



# ANNAPOLIS HIGH SCHOOL EXPECTATION MATRIX

	Arrival/ Departure	Hallways	Classroom	Restroom	Cafeteria	Extracurricular Activities/ Assemblies	Electronics/ Social Media
Be Respectful	<ul style="list-style-type: none"> <li>Use appropriate language at an appropriate volume</li> <li>Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Follow staff directions</li> <li>Use appropriate language at an appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom rules</li> <li>Engage in behaviors that promote learning</li> <li>Encourage and support others</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Adhere to AHS Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in line</li> <li>Use appropriate language at an appropriate volume</li> <li>Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>Cheer in a kind and spirited manner</li> <li>Respect all competitors, spectators, performers, officials, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Engage in positive electronic communications</li> <li>Use electronics as instructed, when instructed</li> <li>Properly store and maintain electronics</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Properly display ID</li> <li>Secure backpacks and coats in locker</li> </ul>	<ul style="list-style-type: none"> <li>Keep traffic moving</li> <li>Keep hallway clear; clean up after yourself</li> <li>Wear AHS hall pass</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time with materials</li> <li>Participate and remain attentive</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>Use AHS lunch pass to leave cafeteria</li> <li>Keep your area clean</li> <li>Consume all food and beverages in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Display good sportsmanship</li> <li>Represent AHS in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>Represent yourself and others in a positive manner</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Enter and exit the building appropriately</li> <li>Be aware of surroundings at all times</li> <li>Practice safe driving</li> </ul>	<ul style="list-style-type: none"> <li>Use hallway time efficiently and appropriately</li> <li>Walk through hallways</li> </ul>	<ul style="list-style-type: none"> <li>Follow individual classroom expectations</li> <li>Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Use for designated purpose only</li> </ul>	<ul style="list-style-type: none"> <li>Be patient</li> <li>Keep aisle way clear</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to AHS Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Safeguard personal information</li> <li>Adhere to AHS code of technology use</li> </ul>

***\*Report all bullying in all areas \****

**ANNAPOLIS HIGH SCHOOL  
MISSION STATEMENT**

**ACHIEVING HIGHER STANDARDS**

**Annapolis High School Beliefs**

- All students can learn.
- Lifelong learning is necessary to thrive in a changing world.
- Parent/staff communication is essential for student achievement.
- Student success is enhanced by the partnership of students, staff, home, business and community.
- We expect our students to be responsible for their learning and accountable for their actions.
- Establishment of a safe, positive environment is a prerequisite for learning.
- Classroom environment sets the foundation for learning.
- Ongoing staff development activities are essential to meet the needs of teachers and students.
- The achievement of our Mission occurs through the valued commitment and effort of our staff.
- Caring relationships between students and staff are important to the learning process.
- We expect our students to exhibit cultural respect and tolerance within the global community.

**District 7 Exit Outcomes**

Upon graduation, a District 7 student will:

1. Demonstrate values that promote respect for others, and a responsibility for the world in which they live.
2. Demonstrate positive self-esteem.
3. Demonstrate that they are capable of applying what they have learned to real life challenges.
4. Demonstrate self-direction in learning.
5. Demonstrate the ability to solve problems, make decisions, communicate, and interact effectively in a group.

**FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the student handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents use - it is also available on the District website (<http://district7.net/index.html>). It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your counselor or one of the administrators. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Definitions:

Parent: parent or legal guardian

Principal: principal or designee

Teacher: teacher or substitute

**LEGAL AUTHORITY FOR HANDBOOK CONDUCT CODE**

**MCL 380.1312(8)**

"A school district shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct 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."

**Statement regarding bullying/harassment/intimidating behavior.**

Dearborn Heights School District No. 7 is committed to an educational environment for both students and staff that is free of harassment and bullying. The District recognizes that harassment and/or bullying disrupts a student's ability to learn and the school's ability to educate its students. Therefore, the District may impose discipline for bullying and harassment that occurs on school property, in a school vehicle, and at school-sponsored or school-related activities. Bullying and/or harassing behaviors include, but are not limited to, physical, verbal, written, cyber, indirect and

through social media. **In addition, the District reserves the right to impose discipline for off-campus conduct that materially and substantially interferes with the educational process.**

Administrators, staff, and students are expected to demonstrate appropriate behavior, treat others with respect, and refuse to tolerate harassment and bullying toward any individual.

Any individual who believes he or she has been or is currently the victim of harassment or bullying should report the incident to school personnel. All accusations of harassment and bullying against District students, staff, administrators, or other members of the school community will be promptly investigated. If the investigation determines that harassment or bullying has occurred, prompt and appropriate action will be taken. Such action may include discipline, as provided by law, the Student Code of Conduct, and Board Policies and Administrative Guidelines, and/or referral to law enforcement.

### Statement of Nondiscrimination

It is the policy of the Dearborn Heights District #7 Schools that no discriminatory practices based on sex, race, religion, color, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Title VI, IX, 504, ADA, Civil Rights Coordinator at the address below:

Special Education Director  
20629 Annapolis,  
Dearborn Heights, MI, 48125  
313-203-1000.

### NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

#### *Nondiscrimination*

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#### *Complaint Procedure*

##### **Section I**

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Director of Special Education  
Dearborn Heights School District #7  
20629 Annapolis  
Dearborn Heights, Michigan 48125  
(313)203-1000

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

##### **Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.