

CODE OF CONDUCT

REGULATION	DEFINITION	DISCIPLINARY ACTION
ACADEMICS	<p>All members of the school community at Annapolis High School are expected to practice and uphold high standards of academic integrity and honesty. Instructors are expected to inform students of the procedures and standards of research, documentation and examination, and students are expected to follow these standards.</p> <p>The following are selected examples of violations of the standards of academic conduct, but do not define all possibilities:</p> <ul style="list-style-type: none"> - Misrepresenting the work of another as one's own (plagiarism) - Cheating by copying from another student - Assisting another student to cheat - Cheating by use of unauthorized notes or other materials - Theft of another student's test, project or assignment - Use of unauthorized electronic apps or sites - Use of electronic device during an assessment 	<p>1st violation: receive a zero on the assignment/project/assessment, student will not be permitted to retake or make up. SRC referral with parent contact. Documentation in MI Star. Student placed on academic probation.</p> <p>2nd violation: receive a zero on the assignment/project/assessment and student will not be permitted to retake or make up. SRC referral with mandatory parent meeting. Documentation in MI Star. Where appropriate, student's class mark for the marking period may be lowered by one grade (10%) as determined by the instructor. Loss of academic award for term. Disqualification/removal from NHS or other academic/character organizations.</p> <p>3rd violation: in addition to number two above, student will receive a two day suspensions with a mandatory parent meeting and may receive a failing grade for the semester as determined by the instructor. Student placed on behavioral contract.</p> <p>4th violation: in addition to number three above, student will receive a five day suspension and failing grade for the course. Additional Violations: in addition to number four above, progressive discipline.</p>
ALCOHOL	The possession, use or being under the influence of alcoholic beverages or providing alcoholic beverages to other students. Including extra-curricular activities.	Will be a 10 day suspension minimum up to expulsion with loss of credit for the semester. Police will be contacted.
AUTHORIZED AREAS	Students are not to be in any area of the building unless they are specifically authorized to be there by a teacher or administrator via a pass. Students are prohibited from entering classrooms they are not assigned to for that class period.	Students in unauthorized areas will face progressive discipline. Minimum of 4 hours community service.
AUTOMOBILES	<ol style="list-style-type: none"> 1. Students who choose to drive to school will be required to park in either the student lot, the numbered flat parking spaces on either side of the practice field/student parking block, or at a minimum of one block from the school building. 2. All cars that park in the school controlled areas must 	<p>Registered Students:</p> <ul style="list-style-type: none"> • Parking unregistered car in lot • Not displaying or improper displaying of permit <p>Unregistered Students:</p> <ul style="list-style-type: none"> • Parking in school controlled parking

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AUTOMOBILES CONTINUED	<p>3. register their car and obtain a parking permit. Daily parking will be on a first-come first-served basis.</p> <p>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.</p> <p>4. Only registered cars 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:</p> <ol style="list-style-type: none"> a. valid drivers license b. proof of insurance c. valid registration <p>5. If a student loses their permit, the replacement fee is \$5.00.</p>	<p>PENALTY</p> <p>Registered Students:</p> <ul style="list-style-type: none"> • 1st violation - 2 hour community service • 2nd violation - 4 hour community service • 3rd violation - 1 day suspension • 4th violation - loss of parking privileges for remainder of school year • 5th violation - towed vehicle <p>Unregistered Students:</p> <ul style="list-style-type: none"> • 1st violation - 4 hour community service • 2nd violation - 1 day suspension • 3rd violation - 2 day suspension • 4th violation - loss of parking privileges for remainder of school year • 5th violation - towed vehicle
BOOK BAGS	<p>Students are not allowed to carry book bags/large bags/sling backs during the school day. Purses may be carried, but cannot be large enough for a class textbook to fit in them.</p>	<ul style="list-style-type: none"> • 1st violation - warning, bag taken and returned to student at end of day • 2nd violation - 2 hours community service, bag taken and returned to parent • 3rd violation - suspension for the rest of the day, bag taken and returned to the parent
BUILDING ACCESS	<p>During the school day - access into the building is only through the front entrance by the flag pole. For safety reasons, students inside the building are not to open the door to allow anyone to enter from the outside.</p> <p>After school (3:05pm), students can only be in the building if they are with a teacher, coach or staff member.</p>	<p>Penalty ranging from community service to expulsion.</p> <p>Minimum: Opening doors - 12 hours community service Present after school without permission - 4 hours of community service</p>
BULLYING	<p>Bullying is defined as any repetitive 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/staff either directly or indirectly. Bullying can be physical, verbal, psychological or a combination of all three. This includes, texting, sending/taking photos, videos or posting via social media.</p>	<p>Penalty ranging from warning to expulsion.</p>

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CAFETERIA	<p style="text-align: center;">DINING RULES - THIS LIST IS NOT INCLUSIVE</p> <ol style="list-style-type: none"> 1. Students are to be in the lunch line or the cafeteria at the bell. 2. Tables are not to be moved. 3. Seating is limited per table by administration. 4. All food must be eaten in the lunchroom. 5. Students can leave the lunchroom only if they sign out from the lunchroom with permission. 6. Only bathrooms by the gym lobby are authorized for student use during the lunch period. 7. After eating, students will deposit all refuse in the containers that are provided and leave the table and floor around your place in a clean condition for others. 8. No glass containers, i.e. pop bottles, are to be brought into the lunchroom 9. Follow all directions of the cafeteria staff. 10. There is no line cutting in the lunch line. 11. No food from area fast food restaurants will be allowed in the cafeteria during lunch periods. 12. Food brought or bought into the school must be eaten in the cafeteria. Food must be consumed during students assigned lunch period. 	<p>Students who violate these rules will face progressive discipline ranging from a minimum of 2 hours community service to suspension.</p>
CLOSED CAMPUS	<p>All students attending Annapolis High School are required to stay in school during the lunch period. No food from area fast food restaurants will be allowed in the cafeteria during lunch periods. Students will not be allowed to leave school during this time to retrieve forgotten homework or other such reasons. If students are called out for illness, they will not be able to return for the rest of that day. Students with doctor, dental or court appointments must show proof of appointment upon return to classes that day.</p>	<p>Penalty ranging from community service to suspension.</p>
DEMONSTRATIONS	<p>Persons responsible for and participating in demonstrations that disrupt the school program.</p>	<p>Suspension with the possibility of being expelled. City of Dearborn Heights Ordinance H. 68-4 will be enforced.</p>

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DISORDERLY CONDUCT	A student shall not, by use of violence, force, coercion, threat, harassment or insubordination, cause obstructions to the educational process, including all curricular and extra-curricular activities. This includes, texting, sending/taking photos, videos or posting via social media. This also includes, disruptions to the classroom or school environment.	Penalty ranging from a minimum of 4 hours community service to expulsion.
DRESS CODE	<p>Students and parent/guardians shall use common sense and modesty in students' attire and grooming for school. Standards of safety, cleanliness, good taste, and decency shall be used by the school personnel in determining the appropriateness of student dress. Attire and grooming that is distracting and disruptive to the educational process is not acceptable for school.</p> <p>Clothing and accessories are not permitted if they display in writing, picture, or logo, an offensive or inappropriate matter including, but not limited to, the following: topics of sex, illegal substances, tobacco products, alcoholic beverages, profanity and violence.</p> <p>The following guidelines will be used by the faculty and administration when assessing students' attire and grooming. There may be days designated as special occasions in which exceptions will be made to some of the rules.</p> <p>Coats/Jackets/Outdoor Wear Coats/Jackets/Outdoor Wear must be placed in lockers upon arrival and must not be worn in school.</p> <p>Shirts</p> <ol style="list-style-type: none"> 1. No low sleeve tank tops or low cut tops permitted. Sleeveless is permitted but undergarments/shoulders must be covered and must be fitted underneath the arm. 2. No cleavage can be showing. 3. Undergarments must not be exposed. 4. No see-through or mesh materials are 	<p>Violations of the dress code may result in:</p> <p>1st Violation Warning</p> <ol style="list-style-type: none"> a. change clothes at school b. no change - suspension c. head coverings - confiscation - returned at the end of the day <p>2nd Violation Community Service (2 hours)</p> <ol style="list-style-type: none"> a. change clothes at school b. no change - suspension c. head coverings - confiscation - returned at the end of the school year d. if 2nd violation in the same day - will be sent home for the remainder of the day. <p>3rd Violation Suspension - students will be sent home for the rest of the day</p> <p>Further Violations</p> <ol style="list-style-type: none"> a. Sent home for the rest of the day plus one additional suspended day. b. Progressive discipline.

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DRESS CODE CONTINUED	<p>permitted unless the garment under the see-through/mesh materials are school appropriate.</p> <p>5. Tops must be long enough to be tucked in and midriffs must not be exposed.</p> <p>Shorts, Pants, Skirts</p> <ol style="list-style-type: none"> 1. Undergarments must not be exposed and pants must be worn at the waist (no sagging). 2. Sleepwear is not permitted. 3. The hem, top of a slit or holes in shorts, skirts, and pants must be no higher on the leg than the fingertips when arms are resting at one's side. <p>Footwear</p> <p>Footwear with a hard sole must be worn.</p> <p>Accessories</p> <ol style="list-style-type: none"> 1. Any accessories that are disruptive or offensive are not permitted, such as wallet chains, snap links, dog collars, and sunglasses (unless prescribed). 2. No head coverings (except for religious reasons) outdoor head coverings, bandanas or sweat bands are to be worn during regular school hours. Ears may not be covered unless for religious reasons. 	<p>Violations of the dress code may result in:</p> <p>1st Violation Warning</p> <ol style="list-style-type: none"> a. change clothes at school b. no change - suspension c. head coverings - confiscation - returned at the end of the day <p>2nd Violation Community Service (2 hours)</p> <ol style="list-style-type: none"> a. change clothes at school b. no change - suspension c. head coverings - confiscation - returned at the end of the school year d. if 2nd violation in the same day - will be sent home for the remainder of the day. <p>3rd Violation Suspension - students will be sent home for the rest of the day</p> <p>Further Violations</p> <ol style="list-style-type: none"> a. Sent home for the rest of the day plus one additional suspended day b. Progressive discipline.
DRUGS	Students found to be using, possessing, under the influence of distributing or selling marijuana or any other illegal narcotic or controlled substances.	Will be a 10 day suspension minimum, up to expulsion with loss of credit for the semester/remainder of school year Police will be contacted.
ELECTRONIC COMMUNICATION DEVICES / PCDS	Students are prohibited from using or loaning electronic devices, PCDs, cell phones, radios, CDs, iPods, iPad, MP3 players, cameras, video recorders, tablets or any other electronic communication devices during class time. This includes wearing headphones unless given permission by an administrator or teacher. All personal electronic devices must be turned off and not visible during class time. Students may not use electronic devices on assessments unless given permission by the instructor. This includes electronic watches. PCD's will be placed on the "docking station" during assessments.	Cell phones will be turned into administration and parent/guardian may retrieve the cell phone up from the main office Unauthorized use of headphones, video recording, taking photos

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ELECTRONIC COMMUNICATION DEVICES PCDS / CONTINUED	<p>Students are permitted to use their cell phone / PCDS during class passing time and during their lunch period.</p> <p>Headphones, video recorders, cameras are <u>not</u> permitted during school hours unless given permission by an administrator or teacher for academic purposes only. Video and photos are prohibited in restrooms and locker rooms .</p> <p>Charging electronic devices / PCDS during the school day is prohibited.</p>	<p>Note: Refusal to surrender phone will be an automatic suspension for the day.</p> <p>Loaned device - user will begin at 2nd violation and owner will continue sequence.</p> <p>If cameras or camera phones are taken, they may be checked for inappropriate pictures.</p> <p>For the tardy detention program if unauthorized use of the cell phone the student will be dismissed for that day from the program.</p>
EXTORTION	<p>Extortion is obtaining money or property by violence or threats of violence, or forcing someone to act against his/her wishes by threat or intimidation. This includes, texting, sending/taking photos, videos or posting via social media.</p>	<p>Penalties ranging from community service to expulsion.</p>
FAILURE TO FOLLOW DIRECTIVES	<p>A student shall comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school.</p>	<p>Penalty ranging from community service to expulsion.</p>
FALSE FIRE ALARM OR BOMB REPORT	<p>A student shall not cause a false alarm to be rung, nor shall a student falsely communicate or cause to be communicated that a bomb is located in a building or on the premises of a building.</p> <p>Tampering with Fire Alarm or Equipment: A Student shall not damage or otherwise tamper with a fire system or equipment.</p>	<p>Violations will result in:</p> <ul style="list-style-type: none"> Minimum 10-day suspension and mandatory parent conference Referral to police. Possible referral for long-term suspension /expulsion.
FIGHTING	<p>Fighting will not be tolerated in the building or on the way to and from school. Since it takes two or more to fight, all involved parties may be suspended. Fighting will consist of any violent confrontation including incitement. It is the involved student's responsibility to avoid any possible violent confrontation and/or to report such incidents to a staff member immediately. In addition, those students whose actions encourage or perpetuate a fight may also be held responsible.</p>	<p>1st violation: 5 day suspension</p> <p>2nd violation: 10 day suspension and placed on behavioral contact.</p> <p>3rd violation: suspension for the semester and loss of credit for the semester</p> <p>Refusal to stop fighting when told to stop is an automatic 10 day suspension.</p> <p>Inciting a fight, warning to suspension.</p> <p>Multiple students involved/gang related minimum 10 day suspension.</p> <p>Police may be contacted on any of the above.</p>

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FIRECRACKERS	Firecrackers shall mean and include any combustible or explosive composition, or any substance or combination of substances, or articles prepared for the purpose of producing a visible or an audible effect by any means. Because of the danger to other students and being against the state law, students found to be selling or possessing firecrackers within the radius of one block of school property will be in violation.	Students who are in possession or ignite firecrackers within the school building will be suspended as follows: 1 st violation: 10 day suspension 2 nd violation: suspension for semester/expulsion with loss of credit
FORGERY/IMPERSONATION	A student shall not sign the name of another person, impersonate another student by using their log-in information, or any other act to imply that they are someone other than themselves. A student shall not sign the name of another person for the purpose of misleading school personnel, wearing an ID than their own, impersonate another student by using the login information, or any other act to mislead or try to imply that they were someone else other than themselves.	Penalty ranging from 6 hours of community service to expulsion. Minor: Forging another person's signature minimum 4 days Major: Minimum 10 day suspension/expulsion with loss of credit.
GAMBLING	A student shall not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	Penalty ranging from suspension to expulsion.
GANG AND SECRET ORGANIZATION AFFILIATION	Student involvement with gangs and/or secret organizations while on school grounds, at school sponsored events, are an obstruction to education inimical to the public welfare and are prohibited. The use of symbols that include, but not limited to drawings, hand signs, attire and all representations related to gang and/or secret organizations are prohibited.	Violations will result in: - Up to a 10-day suspension and mandatory parent conference. - Possible referral to police. - Possible referral for long-term suspension/expulsion.
INTIMIDATION / HARASSMENT	The act of verbally insulting, defamatory, calling derogatory names or verbally abusing a person, staff or student because of race, ethnic origin, sex, religion, disability, physical features or by gesture, threatening the well-being, health, or safety of another person. This includes, texting, sending/taking photos, videos or posting via social media.	Penalty ranging from warning to expulsion.

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LOCKERS	Students are assigned individual lockers and are required to use them for their books, etc. They are not allowed to share their lockers or to give their locker combinations to other students. Students are also not allowed to rig the locker to keep it from locking. Students are responsible for all items in their locker.	Violations will result in: <ul style="list-style-type: none"> - 1st time is 4 hour community service - 2nd and beyond is progressive discipline
PASSES	It is the student's responsibility to obtain a pass before entering the hallway during class periods.	Students without a pass may be progressively disciplined Minimum 4 hours community service.
PHONE USAGE	Students must come to the office to use the phone. They must have a pass if coming during a class period. During the school day, student may use their PCDs during passing time and lunch time only.	Students without a pass may be progressively disciplined.
POP / FOOD	No pop, juice, food etc. outside the locker or the cafeteria. Water is permitted in closed container. Food is to be consumed in the café only. All others will be taken.	Persistent violation of this rule will result in progressive discipline. 1 st violation: 2 hour community service 2 nd violation: 4 hour community service 3 rd violation: 1 day suspension
PROFANITY AND VERBAL ABUSE	Profanity and vulgar language (spoken, non-verbal or written) and gestures have no place in a public high school. Offenders give a distorted image of themselves and help create disrespect toward the school, student body and teaching staff. A student shall not verbally abuse another student, teacher or other school personnel, or school visitor.	1 st violation: 2 day suspension 2 nd violation: 4 day suspension Students who direct profane language at staff will be suspended. Each violation: 4 day suspension
PUBLIC DISPLAY OF AFFECTION	Undue displays of affection in a school situation such as embracing one another, kissing, etc., are considered to be inappropriate and in poor taste.	1 st violation: 2 hour community service 2 nd violation: 1 day suspension 3 rd violation: 2 day suspension
SEXUAL MISCONDUCT/HARASSMENT	Sexual misconduct/harassment includes sexual conduct towards students or staff, making sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. This includes, texting, sending/taking photos, videos or posting via social media.	Penalties range from warning to expulsion. Police and Child Protective Services may be contacted.

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SMOKING	Possession or use of tobacco products or smoking paraphernalia by students at Annapolis High School is strictly prohibited. It is a violation of state and city laws with the school and courts having jurisdiction over violators. This includes but is not limited to e-vaps, e-cigarettes, smoking materials, lighters and matches.	<p>1st violation</p> <ol style="list-style-type: none"> 1. suspension for 4 school days 2. parent conference to re-admit student 3. police notification - appearance citation <p>2nd violation</p> <ol style="list-style-type: none"> 1. suspension for 6 school days 2. parent conference to re-admit student 3. referral to courts, police may be contacted <p>3rd violation</p> <ol style="list-style-type: none"> 1. suspension for 10 school days 2. parent conference to re-admit student referral to courts, police may be contacted
SRC NEGOTIATION MEETING	When a student is sent from a class to the SRC, they must complete a plan and attend a scheduled negotiation meeting to earn the right to return to class.	Failure to attend scheduled meetings will result in: 1 st violation - 2 hour community service 2 nd violation - 1 day suspension 3 rd violation - 1 day suspension and parent meeting.
STAIRS	Due to the size of the stairwells and the number of students using them during passing periods, it is necessary for the west stairwell to be used as a "down" stairs and the east (by the library) to be used as an "up" stairs during passing periods.	Students may be progressively disciplined who ignore this procedure.
STUDENTS COMING TO SCHOOL LATE	Students reporting to school late must sign in at the main office. If the student is more than 15 minutes late for that particular hour, they will not be admitted to class.	Violation of this policy may result in consequences ranging from community service to a suspension. Excessive tardies or absences will result in a truancy referral.
STUDENT ID	Students are required to wear their ID's: <ol style="list-style-type: none"> 1. On a school approved lanyard around the neck 2. On the front of the body 3. Visible 4. May not be altered in any fashion 5. Throughout the school day 6. ID's are the property of the school district. Replacement costs are \$1.00 for a lanyard and \$1.00 for an ID. 	Forgotten: <ol style="list-style-type: none"> 1. DO NOT GO TO CLASS 2. Go to office and arrangements will be made to obtain. In class - 1 st Hour Go to the office and arrangements will be made to obtain. After 1 st Hour Go to the office and arrangements will be made to obtain, plus:

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STUDENT ID CONTINUED	7. Students will be allowed to charge replacement ID's.	Penalties ranging from 2 hour community service each violation.
TARDIES	After the class period bell has rang, students arriving during the first 15 minutes of any class period will be considered tardy.	4 th tardy and beyond: 1-hour detention for each occurrence. <ul style="list-style-type: none"> • Failure to attend tardy detention is automatically a one day suspension.
THEFT	Students found in possession of school property or in possession of property of other students, without their permission.	Violation will result in: 1 st Offense - 4 days suspension. - Possible contact with police department - mandatory parent conference 2 nd Offense - Progressive Discipline
THREATS	A student shall not threaten or make a statement of intention to inflict pain, injury, damage or other hostile action on anyone (staff or student), object or location. This includes but is not limited to verbal, written, gestures, pictures, postings, jokingly or via social media.	Penalties ranging from community service to expulsion.
TRESPASS	A student shall not enter upon the premises of any school without proper authorization or while under suspension, expulsion or removal; a student shall not enter any restricted area, including but not limited to student lockers, gym, storage areas and classrooms, without proper authorization.	Penalties ranging from community service to expulsion.
TRUANCY	"Willful non-attendance" to hourly classes, absence from school without authorization. Students are expected to attend their full schedule on a regular basis.	1 st violation: 2 hour community service for every hour of truancy. Extreme truancy cases will result in the district seeking court action against the student.

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UNAPPROVED COMPUTER USAGE/ CYBER CRIMES	Any student who uses the Internet or a computer without proper permission or in a manner that is not allowed by an instructor administration or technology agreement. Students are prohibited from accessing confidential material including but not limited to cyber hacking, using unapproved login credentials, cybercrimes and/or gaining access around the firewall.	Community service to expulsion. Minor: No damage to the computer. 1 st violation: 1 day suspension 2 nd violation: 2 day suspension, parent conference, computer privileges denied and possible loss of credit 3 rd violation: 3 day suspension, parent conference, removal from all computer classes and loss of credit Major: Damage to computer. Damage to computer. 1 st violation: Minimum 5 day suspension, pay for damage, parent conference, removal from class and loss of credit 2 nd violation: 10 day suspension, pay for damage, parent conference, removal from all computer classes and loss of credit Police may be contacted.
UNAPPROVED LITERATURE/PICTURES	All publication, literature, or pictures which are offensive to (students or staff) accepted standards of decency or modesty, which are lewd, indecent and repulsive to the senses, which promote insurrection or rebellion against civil or school authorities are prohibited on school property either printed or electronic. This includes, texting, sending/taking photos, videos or posting via social media.	Penalties ranging from 10 days suspension though expulsion with possible loss of credit for the semester. Police may be contacted.
VANDALISM	Destruction of public and/or school property. Parents or guardians of an unemancipated minor who has maliciously or willfully destroyed school property, will be held liable for the cost of repair and/or replacement.	Penalties ranging from community service to expulsion. Pay for damages. Police will be contacted.
WEAPONS	A student shall not possess, handle, transmit or conceal a dangerous weapon or any instrument capable of harming another person. Examples: guns, knives, chains, brass knuckles, etc. Any instrument or devices, which is used as a weapon, is considered to be a weapon. When a student is alleged to possess a dangerous weapon in a weapon-free school zone or who commits arson or rape in a school building or on school grounds shall be held accountable under Public Act 328.	Penalties range from suspension to permanent expulsion from school. Police will be contacted.