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## AVONDALE ACADEMY

### AVONDALE SCHOOL DISTRICT PHILOSOPHY OF EDUCATION

The Avondale School District, in partnership with the community, delivers a superior school experience that prepares all students to become lifelong learners and contributing citizens.

### AVONDALE ACADEMY MISSION STATEMENT

The goal of the Avondale Academy is to work cooperatively with parents and the surrounding communities to create a safe, student-centered environment. The Academy will ensure that all students reach their potential, become lifelong learners, and maintain positive self-images. Students will also value diversity and equity thru education by a variety of stimuli. Success will be evident as students exceed set goals; graduate, and become contributing members of a society.

#### Administration

Taylor Chapman, Principal

#### Address

Avondale Academy  
1435 W. Auburn Rd.  
Rochester Hills, Michigan 48309

#### Phone Numbers

Main Office	537-6600
Counseling Office	537-6615
Academy Fax	537-6605
District Offices	537-6000
University Center	537-6693



**School Colors** - Purple and Gold

**School Mascot**- Jags

## AVONDALE ACADEMY STUDENT HANDBOOK ACADEMIC STANDARDS AND REQUIREMENTS

### ACCREDITATION

Avondale Academy is accredited by Advance ED.

The Avondale School District has many educational programs available to area residents, designed to promote academic, career, and personal growth.

The Avondale Academy offers 2 programs specially designed for students up to age 19. Students have the opportunity to pursue credit through a traditional day program or virtually through the Avondale School Districts seat time waiver program.

### CREDITS

Students receive .25 credits per class per marking period upon successful completion of course work.

### GRADUATION REQUIREMENTS (MICHIGAN MERIT CURRICULUM)

1. 4 years of attendance. This may be waived and a student may graduate in January of their senior year upon successful completion of ALL graduation requirements
2. Earn a minimum of 21 credits in grades 9-12.
3. Receive 18 credits in the following areas:
  - 4 Credits in English, including English 9, English 10, English 11, English 12
  - 4 Credits in Math, including Algebra I, Geometry, Algebra II and elective
  - 3 Credits in Science, with Biology, and Chemistry or Physics, and 3<sup>rd</sup> year Science or equivalent
  - 3 Credits in Social Studies, including: U.S. History, Civics, Economics, and World History
  - 1 Credit in Fine Arts
  - .5 Credit in Physical Education
  - .5 Credit in Health
  - 2 credits foreign language or equivalent
  - 1 Credit SAT prep

Please refer to the Curriculum Guide for complete information.

## OTHER CONDITIONS

1. The high school principal will follow the established policies of the State of Michigan for individual students who seek modifications of these requirements.
2. A senior must have successfully completed all the requirements for graduation to take part in commencement.
3. Grade Levels: (Credits Earned)

Ninth Grade	0-5.5 Credits
Tenth Grade	5.5-11 Credits
Eleventh Grade	11-16.5 Credits
Twelfth Grade	16.5+ Credits

## ACADEMIC INTEGRITY POLICY

### *Honor Code and Pledge*

We, the stakeholders of this school, are dedicated to promoting a learning environment based on the foundation of personal integrity. We are also committed to assuring that our students do not demean their character, damage their credibility or jeopardize their futures by engaging in any form of academic dishonesty. Therefore, we present the following Code, which will govern the academic conduct of students and teachers.

### *I. Forms of Academic Dishonesty*

The following acts are strictly forbidden and will result in disciplinary action:

- A. **Cheating on Exams.** Using or attempting to use unauthorized assistance, material or study aids during an examination, including but not limited to:
  1. Copying from others.
  2. Having or using notes, formulas or other information in an electronic device without explicit teacher review and permission.
  3. Using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
  4. Asking another person for improper assistance, including offering money or other benefits.
  5. Asking for or accepting money or any other benefit in return for giving another student improper assistance.
  6. Providing or receiving information about all or part of an exam, including answers (such as telling someone in a subsequent period what was on your exam, or being told this information).
  7. Having or using a "cheat sheet" (i.e., a piece of paper with answers, formulas, information or notes) that is not specifically authorized by the teacher.
  8. Altering a graded exam and resubmitting it for a better grade.
  9. Gaining or providing unauthorized access to examination materials.
  10. Cutting and pasting from a search engine (i.e. google, yahoo, ask.com, etc.)

**Note:** Simply possessing any prohibited or unauthorized information or device during an exam, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

- B. **Plagiarism in Papers and Assignments.** Using the ideas, data or language of another without specific or proper acknowledgment, including but not limited to:
  1. Giving or getting improper assistance on an assignment meant to be individual work.
  2. Including in any assignment turned in for credit any materials not based on your own research and

writing. This includes:

- a. Using the services of another student.
- b. Copying part or all of another person's paper and submitting it as your own.
3. Making up data for an experiment ("fudging data").

### C. Other Forms of Academic Dishonesty

1. Misrepresenting your academic accomplishments, such as by tampering with computer **records**.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an assignment.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the Code).

**Note:** Attempted academic dishonesty, even if unsuccessful, will be treated as academic misconduct.

## ATTENDANCE PROCEDURES

### NOTIFICATION OF ABSENCES/TARDIES

The attendance office must be notified when a student will be absent or will be late arrival or need an early dismissal due to illness or an appointment. All absences are to be reported to the main office (537-6600). The parent/ guardian should telephone the each day of the student's absence. It is the responsibility of the parent/guardian to contact the school.

**Parents must contact the attendance office within 24 hours of a student's absence.** If the parent/guardian does not contact the attendance office with a doctor's note, the student's absence will be considered as an unexcused absence which may result in a loss of credit for missed work. Please note that once a student reaches 10 absences in a class they will no longer be able to receive credit in missing work. Missing work will be provided for educational purposes only.

### CLOSED CAMPUS

Leaving school property without permission is not allowed. Students leaving school property without proper authorization are subject to suspension. No student should be on campus before or after school unless supervised by a teacher or participating in a school sponsored activity. Visitors are not allowed on campus without prior approval from an administrator.

### LUNCH TIME

Avondale Academy operates a **closed campus** during the school day. Students **must remain** in the building during the lunch period. A nutritious, reasonably priced lunch is available in the school cafeteria. A monthly menu is posted at school. Students may purchase a complete lunch or bring lunch and purchase milk. Families who cannot afford to buy lunches may be eligible for the federal free or reduced-price meal program. Applications for the program are available by request in the school office. Applications take approximately two weeks to process.

**Every student regardless of age, including 18 year old students, must have parent permission to leave school property.**

### STUDENT RESPONSIBILITY

It is the responsibility of the student to know the number of absences accumulated in his/her attendance record.

## **TARDY POLICY FOR AVONDALE ACADEMY**

Students are considered tardy after the final bell up to the first ten (10) minutes of class. Students arriving later than 10 minutes into a class period are considered absent. On every third tardy a student will receive a 30 minute after school detention. After school detention(s):

### **AFTER SCHOOL DETENTION POLICY**

1. Will be held on Monday and Wednesday of each full day of school.
2. Detention will be held in room 168.
3. All students must sign in and start serving their detention in room 168 by 2:30 PM.
4. Detention time will end at 3:00 PM.
5. Students will be allowed to leave after they have completed their scheduled time.
6. Students must arrange for their own transportation home.
7. Failure to serve the detention at the scheduled time will result in additional consequences.

### **PROCEDURE TO ENFORCE THE TARDY ABSENT POLICY**

1. Teacher will record tardies and absences accurately each and every hour.
2. Teachers will contact parents/guardians on the second tardy either by phone or email (document).
3. On the third tardy and every third tardy thereafter, a detention will be assigned (30 minutes). The teacher will inform the student that they are tardy for each incident.
4. Administration will intervene on students who have excessive tardies/absences per quarter.
5. 10+ absences per marking period may result in loss of credit. No makeup work will be given.

### **EXPECTATIONS FOR STUDENTS SERVING DETENTIONS**

- Students will not listen to MP3 players, IPOD's or other electronic devices.
- Students will not use cell phones (including text messages) to make or receive calls during their assigned detention.
- Students will not eat or drink.
- Students will not use electrical devices to play games.
- Students will not participate in conversation with other students.
- Students will quietly serve their detention.
- A student will not be allowed to sleep or put his/her head down.
- No passes will be given during the detention, such as going to the restroom, going to a locker, etc.
- Students will leave the detention site after serving detention

### **TRUANCY (SKIPPING CLASSES)**

A student is truant when he/she is absent from a class or classes without sufficient explanation. The penalties for truancy will be a zero for all work missed or due and administrative intervention.

This may include Suspension.

### **COMMUNICABLE DISEASE POLICY**

The Avondale School District is committed to providing quality educational opportunities to all students in an environment that is safe and conducive to learning. The identification, management and reporting of disease in the public school setting is essential to maintaining a safe environment. In responding to instances of communicable disease, the Avondale Board of Education follows the recommendations, rules

and regulations of the Michigan Department of Public Health and the Oakland County Health Department.

If your child is suffering from measles, mumps, chicken pox, head lice, strep throat, conjunctivitis, impetigo, ringworm or any contagious disease or condition, please call the school office and notify us of the nature of his/her illness. If you are unsure of whether you should send your child to school, contact the Oakland County Health Department or the school. We are required to make weekly reports to the Oakland County Health Department regarding instances of communicable diseases.

### **PEDICULOSIS (HEAD LICE) POLICY**

If a child is suspected of having head lice, the parent must remove the child from school immediately and take him/her to the Health Department or family physician for verification and prescribed treatment. When a parent discovers that their child has head lice, it must be reported to the school as soon as possible.

After a child has been treated with the first application, he/she must be brought to the office to be checked, with the parent in attendance. If any nits (eggs) are found, the parent will need to take the child home and he/she will not be readmitted to school until all the nits have been removed. This procedure will be repeated when the second application is complete.

## **MEASUREMENT OF ACADEMIC GROWTH**

### **ACADEMIC HONOR ROLL**

Honor Roll is for students who have earned a 3.0 G.P.A.

Principal's Honor Roll is for students who have earned a 3.75 G.P.A.

Honor awards are given at the end of each marking period.

### **FAILURE TO RECEIVE CREDIT**

A student will not receive credit under the following circumstances:

1. If a student does not do class work or homework and/or test scores are low.
2. If a student loses excessive percentage points due to truancies or disruptive behavior that causes a grade to drop below a D-.
3. If a student fails to take a required final exam.

### **FINAL EXAMS**

Final exams are required for each course credit. A student who misses the final exam without administrative approval will receive no credit for the class.

### **GRADE POINT AVERAGE**

Grade points are given according to the letter grades earned. These grade point averages are used in the college admissions process and are used as a basis for class rank and other awards.

Avondale is on the quarter system, and credit is awarded at the end of each quarter. The final quarter grade reflects the level of achievement for the entire quarter, including quarter examination grades. Grading is uniform on a percentage basis. Teachers then translate the percentage to the corresponding letter grade.

The grade may range from an A to an E. A student who receives a D- or above will receive credit for the semester. No credit will be given for any course in which a grade of E is received, or which is dropped before the end of a semester.

Grade point average is calculated each quarter. This is done by dividing the total number of grade points earned by the total number of subjects taken, including those courses a student has failed.

## GRADING SCALE

### GRADING SCALE

A (95-100)	C (74-76)
A- (90-94)	C- (70-73)
B+ (87-89)	D+ (67-69)
B (84-86)	D (64-66)
B- (80-83)	D- (60-63)
C+ (77-79)	E (59 and below)

### HOMEWORK

Homework is an integral part of our educational system and is the responsibility of all persons involved in the educational process. It should be an extension of classroom activity; therefore, assignments should be designed to review, reinforce, and enrich the regular classroom work.

### INCOMPLETE

When an illness or other valid reason(s) interferes with a student's ability to meet class deadlines, an incomplete can be given rather than a grade. In such cases, students will have the time missed in class to complete the work and receive a grade. It is the student's responsibility to complete the work within the time period. Not complying with this condition will result in a failing grade.

### MAKEUP WORK

It is each student's responsibility to make-up work after any absence. Upon returning from a brief absence, the student should report to each teacher for all work assigned during that period. At that time, the teachers will inform the student when the missed assignments are due. Failure to turn in these assignments at the appointed time may result in a reduction in the grade, or the student may receive a zero on the assignments.

If the length of the absence is known in advance, the student should obtain as much work as possible prior to the absence.

If the student is absent because of an extended illness (more than three days), a parent or guardian should contact the attendance office secretary; she will assist you in obtaining the student's assignments from the teachers. After 10 unexcused absences per quarter a student will not be given make-up work.

If a student is found to be truant, he/she cannot receive make-up work (see truancy, page 9) and will receive a zero for all work missed or due.

### PARENTAL INVOLVEMENT IN EDUCATION

Parents can be involved in school activities by:

1. Volunteering at the school
2. Helping their children with homework
3. Attending Meet the Teacher night
4. Attending Parent Teacher Conferences
5. Encourage your student to make use of teacher time and tutorial services available.
6. Communicate with teachers, counselor and or administration on your student's progress.

Avondale School District will do the following to build the capacity for strong parental involvement in our schools:

- Help parents understand the state's academic content standards; academic achievement standards;

state and local assessments; the requirements of Title I, part A.

- Make available opportunities for parents to monitor their children's progress and work with educators.
- Make available materials and resources for parents to help them work with their children to improve their children's academic achievement
- Educate administrators and staff members on how to reach out to and communicate and work with parents as equal partners.

## STAY INFORMED

### PARENT-TEACHER CONFERENCES

We intend to keep parents as informed about the progress of their student as possible. Parents should feel free to call or email for a conference with the teacher, counselor, or building administrator at any time students are confronted with problems.

Regularly organized conferences are held in the high school for all parents of high school students. We encourage parents to participate in these conferences for a good, over-all picture of their student's progress.

### PARENT CONNECT

Zangle's ParentConnection is a web-based application that provides parents/guardians with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, parents/guardians can connect to the school district's student database using a web browser and view their child's data, such as progress reports, attendance records, report cards, transcripts, and more. ParentConnection allows the parent/guardian to view, in one session, data on all enrolled dependents in the district, across multiple school sites. Assignment records are available to secondary schools only.

User names and passwords are distributed in the fall each school year. The user name and passwords follow the students through their journey with Avondale School District. To access ParentConnection go to the Avondale District Web page, click on Schools, click on High School, on the side bar menu, click on Zangle ParentConnection, the Zangle main page will appear.

If you are new to ParentConnect or are experiencing problems click on the Zangle ParentConnection button for complete directions.

### REPORT CARDS

The school year is divided into four marking periods, approximately nine weeks in length. At the end of each five weeks students receive progress report grades. Credit is given each quarter with grades being listed on student's transcripts. All academic standing is available for parent review on Parent Connect.

### ASSESSMENT OPPORTUNITIES

Avondale Academy in conjunction with the State of Michigan will be administering The MStep Exam and the SAT in the spring to all juniors. These tests assist the school in self-assessment, and successful completion may qualify the student for the opportunity to pursue scholarships.

Optional/additional tests are available to students through the guidance office, either on campus or at off-campus test sites. These tests include PSAT/NMSQT Preliminary Scholastic Aptitude Battery, for Freshmen, Sophomores, juniors and seniors); SAT (Scholastic Aptitude Test, college entrance exam for Juniors and Seniors); and ACT (American College Testing for Juniors and Seniors).

### TUTORING AND EXTRA HELP

A student who is having difficulty in a class should arrange to meet with the teacher after school. For further assistance, the student should take advantage of the free tutoring service offered. This service is available after school in the media center on Tuesdays and Thursdays, 2:30-3:30 pm.

## COUNSELING/GUIDANCE OFFICE SERVICES

Avondale Academy's counseling center is a student service center. The Counselor performs a wide variety of professional services for students and faculty. School counselors are professionally trained in guidance and counseling. They share with other faculty, staff, administrators, parents, and the community a responsibility for helping young people become contributing citizens. At Avondale Academy, the well-being of students and their healthy and positive adjustment to various learning conditions at school are the primary concerns of the counselor.

Services available in the counseling office include personal counseling, parental counseling, career information, college information, graduation requirements, course selection and scheduling, long-and short-range goals, and the interpretation of test results.

Students must make an appointment. Appointments can be made by contacting the counseling or main office.

### CHANGING A SCHEDULE

We encourage students and their parents to make course selections thoughtfully and carefully. It is difficult to grant student requests for schedule changes once schedules have been completed. The high school schedule is not built to adapt to extensive changes.

A student's schedule may be adjusted if any of the following conditions exist:

1. A schedule is incomplete.
2. You have already taken a scheduled class.
3. Another class is needed in order to meet graduation requirements.
4. The necessary prerequisite for a class is needed.
5. Approval for a scheduled course has not been approved.
6. The course was successfully completed in summer school.
7. Acceptance in special program(s).
8. Enrollment in a special program(s).
9. You need to retake a class you failed.
10. Making changes in career plans.

A schedule may **NOT** be adjusted for the following conditions:

1. Teacher preference.
2. Preference to be with friends in a class.
3. Preference for a different period or quarter.
4. Change of mind about taking a course.
5. You want a shorter school day.

**If a student drops out of a class after the count day, an "F" will be assigned for that class. All schedule changes require a schedule change form to be completed and signed by the student and parent which can be obtained from the counseling office.**

## MICHIGAN MERIT CURRICULUM ALTERNATIVE CREDITS

### CREDIT BEFORE HIGH SCHOOL

Avondale Academy students may count designated courses taken before high school to satisfy the Michigan Merit Curriculum (MMC) requirements and to earn high school graduation credits.

Courses designated at the Middle School are those courses in which the course content and course assessments are identical to the high school. Successful completion of these courses at the Middle School will count toward the MMC requirements and the credits earned will count as part of the 21 credits needed for graduation.

### EARLY GRADUATION

**Avondale Academy is a four year educational setting.** However, we acknowledge that there are circumstances whereby a student and his/her parents might request early graduation. If granted, the following guidelines would apply:

### GUIDELINES FOR EARLY GRADUATION

- As part of graduation, the student can attend Commencement.
- The student loses the opportunity to participate in all Co-Curricular activities.
- The student can attend Prom.

### RECORDS

Student records are confidential. Parents of students under eighteen years old shall have access to their child's records. Students eighteen years or older shall have access to their own records. Review of records should be in the presence of a counselor or school administrator.

1. Other school officials, including teachers, within the district who have a legitimate educational interest.
2. The state superintendent and subordinates, so long as the intended use of the data is consistent with the superintendent's statutory powers and responsibilities.
3. Officials of other primary or secondary school systems in which the students intend to enroll, upon request of that district for the complete student record.
4. Officials of the Department of Social Services investigating an abuse case when, in the judgment of those involved, disclosure to the parent could be a threat to the child's health or safety.

School personnel may not reveal, in any form, to persons other than those listed above, any information contained in school records except: (1) with written consent from the student's parent (or the student, if eighteen years old or older) specifying records to be released and to whom they are to be released; (2) in compliance with judicial order or orders of administrative agencies where those agencies have the power of subpoena. Except in some child abuse cases, parents shall be notified of such orders.

Parents have the right to review the contents of their child's records. They also have the right to challenge any school record if they believe that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Parents who wish to challenge information in the student's records shall first contact the school principal. If they are not satisfied with the outcome of the hearing with the school principal, they may appeal to the superintendent or designee. In any case, parents may write a rebuttal to information contained in their child's school records. Such rebuttals will become part of the record.

### TRANSCRIPTS

We have a new process for requesting your high school transcripts. Students in the class of 2009 and forward will use Parchment to obtain copies of transcripts. Prior to class of 2009 copies of transcripts will cost \$5.00. Please visit [www.avondale.k12.mi.us/academy](http://www.avondale.k12.mi.us/academy) for complete information and instructions on completing your request.

### TRANSFER AND WITHDRAWALS

If a student plans to transfer to another school or to withdraw from school, the parent/guardian should contact the main office. Books and materials which belong to the school will be returned to the appropriate teachers.

#### AS AN AVONDALE MIDDLE SCHOOL STUDENT:

- Student must pass 6 out of 8 core classes to enroll at AHS, with unconditional admittance.
- Student does not pass 6 out of 8 core classes at AMS and enrolls in the Avondale Academy bridge program.
- Student remains in the bridge program for his/her freshman year.
- Student must pass all classes his/her freshman year in order to return to AHS to complete high school career
- Student will enter AHS as a sophomore
- Student will obtain credit in PE, Health, Math, English, Social Studies and Science
- If the student fails any class at the Academy he/she will remain at the Academy for his/her high school career

#### PRACTICES

- Students **will not** attend the Academy without a meeting with family, Academy and AHS (where applicable).
- Student will have an overall academic plan to successfully achieve graduation.
- Acknowledge that students have the right to attend the Academy w/ transparency.
- Acknowledge that all students will be looked at on an individual basis.
- All parties agree upon plan, school representatives attend meeting and plan is written and all parties sign.
- Students who attend the Academy directly from Avondale Middle School may transfer to Avondale High School following the successful completion of the freshman year. This means that the student will not have failed any classes, have had chronic discipline issues or truancy or attendance problems.
- There **may** be a few students who are eligible to transfer back to Avondale High School due to their academic performance effective June 2012. These students **MUST** meet the following criteria:
  - All core subjects must be on par with the Avondale High School requirements per their graduating cohort.
  - No attendance or behavioral issues.
  - Approval of the Academy Principal.
  - Must be a student in good standing.
  - No grade earned shall be less than a 75% "C" in any taken Academy course.

#### EDUCATIONAL PROGRAMS

##### Seven Period Day (Tuesdays/Thursdays)

Avondale Academy operates with a seven-period day schedule.

1 <sup>st</sup>	7:25 – 8:24
2 <sup>nd</sup>	8:27 – 9:23
Home	9:26 – 9:51
3 <sup>rd</sup>	9:54 – 10:50
Lunch A	10:50 – 11:15
Lunch B	11:49 – 12:14
4 <sup>th</sup>	10:53 – 12:14
5 <sup>th</sup>	12:17 – 1:16
6 <sup>th</sup>	1:16 – 2:12

Bus Transportation to leave at 2:12 PM

#### Virtual Schedule

Avondale Academy is approved by the State of Michigan (STW) to be an online learning facilitator. Students are assigned six classes through the Edgenuity program. Students work independently to earn credit through an online process off site. Students are assigned a teacher mentor and the program credit is recorded on the same quarterly system as the day program.

### GENERAL INFORMATION/OTHER SERVICES

#### AFTER SCHOOL PROCEDURES

All students are to leave the school property upon completion of the school day unless they have a specific school reason to stay after:

- Club involvement that starts right after school
- Open Gym involvement that starts right after school
- Pre-arranged tutoring with a teacher
- Detention

All practices, club activities, detention and tutoring must start by 2:30 PM. All students must report to their specific assignment by 2:30 PM and remain there for the duration of the above mentioned activity. Students leaving to use the rest room must use the facility closest to the location of their club/sport.

#### ASSEMBLIES

Assembly performances are provided for the purpose of instruction and entertainment. When assemblies are in the gym, students will sit in the section assigned to their class. Assemblies are to be regarded as regular classes. Students who, in a teacher's or administrator's opinion, attempt to be truant will be subject to disciplinary action.

#### CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. A reduced-price lunch program is available for students with financial need.

The lunchroom management and fellow students will appreciate cooperation in following the rules below:

1. Students are responsible for the cleanliness on and around the table where they sit.
2. Students are to replace their chairs under their tables when they are finished eating.
3. Students are to deposit all litter in the wastebaskets, and they are encouraged to follow the school's recycling program.
4. It is the responsibility of students to see that no tray or other container is left on their tables or in their area.
5. Students creating a disturbance in the cafeteria will be excluded from the cafeteria.
6. Students who do not follow the cafeteria rules will be subject to disciplinary action.
7. Students are not allowed outside

#### CELL PHONE AND ELECTRONIC DEVICE POLICY

Avondale Academy and Avondale School District is not responsible for any electronic device which is lost or stolen. A student may possess a cellular telephone in school, on school property, at after school activities, and at school-related functions, provided that during school hours (7:25am-2:10pm), events and on a school vehicle the cell phone remains off and out of visible sight.

**Use of cell phones is only tolerated before school, during lunch, at the end of the day or as designated by the teacher. They are not allowed to be used or seen after school starts, in the classrooms or hallways during school**

**hours. If a student needs to contact a parent, they can use the main office phone.**

Violations of this policy will result in disciplinary action against the student, confiscation of the device, detention, and/or the necessity of the parent to pick the confiscated device.

**CHANGE OF ADDRESS AND TELEPHONE NUMBER**

In order to assure that proper enrollment procedures are being followed and for the school to communicate efficiently and effectively with parents, it is the responsibility of the student and his/her parent or guardian to notify the Main Office whenever a family or student acquires a new address, or telephone number, or email address. If there is not a working number on file, your student will be sent home and barred from attending school until an update is made.

**EXPRESSION OF DISSENT**

The Avondale School District Board of Education recognizes the right of students to have free expression of ideas and convictions. It enforces the principle of freedom of speech to be protected against censorship or punishment, when exercised within reasonable bounds of time, place and manner.

The Board encourages provision for open discussion forums between students and teachers, administrators, parents and/or Board members on matters affecting all school-related experiences of children and youth.

The superintendent shall assure that any student having dissatisfaction or complaint shall be granted the opportunity to express it to the appropriate official and shall be assured that right of appeal, through prescribed administrative channels, ultimately to the Board of Education.

The superintendent and staff are charged by the Board with primary responsibility for operation of the Avondale School District in a manner which will:

1. Protect the health, safety, welfare, and the orderly process of the educational program of all students.
2. Offer them the best possible educational program within available resources.

In carrying out these responsibilities, the superintendent is given commensurate authority to use whatever appropriate means are necessary to counteract any situation which:

1. Threatens the health, safety, or welfare of students.
2. Threatens to disrupt the orderly process of the educational program.

**FIRE, TORNADO, EVACUATION AND LOCKDOWN DRILLS**

Per state requirements, fire, tornado, evacuation and lockdown drills are conducted periodically throughout the school year. Detailed instructions will be provided by the classroom teacher to ensure student safety.

**HALLWAY PROCEDURES**

1. No running, shoving, jostling, or horseplay is permitted in the halls. Disruptive behavior will result in disciplinary action.
2. Students must have a **signed pass in order to be in the hallways during class time.**
3. If asked, students must identify themselves, show a pass, or follow instructions from any staff member.
4. Students should keep to right of the halls and not block traffic or stand against the walls as they move through the halls.
5. Students should be considerate of others in the halls and in classes.
6. Personal displays of affection other than holding hands are not allowed on campus.

**IMMUNIZATIONS**

In order to attend classes, students enrolling in the Avondale Schools must adhere to the guidelines and requirements established by the State of Michigan and have their immunizations up to date.

**LOCKERS**

Lockers are provided for the convenience of our students. The Avondale School District will not be liable for loss or theft from any school locker. The student has the responsibility for locker contents. Students are not to share lockers or lock combinations with any other person. **Lockers are school district property and students accordingly have no reasonable expectation of privacy with respect to the locker. All lockers may be inspected at any time by school personnel.**

**LOST AND FOUND**

Should you lose an article, report the loss to the Main Office immediately; should you find an article that does not belong to you, please turn it in at the Main Office immediately.

**LUNCH TIME PROCEDURE**

During the lunch hour, students who would like to use that time to meet with a teacher will only be permitted to leave the lunch room with a pre-signed written pass from the teacher.

**MATERIALS ASSIGNED TO STUDENTS**

All school materials, equipment, and textbooks assigned to students become the responsibility of the student. Students who deface, damage, or lose these materials will be fined for the restoration or replacement of damaged materials. Fine letters will be mailed with the registration packets and payment must be made at the time of registration.

**MEDICATIONS**

Medications shall not be brought to school unless it is essential to the health of the student. The dispensing of prescribed medication by school personnel shall be made in accordance with the following procedures:

- A. Medications to be taken in school must be administered by the principal or his/her designee and in the presence of another adult. Parents must bring the medication to the school office in the original container and file a written statement with the Avondale High School.
- B. Medications to be administered regularly each day are not to be given in school unless specifically ordered by a physician.
- C. No employee of the school system who has a moral or religious conviction forbidding the administration of medication to children shall be forced to do so.
- D. All medications brought to the school must be kept in the secured and locked area of the Main Office.

**MONEY AND VALUABLES**

Students should not bring unnecessary amounts of money or valuables including electronic devices to school. Gym and hall lockers are not good places to house these items.

School insurance only covers those items owned by Avondale School District and is not responsible for any lost or stolen articles or money. Students bringing in materials to use in the class must have the permission of the instructor. In no case are materials to be left overnight or during vacation periods. Thefts should be reported to an administration immediately.

**AT** no time shall the District be responsible for preventing theft, loss, or damage to electronic devices brought onto its property.

**POLICE QUESTIONING AND APPREHENSION**

The Board of Education adopts a policy of allowing law enforcement agencies to interview students during the school day under the following conditions:

1. The school's responsibility is limited to making a reasonable effort to inform the parent or guardian in advance of the interview. A school official shall inform the student that he/she may request a "friendly adult" to be present during the interview.

2. When an interview outside the school would, in the opinion of the law enforcement agency, not be feasible.
3. The interview and other police related matters shall be handled with utmost discretion to avoid unnecessary notoriety and shall be held in the strictest confidence.

Law enforcement officers are empowered by law to arrest persons, including children, upon a lawful warrant, or without a warrant if the officer has reasonable cause to believe that the person, including a child, has committed a felony or for a misdemeanor committed in the presence of the officer.

### **POLICY OF COMPLIANCE WITH FEDERAL LAW POLICY #0040**

It shall continue to be the policy of the Avondale School District not to discriminate on the basis of religion, race, national origin, or handicap in the educational programs, activities, or services, and to comply with all requirements and regulations of the U.S. Department of Education.

All Avondale students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities and services.

It shall continue to be the policy of the Avondale School District to make all decisions in a non-discriminatory manner. No decision as to hiring, assignment, promotion, transfer, layoff, termination, or reinstatement shall be made on the basis of religion, race, national, origin, or handicap. Equal pay shall be given for the performance of jobs requiring equal skill, effort, or responsibilities.

### **POSTERS AND SIGNS**

Posters for any type of school activity or announcement must be approved by an administrator. He/she will designate areas where posters may be placed. Commercial or non-school activity posters will not be allowed.

### **RESTROOMS**

Restrooms are to be used only for the purpose for which they are intended. Improper behavior in the restrooms results in disciplinary action. **Students are to use the restroom closest to the main entrance.** No loitering in the restrooms is allowed.

### **RIGHTS OF STUDENTS, TEACHERS, AND ADMINISTRATORS**

The Board of Education of the Avondale School District recognizes the following:

1. The primary intent of society in establishing the public schools is to provide an opportunity for learning.
2. The students have full rights of citizenship as delineated in the United States Constitution and its amendments.
3. Citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.
4. Students have a responsibility to be accountable for their actions.

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought.

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Recent court decisions have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments; these rights may not be abridged, obstructed, or in other ways altered except in accordance with due process of law. The First and Fourteenth Amendments in the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression of students.

In order to effectively regulate First Amendment rights, school authorities must show that the failure to regulate would create a material and disruption of school-work and discipline, and/or that the regulation that exists is a reasonable regulation necessary to preserve an environment of learning.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program.

The teacher has the authority to remove students from class for just cause. Administrators are authorized by statute to suspend students for just cause. The Board of Education has the authority to expel students from school for just cause. The following rules, regulations, and due process procedures statements are designed to protect all members of the educational community in exercise of their rights and duties.

Nothing in this statement of student rights shall be held to limit the due process rights of educators or non-certified school employees, nor their use of the recognized or established district grievance procedure.

## **ADDITIONAL INFORMATION**

### **OAKLAND TECHNICAL CENTER**

Oakland Schools Technical Campus North East offers programs designed to prepare students for entry-level skills in various technical careers. Students spend one-half day at Avondale taking regular subjects, and one-half day at OSTC training in their Career & Tech program. The number of students who may enter is limited, as each high school is allotted a certain number of students. Selection is based on grades, attendance, and teacher recommendation. Most programs are designed as a two-year sequence, and students are selected to attend when they register toward the end of tenth grade.

OSTC offers programs in Biotechnology and Environmental Science (available at NW, SW, and SE)

Business, Management, Marketing, & Technology (available at all campuses)

Construction (available NE, SE, NW) Cosmetology (regional program offered at NE)

Culinary Arts & Hospitality (available at all campuses) Engineering & Emerging Technologies (available at all campuses) Health Sciences (available at all campuses)

Transportation Technology (available at all campuses) Visual Imaging Technology (available at NW, SW, SE)

If you select P.M. Tech courses, you will be released the last fifteen minutes of your fourth hour class.

Bus transportation to and from the center is provided for juniors and seniors. Graduate students at OSTC must provide their own transportation. Students may apply at the center's main office for permission to drive their own cars.

### **YOUTH ASSISTANCE**

This is a community agency that works with students and families who may be experiencing difficulty.

### **PRIVATE THERAPY**

The counselor has a list of local clinics in the area that provide counseling services and can assist students and parents with referrals.

### **STUDENT DRESS AND GROOMING**

It is the belief of the students, faculty, and administration of the Avondale School District that students will be neat and appropriately dressed each school day. A student's attire is not to be disruptive to the educational environment.

Clothing should be clean, in good repair, and appropriate for an educational environment. Men's muscle shirts, see through shirts or blouses, spaghetti straps, halter tops, pajamas, yoga or other tight fitting pant, clothing that does not cover the mid-section, chains, wearing of hoods or hats is not permitted to be worn



inside of the building at any time. Wave caps, gloves, head sweat bands and bandana's, etc. are not permitted.

The exception to this policy is the wearing of head coverings for religious reasons.

Clothing or objects that advertise alcoholic beverages, tobacco products, drugs, or anti-social behavior are inappropriate. Students who wear such clothing will be asked to change immediately into more appropriate garments. If the student cannot secure such clothing, appropriate attire will be provided. Students who refuse to wear appropriate attire will not be allowed to attend class and will be sent home.

Clothing should be of a length and style that does not offend commonly recognized standards of propriety and good taste. Following are guidelines that will assist you when purchasing clothing for school:

- Shorts and Skirts:
  - The length must extend longer than the fingertips when standing upright naturally with arms to the side.
  - Shorts, gym shorts, or undergarments worn as outer garments are not permitted.
  - Skirts must not be inappropriately revealing when the student sits.
- Shirts:
  - Tank top straps must be two inches wide (or 3 fingers in in width) for women and must cover undergarments.
  - Tank tops are not permitted to be worn by male students.
  - No sheer fabrics.
  - No open back shirts (halter or tie-back shirts).
  - No strapless, tube, or one-shoulder strap tops. Shoulders are to be covered at all times.
  - All shirts and tops must cover to the pant waistband.
- Pants:
  - Pants should be worn at the waistline at all times. Saggy pants are not permitted and will be considered as a violation to the dress code.
  - No leggings, yoga or other tight fitting pant without a shirt, top, or sweater which meets the "finger top" rule for length.
- Undergarments:
  - Undergarments for male/female students must be covered at all times.

### **PROM/FORMAL DANCE DRESS CODE**

Students who are inappropriately dressed, as determined by school personnel, will not be admitted.

Formal Dress Attire includes:

- No bare midriffs and/or showing of skin.
- No plunging neck lines.
- Back of the dress no lower than mid back.
- Side of dress solid material.
- Slits only to knee length.

### **STUDENT PORTRAITS**

All students in grades 9-12 are photographed each fall for the yearbook and purposes of a student ID card. There are a variety of packages available for students and parents to purchase. Information regarding student portraits as well as senior portraits will be included in registration packets.

### **TELEPHONES**

The school office telephones are business phones and are to be used by the students only in an emergency and with permission.

Unauthorized use of the school telephone will result in disciplinary action.

### **VISITORS**

Student visitors are not permitted during the school day. Persons wishing information or a tour of the facilities should contact the main office.

### **WORK PERMITS**

All work permits are issued from the main office. Students should secure an application (Offer of employment and Request for Working Permit) from the office and have it filled out by their employer, and return the completed form to the office for processing.

While we do issue these permits, we strongly recommend that both parents and students monitor the student's work schedule in relationship to his/her educational progress. It is often difficult to balance both work and school. School should be the top priority.

Should a building administrator determine that a student's working hours are negatively influencing a student's grades to the point of possible failure, both parents and student will be notified. If the academic problem continues, the building administrator will revoke the work permit in accordance with section 409.6 of the Michigan General School Laws.

### **YEARBOOK**

Avondale Academy publishes an annual yearbook. You will also be able to order a yearbook during advertised sales periods during the school year.

## **STUDENT ACTIVITIES PROGRAMS**

### **ACTIVITIES AVAILABLE**

Generally, the availability of student groups/athletics is determined by student interest.

If you are interested in joining any of these groups or if you have any question about student activities, see the building principal or the Student Activities Advisor.

Student Clubs/Groups/Athletics

- Student Leadership / Student Council
- Open Gym
- Spanish Club
- Art Club
- Prom Committee

Sports offered at open gym may include but are not limited to basketball, volleyball, weight training, and soccer. All activities are intramurals. Open gym is Wednesday from 2:20-4:15. A bus runs from the Academy to downtown Auburn Hills and the Pontiac stop. This bus leaves promptly 4:15.

Eligibility at Avondale is reinforced with a weekly check of outstanding detentions. An athlete not meeting a teacher's grade standards for two consecutive weeks will be held from competition for one week. The idea that one should be a student first and an athlete second is reinforced.

### **DANCES**

Academy student dances are open to the entire student body (grades 9-12). During special occasions,

such as Prom, dances may be open to a larger segment of the community. All dances will end by 11:00 p.m. or earlier.

Following is a list of rules which, if properly adhered to, will ensure the continued success of student dances.

1. Once a student has paid and enters the building, they choose to stay for the duration of the dance. Once they choose to leave, there is no reentry.
2. All school rules apply at all school-sponsored activities.
3. As a general rule, all school dances are held in the cafeteria or the gym.
4. Middle school students will not be allowed into high school dances.
5. Persons who are asked to leave a dance, for any reason, will not be given a refund and they may be barred from future attendance at dances and/or other extracurricular activities.
6. Attire should be appropriate for the high school dance and must follow the dress code.
7. "Freak" dancing and other conduct that is deemed unacceptable by the administration/chaperones is prohibited.
8. For designated dances that are open to guests, all guest passes must be obtained, completed and approved prior to the dance (during the school day).
10. All students attending must be in the dance within 30 minutes of the start of the dance.

### **FIELD TRIPS AND ACTIVITIES OUTSIDE OF SCHOOL**

Field trips must be pre-approved by an administrator.

All off-campus trips and school activities sponsored by the school during school hours as well as activities beyond the regular school day will require parents' signatures on permission slips. If parents have any questions regarding the sponsorship and chaperones for any activity or trip, please call the school. The Avondale School District does not approve nor endorse senior class trips, or student organized skip days.

Classroom teachers have the right to prohibit a student who is doing poorly in a class from attending a field trip that would cause the student to miss the class. Students who are failing a required course are automatically ineligible to take part in any field trip that would cause him/her to miss class.

Violations of school rules while engaged in an off-site learning opportunity will result in disciplinary action.

### **FUNDRAISING**

The Board of Education recognizes that fundraising may, on occasion, serve legitimate goals. However, the raising of funds to support class and organization activities (for charity) is not the primary purpose of the educational system and should not be permitted to detract from the students' education. Excessive fund raising in the community by students' is viewed negatively by many citizens and the Board of Education.

All fundraising activities carried out by classes, clubs and other school-sponsored organizations must have the approval of the building administration.

Organizations or classes that wish to have fundraising or other events must follow the Project Planning/Fundraising guidelines. The guideline handbook will be available to all sponsors.

All funds earned by classes and other student clubs and organizations are quasi-public funds and as such are subject to control and direction of the Board of Education in the same manner as other district funds.

All unobligated funds remaining in the account of a class after graduation, or in the account of a club or organization after it has been inactive, will be transferred to the Student Council fund.

Students who elect to participate in fund-raising projects are personally responsible for any money or merchandise entrusted to them.

### **General Rules and Regulations for Clubs**

1. All student clubs must have a sponsor and approval from the Board of Education.
2. All fundraising activities must receive prior approval by the administration.
3. All money is to be deposited daily with the financial secretary.
4. It is suggested that club meetings take place before or after school.
5. If an emergency exists and a meeting is to be held during school hours, prior approval must be received from administration and a list of students in attendance at the meeting must be submitted to the Main Office.
6. All after-school activities will be governed by school rules and regulations.

### **STUDENT COUNCIL/STUDENT GOVERNMENT**

The Student Council is the representative governing body of the school. The mission is: We will learn and apply the leadership skills necessary to work as an innovative and efficient team in order to best serve the students of Avondale and inspire involvement and to make the Avondale Academy a better high school for all students.

### **STUDENT TRAVEL**

The Avondale Board of Education approves instructional travel programs where classes or other groups of Avondale students participate in programs which combine instruction with travel for an extended period of time (over 24 hours), on this continent or abroad.

Such programs may include a specific course of study or may place an emphasis upon exposure to foreign cultures or unique environments.

Rules and regulations governing instructional travel programs will be approved by the superintendent and shall cover such items as purpose, planning, bidding procedures, parental approval, chaperones, student and parent orientation, service charges, transportation, housing, and meals.

## **STUDENT CONDUCT AND DISCIPLINE POLICY**

### **ACADEMIC MISCONDUCT**

Academic misconduct is any type of inappropriate student behavior in regard to academic performance. This would include: plagiarism, cheating, falsifying records, and other forms of inappropriate student behavior that do not represent the true academic ability and accomplishments of the student. Specific examples of this academic misconduct would fall under copying another student's text, homework, assignments, etc.; copying words directly from a text or file, inappropriate use of technology via the computer, and falsifying records.

All Offenses: Teacher notification of parent(s)/guardian(s), loss of credit for the assignment, and/or 1 to 10 day suspension, depending on the incident and the severity of the violation, and a zero grade for this "work."

### **ACCEPTABLE/APPROPRIATE COMPUTER USE**

All the computers that are available at Avondale High School are for student and teacher use.

Students are expected to use the computers under acceptable/ appropriate standards. Students may not abuse, hit, deface, mark, or inappropriately use the mouse, keyboard or any other item of the computer in an inappropriate and unauthorized fashion. The destruction of property and the malicious intent to harm the computer or affect the network without authorization will result in consequences consistent with those stated in the Acceptable Use Form, including, but not limited to: loss of computer privileges, restitution for necessary repairs, suspension, and/or recommendation for expulsion.

1. Students must keep their logins and passwords confidential.
2. The misuse of logins, passwords or the purposeful intent to bypass security filters will be addressed.

## **ARSON**

Michigan Safe School Legislation requires mandatory expulsion for students who commit arson in a school building or on school grounds.

## **AUTHORITY**

Sections 380.11a, 380.1311 and 380.1312 of the Michigan Revised School Code grant the Avondale Board of Education the authority to make reasonable rules and regulations regarding discipline, as well as to suspend and to expel students. Copies of this policy are available to the public at the Avondale School District's administration offices.

The Board of Education authorizes the administration to invoke and terminate suspensions, and to take other steps intended as disciplinary or corrective action, regarding cases of misconduct on school premises, including school vehicles or at school functions.

## **BOMB THREATS**

Making a bomb threat is prohibited and will result in suspension or expulsion and notification to the local fire chief and law enforcement agencies.

## **BUS MISCONDUCT**

Any student who commits an offence that violates the Avondale Academy or the Avondale School District's code of conduct will be subject to disciplinary action that may include suspension and/or loss of bus privileges.

## **CATEGORIES OF MISCONDUCT**

Student conduct is under the jurisdiction of all Avondale School employees at all times. The principal or assistant principal shall have the authority to decide which offenses of the students are considered serious offenses and will cause suspension from school and/or school sponsored events. The rules apply to any attempt to commit the prohibited behavior. The list of offenses is not considered to be all inclusive and other misconduct may also result in disciplinary action.

The administrator shall notify, or attempt to notify, the parent by phone or in person before the suspension action.

## **CRIMINAL ACTS**

The commission of including but not limited to arson or criminal sexual conduct, or participation in any act defined as a crime by state or federal law or by local ordinance is prohibited in school buildings, on school property, or at events otherwise school related.

Students committing such acts may be subject to suspension and/or expulsion and law enforcement agencies will be contacted.

## **DRUGS, NARCOTICS AND ALCOHOL**

Evidence of use, being under the influence, possession or delivery of alcohol, narcotics, prescription medications, stimulants, hallucinogens, depressants, marijuana, drug paraphernalia, or look alike will result in suspension from school, notification of parent by phone or letter, and notification of law enforcement agencies.

The superintendent shall be informed by a written report of any possession, use, or sale of drugs or look alike and subsequent action taken as a result of violation of this policy.

A. First Offense-Recommend suspension from school and/or expulsion from Avondale Schools.

B. Repeated offenses will be considered gross misconduct and handled accordingly

## **EXTORTION OR COERCION**

Obtaining money or property by violence or threat of violence or forcing someone to do something against

her/his will by force or threat shall result in parental notification, provision for restitution of property, suspension, and referral to law agencies

## **FALSE FIRE ALARMS, ABUSE OF FIRE, FIRE EXTINGUISHERS AND USE OF FIREWORKS/EXPLOSIVES, RELEASE OF PEPPER GAS OR USE OF OTHER SIMILAR DEVICES**

Turning on a false alarm is a criminal offense. Parents of any student committing this offense will be informed. The student will be referred to the local fire chief and/or suspended. Use of fireworks/explosives and malicious or mischievous use of fire extinguishers is prohibited.

The release of pepper gas or the possession or use of other similar devices will result in suspension or expulsion.

A. First Offense-Notification to parent and local fire chief and confiscation of fireworks, explosives, fire setting devices. Suspension and/or expulsion. Payment or restitution, if applicable.

B. Second Offense-Recommendation for expulsion.

## **FIGHTING**

Students involved in fighting with other students will be directed to the attention of a building administrator who will then take appropriate action.

Michigan Safe School Legislation provides for an out-of-school suspension of up to 180 school days for students involved in a fight.

If a student is bothering you, walk away and see an administrator or staff member immediately.

## **GAMBLING**

Playing games of chance for money or some other stake is not permitted.

Students violating this rule are to be referred to the building administrator's office for immediate action.

## **GANG RELATED BEHAVIOR**

Gang related behavior is not permitted, and depending upon the circumstances involved, may result in suspension and possible expulsion.

## **GROSS MISCONDUCT**

Persistent and repeated violation of any rules will be considered gross misconduct and will result in a petition filed in probate court and/or recommendation for long-term suspension or expulsion from school.

## **HARASSMENT**

Conduct that shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of his or her relatives, friends, or associates, and that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; or 2) has the purpose or effect of unreasonably interfering with an individual's performance; or 3) otherwise adversely affects an individual's opportunities.

### **A. Ethnic Intimidation**

Ethnic intimidation, including racial slurs, negative stereotyping, threatening or hostile acts, is not permitted and depending upon the circumstances involved, may result in suspension and possible expulsion.

### **B. Sexual Harassment**

Sexual Harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments Act of 1972 and the Michigan Elliot Larsen Civil Rights Act. It is the policy of the Avondale School district to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the District staff to harass a student through con-

duct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students, school employees, through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advance, request for sexual favors or other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
2. Submission to such conduct by an individual is used as the basis for academic decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual Harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Unwelcome touching.
4. Repeated remarks to a person with sexual or demeaning implication.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threat concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the District may use the District's complaint procedure or may complain directly to the building administrator, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated case against a staff member in the District shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Code of Conduct.

### **INAPPROPRIATE BEHAVIOR**

Students should conduct themselves with pride and respect throughout the school day. The only public display of affection should be holding hands.

### **INDECENCY**

Abusive, profane or vulgar language, gestures, dress, displays or graffiti including those of an intimidating or hostile nature with respect to race, sex, religion, color, creed, disability, sexual orientation, national origin or ancestry.

- A. Incidental type- not specifically directed toward another person or group. Notification of parents and up to three days suspension. Repeated offenses will be considered gross misconduct and handled accordingly.

- B. Directed type- use of vulgar acts, dress, obscenities, gestures, symbols or racial, religious or ethnic, slurs, displays or graffiti towards another person or group. Notification to parents and up to three days suspension. Repeated offenses will be considered gross misconduct and handled accordingly.

### **INTERNET ACCESS**

Students are allowed to use the Internet only during authorized and supervised times. Students are forbidden to enter areas of the Internet that are unethical and lack appropriate educational merit. Failure to abide by proper Internet use and going into unauthorized sections of the Internet will result in consequences consistent with those stated in the Acceptable Use Form, including, but not limited to loss of computer privileges, suspension, and/or recommendation for expulsion.

### **JURISDICTION**

This Avondale School Policy shall govern all students en route to and from school, participating in co-curricular activities, attending school-sponsored activities both on and off campus. Employees shall have the right in the event of an offense by student to admonish, reprimand, or to impose other disciplinary measures upon the offending student as are consistent with the Student Code of Conduct. The use of such corrective measures shall at all times be in keeping with nature of the offense and shall be used solely for the purpose of attempting to improve the personal conduct of the students.

### **LOITERING**

Loitering while in school, on school property, or at school sponsored event.

- A. First offense-Warning.
- B. Repeated Offenses-Notification to parent or guardian and disciplinary action as deemed advisable by the building administration. This may include suspension.

### **MISBEHAVIOR/INSUBORDINATION**

Insubordination and misbehavior including behavior or language which, in the judgment of the administration or staff, is considered to be obscene, disrespectful, vulgar and/or profane will not be tolerated. It is expected that all staff members will handle these problems immediately wherever this type of behavior occurs in the classroom, on school property, or at school sponsored activities.

The building administrator shall contact the student's parents and initiate appropriate action.

- A. First Offense-Notification of parent; up to three days suspension.
- B. Second Offense-Notification of parent; up to five days suspension.
- C. Repeated offenses will be considered gross misconduct and handled accordingly.

### **OFF CAMPUS CONDUCT**

Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of the Avondale School District. In addition, students' off-campus actions that have a direct and immediate effect on the general safety and welfare of students and staff may result in disciplinary action whether or not it is part of a school-sponsored event.

### **PHYSICAL ASSAULT AND/OR SEXUAL ASSAULT**

Physical assault and/or sexual assault by a student on another student or staff member will result in disciplinary action including, but not limited to suspension, referral to the Board of Education for expulsion, and/or referral to law enforcement agencies. The filing of a criminal complaint does not preclude the school district carrying out disciplinary measures. Michigan Safe School Legislation requires mandatory expulsion for students involved in criminal sexual conduct. Michigan Safe School

Legislation requires mandatory expulsion for students who commit a physical assault at school against an employee, volunteer, or contractor. "Physical Assault" means intentionally causing or attempting to cause

physical harm to another through force or violence. "At school" means in a classroom, on school premises, on a school bus or vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

### **PROVISIONS OF DUE PROCESS:**

In order to ensure fair and equal treatment in cases of misconduct, all students shall have the right to due process. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for hearing, and having the right to appeal any short-term suspension (between 8 and 10 school days), long-term suspension (more than 10 school days) or expulsion (permanent removal from school). There shall be no right of appeal of a short-term suspension between one (1) and seven (7) school days beyond the level of building principal, in cases where the initial disciplinary decision is made by an assistant principal, or the superintendent's designee where the principal was the suspending administrator or a witness against the student. Due process safeguards shall be implemented as follows:

1. Notification of Policy and Regulations: Students will be given a copy of this policy at the beginning of each school year and transfer students will also be given copies at the time of enrollment. A copy of this policy will also be posted on a prominent bulletin board in each school. Other rules and regulations concerning students may be announced and/or posted on school bulletin boards from time to time.
2. Notification of Charges: Before imposing disciplinary action involving suspension for any period of time, a student will be verbally informed of the nature of misconduct and of the nature of the disciplinary action being contemplated. Written notice will also be given to the student and his/her parents in accordance with the provisions of Section C below.
3. Notification to Parents:
  - (a) In the case where a student's misconduct presents a clear and present danger to the safety of persons or property, or disrupts the orderly operation of the school activities, the student may be immediately suspended. In these circumstances, the parent(s) of the student will be notified, by telephone and by written correspondence, as soon thereafter as is reasonably practical.
  - (b) In the case where an immediate suspension is not deemed necessary, but where it is determined by the principal that discipline should take the form of a suspension or expulsion, the parent(s) of the student will be notified by telephone, written correspondence, or by a personal visit from a member of the administrative staff prior to the suspension or expulsion. Written correspondence will follow a notice given by telephone or through a personal visit.
  - (c) It is understood that the parent(s) or guardian(s) shall be sent copies of the charges, and shall have the right to exercise all other rights of due process on behalf of the student when the student is a minor child.
4. Review of Short-Term (8 through 10 days) Suspensions:
  - (a) In all cases where a short-term suspension of between 8 and 10 school days has been imposed by a building administrator, the suspension may be reviewed by the building principal, should the student and parent(s) or guardian(s) request such review in writing within 24 hours of the short-term suspension decision. This review hearing shall be held within three (3) school days of the review request. Students requesting review of a short-term suspension shall remain out of school pending the review hearing, unless in the exclusive discretion of the building principal the student is permitted to remain in school pending the review hearing.
  - (b) The building principal is the final level of review or appeal on short-term suspension, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the review hearing shall be conducted by the Superintendent's designee, whose decision shall be final. Also, in such cases, the Superintendent's designee shall make the determination whether the student may remain in school pending the review hearing.
5. Formal Hearing Procedure: In all cases where expulsion (as previously defined) or long term suspen-

sion (as previously defined) is recommended by the principal, a formal hearing shall be held as described below

6. Procedure Prior to the Hearing:
  - (a) A written recommendation for the expulsion or long-term suspension of a student shall be initiated by the principal to the superintendent.
  - (b) The principal shall notify the student and parents by certified mail indicating the nature of the misconduct, the recommendation for suspension or expulsion, the date and time set for the hearing, and details of the hearing procedure.
  - (c) The hearing shall be conducted within seven (7) school days after the initial suspension.
  - (d) The student shall remain under temporary suspension pending the hearing and the School Board's decision.

### **PROCEDURE AT THE HEARING**

1. The superintendent shall appoint a hearing officer who shall preside at the hearing and render a written determination after hearing all the evidence presented. Such written opinion shall be the basis for the superintendent's recommendation to the Board of Education.
2. The hearing shall be an informal proceeding and formal rules of evidence or court procedures shall not be enforced.
3. The student or parents may be represented by an attorney or other adult adviser of their choosing.
4. Witnesses may be present at the hearing and may be questioned by all parties or their representatives.
5. There may be present at the hearing the principal, the School Districts attorney, and such additional resource persons as the superintendent deems essential to a fair and proper determination of the case. In case of minor students, parents or legal guardians will have the opportunity to be present.
6. The hearing officer shall hear all evidence and recommendations presented and shall render a written decision within three (3) school days after the hearing.

### **PROCEDURE AFTER THE HEARING AND APPEAL PROCEDURE**

1. Copies of the hearing officer's written decision shall be sent to all parties concerned.
2. If the hearing officer determines that a long term suspension or expulsion is not warranted, the student shall be immediately reinstated under such terms and conditions as the superintendent deems appropriate. Any time lost from school over ten (10) school days, pending the hearing and the hearing officer's decision, shall be expunged from the student's record.
3. If the hearing officer determines that a long term suspension or expulsion is warranted, including the recommendation of Virtual School (STW), the superintendent shall present the hearing officer's decision to the Board of Education for consideration within thirty (30) days.
4. The student and his/her parent will be notified of the time and place the Board will be meeting to consider the hearing officer's decision.
5. If the student or his/her parents, acting on his/her behalf, wish to appeal the hearing officer's decision, they may do so by appearing at the Board meeting and presenting any new information, mitigating circumstances, or arguments that have a bearing on the matter of the student's long term suspension or expulsion.

### **PROVISION FOR REVIEW OF THE STUDENT CODE OF CONDUCT POLICY**

Review of this Policy shall be made by a committee composed of representatives of the secondary schools, the elementary schools, parents and students. The committee's recommendation shall be made to the superintendent.

## **RESPONSIBILITIES OF STUDENTS**

Students are citizens in a specialized situation. Specifically, they attend a school whose function and responsibility is to educate large numbers of people. Because of this special situation, the courts generally uphold the authority of the school to regulate behavior of the students.

Responsibilities become the foundation upon which individual rights become meaningful and effective. If one were to enumerate the various responsibilities incumbent upon students, the list would be endless. However, within the school setting and in society, there are responsibilities of such vital significance that not to identify them would certainly be negligent.

Each student has the responsibility to:

1. Respect the human dignity and worth of every other individual and refrain from language and/or behavior that is insulting on the basis of race, religion, sex, economic status, national origin, age, handicap, etc.
2. Be informed of and follow reasonable rules and regulations established by the Board of Education and implemented by school staff for the welfare and safety of students.
3. Study willingly and maintain the best possible level of academic achievement.
4. Must be present and be on time in the regular school program.
5. Not make false charges, slanderous remarks, or use obscenity in verbal or written expression, and observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner that meets reasonable standards of appropriateness, health, cleanliness, and safety.
7. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner while on school grounds.
9. Continue or become actively involved in one's education, understanding of people, and preparation for adult life.
10. Report inappropriate or illegal behavior to the proper authorities.

## **SEARCH AND SEIZURE**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no students be searched without individualized, reasonable suspicion.

The Board acknowledges the need for in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other individuals. However, this shall not carry with it an expectation of privacy as to prevent examination by a school official. The board permits school principals to conduct periodic general inspection of lockers and desks for any reason at any time without notice, without student consent and without a search warrant.

School officials are charged with the responsibility of safeguarding the safety and well-being of students in their care. To discharge that responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have individualized, and reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules. Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. The principal

shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student

## **SMOKING POLICY/USE/POSSESSION OF TOBACCO PRODUCTS**

When a student is discovered to be in possession of or using tobacco in any area of the school property, whether during the school day or during after school activities, the student will be subject to disciplinary action. Possession of tobacco on school property or within sight of school property shall be deemed as "being in physical possession" and shall be considered as contrary to State law and indicative of its planned use on school property. Use of tobacco shall be considered as the act of smoking or chewing and may be evidence of smoke, even though the student is not at the time in possession of tobacco in any form (Avondale School District Board of Education Policy #5512).

The Avondale School Board of Education policy has established the school properties and in sight of Avondale High School, a smoke free zone at all times. Student use or possession of tobacco or look alike is strictly prohibited on school property. Possession by a minor is in violation of state statute.

- A. First Offense-Notification of parent and/or law officials and up to a three day suspension.
- B. Second Offense-Hearing with building administrator, appropriate personnel, and notification to parent and/or law officials and up to five day suspension.
- C. Third Offense-considered gross misconduct and will be handled accordingly.

## **THEFT AND/OR POSSESSION OF STOLEN PROPERTY**

Theft is a criminal act. A student responsible for an act of theft will be suspended. The student or parent may be held responsible for full restitution for loss of property. All incidents will be reported to law enforcement agencies for further action. Depending on the severity of the offence, students may be recommended for expulsion.

## **THREATS AND INTIMIDATION**

Written or verbal threats and/or intimidation of students or staff will not be tolerated.

Consequences are dependent upon the circumstances involved and suspension or possible expulsion may result.

## **TRESPASSING**

Any individual without proper authority to be on school property, or having been forbidden to do so by school personnel, will be considered in the act of criminal trespass. All individuals will be reported to and prosecuted by the law enforcement agencies.

## **VANDALISM**

A student responsible for acts of willful destruction of property shall be suspended or expelled from school. The student or parent will be held financially responsible for damages. Incidents may be reported to law enforcement agencies for further action.

## **VIDEO CAMERAS/CAMERAS**

These are not permitted in the school unless permission has been granted from Administration.

## **VERBAL ALTERCATIONS**

These include any and all verbal outburst directed towards another person, student or Avondale staff member, inside the an Avondale facility including but not limited to: classrooms, cafeteria, bus, hallways, gym, restrooms, and media center. Depending upon the severity of the offense a student may be suspended up to 10 school days.

## **WEAPONS**

Possession of dangerous or other weapons as defined herein by a student on school property, at school related events, or while a student is en-route to or from school is strictly prohibited. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will, or is designed to, or may

readily be converted to expel a projectile by the action of an explosive, air; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, dirk, stiletto, knife with a blade over three(3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC & 921.

The term "weapon" shall mean any object or instrument with the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering.

The term "weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.

Michigan Safe School Legislation requires a mandatory expulsion for students who possess a dangerous weapon or a look-a-like weapon in a weapon free school zone.

"Weapon Free School Zone" means school property or on a school bus or vehicle.

## **TRANSPORTATION, VEHICLES, AND DRIVING**

### **SCHOOL BUSES**

The driver of a bus has a great responsibility. Students should remember that the bus regulations are made in the interest of safety. District transportation is a privilege.

A mistake by the driver might mean the serious injury or death of the students on the bus.

1. The driver is in full charge of the bus and the pupils.
2. Obey the driver and follow all rules!
3. Take a seat in the bus and remain in that seat until it is time to get off the bus.
4. In general, the first ones on the bus should take rear seats or as directed by the driver.
5. Remain seated at all times while the bus is moving.
6. Keep arms and head inside the windows.
7. Unnecessary conversation with the driver is dangerous.
8. No beverages, food, or smoking is allowed on the bus.
9. The driver has the right to assign pupils to certain seats if necessary.
10. Students must ride the bus that has been assigned to them. Any exceptions must be approved by the principal.
11. The pupils must be on time at the bus stop. The bus driver cannot wait any length of time for those who are tardy.
12. All students attending or participating in a school activity off-campus must ride a bus to the activity and return by the same bus.

Any violation of the rules by a student will result in action, from warnings and/or suspensions, to removal of a student's right to ride the bus.

### **STUDENT VEHICLES**

Students sixteen (16) years or older, who possess a valid driver's license, may drive to school with a parent's permission. Driving privileges may be revoked by the school if a student's use of a car appears detrimental to the safety of others and inhibits the academic progress of self or others. The following regulations are to be adhered to at all times:

1. All vehicles must be registered with the Academy authorities.
2. All vehicles must be parked in the student parking area at the Academy.

3. When students arrive, they are to park their vehicles and lock them. They are not to enter or drive them until the end of the school day except with permission from school authorities.
4. Students who have been granted permission to drive are to be in school on time. Consistent tardiness will cause their driving status to be reviewed with the possibility of revoking the driving privilege.
5. Smoking is not permitted in vehicles on school property.
6. Unnecessary driving around the parking lot is not permitted. Careless and reckless driving is prohibited.
7. Unregistered and unauthorized vehicles will be towed away at the owner's expense.
8. Upon purchase of new license plates, vehicles must be registered immediately in the office.
9. It is expected that when one drives, one uses caution, courtesy, and safety. One shall obey all laws and regulations.
10. Cars are not to interfere with the buses at any time. Violation of this rule will require a parental conference and a report filed with the police department before the car is driven to school again.
11. Students are not to be in the parking lot or driving their vehicles during the lunch.
12. The school reserves the right to search any vehicle parked on the school grounds when probable cause is established.

In the event of an infraction of the above rules, the student will be subject to disciplinary action. Repeated infractions will result in suspension and loss of the privilege of driving to school for the remainder of the school year.

1st Semester