b. Detentions served with the teacher
- c. Parent telephone calls and/or conferences
- d. Reasonable punishment for minor disturbances
- e. Progress reports to inform parents

Students who repeatedly disrupt class after the teacher has initiated some or all of the corrective measures listed above will receive the following disciplinary action:

Minor offense

7. **Disrespect** – to insult, call derogatory names, dishonor, or in another manner verbally abuse any member of the school including employees, volunteers, substitutes, etc.

Major offense

8. **Dress Code** – Student dress shall meet the general criteria of being clean, decent and appropriate. Dress that presents a health/safety hazard or is disruptive to the normal educational process is unacceptable. Specifically:

- a. Outer lower garments should be proper and decent as determined by the building principal.
- b. Tops must be long enough so that they could be tucked in when the wearer's arms are raised.
- c. Common decency requires that any clothing such as: shirts and blouses tied at midriff, tank tops, halter tops, spandex, plunging necklines (front & back), tube tops, spaghetti straps, or sheer see through and sleeveless garments with excessive arm openings, or any items of clothing that reveal bare midriff or which does not contribute to a positive learning environment and can be a distractive force shall not be worn. In order to maintain a positive climate, students shall not wear suggestive or revealing attire that would divert attention from the learning process. Sagging or low-rider pants are not allowed. This also applies to tight or baggy, oversized items of clothing, as well. Proper grooming prohibits pajamas, bedroom slippers and other loungewear worn as outer garments.
- d. Stretch pants, yoga pants, leggings, tights and other similar pants must have an accompanying clothing, like shorts or skirts, that cover the entire hip area in the front and back.

- e. Clothing with language and/or pictures promoting alcohol, tobacco, any type of drugs, vulgarity, indecency, or that is disruptive in any way shall not be worn.
- f. Shoes must be worn at all times as per State law.
- g. Headgear of any kind (including hoods on sweatshirts) hats, caps, sweatbands, scarves, do-rags, stocking caps, bandana hats, baseball caps, sunglasses and any other distracting accessories should be removed upon entering the school building. All headgear should be stored in the student's locker during regular school hours. Students with a medical statement or religious documentation may be exempt.
- h. Clothing with excessive holes and tears will not be allowed. This will be at the discretion of the administrator.
- i. Wallet chains and/or other chains are not allowed.
- j. Shorts/dresses/skirts must be at most five inches above the knee.
- k. The building administrator may add to this list on "as needed" basis at their discretion.

Minor offense

9. **Electronic Devices (I-Pods, tablets and Cell Phones)**

In an effort to promote a more positive and calm learning environment, both in and out of the classroom; students will be allowed to listen to I-pods or check cell phones from 7:30 a.m. until 7:57 a.m. and during their specified lunch times. Phone messages may be checked during passing times. Students may not listen to music or watch videos during passing times. Students will keep all cell phones in their lockers during class.

The following guidelines must be adhered to:

- a. Music, videos and internet content must be appropriate to the school setting.
- b. Music must not be loud.
- c. Electronic Devices must be kept in the student locker or car during the school day.
- d. Electronic Devices must be surrendered upon request by a school employee, failure to comply will result in automatic suspension until the device is surrendered

Major offense

1<sup>st</sup> offense – Phone held for the remainder of the day

2<sup>nd</sup> offense – Phone held for 2 weeks or parent pickup.

3<sup>rd</sup> offense – Phone held until the end of the school year or behavior contract.

10. **Failure to Identify Self** – Failure or refusal to give the correct name to staff (including substitute teachers) when requested to do so.

Major offense

11. **Failure to Sign In or Out** – Students must sign out if they leave before completion of their assigned schedule and sign in if they arrive after the starting time.

Major offense

12. **\*False Alarms** – The act of initiating a fire alarm or initiating a report warning of a fire or impending bombing or other catastrophe without just cause.

1st warning – removal from school (possible expulsion) pending Board of Education action, and notification of local authorities.

13. **False Reports** – The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others.

Major offense

14. **\*Fighting** – The act of bodily contact, which is of a harmful or threatening nature. It takes more than one person to have a fight, so even defensive fighting can be viewed as carrying equal weight in the dispensation of punishment. Any aggressor in a fight, or when two are deemed equally responsible in the participation of any fight to any degree, (punching, kicking, hair pulling, head butting, etc. If during the investigation, it is found that any student involved in defensive fighting has shown or displayed some reasonable effort to avoid a confrontation, he/she may receive a lesser punishment.

Major offense

15. **\*Fireworks or Explosives** - The act of possessing, using or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.

Major offense

16. **\*Gambling** – The act of playing any game of chance for money or valuables.

Minor offense

17. **\*Harassment**– Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g. internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, principal or Superintendent. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment.

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

### **Harassment**

- A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities or programs of the school District.
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms conditions, or privileges of the School District.
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior or other demeaning comments.

### **Sexual Harassment**

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances require the disclosure of names and allegations. (Board Policy # 5517 and 5517.01)

Major offense

18. **\*Inciting others to Violence/Disobedience** – To take the role of leadership or give overt encouragement to demonstrations of protest that disrupt the normal educational process of the school.

Major offense

19. **Insubordination** – The failure to respond or carry out a reasonable and lawful request by authorized school personnel. School personnel must follow the following steps:
- a. Student must be warned that their actions are insubordinate and will result in a major offense.
  - b. Student must then be given a chance to comply.

Students who continue to be insubordinate after the teacher has initiated the corrective measures listed above will receive:

Major offense

20. **Lunchroom Misbehavior** – The intentional act of throwing food, plates, and/or other disruptions in the lunchroom will result in the following disciplinary measures:

Minor Offense

- a. Student(s) will clean the entire affected area.

21. **Obscenity** – The act of using obscene or profane language in verbal or written form in pictures, caricatures or obscene gestures. Since vocabulary is an important aspect of education and since all students should utilize an appropriate vocabulary, the use of obscene, vulgar, and/or profane language in verbal, non-verbal, or written form will not be tolerated. If a student receives a written discipline notification he/she may receive an automatic in school suspension.

Second discipline notification action will be determined by the building administrator.

For purposes of clarification, obscene language will be defined and interpreted by the building administrator.

Minor offense

22. **\*Physical Assault/Attack of Staff Member** – The intentional act of physically assaulting any person employed by the school district.

Major offense

23. **\*Physical Assault/Attack of Student** – The intentional act of physically assaulting any person in school or while going to or from school or while in any activity under Board sponsorship.

Major offense

24. **\*Possession or Use of Weapons** – The act of possessing, using or threatening to use any weapon/instrument capable of inflicting bodily injury.

Major offense

25. **Presence in a Restricted Area** – Students are not allowed out of the building during the school day without permission. During the lunch period students may be in the multi-purpose room, designated recreational areas and designated hallways only. All other areas, such as the student parking lot or around the buses are prohibited.

Minor offense

26. **Roughhousing** – The act of wrestling, pushing, etc. which is playful and not of a threatening nature.

Minor offense

27. **\*Sale or distribution of Any Illegal Substance on School Property** – will result in police involvement.

Major offense

28. **Sexually Related Activities** - Any affection or activity that is sexual in nature

Major offense

29. **Skipping** – The act of leaving school property (once you arrive on the school grounds) or not attending an assigned class while in school without the knowledge and/or permission of the principal or his/her designee. **Missing Tech Center, without permission from parent or Tech Center, will be considered skipping**

Major offense

30. **Stealing**—the act of taking or acquiring the property of others without their consent.

Major offense

**Tardiness** – A student is considered tardy to class if they are not in the room when the bell stops ringing or, if the teacher requests, seated when the bell stops ringing. He/she will be considered tardy if entering a class within the first fifteen (15) minutes of the period. Beyond fifteen minutes he/she shall be marked as unexcused absent (unless excused by a member of the high school staff). The following procedures will be followed for the total tardies received added across all classes on a **per-marking period basis**:

- a. Upon reaching the third tardy, a “tardy form” will be filled out by the office. The student will receive a written warning.
- b. Tardies four through six will result in a detention, either during lunch or after school.
- c. After the 6th tardy a parent meeting will be required or an OSS will be given.

Major offense

31. **\*Threatening or Intimidating Acts (Assault)** – The act of verbally, or by gestures, threatening the well-being, health or safety of any person. Threatening to physically harm, bringing a weapon to school, to “get even” after school, on or off school grounds, implying another will “take care of things”, are all examples of assault. NOTE: Recurrence of an incident becomes harassment with serious consequences!

Major offense

32. **\*Tobacco Based Substances** The act of possessing, or the use of any tobacco based product, including vapes, or the use or possession of paraphernalia used with tobacco based substances such as lighters, matches, etc. All state laws related to smoking will apply. Students distributing these items will be suspended up to 10 days on the first offense.

Major offense

33. **Trespassing During Suspension** – A student who is present anywhere on school property or at school functions whether conducted/held on or off school property during a suspension is trespassing.

Major offense



34. **\*Unlawful Drugs, Narcotics, Alcoholic Beverages** – Possession, being under the influence of, use or transfer of narcotic drugs, hallucinogens, marijuana, alcoholic beverages, anabolic steroids, or other similar substances. Distribution of these items will lead to an expulsion.

Major offense

35. **\*Vandalism** – The act of willful destruction of property belonging to others including the School District itself. This shall also include tampering with and/or causing the discharge of any sprinkler system or other apparatus installed for the prevention of fire or for the safety of the school population or school property.

Major offense

36. **\*Weapons in School** – Any student who brings a weapon to school will be referred to the Board of Education for appropriate action as per State Law.

Major offense

37. **\*Discipline** – Any other student discipline not covered in the above discipline code will be dealt with by the building administration.

**An asterisk (\*) denotes unacceptable acts and are considered violations of criminal law in the State of Michigan and can result in arrest and conviction by the appropriate law enforcement agencies and courts.**

### **STUDENT DISCIPLINE GUIDELINES**

The Akron-Fairgrove Board of Education approves the following behavior matrix for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to vary or exceed these minimums. In addition, any violation of local, state or federal law may be promptly reported to the appropriate law enforcement authorities.

When determining disciplinary action, other than possession of a firearm, the administration must consider all of the following factors:

1. The age of the student.
2. The student's disciplinary history.
3. The student's disabilities.
4. The seriousness of the behavior.
5. Whether the behavior posed a security risk.
6. If restorative practices would be appropriate
7. Whether a lesser intervention would properly address the behavior.

The previous examples are not the only acts or conditions for which suspension, recommendation for expulsion or detentions may be warranted nor in any way do they limit the Code of Conduct. Suspensions may be considered by the administration for a period of one to ten days after a thorough investigation has taken place. The Akron-Fairgrove Board of Education will reserve unto itself authority to approve all student suspensions or expulsions which exceed more than ten days. A violation of standards at the school, enroute to or from school, or during activities conducted/held by the school whether on or off of school property will generally be dealt with in a step process. However, the school administration reserves the right and discretion to deviate from a step process and impose any of the previously set forth disciplinary measures, or any other available disciplinary measure, without first imposing a less severe type of discipline.

## **DEFINITION OF CORRECTIVE MEASURES**

1. **Restitution** – This is the return of what has been lost or taken away. It is the act of making good any loss, damage or injury.
2. **\*\*Service Hour** – A detention period where the student is assigned work (i.e. cleaning tasks, etc.)
3. **\*\*Social Probation** – social probation means the student loses all special/extra curricular privileges and only retains the privilege of attending regularly scheduled classes. Any student that receives a suspension may be placed on social probation and lose the privilege of attending special/extra curricular activities as determined by the principal.
4. **\*\*Loss of Privileges** – Refers to the privilege of driving to school and/or any other privileges not covered under Social Probation.
5. **After School Detention** – Refers to staying after school from 3:05 p.m. to 3:55 p.m.
6. **\*\*Out of School Suspension (OSS)** – Removal of the offender from school for a period not to exceed ten (10) days. The suspended student may not participate or attend any school activities conducted/ held on or off school property (including Tech Center).

Suspension from scheduled skill center classes also includes suspension for Akron-Fairgrove Schools classes. Violation of this regulation will result in additional penalties as are deemed appropriate. Suspensions begin at the end of the day when the action was taken or immediately when the severity of the situation merits and continues until midnight of the last suspension day.

7. **\*\*In School Suspension (ISS):** The student is held in a designated room that is exclusively staffed by a school employee who supervises a program of ISS. The rules governing a detention room are in effect. Also, the school employee coordinates the student's work load with the student's teachers. The student, however, is segregated from all reasonable interaction with the regular school day. Lunch is taken at a special time and is eaten in the designated room. Student must attend ISS. If the student's behavior in ISS results in sending the student home for the rest of the day, the student will receive zeroes on all work.
8. **\*\*Suspensions:** The student is allowed to make up work missed during suspension. Work must be made up and submitted within the period of time equal to the number of days absent. Work not submitted in the time limit will not receive credit and may receive the equivalent of an "E" grade.
9. **Expulsion:** Permanent removal from school following action by the Board of Education upon the recommendation of the Building Administrator and District Superintendent.

**\*\*The completion of disciplinary actions (such as detentions and suspensions) when delayed by an "Act of God" will be automatically assumed to continue on the next regular school day, whenever it occurs.**

## **CORPORAL PUNISHMENT**

Corporal punishment is not to be used in the Akron-Fairgrove School District. This would be interpreted as imposing any punishment on a student with intent to inflict physical pain or discomfort. Students can be reasonably isolated, removed from situations, detained, and denied privileges, but school is not a place that either threatens or inflicts punishments that would intentionally intimidate, demean or thereby cause physical pain to a student.

## **DUE PROCESS**

The constitutional rights of individuals assure the protection of due process of law, therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in a Michigan public school.

1. Disciplinary authority shall be exercised in a reasonable and fair manner.
2. Every effort shall be made by administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

### **RIGHTS OF APPEAL**

#### **The procedure for appeal is as follows:**

1. **Suspension** – Appeals of suspension are available to the parents or legal guardians of suspended students. Appeals must first be directed to the administrator levying the suspension, within 48 hours of the commencement of the suspension. The suspension will be in effect though an appeal has been requested. The administrative progression for appeals is as follows:
  - A. Administrative Assistant (if applicable)
  - B. Advisory committee made up of the principal, guidance counselor and a teacher appointed by the principal on a rotating basis (same as in violation of the ten day limit in attendance policy).
  - C. Superintendent of Schools
2. **Expulsion** – In cases of recommendation for expulsion, the following progression of appeals apply:
  - A. Administrative Assistant (if applicable)
  - B. Advisory Committee made up of the principal, school board member, and elementary principal on a rotating basis (same as in violation of the ten day limit in attendance policy).
  - C. Superintendent of Schools
  - D. The parent or legal guardians have the right to request a hearing before the Board of Education. This hearing will be conducted by the Board of Education, and at the request of the parents, may be either held in a closed board session or in a public meeting.

<p><b>Level I Majors</b></p>	<p><b>1 Day ISS (Step 1)</b></p> <p>Failure to Sign Out Affection (PDA) Beverage/Food Cheating/Forgery Disruption Disrespect (level 1) Tardy Restricted Area Roughhousing Dress Code Gambling Insubordination Obscenity Skipping Inciting others to disobedience</p>	<p><b>2 Day ISS (Step 2)</b></p> <p>If a student received a level 1 major first step discipline (1 Day ISS) the next infraction will result in a second step discipline (2 Day ISS).</p>	<p><b>1 Day OSS (Step 3)</b></p> <p>Inciting others to do violence Stealing Assault</p> <p>If a student received a level 2 major second step discipline (2 Day ISS) the next infraction will result in a third step discipline (1 Day OSS).</p>
<p><b>Level II Majors</b></p>	<p><b>3 Day OSS (Step 1, Level 2)</b></p> <p>Fighting Bullying 3rd Offense Harassment Tobacco Trespassing</p> <p>If a student received a level 3 major third step discipline (1 Day OSS) the next infraction will result in a level 2, first step discipline (3 Day OSS).</p>	<p><b>5 Day OSS (Step 2, Level 2)</b></p> <p>Vandalism Disrespect (Level 2)</p> <p>If a student received a level 2, first step discipline (3 Day OSS) the next infraction will result in a level 2, second step discipline (5 Day OSS).</p>	<p><b>10 Days OSS (Step 2, Level 3)</b></p> <p>Physical Attack on a student. Distribution of tobacco or Alcohol.</p> <p>If a student received a level 2, second step discipline (5 Day OSS) the next infraction will result in a level 2, third step discipline (10 Day OSS).</p>
<p><b>Board Infractions</b></p>	<p><b>These discipline referrals are a 10 day School Board Review</b></p>		

	<p>resulting in a possible expulsion.</p> <p>If a student received a level 3, second step discipline (10 Day OSS) the next infraction will result in a 10 Day OSS and Board Review.</p> <p>Illegal Substances          Unlawful Drugs          Physical Attack on Staff          Weapons          False Alarms          Fireworks/Explosives          Arson</p>		
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**SCHEDULE FOR 2019 – 2020**

Monday – Friday

**Junior High:**

1 <sup>st</sup> hour	7:57 – 8:57
2 <sup>nd</sup> hour	9:01-10:01
3 <sup>rd</sup> hour	10:05 – 11:05
Lunch	11:05-11:35
Lunch	11:38 – 12:18
5 <sup>th</sup> hour	12:22– 1:02
6 <sup>th</sup> hour	1:06 – 2:02
7 <sup>th</sup> hour	2:06 – 3:00

**Senior High:**

1 <sup>st</sup> hour	7:57 – 8:50
2 <sup>nd</sup> hour	8:54 – 9:44
3 <sup>rd</sup> hour	9:48 – 10:35
4 <sup>th</sup> hour	10:39 – 11:28
Lunch	11:28 – 11:58
5 <sup>th</sup> hour	12:02 – 12:58
6 <sup>th</sup> hour	1:02 – 1:58
7 <sup>th</sup> hour	2:02 – 3:00

Tech Center Lunch Begins at 11:22 a.m.

## **MICHIGAN VIRTUAL HIGH SCHOOL/DISTANCE LEARNING POLICY (MHVS/DISTANCE LEARNING)**

A student must meet three (3) of the listed criteria required to enroll in an MVHS/Distance Learning class. The list of criteria is as follows:

- Testing Out
- MEAP Scores
- GPA (subject GPA)
- Teacher
- Parents Request
- Counselor/Principal
- ACT/SAT

A student must meet the three (3) requirements from the above list. A student's name and materials will be submitted for review from a three-member committee from the Curriculum Council. **Please note:** The Distance Learning Class is a college and/or a high school class. The dual enrollment rules will apply to college classes.

Students in Grades K-8 who enroll in MVHS/Distance Learning will receive a credit.

Students in Grades 9-12 who enroll in MVHS/Distance Learning will receive a letter grade according to the scale listed below:

94-100	A	74-76	C
90-93	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	60-Below	E

If a student is issued a percent grade, their grade will be converted to a percent according to the letter scale.

For students who elect to take an Advanced Placement class, the class will be based on the following scale.

80-100	A
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70-79	B
60-69	C
50-59	D
50 – below	E

If the student is enrolled in MVHS/Distance Learning a letter grade will be applied. In both MVHS/Distance Learning classes, a GPA will be applied for those grades received. The GPA will not apply for any college course (the Dual Enrollment Policy will be followed).

**If the student does not earn a C or better, when taking the MVHS classes, the parent and/or guardian will reimburse the District for expenses incurred.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Akron-Fairgrove Jr./Sr. High School Positive Behavior Support (PBIS) Program**

Providing a learning environment where education is a priority is important to us, that is why we have our PBIS program. The idea of this program is to use positive reinforcement to improve the behaviors of students and improve the culture of the school. Like the ancient Vikings, who were a 1,000 years ahead of their time in their ability to forge steel, we look to our PBIS process and its associated behavior expectations to help FORGE our students into the best people that they can be. Our behavior expectations can be explained using our FORGE acronym.

## **F**amily

At Akron-Fairgrove, we are All Family.

From students to staff to the community, we must all work together and treat one another as family. The greatest advantage to being part of a small school system is the ability to create lifelong bonds and to be able to count on those bonds when we need them the most. Students and staff will treat each other, the building and everything inside it as part of their family and their home.

## **O**vercome

Each challenge that we face gives us an opportunity to Overcome.

Difficulties in life cannot be avoided. We must learn to defeat those difficulties, others may hide, complain or avoid those difficulties but we overcome. Students at Akron-Fairgrove don't look for excuses, they look for solutions to overcome the challenges before them.

## **R**espect

We must always show Respect to others and to ourselves.

Akron-Fairgrove students respect their parents, our staff our community and our school. We take care of our facilities, we listen to staff, we always do the right thing. We treat guests, officials, opponents, classmates and community members with respect. We also treat ourselves with respect by taking good care of our bodies, minds and futures. Akron-Fairgrove students know that to get respect you have to give respect.



# G

oals

Having Goals is like having a roadmap for life.

It is difficult to know what we are supposed to do without having a goal in mind. It is important that our students create quality short and long term goals. Staff will assist students in the creation of goals and the creation of plans to reach those goals. Akron-Fairgrove students will use goals to help them turn dreams into reality..

# E

ffort

Great success cannot be achieved without great Effort.

To be a success in anything we do in life takes effort, not just briefly, but sustained over time. No matter what else is happening around us, we can always control our effort. What is the difference between those that succeed and those that fail? Effort. We must give effort each day to be on time, to complete our assignments, to learn, to be successful in our sports and arts. Akron-Fairgrove students realize that they must give consistent, unrelenting effort.

## Akron Fairgrove Acknowledgement Matrix

Type	What	When	Where	Who
<b>Immediate/High Frequency</b>	<p><b>Students:</b> *Kids receive Gold Cards</p> <p><b>Adults:</b> give Gold Cards to students and have them on your person all day!</p>	<p>Daily/per class</p> <p>When you catch a student with good behavior</p>	<p>Throughout building</p> <p>Throughout building</p>	All building staff
<b>Redemption of high frequency</b>	<p><b>Students:</b> *Office drawing</p> <p><b>Adults:</b> Gold Card drawing once per month</p>	Office once per week	<p>Classroom</p> <p>Office</p>	<p>Classroom teacher</p> <p>Administration / PBIS Committee</p>
<b>Intermittent/Unpredictable</b>	<p><b>Students:</b> *Class Gold Card earned for whole class behavior; teacher provides reward for whole class as a behavior incentive/reward</p>	Random	Classroom	Teacher

<b>Long –Term School wide Celebrations (school-wide not individually based) i.e. ACTIVITY: (ice cream social, dance, game day, theater/play/movie) field trip, sport event</b>	<b>Kids:</b> *School wide field Trip (in school or out of school) with <u>no suspensions</u> per semester.	One time per marking period	Cafeteria/Gym Off site	Administrator Parent Volunteers
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## AKRON-FAIRGROVE SCHOOLS

### Parental Permission to Show Video/Web page with Child’s Picture

The Akron-Fairgrove School District has implemented a power point presentation, videos for future home buyers and publications advertising our school district. In our video presentation, your child or children might appear in the video or on the Akron-Fairgrove Schools Web Page. We would like to have parental and/or guardian permission to show this video/web page with your child’s picture.

Please check the yes or no statement at the bottom of this page. If you check no and your child or children’s picture is in the video or on the web page, we will edit and delete his/her picture.

\_\_\_\_\_ Yes, I will allow my child(ren)’s picture to appear in the video and on the web page.

\_\_\_\_\_ No, I prefer that my child(ren)’s picture is edited from the video and web page.

\_\_\_\_\_  
 Student Name

\_\_\_\_\_  
 Parent Name

\_\_\_\_\_  
 Date

## **AKRON-FAIRGROVE SCHOOLS INTERNET AND NETWORK ACCEPTABLE USE POLICY**

### Privilege

Users may access available Internet resources to facilitate learning and enhance educational exchange.

### Responsibilities

1. Users are responsible for utilizing District Internet technology only for facilitating learning and enhancing educational information exchange based on District curriculum and instructional goals.
2. Users must comply with etiquette rules including restriction of others use of the Internet network, conservation of time and file space.
3. Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords with other system users.
4. Users are responsible for maintaining appropriate use of electronic mail. Violation of privacy and inappropriate communications received will be promptly reported to the program instructor.
5. Users are prohibited from Internet and district technology for private gain or product advertisement.
6. Users are responsible for properly using and caring for hardware and software within Internet access labs and classrooms.
7. Users are prohibited from installation of computer viruses on District equipment. Users are responsible for using the virus protection software maintained on the network to further prevent the transfer of computer viruses to District equipment.
8. Users must not access or display pornography, obscenities, or other material deemed inappropriate for educational purposes. Access must be specifically related to class assignments.
9. Use of chat rooms except as a specific class project is prohibited.
10. Downloading of any files except for specific class assignments is prohibited. Any downloaded files must be scanned for viruses prior to use or installation.

### Disciplinary Action

1. Users violating any Internet responsibilities will be prohibited from using Internet resources and other District hardware and software.
2. Users will be required to make full financial restitution for any damages or unauthorized expenses that the District incurs for violation of this agreement.
3. Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the district disciplinary policy and appropriate federal or state laws.

4. Users will be disciplined for violating the privileges including, but not limited to:

- Violations of any of the responsibilities set forth in this agreement;
- Using a computer ID other than his/her own;
- Modifying or defacing hardware or software;
- Improperly exiting established menus or applications;
- Using software prohibited in labs and classrooms.

Users found in violation of the Internet Acceptable Use Policy can expect the minimum following action to be taken:

**First Offense:** The loss of all Internet and/or Network privileges for 7 days. The offense will be recorded in the user's file. The user will review the Acceptable Use Policy.

**Second offense:** The loss of all Internet privileges for 30 days. The offense will be recorded in the user's file. The user will review the Acceptable Use Policy.

**Third offense:** The loss of all Internet privileges for the remainder of the school year.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent Signature

We are doing Internet Filtering using Screen Door to meet the requirements of the federal CIPA regulations.

## AKRON-FAIRGROVE SCHOOLS

### FIELD TRIP AND MEDICAL ATTENTION AUTHORIZATION

Program Name \_\_\_\_\_

Name of Student \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Accessible phone numbers in case of emergency \_\_\_\_\_

\_\_\_\_\_

I give \_\_\_\_\_ permission to  
Student Name

participate and be transported by an Akron-Fairgrove School District bus to any field trip sponsored by the Akron-Fairgrove Schools during the 2009-10 school year. All school rules apply on all field trips.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Student Signature)

**AKRON-FAIRGROVE SCHOOLS ACKNOWLEDGEMENT  
OF STUDENT HANDBOOK**

We the parent/guardian and student, acknowledge that we have received and read the **Akron-Fairgrove Schools Student Handbook**. We understand the rights and responsibilities pertaining to students, and agree to support and abide by the rules, guidelines, procedures and policies of the Akron-Fairgrove School District. We also understand this handbook supersedes all prior handbooks and other written material on the same subject.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**AKRON-FAIRGROVE SCHOOLS INTERNET AND NETWORK ACCEPTABLE USE POLICY**

Access and use of technology in the Akron-Fairgrove Schools are a privilege for the user. I have read the attached Akron-Fairgrove Acceptable Use Policy. I hereby agree to be responsible for, and abide by all rules and regulations of the agreement.

Date: \_\_\_\_\_

User Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## **BULLYING POLICY**

In accordance with School Board Policy 5517 and 5517.01

**Bullying**-Bullying is a form of harassment. For the purpose of this policy, “bullying” is defined as: The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name calling and put downs, including ethnically based or gender based verbal put downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive of the educational process. Therefore, bullying is not acceptable behavior in the District, and is prohibited.

**Students who engage in any act of bullying while at school, at any school function, in connection to or With any district sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.**

**1<sup>st</sup> offense—If any staff member observes an act of bullying by a student, the teacher is to refer said student to the bullying mentor team. The parent/guardian will be contacted in writing.**

**2<sup>nd</sup> offense—All students/parents/guardians involved will meet with the mentoring team and a behavioral contract will be written.**

**As determined by administration on all disciplinary measures.**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student Signature:** \_\_\_\_\_

### **BUS TRANSPORTATION**

Akron-Fairgrove Schools operates its own bus fleet to provide service to the entire student body for both elementary and high school. Every effort is made to provide a safe, clean and orderly ride for the students. The same loading areas are used for all students. Therefore, great care must be displayed by students who drive and are dismissed from the parking lot at the same time students are loading on the bus. In addition, students must drive cautiously while students are transferring from one bus to another, waiting in lines or are entering/exiting the buses.

#### **SUSPENSION FROM RIDING THE BUS**

Students may be suspended from riding the school bus. **RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.** The building principal can:

1. Dispense a warning.
2. Immediately withhold privileges (removal from the bus)
3. Other disciplinary action as is appropriate for the seriousness of the offense that threatens the safety and security of the students such as: fighting, insubordination, throwing objects or other behaviors that could cause an unsafe climate in transporting students.

In these cases subsequent disciplinary actions will be taken regarding the regular school day including detention to suspension.

1. Parents, whose children are transported at public expense, have the following responsibilities:
  - a. Make sure the child arrives at the bus stop on time in the morning.
  - b. Provide necessary protection of the child while going to and from bus stops.
  - c. Accept joint responsibility with the school authorities for the conduct of their child.
  - d. Make a reasonable effort to understand and cooperate with those responsible for pupil transportation.
  - e. Appear in person at the office of the Director of Transportation or other designee's office in case the pupil's transportation privilege is lost.
  - f. Inform the school when the child is not going to use the bus on any given day, if they have previously used any bus privileges.
  - g. Note: all students driving to school must complete an application for a permit to drive to school

- h. Parents electing to use other alternative means of transporting their child (relative, friend, etc.) must report this change to the office.

Please help us in our ability to provide a safe system of transportation by communicating to us your intentions regarding the coming and going of your child to and from school.

2. Student Responsibility:

- a. Occupy the seat assigned by the driver.
- b. Promptly obey the driver and follow their instructions.
- c. Be at the designated station at the scheduled time, ready to board the bus. Drivers are not required to wait if you are not ready.
- d. Stay off the road and wait until the bus comes to a complete stop before attempting to get on or off the bus.
- e. Students are required to walk in front of the bus when crossing a highway. The bus driver will signal when it is safe to cross. Do not cross in back of the bus.
- f. No student shall put any part of their body outside of the window.
- g. Students must help keep the bus clean and orderly at all times.
- h. Smoking, drinking or eating are not permitted on the bus.
- i. Students must report to the driver any damage to the bus. Any student disfiguring or mutilating the bus will be suspended from riding until a satisfactory adjustment is made.
- j. Students must not leave the bus without the driver's consent, except at home or at school.
- k. Students should be seated immediately upon entering the bus. Students may be expected to sit three (3) in a seat.
- l. Loud, boisterous, or profane language, indecent conduct, scuffling or throwing objects will not be tolerated. Students causing trouble after they have been warned will lose their privilege of riding the bus.
- m. No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in the case of emergency. Then the back emergency door may be used.
- n. Only students registered to ride the bus are permitted to ride. We do not carry a commercial bus license. This prohibits us from carrying students not listed on the original registration sheet. Students may not ride any other bus to home of friends or place of employment without a note of permission signed by the transportation supervisor, the building principal or parent.
- o. Students will not be allowed to play a radio, a compact disc or tape player, etc.

The development of discipline is a cooperative venture between home and school. Parents should be directly involved in the correction of student behavior problems. (In all cases a school bus incident report should be filed with the building principal at the time of the incident. This will be reviewed the same as any student discipline referral submitted by any staff member.)

As with any discipline policy, the ability of the student to know and govern their own behavior is parallel to their age and maturity. Junior/Senior high students are expected to know the rules, obey the rules and abide by the immediate adult supervision, principal, bus driver, director of transportation, etc.

For the secondary student certain violations may be deemed serious enough to bring about disciplinary action that goes beyond just a warning so as to promote a safe environment for smaller children who share the same buses.

#### **BUS DRIVER DISPENSATION**

1. A first offense generally results in an oral warning.
2. A second offense generally results in a conference with the student and some type of punishment. Parents will be notified by the principal, through mailing of a copy of the incident report. (Punishments may include options ranging from cleaning of buses to bus suspension.)
3. A third offense will result in the driver referring the student to the building principal. A conference with the parent and the driver will be held. The building principal may suspend the student from riding the bus for a period not to exceed ten (10) days.
4. A further offense will result in a conference with the Superintendent, building principal, driver, student and parents. Students may be suspended from riding the bus indefinitely.



In each case, a separate incident report must be filed with the principal. Even the first oral warning, if of enough gravity, will constitute a first offense only if filed with the principal in a timely fashion. Subsequent infractions of the same nature will be as second, third and fourth offenses whenever separate reports are filed.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Student Signature

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Parent Signature

## Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess	Lost Consciousness	

#### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY – DON'T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).  
Educ. Materials & Acknowledge Form (May 2016)

Concussion

**Parent and Student Must Sign Consent & Waiver on MHSAA Physical Form  
Acknowledging Awareness**

## 2112 - PARENT AND FAMILY ENGAGEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare.

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

### A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; <sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; <sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>2</sup>

### B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; <sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; <sup>1,2</sup>
5. providing information and involving families in monitoring student progress; <sup>2</sup>

6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1,2</sup>

**C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities; <sup>2</sup>
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>2</sup>

**D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>

**E. Involving Engaging Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning; <sup>2</sup>
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. <sup>1,2</sup>

**F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources; <sup>1,2</sup>
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>1,2</sup>

**Implementation**

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the

Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

<sup>1</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup>Indicates Title I Section 1118 parent involvement requirements

#### 2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

Each year the Superintendent shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the board of Education and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectation and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family engagement policy in improving the academic quality of schools, including:
  1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
  2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  3. strategies to support successful school and family interactions.
- E. use findings of the above-referenced evaluation to:
  1. design evidence-based strategies for more effective parental involvement; and,
  2. revise the parent and family engagement policy, if necessary;
- F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family engagement policy;
- G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children, including providing

- information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
  - I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
  - J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
  - K. involve parents in the planning, review, and improvement of the Title I program;
  - L. communicate information concerning school performance profiles and their child's individual performance to parents;
  - M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance. monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
  - N. provide timely responses to parental questions, concerns, and recommendations;
  - O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
  - P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family engagement policy (Policy 2111), including at least one (1) of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- E. Engaging in any other activities and strategies that the board determines are appropriate and consistent with its parent and family engagement policy.

The Superintendent must also ensure that the Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family engagement policy, and the joint development of the schoolwide program plan, if appropriate.
- D. Parents of participating students must be provided with:
  - 1. timely information about the Title I program and the school's parent and family engagement policy;
  - 2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
  - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.
- E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the Superintendent.
- F. As a component of the school-level parent and family engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:
  - 1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;
  - 2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
  - 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- G. Parents of children receiving Title I services must be notified about their school's parent and family engagement policy in an understandable and uniform format, and, to the extent

practicable, in a language the parents can understand. These policies must also be made available to the community.

- H. School-level parent and family engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the Superintendent and building principals must include provisions in the School District and school-level parent and family engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State academic standards, State and local academic assessments, Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meeting, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement



and participation;

- F. adopt and implement model approaches to improving parental involvement;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.