

## SCHOOL POLICIES

<b>ANNOUNCEMENTS</b>	Announcements regarding school and extra curricular activities are made during 4th hour multi-purpose period. School groups wishing to have announcements read must fill out the appropriate form in the main office with administrative and sponsor approval.
<b>ASSEMBLIES</b>	<p>Assemblies are planned and scheduled during the school year to provide a variety of learning experiences for our students. Students are expected to attend all assemblies as planned by the high school administration. Failure to attend assemblies and/or misconduct at them will result in disciplinary action being taken.</p> <p>Assemblies are held in the auditorium or gymnasium. These may be of the type where classroom teachers are in charge and they will assign students to a specific seat in the auditorium or in the gym. Other assemblies may be held which will involve the classroom teacher taking students to either the auditorium or gym and the students will be told at this time whether there is a special plan or not. At all assemblies, students are expected to go quickly to their seats and not leave until dismissed.</p>
<b>ATTENDANCE</b>	Daily attendance of all who are enrolled in Michigan Public Schools is required in accordance with state law and school board policies. Students will attend all regularly scheduled classes unless officially excused. Excessive tardiness to school or individual classes will not be tolerated.
<b>BUILDING ACCESS</b>	<p>Access to the school buildings or school grounds during the school day is limited to students. All others must report first to the main office for permission to visit or use these facilities. Since these rules and regulations are necessary to assure the best educational experience for all students, action will be taken against any person who violates their stated intent and purpose.</p> <p>Students are allowed access into the building when it is opened in the mornings. Following the school day, students may not be in the school building without being with a coach or teacher. All students that are not with a teacher or coach must be off school property by 4:00 pm each day.</p>
<b>BULLYING</b>	<p>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.</p> <p>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. This includes physical, written, verbal and/or all forms of social media.</p> <p>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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.</p> <p>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 or Assistant 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.</p> <p>Bullying is defined as any gesture or written, verbal, graphic, or physical act that, without regard to its subject matter or motivating circumstance, is intended to harm one or more students either directly or indirectly. Bullying can be physical, verbal, psychological or a combination of all three.</p>

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<b>CAFETERIA</b>	<p>Breakfast and lunches are served daily in the cafeteria. Students may bring their own lunches or purchase complete lunches in the cafeteria. Families who cannot afford school lunches may be eligible for free or reduced price meals. Pick up forms in the main office for the free and reduced lunch program.</p> <p>Students will not be allowed to eat lunches purchased from area restaurants. Exceptions to this are rare and only with special prior permission from the main office in advance. Students must consume their lunch during their assigned lunch period.</p>
<b>CLASSROOM EXPECTATIONS</b>	<p>Students are expected to adhere to the classroom rules developed by their teachers.</p>
<b>COLLEGE VISIT</b>	<p>To visit a college or university you must meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. Be a Senior</li> <li>2. Must have applied to the college or university you plan to visit.</li> <li>3. Must obtain prior approval from your counselor.</li> <li>4. Must bring back a letter from the college on their letterhead indicating your visit and the date.</li> </ol> <p>If you meet the above criteria, your absences for the college visit will be exempt from the attendance policy.</p>
<b>COOPERATION WITH SCHOOL PERSONNEL</b>	<p>Students must obey the proper directions of school district personnel.</p>
<b>DEMONSTRATIONS</b>	<p>Those persons responsible for and participating in demonstrations that disrupt the school program will be suspended with the possibility of being expelled. City of Dearborn Heights Ordinance H. 68-4 will be enforced.</p>
<b>DOCTOR'S EXCUSE FOR PHYSICAL EDUCATION</b>	<p>Anytime a student visits a doctor due to injury or illness, that student is required to bring to school a doctor's statement explaining the nature of the injury or illness and the amount of time the student will miss class. Failure to do this can result in an E for gym and/or swimming.</p>
<b>DRESS AND GROOMING</b>	<p>The school, in carrying out its responsibilities for creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity and the age of the student. In general, it shall be the responsibility of the individual student and his/her parents to set the guidelines for appropriate dress and grooming within reasonable standards of social acceptance and the approved school dress code.</p> <p>Building administration shall have the authority to request that students return home if, in the administrator's judgement, clothing worn or personal appearance does not meet the above standards.</p> <p>Specific religious customs may be accommodated at the discretion of the principal.</p>

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<p><b>DRESS AND GROOMING CONTINUED</b></p>	<p>Specific health and safety standards may be required for students enrolled in classes such as career technologies, physical education and science education.</p> <p>Certain extracurricular activities or organizations may require specific reasonable dress requirements at certain times. Since participation in such organizations is voluntary, students will be required to dress in compliance with the rules established by the organization and/or its sponsors.</p>
<p><b>EMERGENCY CARDS</b></p>	<p>So that the school may properly expedite emergency procedures should they occur, it is mandatory that every student have an accurate "EMERGENCY CARD" on file in the high school office. A blank emergency card is mailed to every student during the summer along with other pertinent information about the opening of school for the new academic year. Please make sure that the information is kept updated throughout the school year.</p>
<p><b>FIELD TRIPS</b></p>	<p>Field trips are valuable and worthwhile educational experiences that serve as extensions of the classroom. The same rules that apply within the classroom and within the high school, also apply on field trips. No student may participate in any school sponsored trip without parental consent.</p>
<p><b>FREEDOM OF SPEECH</b></p>	<p>Provisions for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion, or means of expression, shall be based upon more than a mere desire to avoid the discomfort and unpleasantness that always accompany an unpopular point of view.</p> <p>However, no person (parent, teacher or student) has an absolute right to freedom of speech. It is a myth to say that any person has a constitutional right to say what he/she pleases, where he/she pleases and when he/she pleases. Uncontrolled and uncontrollable liberty is an enemy to domestic peace. Clearly then, no student's freedom of speech is absolute. It is limited as the freedom of citizens in general is limited.</p> <p>LIMITS:</p> <ol style="list-style-type: none"> <li>1. When it interferes with the rights of others.</li> <li>2. When it encourages the breaking of the laws or school rules.</li> <li>3. When it exceeds the bounds of lawful assembly.</li> <li>4. When it takes the form of physical aggression against another person.</li> <li>5. When it is obscene.</li> </ol>
<p><b>GLASS BOTTLES</b></p>	<p>Students are not permitted to bring glass bottles to school, athletic contests and/or high school activities. Glass bottles, when broken, pose a safety threat to others.</p>
<p><b>GUESTS AT SCHOOL EVENTS</b></p>	<p>No one is allowed to attend an Annapolis dance unless he/she is a student, chaperon, teacher or invited guest. Guests of Annapolis students may attend only if they have permission to do so. The student may obtain permission in advance by requesting a guest pass from the main office. Middle school students and those age 21 or greater are not permitted to attend dances. At other school events, such as athletic contests or plays, a guest pass is not necessary since events are open to everyone. The guest pass is for the protection of students and the school. It accounts, in part, for the exceptionally good behavior at school dances. Students of Annapolis and guests must show their school I.D. at the door to be admitted.</p>

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<b>HOMEBOUND INSTRUCTION</b>	<p>Homebound status is for a student who has been or will be out of school due to illness for at least a four day period (4 consecutive days) with a doctor's statement on file.</p> <p>The purpose of homebound status is to help students keep up with their studies and to progress as far as possible given their physical condition and their inability to attend the regular classes. This would be due to a serious illness or injury preventing them from attending school and yet have been determined medically capable of benefiting from home instruction.</p> <ul style="list-style-type: none"> <li>A. Homebound Status - No instructor assigned to home: classroom teacher will provide assignments to the student through the main office.</li> <li>B. Homebound Status - With instructor: homebound teacher will contact the classroom teacher.             <ul style="list-style-type: none"> <li>1. Short Term (2-5 weeks): Classroom teacher provides assignments to Homebound teacher.</li> <li>2. Long Term (5 weeks or more): Classroom teacher provides assignments to Homebound teacher.</li> </ul> </li> </ul> <p>Grading:</p> <ul style="list-style-type: none"> <li>A. Short Term: Assignments graded by classroom teacher.</li> <li>B. Long Term: Grades are cooperatively decided between the classroom and Homebound instructors. If a disagreement should occur, the classroom instructor is the teacher of record and his/her decision will mandate the final grade.</li> </ul>
<b>IDENTIFICATION OF SELF</b>	<p>All persons must wear their school issued I. D. during school hours and present I.D. to all district personnel in the school building, on school ground, or at any school-sponsored event when asked to identify themselves.</p>
<b>INITIATIONS</b>	<p>Initiations which are intended to persecute or harass with meaningless, difficult or humiliating tasks are not allowed.</p>
<b>LOCKERS</b>	<p>Students are issued a locker and combination number at the beginning of the school year. Lockers remain the property of the school system, but are used by the student for storing clothing, books and materials needed for school. Lockers are to be maintained in a neat and clean condition at all times. Since the school retains ownership of the lockers, they may be subject to periodic inspection.</p> <p><b>At no time may a student change lockers without authorization or divulge his/her combination to other students.</b> Students are responsible for the contents of their locker. Lockers should be locked at all times as the school does not assume responsibility for anything stolen from the lockers and it is recommended that students leave valuables at home. However, to the extent that it is able, the office will cooperate in recovery of stolen property.</p> <p>Locker assignments are not to be changed unless approval is granted by the administration. Under no circumstances should an unassigned student be permitted to share a locker.</p> <p>Damaged or defaced lockers will subject the responsible persons to fines or penalties.</p> <p>If a student is experiencing difficulties with his/her locker, the student should report this problem to the main office.</p>

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<b>LOCKERS CONTINUED</b>	<p>A search of a student's locker by a school official may take place where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.</p> <p>To avoid locker problems, students should remember the following:</p> <ol style="list-style-type: none"> <li>1. Quickly learn the combination and how to open the locker.</li> <li>2. Don't give anyone the combination.</li> <li>3. Turn the combination one full turn after locking.</li> <li>4. Report anyone who is tampering with the locker immediately.</li> <li>5. Leave valuables at home.</li> <li>6. Students are held responsible for the contents of their locker.</li> <li>7. Students are not to bring personal locks for their lockers.</li> </ol>
<b>MARRIAGES</b>	Must be reported to the office immediately.
<b>MEDICATION</b>	<p>Students who are required to take medication during the school day are to deposit the medication in the main office. Consumption of the medication must take place in the office.</p> <p>All prescriptions must be clearly marked as to the contents of the container, the type of substance, the student's name and the time of the day that the drug is to be taken. Parents are expected to call the counselor to make the proper arrangements for taking medication in accordance with board policy (see Use of Medications - Board Policy).</p>
<b>PUBLICITY FOR NON-SCHOOL PURPOSES</b>	Publicity usually is not permitted for any outside meetings or activities. Certain special events of educational value, such as concerts and plays may be announced with permission of the principal. No advertisements for any business establishment may be displayed anywhere in the school. Students are protected from solicitors by the refusal to submit class lists to any non-school person.
<b>OFF-CAMPUS EVENTS</b>	Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.
<b>PASSES</b>	All students that are in the halls during class must have an appropriate pass from their class. Failure to do so may result in a penalty ranging from community service to suspension.
<b>RESPECT FOR OTHERS</b>	Students at Annapolis High School, regardless of ethnic background, race, individual handicap or level of academic achievement, have the right to their educational goals without fear of harassment from others. Harassment, whether it is racial, sexual, or otherwise, will not be tolerated. It is the expectation of the administration and faculty that students will be courteous and respectful to their peers, faculty and staff.

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<p><b>SAFETY PROCEDURES -SAFETY DRILLS</b></p>	<p>Fire, tornado and lockdown drills are held regularly to develop safety procedures. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety depends upon the way students carry out regular procedures or modified instructions dictated by the situation.</p>
<p><b>SENIORS</b></p>	<ol style="list-style-type: none"> <li>1. All-night graduation parties are permitted if sponsored by parents of the students graduating. The Director of Business Services will issue a building permit to parents if approved by the principal.</li> <li>2. The Board of Education will not sponsor senior trips.</li> <li>3. Seniors will be allowed 5 release days in May/June to provide time for making plans for graduation.</li> <li>4. Seniors will be allowed a maximum of three days to visit colleges they have sent an application to without it counting toward the attendance policy. Prior approval from their counselor must be obtained. Not more than two colleges may be visited.</li> <li>5. Seniors must attend the entire graduation practice to be eligible to participate in the graduation ceremony.</li> <li>6. Only Seniors who have proof of meeting the requirements for graduation on file in the high school office may take part in the graduation ceremonies. There will be no exceptions.</li> </ol>
<p><b>SEXUAL HARASSMENT</b></p>	<p>Sexual harassment of students by employees of Dearborn Heights school District No. 7 is unlawful under both Michigan and Federal law, and is contrary to the commitment of this district to provide a stable learning environment. This school district will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, and other adult employees of this district be in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.</p> <p>Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. This also includes physical, verbal, written and all forms of social media. All students and all district employees are expected to conduct themselves with respect for the dignity of others.</p> <p>Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome or is contrary to a stable learning environment. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, a fellow student or by a member of the public, the student should immediately report this concern to the building principal or the Superintendent of Schools, Board of Education office, 313-203-3100, as well as discussing this concern with the student's parents or guardian.</p> <p>All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, or terminated from employment if they are an employee.</p> <p>All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this district is required by law to report child abuse to the Department of Social Services.</p>
<p><b>SIGN IN PROCEDURE</b></p>	<p>Any student who enters the building after the school day has begun must:</p> <ol style="list-style-type: none"> <li>1. Report to the main office.</li> <li>2. Sign in the "Sign In" book.</li> <li>3. Obtain a pass to class if within the first 15 minutes of the period entered.</li> </ol>

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<b>SIGN OUT PROCEDURE</b>	<p>Any student who leaves the building during the school day must:</p> <ol style="list-style-type: none"> <li>4. Report to the main office.</li> <li>5. Make a parental contact.</li> <li>6. Have an office person speak to the parent.</li> <li>7. Sign the "Sign Out" book.</li> </ol>
<b>STUDENT ID'S</b>	<p>As part of the "School Safety Plan," students will be provided with a picture ID. They must wear them at all times that they are in the school or have them in their possession when attending a school sponsored activity or event. During the school day they must be worn according to the procedure outlined in the "Code of Conduct." ID's are the property of the school district. Replacement ID's may be obtained in the main office at a cost of \$1.00 for an ID and \$1.00 for a lanyard. A student is not considered present in a class if they do not have their school ID.</p>
<b>STUDENT PARKING</b>	<ol style="list-style-type: none"> <li>1. Students who choose to drive to school will be required to park in either the student lot, the flat parking spaces on either side of the practice field/student parking block, or at a minimum of one block from the school building.</li> <li>2. All cars that park in the school controlled areas must register their car and obtain a parking permit. Parking will be available on a first-come first-served basis.</li> <li>3. Students may obtain their parking permits on schedule pick-up day in the cafeteria. Following the schedule pick-up, permits may be obtained in the main office.</li> <li>4. Only the registered car may be parked in the lot. If a student has more than one car, both cars must be registered. To register a car and obtain a permit, students must provide the following:             <ol style="list-style-type: none"> <li>a. valid drivers license</li> <li>b. proof of insurance</li> <li>c. valid registration</li> </ol> </li> </ol>
<b>TELEPHONE USAGE</b>	<p>There is a phone in the main office for student use. Telephone usage is restricted to students with a pass during class time if it is an emergency (illness). Otherwise, the phone is to be used only during passing and lunch periods. Tardiness due to social phone calls is not acceptable.</p>
<b>TEXTBOOK/SCHOOL MATERIALS</b>	<p>Textbooks, workbooks, educational equipment and library materials are provided by the school for student use. However, any lost or damaged item supplied by the school must be paid for by the student. Records, transcripts, report cards and diplomas will be withheld until financial obligations are resolved.</p>
<b>VENDING MACHINES</b>	<p>Apart from bottled water, vending machine usage is restricted to before and after school. No refunds are given by the school for money lost in vending machines.</p>
<b>VISITORS POLICY</b>	<p>Students are not permitted to bring friends, relatives and/or other visitors to school with them. Unauthorized persons in the school building or on school grounds will be asked to leave the campus. Failure to comply will result in police action.</p>

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<b>WITHDRAWALS AND TRANSFERS</b>	Students who withdraw or transfer from school are expected to return all books and materials to their counselor. Student's records will not be sent to any educational institution, military or any employer until all materials have been paid for or returned.
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