ATLANTA COMMUNITY SCHOOLS

2020-2021
Student Handbook

Together, the family, school, and community will provide students the necessary resources in a safe, encouraging environment that supports innovative educational opportunities.

ATLANTA COMMUNITY SCHOOLS

2020-2021 School Calendar

Student School Day – 8:00 am to 2:50 pm **Teacher School Day – 7:40 am to 2:55 pm**

August	25	Tuesday	Professional Development – No School for Students
August	26	Wednesday	Professional Development– No School for Students
September	**8**	**Tuesday**	**First Day for Students**
October	29	Thursday	Early Release (12:45 pm) Parent/Teacher Conf. (1:00-4:00 / 5:00-7:00 pm)
October	30	Friday	Early Release (12:45 pm)
November	**6**	**Friday**	**End of First Marking Period**
November	25	Wednesday	Thanksgiving Break – No School
November	26	Thursday	Thanksgiving– No School
November	27	Friday	Thanksgiving Break – No School
December	23	Wednesday	Christmas Break Begins – No School
January	4	Monday	School Resumes
January	22	Friday	Early Release (12:45 pm)
January	**22**	**Friday**	**End of Second Marking Period** *(End of First Semester)*
February	25	Thursday	Early Release (12:45 pm) Parent/Teacher Conf. (1:00-4:00 / 5:00-7:00 pm)
February	26	Friday	Early Release (12:45 pm)
March	**26**	**Friday**	**End of Third Marking Period**
March	29	Monday	Spring Break Begins – No School
April	5	Monday	School Resumes
May	31	Monday	Memorial Day – No School
June	9	Wednesday	Last Day for Students – Early Release (12:45 pm)
June	**9**	**Wednesday**	**End of Fourth Marking Period** *(End of Second Semester)*

	Student Days	**Teacher Days**	
August	0	2	**First Marking Period**
September	17	17	44 days
October	22	22	
November	18	18	**Second Marking Period**
December	16	16	44 days
January	20	20	
February	20	20	**Third Marking Period**
March	20	20	45 days
April	20	20	
May	20	20	**Fourth Marking Period**
June	7	7	47 days
Total	**180**	**182 + additional PD required throughout the year**	

Student Handbook

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ATLANTA COMMUNITY SCHOOLS

Welcome to the Atlanta Community Schools. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Carl Seiter, Superintendent

Jodi Reeves, Administrative Assistant

Tawny Hisscock, Principal/Title I/At Risk/Special Education

Melissa Cumper, School Secretary

Jill Olsen, Business Manager

Caryn Herrick, Accountant

Rochelle Thornberg, Transportation

Randy Mullard, Facilities Director & Athletic Director

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact your Superintendent or Administrative Assistant, or access the document on the District's website: www.atlantaschools.us by clicking on "Board Policy" and finding the specific policy or administrative guideline in the Table of Contents for that section.

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FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of printing. If any of the

policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

Together, the family, school, and community will provide students the necessary resources in a safe, encouraging environment that supports innovative educational opportunities.

EQUAL EDUCATIONAL OPPORTUNITY

The Board of education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

The Board also does not discriminate in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities are available to all students, without regard to race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, ancestry, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Carl Seiter, Superintendent
Tawny Hisscock, Principal
989-785-4877

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENTS RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, as a Title I school, Atlanta Community Schools is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.
If you have questions, please feel free to contact me at cseiter@atlantaschools.us.

PARENT INVOLVEMENT

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 in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

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

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

B. Effective Communication

- Provide information to families to support the proper health, safety, and well-being of their children;
- Provide information to families about school policies, procedures, programs, and activities; 1, 2
- Promote regular and open communication between school personnel and student' family members;
- Communicate with families in a format and language that is understandable, to the extent practicable; Provide families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; 1, 2
- Prepare families to be involved in meaningful discussions and meetings with school staff. 1, 2

C. Volunteer Opportunities

- Provide volunteer opportunities for families to support their children's school activities; 2
- Support other needs such as transportation and childcare, to enable families to participate in school-sponsored family involvement events. 2

D. Learning at Home

- Offer training and resources to help families learn strategies and skills to support at-home learning and success in school; 1, 2
- Work with families to establish learning goals and help their children accomplish these goals;
- Help families to provide a school and home environment that encourages learning and extends learning at home. 1

E. Involving Families in Decision Making and Advocacy

- Involve families as partners in the process of school review and continuous improvement planning; 2
- Involve families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. 1, 2

F. Collaborating with the Community

- Build constructive partnerships and connecting families with community-based programs and other community resources; 1, 2
- Coordinate and integrate family involvement programs and activities with District initiatives and community-based programs that encourage and support families; participation in their children's education, growth and development.

Implementation

The Superintendent will provide 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 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 effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement Policy and to improve the effectiveness of the District Plan.

1Indicates IDEA 2004 Section 650 & 644 parent involvement requirements
2Indicates Title I Section 1118 parent involvement requirements

Atlanta Huskies
School – Parent Compact

Atlanta Community Schools and parents of the students participating in activities, services, and programs funded by Title I, part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the 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 that will help children achieve the State of Michigan's high standards.

<u>School Responsibilities</u>
Atlanta Community Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards.
    a. All students will participate in curriculum which is driven by the Common Core State Standards and the Michigan academic standards for each of the specific subject areas. Students will be supported in a learning environment that provides multiple levels of instruction and considers a variety of learning styles.
    b. The district will employ highly qualified staff who will dedicate themselves to the improvement of academic achievement for all students.
2. Hold parent-teacher conferences each semester (October and February).
3. Provide parents with frequent reports on their children's progress.
    a. Student progress will be reported to parents every nine weeks with report cards.
    b. Progress reports will be sent home with students at the midpoint of each marking period.
    c. Academic progress may be checked at any time through Skyward Family and Student Access.
4. Provide parents reasonable access to staff.
    a. Staff will be available to parents during parent-teacher conferences.
    b. Staff may be contacted by phone and email.
    c. Parents may contact the school to make an appointment to meet with a staff member during his/her daily preparation period.
5. Provide parents opportunities to volunteer at school or in the classroom.
    a. Parents are encouraged to chaperone field trips, assist with classroom parties and special events, and participate in student support organizations such as Parent Teacher Student Organization (PTSO).
    b. Parents need to contact teachers to arrange times for classroom visits.

Parent Responsibilities

Parents and guardians will support their children's learning in the following ways:

1. Monitor their student's attendance.
    a. Following the district's attendance policy as written in the Atlanta Community Schools Student / Parent Handbook.
    b. Ensuring that their child arrives to school on time and stays until the last bell rings.
2. Make sure that homework is completed and turned in on time.
3. Promote positive use of time outside of school hours.
    a. Monitoring the amount of time that the student watches television.
    b. Monitoring the use of cell phones and electronic media.
4. Volunteer at school or in their child's classroom.
    a. Serving, to the extent possible, on committees such as the School Improvement Team, PTSO, Band Boosters, and Sports Boosters.
    b. Chaperoning field trips and helping with classroom parties and special events, when possible.
5. Stay informed about their child's education and communicating with the school by promptly reading all notices from the school and responding as appropriate.
    a. Attending parent-teacher conferences.
    b. Signing and returning Friday Folders sent home with K – 5th grade students.
    c. Signing and returning progress reports that are sent home at the midpoint of each marking period (6th – 12th grade students).
    d. Responding to phone calls and emails as needed.

Student Responsibilities

Students will share the responsibility to improve their academic achievement by:

1. Attending school regularly and being on time.
2. Completing class assignments and turning them in by the due date.
3. Asking for help when needed.
4. Following the "Rules of the Pack" for each area of the school.
    a. **P**ride
    b. **A**ccountability
    c. **C**ooperation
    d. **K**indness
5. Reading or studying at least 30 minutes every day outside of school time.

SCHOOL DAY

Morning Arrival/Starting Time

- 8:00 a.m. School begins
- Students are asked not to arrive prior to 7:40 a.m., as there is no supervision prior to that time.
- Breakfast is served from 7:40 a.m. to 8:00 a.m. The time will be adjusted for late arriving buses.
- Elementary buses unload by elementary gym. Elementary students being dropped off by parent/guardian are to be dropped off at the elementary gym door and report directly to the cafeteria.
- Junior/Senior high buses unload in the front of the building. Junior/Senior high students being dropped off by parent/guardian are to be dropped in the front of the building. All students are to report directly to the cafeteria.

Dismissal

- Students are dismissed at 2:50 p.m. each day.
- Buses will load to take students home in front of the school, K-5 students will exit from the main office doors and 6-12 can use either the door outside of the superintendent's office or the front high school door (where they enter in the morning).
- Junior/Senior high students who are picked up from school are to use the east end doors unless they have a K-5 sibling who is being picked up at the elementary gym entrance. Parents who wish to pick up their children are asked to park in the elementary gym parking lot on the west side of the school. K-5 students that do not ride the bus will remain inside the elementary gym lobby with a teacher and must be signed out. If someone other than yourself is picking up your student, they must be listed as an emergency contact on our records.
- Parents MUST stop at the office to sign out their child(ren) if they are picking them up early. All request for early dismissal must be made prior to 2:30 p.m.
- Parents will only be allowed to go to the classroom if they have permission from the administration.
- Requests for students to leave early may be made in writing or in person by the parent or guardian.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teacher directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.
Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, notification must be made to the school by parent or legal guardian. This also applies to adult students (age 18 or older) who are enrolled in Atlanta Community Schools.

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the School Office.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after seven (7) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

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

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School secretaries will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Students are not allowed to drop any subject or change classes, including elementary, without permission from the principal. This must be done by the first Friday of each semester. Schedules will be changed only for the following reasons:

A. Health of the student
B. To meet college entrance requirements
C. To take a required subject
D. To change from a non-academic class to an academic class

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

Full Time Student
To be a full time student Elementary students (K-5) must be scheduled for 6 core classes and Secondary (6-12) scheduled for 5 high school credit courses.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without written permission signed by the custodial parent(s) or guardian(s).

Atlanta Community Schools has a closed campus and students must remain in the school building, unless supervised by staff, throughout the school day, **including lunch**. Students who must leave campus during the school day are required to sign out at the office. **Students cannot sign out to leave and return unless approved by the principal**. Transportation home must be provided or approved by a parent or a person delegated by a parent. Students who leave without signing out in the office will be considered skipping, which will result in disciplinary action.

TRANSFER OUT OF THE DISTRICT

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school under Michigan law 380.1561.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

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

Elementary Grades K to 5

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary Grades 6 to 12

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student (elementary or secondary) who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Superintendent at 989-785-4877 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

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

instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the principal to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

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

Directory information includes:

A student's name; address; telephone number; e-mail address; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if member of an athletic team; height if member of an athletic team; weight, if member of an athletic team which requires disclosure to participate; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers of inclusion in school or PTSO directories; school photographs or videos of students participating in school activities, events or programs.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.
Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the School Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent

or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

A. political affiliations or beliefs of the student or his/her parents;

B. mental or psychological problems of the student or his/her family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents;

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

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

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

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

STUDENT FEES, FINES, AND SUPPLIES

Atlanta Community Schools may charge specific fees for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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

teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)
Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Any unpaid fines could result in not walking at graduation.

STUDENT FUND-RAISING

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

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

The principal must approve all fund-raisers.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Administrative Assistant.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of:

Grades K-5	**Grades 6-12**	**Adults**
Free Breakfast	Free Breakfast	1.92 Breakfast
$0.40 for Reduced Lunch	$0.40 for Reduced Lunch	3.77 Lunch
2.60 for Full Pay Lunch	2.95 for Full Pay Lunch	
.55 for Milk	.55 for Milk	

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Administrative Assistant or Food Service Personnel.

Ala carte items are available for purchase and cannot be charged. If a student has a prior year balance they may not purchase Ala carte items until the previous year's balance is paid in full. Students may also bring their own lunch to school to be eaten in the school's cafeteria. For more information please see the Meal Charging Policy and Bad Debt Policy.

Charging will not be allowed. Payment is due at the time of purchases. Prepay is highly encouraged and can be mailed to Atlanta Community Schools, 10500 County Road 489, Atlanta, MI 49709 or paid in the Central Office. The Board wants every student to have a healthy lunch so an alternative lunch will be available to any student who may have forgotten their lunch or money.

No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Superintendent.

EVACUATION, FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous siren, voice announcement and flashing lights.

Tornado drills will be conducted during tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of intermittent siren and or voice announcement.

Lock down drills in which the students are restricted to the interior of the school building with the building secured will occur a minimum of two (2) times each school year. The alarm system for a

school lock down is different from the alarm system for fires and tornadoes and consists of voice announcement.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will send a message to parents through school messenger, facebook and notify the following television stations:

- WWTV Channel 9/10 Cadillac
- WTOM Channel 7/4 Traverse City

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board office upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

Parents that bring their students into the building in the morning are considered visitors for the purpose of this policy.

Students may not bring visitors to school without prior written permission from the principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the front of the school office. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.
Students may possess a cell phone or other electronic devices in school for use before and after school as well as class breaks including lunch. If a student is caught using a cell phone or other electronic device during prohibited times, this includes in the hallway during class time, the following actions will be taken.

- **First Offense:** Student's phone is confiscated and returned to the student at the end of the day after the student speaks with the principal or designee.
- **Second Offense:** Student's phone is confiscated and returned only to the parent/guardian. Students must also go to the Restorative Practice (RP) room during lunch to write a plan.
- **Consecutive Offenses:** Student's phone is confiscated and will be returned to the parent/guardian on the next school day. Student may also face additional consequences under the disciplinary measures in this code of conduct.

If a student refuses to give his/her phone to a staff member upon request, he/she will be considered insubordinate and face consequences in addition to those given for improper cell phone use. If a student lends their phone to another student, and that phone is used improperly, the phone will still be confiscated and the student using the phone will face the consequences.

Atlanta Community Schools is not responsible for any lost or stolen electronic devices and will not investigate any report of loss or theft.

ADVERTISING OUTSIDE ACTIVITIES

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

SECTION II - ACADEMICS
COURSE OFFERINGS
ATLANTA COMMUNITY SCHOOLS
6th – 12th Grade Schedule
SY 2020– 2021 / 1st Semester

Teacher	1st Hour 8:00 - 8:30 (30 min)	2nd Hour 8:34 - 9:29 (55 min)	3rd Hour 9:33 - 10:28 (55 min)	4th Hour 10:32 - 11:26 (54 min)	JH Lunch 11:26 - 11:56	JH 5th Hour 12:00 - 12:54 (54 min)	5th HS Hour 11:30 - 12:24 (54 min)	HS Lunch 12:24 - 12:54		6th Hour 12:58 - 1:52 (54 min)	7th Hour 1:56 - 2:50 (54 min)
Colbert, J. HS253	Howl (7) SEL	English (7)	English (6)	**Prep**	Lunch	Elective (7-8)				History (7)	History (6)
Cumper, A. HS258	**Prep**	Science (8)	Geometry (10-11)	Algebra I (8-9)			Senior Math (12)	Lunch		Science (6)	Algebra II (10-11) Algebra I Support
Eising, M. HS252	**Prep**	**K-5**	German I (9)	German Intro			**K-5**	Lunch		VHS Credit Recovery (10-12)	German II (10)
Freel, C. HS	Howl (9-12)	Math (6)	Math (7)	Remedial Math (8)	Lunch	Remedial Math (6)				**Prep**	Pre-Algebra (8)
House, V. HS251	Howl (6) SEL	Co-Teach English 9	RR	Co-Teach Alg. I	Lunch	RR				RR	**Prep**
Mayville, K. HS256	Howl (8) SEL	English (9)	**Prep**	English/ Health (10)			English (11)	Lunch		Eng/Health (8)	English (12)
Mayville, R. HS281	Howl (9-12)	Biology (10)	Forensic Science (11,12)	Chemistry (11-12)			Envir. Sci. (9)	Lunch		**Prep**	Science (7)
Barnby, J. HS230	**Prep**	**K-5**	**K-5**	Band (6)	Lunch	JH Band (7-8)				HS Band	**K-5**
Hardies, M. HS278	Howl (9-12)	W. History (11)	History (8)	**Prep**			Civics/Econ (10)	Lunch		History Elective (9-12)	US History (9)
Hisscock, T.	Voc Ed	Voc Ed	Voc Ed	Voc Ed			Voc Ed			Voc Ed	Voc Ed
		Ind. Study VHS (12)	**Ind. Study VHS (12)**								

Draft 8/21/2020

Elementary Schedule
2020/2021

	8:00-8:30 am	8:34-9:29 am	9:33-10:28 am		Lunch		11:30-12:24pm		
Kinder-garten D. Kramer	Breakfast/ SEL	**Music (M)** DRI (T,W,Th,F)	**Music (W,F)** Math (M,Tu,Th)		10:30-11:00	11:00-11:30 Reading (M-F)	**Comp/Lib (T,Th)** Science/SS	12:30 -2:45 Stations One to one reading Writing Imagine Math Sm. Group Instr.	
1st Grade C. Keeton	Breakfast/ SEL	**Music (Th) Comp/Lib (W,F)** DRI (M,Tu)	**Music (T)** DRI (W,Th,F)	Social Studies/ Science			11:30-12:24pm **Comp/Lib (M)** Writing	Reading	Math
2nd Grade K. Jones	Breakfast/ SEL	**Music (T)** DRI M-W-Th-F	**Music (M,Th)** Tu-W-F Math	10:30-11:00 Imagine Math			11:30-12:24pm **Comp/Lib (W,F)** M-Tu-Th Math	12:30 - 2:00 Reading Small Group Phonics Writing	2:00-2:30 Science/SS 2:30-2:45 Recess
3rd Grade H. Villeneuve	Breakfast/ SEL	**Music (W,F)** **Comp/Lib (M,T,Th)**	9:30-10:30 Reading/ Sm Group	10:30-11:00 DRI	11:00-11:30		11:35-12:45 DRI/Word Work/ Writing	12:50-2:00 Math	2:00-2:45 Science/ Social Studies
4th/5th Grade L. Byrne	Breakfast/ SEL	8:34-9:29 Reading	9:33-10:28 Word Work/Writing	10:30-11:30 DRI	11:30-12:00		12:05-1:00pm 4th Gr. Math 5th Gr. Sci./SS	1:00-1:55pm 5th Gr. Math 4th Gr. Sci./SS	**1:56-2:50 pm** **Band (M-F)**

FIELD TRIPS

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

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

100-93	**A 4.000**	**82-80**	**B- 2.700**	**69-67**	**D+ 1.300**
92-90	**A- 3.700**	**79-77**	**C+ 2.300**	**66-63**	**D 1.000**
89-87	**B+ 3.300**	**76-73**	**C 2.000**	**62-60**	**D- .700**
86-83	**B 3.000**	**72-70**	**C- 1.700**	**59**	**E .000**

E or NC = No Credit

I = Incomplete

P or CR = Acceptable achievement

Progress Report and Report Card

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

Progress reports will be given to students halfway through each marking period. Progress reports are to be signed by parents/guardians and returned to teacher. Parents/guardians may notify teachers via email, phone call, text or in person that they received the progress report. If a parent/guardian would like to keep a copy of the report, they may request an additional copy.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School

Criteria set forth under Michigan's Read by Third Grade Law will be used to determine promotion from the Third to Fourth Grade levels. Promotion for all other grade levels will be based on the classroom performance and assessment data.

High School

A student's progress toward graduation and receiving a diploma is determined by completing all requirements of the Michigan Merit Curriculum (MMC) and district requirements. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or a personal curriculum. It is the student's responsibility to keep in contact with his/her academic advisor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the school office and an academic advisor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

Freshman = 0 to 6 Credits

Sophomore = 7 Credits to 12 Credits

Junior = 13 Credits to 18 Credits

Senior = 19 or more Credits

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, all students will need to meet the school requirements of the Michigan Merit Curriculum (MMC) and earn the total number of minimum credits. These requirements can only be modified through a personal curriculum. For information on different ways to earn credit or modify the Michigan Merit Curriculum, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at www.atlantaschools.us or in the Central Office.
Specific course requirements are:

ENGLISH LANGUAGE ARTS - 4 CREDITS
English 9
English 10
English 11
English 12

MATHEMATICS – 4 CREDITS
Algebra I

Algebra II (2 semesters of Algebra II 1 year or 4 semesters of Algebra II 2 year)
Geometry
Plus one additional credit in senior year *(may be a Dual Enrollment course if eligibility requirements are met)*

SCIENCE – 3 CREDITS
Biology
Chemistry
Plus one additional credit

SOCIAL STUDIES – 3 CREDITS
Civics
Economics
US History & Geography
World History & Geography

PHYSICAL AND HEALTH EDUCATION – 1 CREDIT
PE/Health
(may be earned through participation in 2 years of marching band or 1 varsity sports) or (may be modified as part of a personal curriculum only if the modification requires the pupil to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English. This additional credit must be in addition to the number of those credits otherwise required.)

FOREIGN LANGUAGE – 2 CREDITS

ONLINE EXPERIENCE

PERFORMING/VISUAL ARTS – 1 CREDIT

ELECTIVES - 6 CREDITS

COMMUNITY SERVICE HOURS

5 Hours per semester that student is enrolled at Atlanta Community Schools

Note:
Transfer students may receive special permission from the administration to vary the above academic requirements if the previous school obligated the student to meet other requirements.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

1. Students in grades 9 – 12 may take up to ten (10) postsecondary courses.
    a. Students who begin classes during 9th grade are limited to two (2) classes each year during 9th, 10th, and 11th grades and four (4) classes during 12th grade.

b. Students who begin classes during 10th grade are limited to two (2) classes during 10th grade and four (4) classes each year during 11th and 12th grade.

c. Students who begin classes during 11th or 12th grade are limited to six (6) classes during either year with a maximum of ten (10) classes total.

2. College courses that are **not eligible** for dual enrollment include: a hobby, craft, or recreational course; a course in the subject areas of physical education, theology, divinity, or religious education; any course less than 100-level.

3. Students must have a qualifying score on Placement Test (MME/M-Step, PSAT, SAT, ACCUPLACER, and/or COMPASS) to take a dual enrollment course.

4. If you are interested in dual enrollment, you must first apply for admission to the college of your choice. The two colleges that Atlanta students typically apply to are Alpena Community College (www.alpenacc.edu) and Kirtland Community College (www.kirtland.edu). Current course schedules can be found on these websites.

5. After receiving confirmation that you have been admitted to the college, you must complete a dual enrollment form. This form is available in the high school office and must be completed for each semester in which you want to take a course.

6. When you complete the dual enrollment form, indicate if the course is for high school or postsecondary credit or both. Courses taken for high school credit will count toward the student's high school GPA and graduation requirements.

7. Atlanta Community Schools **does not** supervise college courses. It is very important that the student understands the importance of attending classes, completing assignments, and preparing for tests/exams. You must follow the college schedule even if Atlanta does not have school on the day of your dual enrollment class. If you are having trouble in a college course, it is the student's responsibility to contact the instructor.

8. Atlanta Community Schools only receives your final course grade. This grade will be added to your transcript and calculated into your GPA if you have chosen for high school credit only or both high school and college credit. This grade will be reviewed at the semester eligibility check for athletes.

9. **If a student fails a dual enrollment course or withdraws from a course after the college's official add/drop date, the student will be required to reimburse the school for any nonrefundable fees that were paid by the district.**

10. Atlanta Community Schools will pay tuition, textbook and materials, and fees in accordance with the Postsecondary Enrollment Options Act. ACS will not pay transportation costs. Based on the statewide pupil-weighted average foundation allowance. Any cost for a course exceeding this amount must be paid by the student and parent/guardian.

    If you have any questions about dual enrollment, please contact Michele Eising at 785 – 4842 ext. 2292.

    Both the student and parent/guardian must sign the Dual Enrollment form each semester prior to a student being enrolled in a dual enrollment course.

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. **Definitions**

1. **On-Line Learning -** Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

2. **Blended Learning -** A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities will be initiated by the staff and coordinated by the Superintendent.

Honor Roll(s)

All students who maintain all A's (A or A-) will be placed on the A Honor Roll for Term 1, Semester 1, Term 3, and Semester 2.

All students who maintain a "B" (3.000) average with no more than one "C" (2.000) will be placed on the B Honor Roll for Term 1, Semester 1, Term 3, and Semester 2.

Honors Program:

There are four levels of honor for graduation (GPA is calculated at end of senior year).

1. **Honor Guards**
   Juniors shall maintain at least a **GPA of 3.25** to stand in honor for the graduating seniors.

2. **Graduation with Distinction.**
   Seniors graduating with **Distinction** shall maintain a **GPA of 3.000 to 3.249.** Seniors graduating with **Distinction** will receive a green honor cord distinguishing this achievement.
3. **Graduation with Honor.**
   Seniors graduating with **Honor** shall maintain **at least a GPA of 3.25. (This GPA matches the National Honor Society's membership requirement.)**
   Seniors graduating with **Honor** will receive both a white and a green honor cord distinguishing that they have achieved academic excellence.

4. **Graduation with High Honors.**
   Seniors graduating with **High Honors** shall maintain **at least a GPA of 3.75** and shall have completed all MME curriculum requirements.

   Seniors graduating with **High Honor** will receive three honor cords, a green, a white and a gold, distinguishing that they have achieved outstanding academic excellence.

   The Valedictorian:
   The Valedictorian shall be the student who graduates with the highest GPA (to three decimal places) with at least two years attendance in Atlanta Community schools or any student who maintains a 4.0 grade point.

   The Salutatorian:
   The Salutatorian shall be the student who graduates with the second highest GPA (to three decimal places) with at least two years attendance in Atlanta Community schools.

   The class rank computed at the end of the first semester of the senior year will be used for honor awards including the valedictorian and salutatorian. Final class rank will be determined at the end of the second semester of the senior year. Class rank is computed based on semester marks earned in grades 9-12. Credits earned from other educational institutions will not count towards graduation requirements at Atlanta Community Schools unless approved by the principal upon enrollment to the district. Dual enrollment classes that are taken for high school credit will count towards a student's GPA and graduation requirements. Students must indicate if dual enrollment classes will be used as high school credit at the time of enrollment.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

When a student is absent, they will have two days to make up the work they missed. Students are responsible for getting their work when absent. Homework turned in late will be subject to a 25% reduction in points. Work more than five (5) day overdue will not be accepted without prior permission from teacher. Teachers will review their homework policy with students.

COMPUTER TECHNOLOGY AND NETWORKS

"Due to the nature of technology and how rapidly it changes, the district reserves the right to amend this policy at any time"

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the **Atlanta Community Schools Handbook compliance form. Use of district technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, internet connection and online educational service/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.**

Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board of Education's standards.

This guideline also governs students' use of their personal communication devices (see definition Bylaw 0100) when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology Resources.

A. All use of District Technology Resources must be consistent with the educational mission and goals of the District.

B. Students may only access and use District Technology Resources by using their assigned account. Use of another person's account/e-mail address is prohibited. Students may not allow other users to utilize their account/email address and should not share their password with other users. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.

C. No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e- mail messages is considered theft. Any attempts to gain access to unauthorized resources or information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network.

D. Students may not intentionally disable any security features used on District Technology Resources.

E. Students may not use District Technology Resources or their personal communication devices to engage in vandalism, "hacking", or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).

    1. Slander and libel - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.

    2. Students shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline.

Such actions will be reported to local law enforcement and child services as required by law.

3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of District Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited.

   Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated.

   Students may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Technology Resources.

   Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Technology Director if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

4. Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.

5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Technology Director, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer- to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

G. District Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying. This provision shall not limit the use of District Technology Resources for the purpose of communicating with elected representatives or expressing views on political issues.

H. Use of District Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. [Bill Belsey (http//www.cyberbullying.org)] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, voting booths.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;

4. posting misleading or fake photographs of students on websites.

I. Students are expected to abide by the following generally-accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing District Technology Resources.

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" on-line without parent approval and participation.

8. Check e-mail frequently and delete e-mail promptly.

9. Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by an administrator.

J. Downloading of files onto school-owned equipment or contracted online educational services is prohibited, without prior approval from the principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects District Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs to make the District Technology Resources once again fully operational.

K. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

L. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may only use their school- assigned

accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.

N. Privacy in communication over the Internet and through the District's computer network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access monitor, review, and inspect any directories, files and/or messages residing on or sent using its Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Users have no right or expectation to privacy when using the District Technology Resources. The Board reserves the right to access and inspect any facet of its Technology Resources, including, but not limited to, computers, laptops, tablets, and other devices, networks or Internet connections, online educational services, or apps, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of District Technology Resources constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Technology Resources and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

   The following notice will be included as part of the computer log-on screen:

   "District Technology Resources (as defined in Bylaw 0100) are to be generally used for educational and professional purposes only. Users are reminded that all use of District Technology Resources, including Internet use, is monitored by the District and individual users have no expectation of privacy."

P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Technology Resources.

Q. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Acceptable Use and Safety Agreement Form."

R. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Technology Resources.

S. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

T. Preservation of Resources and Priorities of Use: District Technology Resources are limited. Because space on disk drives and bandwidth across the lines that connect District Technology Resources (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the principal. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to District Technology Resources for class- or instruction-related activities have priority over other users. Students not using District Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

   Game playing is not permitted unless under the supervision of a teacher.

Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to Superintendent or Technology Director.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which currently includes the PSAT 9/10, SAT, ACT WorkKeys, and the MSTEP science and social studies exams, has replaced the Michigan Educational Assessment Program at the high school level.

This means that all 11th graders will take this state assessment in April of each year. It will provide students with an SAT score report that they can use to apply to a college or university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT plus additional MSTEP assessments in the areas of science and social studies. The ACT WorkKeys assessment is an optional assessment and may be administered at the discretion of the district.

The MSTEP science and social studies tests will be given in subsequent sessions at times scheduled by the District Testing Coordinator, with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

Eighth graders, freshmen and sophomores will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. The PSAT 8/9 consists of an Evidence-based Reading and Writing test, as well as a math exam. This test has a total testing time of 2 hours and 25 minutes. The PSAT 10 tests the same content with a total testing time of 2 hours and 45 minutes.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Currently, the NWEA is administered to all students in third (3rd) through 11th grades and assesses the areas of reading, math, and language. Staff administers the NWEA three (3) times throughout the school year.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Atlanta Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school

activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

A non-district-sponsored organization may not use the name of the school or school mascot.

ATHLETICS

The school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. See Athletic Policy.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the Superintendent to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students are in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities, which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Truancy

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen to send the child to school during the entire school year, except under certain limited circumstance (ML 380.1147). A student shall be considered truant

each day or part of the day he/she is unexcusable absent from his/her assigned location. Truancy demonstrates a deliberate disregard for the educational program and is a serious matter. Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 15 days of truancy, a student will be considered a "habitual truant" which can result in:

- a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Absence Definitions:

- An absence is defined as:
- Reporting to class ten minutes after the designated start time without written explanation. This will be considered skipping.
- Not reporting to class at all
- Leaving class for more than ten minutes without the consent of staff or administration

Attendance Letter

- 3 days - Letter home
- 5 days - Letter home
- 10 days - Meeting with parents & school
- 12 days - Meeting with parents, school and Liaison Officer
- 15 days - Truancy paper filed with court

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

All absences, with the exception of 1) Authorized school activities, which have been approved by administration, 2) Court-ordered appearance, 3.) Approved college visits, 4.) Religious observations upon notification, 5.) Administration pre-approved absences will be counted as extenuating absences on a student's record. 6.) Dr. slips stating date of student's return to school.

- Documentation is required for the excused absences.
- Missed assignments may be made up at the discretion of the teacher and or principal. It is the students' responsibility to inquire about missed assignments.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 3:00 PM on the day of the absence. They are to call the school office at 989-785-4842 or 989-785-4785 and explain the reason for

the absence. If the absence can be foreseen, the "good cause" must be approved by the principal. The parent should notify the office as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

High School

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a school year, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

Notification of Absence

If a student is going to be absent, the parents must contact the school by 3:00 PM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

Elementary Level

A student who is not in his/her assigned location by 8:00 AM shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he is to report to the school office before proceeding to his/her first assigned

location. Any student who is up to 10 minutes late shall be marked tardy. Students who are more than 10 minutes late will be considered absent for that instructional period.

Tardies are tracked per semester:

- 2 tardies - Verbal warning
- 3-5 - Lunch in the RP room with parent contact. Students must write a plan.
- 6 or more - Student will spend the day in the RP room. They will meet with the principal to write an attendance plan. Student could face athletic ineligibility and may lose social privileges.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are absent from school for any reason shall be given the opportunity to make-up work and tests that have been missed on a case by case basis.

If a State mandated or other standardized test is missed, the student should consult with the test coordinator to arrange a time to take the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

A major component of the educational program at Atlanta Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Huskie Pack

	Classroom	Bathroom	Hallway	Playground	Cafeteria	Bus	Community
Pride Being proud of the work and effort of yourself, your peers, and your school	Do your best work Actively participate Keep your workspace clean	Keep bathroom area clean Go, flush, wash, leave	Keep hands to yourself Use appropriate voice level Always walk with a purpose Keep belongings in lockers	Use equipment properly Follow playground rules	Clean up after yourself Use conversational voice Always walk	Keep your area clean Use conversational voice	Speak well of Atlanta Value the community's involvement in your school Celebrate Atlanta's successes
Accountability Taking responsibility for your choices	Be prepared Complete and turn in assignments on time Accept the outcome of your choices	Use transition time or a pass for bathroom breaks Return to class promptly	Transition with a purpose Arrive on time to class Retrieve materials from locker during transition	Dress for the weather Line up quickly when signaled Follow playground rules Use equipment properly	Clean up your area Use your time for eating Always walk	Always remain seated Keep hands and body inside Follow all bus rules	Behave appropriately in our community
Cooperation Working together with peers and staff	Respect the learning environment Be a team player Actively participate	Keep the bathroom clean	Respect others' space and property Wait patiently to use your locker	Be a good sport Take turns Include others Follow the rules of the game	Wait your turn in line Respect others' personal space Keep your area clean	Stay seated Make room for others Respect others' personal space	Work together to benefit our community Make a positive difference
Kindness Being friendly, helpful, and caring	Respect all voices Raise hand, wait to be called on Be a good listener	Wait your turn to use the sink/stall Use supplies appropriately	Share the hallway with others Help your peers when needed	Take turns Help your peers when needed Include all	Use manners when eating Have friendly conversations	Make room for others Use respectful language and level of voice	Contribute to our community in a positive way

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)
Does my clothing advertise something that is prohibited to minors? (no)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
Would I interview for a job in this outfit? (yes)
Am I dressed appropriately for the weather? (yes)
Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be removed from the educational setting.

The following styles or manners of dress are prohibited:

See-through or low cut blouses or shirts showing cleavage or bare waists, cut-offs, tank tops**,** pajama tops and/or bottoms, sagging pants/shorts exposing under garments, hats (including but not limited to hoodies and bandanas) are not allowed. No shorts or skirts are to be worn that do not meet 5" above the knee when standing. Clothing displaying graphic violence, drug culture symbols and/or paraphernalia, promotion of alcohol or tobacco, /e-cigarette/vaping device/liquids (oils) scantily clad or nude figures is prohibited. Wallet, watch chains, any type chain that could be perceived as a weapon is not permitted. This listing is not meant to be all-inclusive. Students cited for a dress code violation must change clothes immediately, wear a school provided t-shirt in the case of low cut (NO EXCEPTIONS OR ARGUMENT), or call home for a change of clothes. Refusal to comply will result in the student being suspended from school.

Students who are representing Atlanta Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation. The school has a "Drug Free" zone that extends 1000 feet beyond the school

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

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol content level to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

3. Use of tobacco/e-cigarette/vaping device

Smoking and other tobacco/e-cigarette/vaping device use are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, e-cigarette, vaping device, liquids/oils or similar devices/products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco, e-cigarette, vaping device" shall mean all uses of tobacco, e-cigarette, vaping device, including cigars, cigarettes, pipe tobacco, e-cigarette, vaping device, chewing tobacco, snuff, liquid/oils or any other matter or substance that contains tobacco, nicotine, liquid, and oil in addition to papers used to roll cigarettes. The display of lighted or unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco, e-cigarette, vaping device or products on one's person while in attendance of any school sponsored event or extra-curricular activity is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.

Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school**,** subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, student,or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Verbally threatening a staff member/student/person associated with the District

Verbal threats at school against a District employee, volunteer, student, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action, up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm**,** report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass

onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers, assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

Students may possess a cell phone or other electronic devices in school for use before and after school as well as class breaks including lunch. If a student is caught using a cell phone or other electronic device during prohibited times, this includes in the hallway during class time, the following actions will be taken:

- **First Offense:** Student's phone is confiscated and returned to the student at the end of the day after the student speaks with the principal or designee.
- **Second Offense:** Student's phone is confiscated and returned only to the parent/guardian. Students must also go to the Restorative Practice (RP) room during lunch to write a plan.
- **Consecutive Offenses:** Student's phone is confiscated and will be returned to the parent/guardian on the next school day. Student may also face additional consequences under the disciplinary measures in this code of conduct.

If a student refuses to give his/her phone to a staff member upon request, s/he will be considered insubordinate and face consequences in addition to those given for improper cell phone use. If a student lends a phone to another student, and that phone is used improperly the phone will still be confiscated and the student using the phone will face the consequences.

Atlanta Community Schools is not responsible for any lost or stolen electronic devices and will not investigate any report of loss or theft.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10-day suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This conduct not only is potentially dangerous for the involved students, but can also lead to unwanted exposure of the messages and images to others, which could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and will receive in-school suspension or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty and expulsion is a possibility, even on the first offense.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules

Please refer to Section V on Transportation for bus rules.

28. Disruption of the educational process

Any action~~s~~ or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. 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, including employees, Board members, parents, guests, contractors, vendors and volunteers. 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.

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 who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher or may report it directly to the Superintendent or Principal. 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 are to be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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, may include, but is not limited to:

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, or safety;

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, an administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing is any type of initiation procedure for any school related activity that involves conduct such as but not limited to:

A. Illegal activity, such as drinking or drugs;

B. Physical punishment or infliction of pain;

C. Intentional humiliation or embarrassment;

D. Dangerous activity;

E. Activity likely to cause mental or psychological stress;

F. Forced detention or kidnapping;
G. Undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

29b. Bullying and Other Aggressive Behavior

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive

behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

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

Definitions

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as Harassment, see Policy 5517; Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).
Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Change of seating or location;
- Lunch-time in Restorative Practice Room
- In-school suspension in Restorative Practice (RP) Room

Restorative Practice (RP) Room

The Restorative Practice (RP) room is a place students go to reflect on their misbehavior. Students will work with the RP supervisor to write a plan that guides them in a reflective process to discover why they misbehaved and how to restore and repair any damage done by their behavior. This process is designed to lead the student to an understanding of their own behavior. The student will then be required to conference with the teacher that was affected by the misbehavior and review their plan to get approval from the teacher to return to the classroom. If the plan is not acceptable, the teacher can refer the student back to the RP room for further clarification.

After the third referral to the RP Room, the student will then have to meet with the principal. A parent meeting will be arranged that will involve the student, parent, RP Room teacher, School Success Worker and a teacher.

Social Probation

A student put on social probation due to disciplinary issues will not be allowed to attend and/or participate in any extracurricular activities. Students who receive an office referral will be prohibited from attending any social events for that day. After a student has received three (3) office referrals, social probation may be extended for a week or more.

In-School Suspension

Assigned students will attend 7 periods in the Restorative Practice Room during which time they will be permitted one (1) 5 minute break **[**a.m.**]** and **[**p.m.**]**. Each student shall arrive with sufficient educational materials to remain busy during this study period.

A student missing any portion of his/her assigned time in in-school suspension may be given an additional day of in-school suspension. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

- The following rules shall apply to Restorative Practice Room for in-school suspension: Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No cell phones are permitted.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DISCIPLINARY MEASURES

When it is determined that a student has engaged in prohibited conduct, a disciplinary measure shall be invoked as a corrective measure to prevent any recurrence of the conduct and/or to secure and protect the school population against the recurrence of the prohibited conduct. The disciplinary measures which may be invoked are as follows:

Consequences

Classroom Managed Behaviors	**Consequences May Include:**
Level One: · Classroom Insubordination · Disruptive Classroom Behavior · Dress Code Violation · Misuse of Hall Pass · Profanity or Abusive Language · Public Display of Affection · Unauthorized Area · Cell Phone Violation · Academic Dishonesty · Failure to Comply with PACK rules	· Warning · Conference with teacher · Conference with School Success Worker · Parent Contact · Formal referral to lunch in Restorative Practice Room (student must write a plan) · Athletic Ineligibility · Social Probation
Office Managed Behaviors **Level Two:** · Three (3) or More Violations of Classroom Managed Behaviors · Academic Dishonesty Multiple Offense · Destruction or Theft Minor · Disrespect Toward Teacher, Substitute or Support Staff · Possession of Over the Counter Drugs · Possession of Tobacco/E-cigarette/Vaping Device or Liquids (oils) · Possession, Use or Distribution of a Substance Represented as Drugs or Alcohol · Skipping Class · Technology Misuse · Violation of Closed Campus · Harassment/Bullying	**Level Two Consequences May Include Level One Consequences and:** · All Day or Partial Day in Restorative Practice Room (students must write a plan) · Out of School Suspension 1-5 days · Loss of Technology Access · Law Enforcement/Liaison Officer Referral · Parent Meeting · Behavior Plan/Contract · Athletic Ineligibility · Social Probation
Level Three: · Two or More Violations of Level Two Behaviors · Destruction or Theft Major · Gross Misconduct · Improper Possession of a Prescription Drug · Repeated Harassment/Bullying or Retaliation · Simple Assault · Use or Distribution of Tobacco E-cigarette/Vaping Device/Liquids (oils) or Alcohol · Use, Possession, Distribution of an Illegal Drug or Alcohol	**Level Three Consequences May Include Level 1 and 2 Consequences and:** · 5-10 Day Suspension · Law Enforcement/Liaison Officer Referral · Professional Assessment · Referral for Expulsion for Multiply Offenses
Level Four Infractions: · Multiple Level Three Infractions · Assault · Bomb or "Terrorist" Threat · Possession of a Weapon	**Level Four Consequences May Include Level 1, 2 and 3 Consequences and:** · 10 Day Suspension · Professional Assessment · Referral for Expulsion for Multiple Offenses · Law Enforcement/Liaison Officer Referral · Recommendation for Expulsion

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified in writing within one (1) day of the reason for and the length of the suspension. The suspension may be appealed within two (2) school days after receipt of the suspension notice to the Superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the Board meeting;
- The length of the recommended suspension or a recommendation for expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.
Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available.

Atlanta Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, s/he should contact the Superintendent.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

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

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system

and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent and pervasively vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event,
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Superintendent twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Atlanta Community Schools Student/Parent Transportation Handbook

Information for a Safe and Orderly Transportation System

Transportation of regular education students to and from school is not required by law. Please take time to read the following pages and review them with your children in order to protect your transportation privileges.

It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

School bus transportation is provided only for eligible students and shall be considered a ***PRIVILEGE*** to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and regulations.

BUS ROUTES AND BUS STOPS

Safety is the most important factor in transporting Atlanta students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, the age of students and in accordance with state laws and recommendations and School Board policy. Bus stop locations must avoid as much traffic as possible. Stops shall not be on a hill or before or after a curve. Buses shall be visible in both directions when stopped, and stops shall be at least 200 feet apart.

2. It is each parent's responsibility to get her/his student to and from the school bus safely and on time. Students will not be dropped off if a parent/guardian is not there to pick them up. The student will be returned to the school to be picked up.

3. Bus stops will be placed at locations consistent with state laws and Board policy.

4. Students should arrive at the bus stop (or across the street from the stop as appropriate) five minutes prior to the scheduled arrival of the bus. This will allow time to catch the bus but not enough time for problems among students to arise. Bus departure times are subject to change. PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR STUDENTS UNTIL THE BUS ARRIVES.

5. If a student is the only one assigned to a particular bus stop and if the student will be absent for three (3) consecutive days, the bus will **not** stop again until the parent/guardian calls to resume transportation.

6. As required by state law, all students **SHALL** cross in front of the school bus. They will receive instruction on proper crossing procedures from bus drivers and their classroom teachers. PARENTS/GUARDIANS WHO MEET STUDENTS AT THE STOP SHOULD SET THE EXAMPLE AND ALSO FOLLOW THIS IMPORTANT SAFETY RULE.

Please note: Due to circumstances that may or may not be under the control of the school district:

- The district reserves the right to change stops and routes when necessary,

- Walking distances and bus routes may be adjusted temporarily, if necessary, by reason of unsafe or impassable roads.

TRANSPORTATION ELIGIBILITY REQUIREMENTS

Walk and Ride Policy

Students may find it necessary to walk some distance to their designated bus stops or to school. In compliance with state laws, the Atlanta Community Schools walk/ride policy is:

- Elementary school students may be expected to walk up to 1-½ miles to school or up to ½ mile to a bus stop wherever appropriate walkways and traffic signs are available.

- Middle and senior high school students, grades 6-12, may be expected to walk up to 1-½ miles to school or up to 1 mile to a bus stop wherever appropriate walkways and traffic signs are available.

Upon request by a parent/ guardian, the district may approve transportation for an individual student regardless of residential distance from the school if a travel route is judged to be hazardous or if other extenuating circumstances exist.

Because routes are established based upon the student's residence and/or childcare address, changes of pick up or drop off during the year are difficult to accommodate. Requests for change must be made in writing, in advance. Please direct your requests to the school office.

SPECIAL HEALTH ISSUES

Parents/guardians of students with unique health issues that could become safety issues on the bus are encouraged to inform the school office. This will allow you to provide us with the information necessary to take appropriate care of students riding our buses.

Out of consideration of those passengers and employees with medical conditions, passengers should refrain from using any aerosol spray, cologne, perfume or other items with strong odors while on the bus. Please be aware of, and respect, other people's medical issues and needs.

PROCEDURES FOR CHANGING BUSES

At Atlanta Community Schools, we are responsible for the safe and orderly transportation of your children. Parents/Guardians are requested to identify one (1) pick up and one (1) drop off location for the school year. The bus stop may or may not be located at the home address; however, students will be assigned within the prescribed walking distance.

- In order to assure that all students are dropped off at a safe location, last minute bus changes will not be allowed. Unless it is an extreme emergency, students will not be allowed to ride another bus or get off at any stop that is not

their assigned stop without prior written permission from their parent/guardian and approval from the principal or transportation director.

Permanent changes to the scheduled transportation for a student may be made upon written request in advance from the parent/guardian. Direct your changes to the school office.

Thank you in advance for your support and cooperation.

SCHOOL DISTRICT RESPONSIBILITIES

The School District is responsible for:

1. Establishing the policies and procedures by which the pupil transportation program functions.
2. Establishing pupil regulations governing the behavior and safety of students while on the bus and at bus stops.
3. Conducting a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood.
4. Ensuring that parents receive written copies of transportation safety rules and regulations and clearly establishing their roles and obligations with respect to student promptness, attitude and behavior.
5. Initiating procedures to open lines of communication and cooperation between school administrators, transportation staff and state agencies.
6. Notifying schools if the bus will be late in arriving.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians will**:**

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach and hold their children accountable for appropriate behavior.
3. Make certain that their students arrive at the bus stop on time and be responsible for their student's behavior until the bus arrives. Parents/guardians are responsible for their students going to, from and at the bus stop.
4. Provide alternative transportation for their students if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
5. Ensure that payment is made for damages resulting from vandalism to the bus.
6. Work with school personnel to reinforce appropriate bus rider behavior.
7. Have a family emergency plan if parents/guardians are not present at the time of their arrival.
8. Support emergency evacuation drills and other emergency procedures as set by the school district.
9. Respect the rights and privileges of others.

10. Become familiar with district policies, regulations, and principles of school bus safety.
11. Be willing show a photo ID when picking up students at other than regularly scheduled locations, when requested by a transportation staff member.

STUDENT RESPONSIBILITIES

Students will**:**

1. Observe appropriate classroom behavior and student handbook rules in order to protect their riding privileges.
2. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Do not use profanity or be verbally abusive. Do use inside voices on the bus.
3. Remember that eating, chewing gum, drinking, smoking, and possessing illegal substances, weapons or obscene materials are not allowed on the bus.
4. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
5. Remain seated in their assigned seats while riding the bus.
6. Extend nothing, including head, hands and feet out of the bus windows. Open windows only with permission.
7. Be responsible for intentional damage to the interior or exterior of the bus and will be charged for such damages.
8. Display proper respect for the rights and comfort of others on the bus.
9. Be on time and respect private property while waiting at bus stops. Buses cannot wait for tardy students.
10. Cross in front of the bus at all times.
11. Limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect the health, safety, and security of any passengers. Examples: scooters, skateboards and live animals may not be transported on the bus.
12. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.

BUS DRIVER RESPONSIBILITIES

The Bus Driver will:

1. Provide safe and orderly transportation for students.
2. Establish proper rapport with students, parents/guardians and building administrators and work to ensure proper conduct and communications.
3. Establish and enforce reasonable bus rules in accordance with appropriate district policies and procedures. This includes teaching students the rules for safe bus riding and street crossing and enforcing these rules in an equitable manner.
4. Keep to the scheduled route and time each day providing conditions allow.
5. Pick up and discharge students only at their designated stops except with written permission to do otherwise. Request a photo ID of parents/guardians picking up students at other than regularly scheduled locations as necessary.

6. Assign seats as necessary.
7. Notify the office if the bus will be late in arriving.
8. Check the bus by walking from front to back to make certain it is empty after the last child exits the bus and between all runs before parking the bus.
9. Notify parents/guardians, Transportation Director and the Building principal of student behavior concerns.
10. Make every effort not to leave the bus unattended with students on board.
11. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures in dealing with dangerous situations.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Parking lot speed limit is 5 mph.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

ATLANTA COMMUNITY SCHOOLS
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