

**ALLEN PARK
HIGH SCHOOL
2009 - 2010**



**STUDENT
HANDBOOK**

Welcome to Allen Park High School!

Allen Park High School has been providing educational opportunities for over 50 years. Valued traditions are blended with innovative teaching practices helping students prepare for the future. It is our goal to provide all of the students with the opportunity to acquire the skills necessary to perform at their highest level of ability all of the time in their academic courses, in student activities and clubs, and in athletic events. We strongly encourage all students to get the most out of each of their classes as well as actively participate in activities and on athletic teams of interest to them.

This handbook contains information for students and parents/guardians about the school program. You are urged to keep this document handy as a reference guide. Please contact me at 313-827-1230 if I may provide you with additional information

On behalf of the entire staff, I welcome all of the students and their families to Allen Park High School. Have a great year!

Ms. Janet P. Wasko
Principal

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ALLEN PARK HIGH SCHOOL

A tradition of evolving excellence

MISSION STATEMENT

The mission of Allen Park High School is to provide each student with the opportunity to succeed in a changing society by promoting intellectual growth, creativity, self-discipline, democratic responsibility and physical and mental health so that each student can achieve to his/her maximum potential.

VISION

The vision of Allen Park High School is to provide each student with the opportunity to succeed in a changing society by promoting

- intellectual growth,
- creativity,
- self-discipline,
- democratic responsibility,
- and physical and mental health.

So that each student can achieve to his/her maximum potential.

OBJECTIVES

1. To develop the total individual through a balanced program designed to increase skills in the areas of communication, mathematics, science, social studies, careers, and physical education.
2. To establish a climate encouraging integrity, responsibility, and self-discipline that results in a positive value system.
3. To develop the skills, understanding, and attitudes essential to intelligent and productive participation in our democratic society.
4. To encourage the constructive use of leisure time.
5. To understand the environment - its principles, problems, and implications for the future.
6. To encourage the individual's potential through the acceptance, understanding, and appreciation of oneself and the existence of individual differences.
7. To provide opportunities to make decisions and to evaluate their consequences.
8. To promote self-confidence through praise, encouragement, and mutual respect.
9. To create an awareness of the opportunity for personal growth through a close, active relationship with family, peer group, school, and community.

BROAD STUDENT OUTCOMES

Upon graduating from Allen Park Public Schools our students will:

- Have basic skills in reading, writing, speaking, communicating, thinking and calculating.
- Have personal management skills such as being able to make decisions, develop job skills, meet or exceed standards of quality, appreciate the arts, value and foster creative ideas, and demonstrate honesty, integrity and respect for others.
- Be collaborative producers – able to work as team members, leaders and followers as needed. They should also work for the “common good,” initiate and handle change, negotiate, and identify skills and talents of self and others that will help to accomplish a task.

- Be involved citizens who exercise the rights and responsibilities of a citizen of a country, state, and city, work for a safe environment for all, practice responsibilities of a family member, and respect the culture of other groups.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

RESPONSIBILITIES OF STUDENTS

- A. To attend school regularly, on time, prepared to learn to the best of their ability.
- B. To respect the rights of others.
- C. To respect the property of others, including school property which their parents have paid for through taxes.
- D. To follow reasonable requests, instructions, and directions of school personnel and to contribute at all times to the peace and tranquility of the school.
- E. To communicate ideas for improvement of the school through representative student government and appropriate staff.
- F. To follow the rules and regulations as set forth in the Code of Conduct

RESPONSIBILITIES OF PARENTS

Recognizing the importance of parent involvement in the educational success of children, the Board of Education strongly encourages parent participation in educational program planning in school improvement efforts.

Parents are encouraged to be actively involved in local school improvement teams and system-wide efforts which impact educational change as well as in the planning, development, implementation and evaluation of all state and federal programs.

- A. To assist their child in attending school regularly and on time
- B. To respect the rights of others
- C. To provide their child's health, personal cleanliness, acceptable grooming, and suitable dress
- D. To listen to, consult with, understand, and trust their child
- E. To work with school personnel and community groups to communicate concerns which may interfere with a child's education
- F. To teach their child to respect lawful procedures and the rights of others
- G. To be responsible for and insistent upon their child's understanding and development of self-reliance and independence
- H. To instruct their children to abide by the Code of Conduct

RESPONSIBILITIES OF TEACHERS

- A. To know and enforce the rules consistently and fairly
- B. To respect the rights of others
- C. To respect the individuality of students
- D. To assist students in becoming self-reliant and independent
- E. To work with parents, students, and school staff to provide for positive change
- F. To notify parents and/or students who may be failing a course
- G. To abide by the Code of Conduct

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

- A. To know and enforce consistently and fairly the rules and policies of the individual school and the school district
- B. To respect the rights of others
- C. To establish a climate of understanding toward all students, parents, and staff
- D. To encourage innovative practices in the individual buildings which will increase students' self-respect and self-reliance
- E. To abide by the Code of Conduct

RESPONSIBILITIES OF THE BOARD OF EDUCATION

- A. To hold the Superintendent and school employees responsible for the fair and consistent application of policies of the Board of Education
- B. To respect the rights of others
- C. To work to adopt clear, understandable policies that enforces the goals of the school system.
- D. To maintain open communication with all segments of the community
- E. To foster attainment of the best possible educational environment
- F. To abide by the Code of Conduct

ADVICE FOR STUDENTS

Whether you decide to one day attend a University, earn a 2-year Associates degree, or simply succeed in high school, these are characteristics of successful students.

SUCCESSFUL STUDENTS:

- Have excellent attendance and are punctual.
- Complete assignments neatly, showing that they take pride in their school work.
- Turn in their work promptly after an absence. They also make sure they understand the material covered.
- Learn to identify what needs to be studied in greatest detail.
- Pay attention in class and are courteous and polite.
- Put forth an appropriate amount of effort and spend the proper amount of time when completing homework assignments. They do their assignments well, as opposed to just "getting them done."
- Actively participate by asking and answering questions.
- Take notes.
- Take the initiative to discuss their progress in class with their teachers. Teachers appreciate students who want to do their best. This is also a great way for teachers to get to know their students.
- Realize their responsibility to do well in high school. They see the impact that doing well in high school has on their future
- Turn in all assignments.
- Work hard. By doing so, they control their own success.
- Enjoy school and enjoy being successful students. The things that take the most work are the things we value and most enjoy!

PHILOSOPHY OF ATTENDANCE

In order to provide a quality education for the students of Allen Park High School, good student attendance must be an important priority. It is an accepted reality that students achieve at a higher level when maximum time is spent on task in their various classes. Every effort should be made by students and parents to keep absences from school to an absolute minimum.

An excused absence is any absence which fulfills the following three criteria

1. Due to:
 - a) Illness
 - b) Professional appointments which cannot be scheduled outside the normal school day
 - c) Personal and/or family problems
 - d) Death in the family
 - e) Religious holidays
- 2) Is called in by a parent or guardian
- 3) Is documented appropriately

Students may make up missed work for credit within a reasonable period of time as set by the teacher and student.

ALLEN PARK HIGH SCHOOL – ATTENDANCE

ALLEN PARK HIGH SCHOOL – ATTENDANCE POLICY

AN UNEXCUSED ABSENCE IS ANY ABSENCE THAT DOES NOT FULFILL THE DEFINITION OF EXCUSED AND IS NOT A SUSPENSION DAY. STUDENTS ARE ENTITLED TO MAKE UP MISSED WORK BUT WILL NOT RECEIVE CREDIT FOR THE WORK.

1. A maximum of nine (9) days absent will be allowed per semester class. These days include **excused & unexcused** absences such as: illness, funerals, extreme family emergencies, religious holidays, and legal business, which cannot be done after school hours. An extension of days may be granted only if the above-mentioned excuses extend beyond the nine (9) day allotment. All days must have a documented excuse for an extension to be considered.
2. A student exceeding nine (9) days absent in a class may lose credit for that course (go on audit). Upon the tenth (10) absence, parents will be notified by mail. Students are encouraged to meet with the Assistant Principal to discuss being placed on an audit. Students auditing a class will be required to attend class each day and may continue working for credit pending the outcome of an appeal. Students placed on audit will be subject to all policies of the Code of Conduct.
3. **If a student is absent, a phone call must be made to the attendance office (313) 827-1250 by a parent or guardian within 24 hours in order for the absence to be excused.** Failure to call will result in the absence being treated as an unexcused absence. We can not accept parent notification after the 24 hour time limit. These absences will be marked as unexcused.
4. There will be no difference between excused and unexcused absences as they relate to the nine (9) day total. Students with an unexcused absence are not allowed to make up missed work, tests, quizzes, etc.
5. Any student reporting to school after 7:55 a.m. must report to the attendance office for a late pass. Students arriving after the first ten (10) minutes of 1st hour will be marked absent.
6. Students arriving after the first five (5) minutes of hours 2-6 will be marked absent.
7. A student who is not maintaining attendance in at least four classes could be dropped from Allen Park High School for the remainder of the semester.
8. All administrative-approved school business activities that take students out of their class/school will not be considered an absence or tardy to be deducted from their nine (9) day absence allowance. These activities must be approved in advance.
9. Any student who needs to leave school because of illness or emergencies must report to the Attendance Office for permission to sign out. The Attendance Office will call home before the student is permitted to leave. Whenever a student signs out, those hours missed will be counted against the maximum of nine (9) allowed absences. Doctor and dentist appointments should be made after school hours. If a student leaves without signing out he/she will be considered truant.
10. Exceptions to these policies include: homebound students and extended hospital treatment (must be documented).
11. This policy will be reviewed annually and necessary adjustments will be made.

ALLEN PARK HIGH SCHOOL – VACATION POLICY

Vacation time during the school year is discouraged. However, if necessary, requests must be made at least one week prior to the first day of absence. A student may obtain a vacation request form in the main office. It requires that the student obtain teachers' signatures with the student's total number of absences to date in each class. The completed form should be returned to the attendance office before vacation departure. Assignments must be obtained prior to the first day of absence. All assignments are due the first day back to class.

IMPORTANT: Vacation day's factor into the 9-day maximum per semester. An audit begins on the 10th absence, with a possible loss of credit.

The parent must review and return the signed vacation request form to the Attendance Office. Failure to do so will result in "unexcused" absences."

TARDINESS IN THE MORNING AND TO CLASSES

A student shall be recorded tardy for failure to be in the assigned classroom when the tardy bell starts ringing.

1. When a student is more than five (5) minutes late to a class, that class will count as an absence.
2. Upon receiving the 3rd, 4th, and 5th tardy to class, at the teacher's discretion, the student may be assigned a one (1) hour morning or afternoon detention.
3. Upon receiving the 6th, 7th, and 8th tardy to class, the student will be assigned a one day in-school suspension.
4. When a student accumulates nine (9) or more tardies to class, the student will be assigned a one day out of school suspension.

STUDENT SIGN-OUT PROCEDURE

The students are expected to remain in the school building during their scheduled classes. Students, who have the need to leave the building during a class period or in between classes, due to illness or an appointment, are required to report to the Attendance Office to sign out. Before the student will be excused, a parent will be contacted and informed of the student's desire to sign out. **A student who leaves the building without signing out will be subject to the same penalties as truancy.**

DRESS CODE

Allen Park High School expects all students of the Allen Park Public Schools to be neatly and appropriately dressed and groomed at all times while in school and at all school functions. "Students are expected to determine their patterns of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and does not interfere with the educational process of the school."

In order to assist students and parents to comply with this provision, the following guidelines have been developed. The school administration and staff will uphold the following regulations:

1. **No torn clothing**
2. **Sweatshirts with hoods are allowed but hoods must be down.**
3. **No cell phones, I-Pods, or other electronic devices. If these items are visible, they will be confiscated and consequences given according to the Code of Conduct.**
4. **No book bags, athletic bags, or over-sized purses similar to a book bag etc. will be allowed in the classroom. These items must be in your locker.**
5. **Shorts & skirts must be at knee length – No Exception! Shorts and skirts must be knee length even with tights or leggings under them.**
6. **Students may not wear slippers or pajamas to school.**
7. Students are not to wear items of clothing which have obscene, vulgar, or sexual statements or pictures, or which promote alcohol, tobacco, or illegal substances.
8. Underclothing should not be visible including bra straps and boxer shorts! Pants/Shorts must be worn at the waist.
9. Hats or headbands are not to be worn in the building and must be kept in the student's locker during the school day.
10. **A student's shoulders, chest, and back must be covered! Girls may not show any cleavage and shirts/tops must cover them to the neck.**

11. No bare midriffs, "fishnet" shirts, bare backs, tank tops, "double tank tops", halter tops, spandex, spaghetti straps, or transparent clothing are permitted at any time.
12. Skirts or other clothing that are excessively tight, form fitting or revealing are also inappropriate. Example: Bike Shorts, Cheer Shorts, etc.
13. Coats, jackets, vests, and other outerwear should not be worn in classes. Students who feel that the building is cool should keep a sweater or sweatshirt in their locker to wear.
14. Shoes or footwear must be worn at all times.
15. Swimsuits for physical education classes must be appropriate.

Administration and staff reserve the right to assess clothing for appropriateness to the learning environment and to address it accordingly.

Exceptions to the above for "special" days may be declared by the administration.

These guidelines are offered as general statements so that students and parents can select and purchase clothing appropriate to the school environment. As in most other things, good judgment and common sense are the ultimate standards.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students who arrive at school inappropriately dressed will be referred to the assistant principal and asked to remedy the problem. This may involve being sent home to change a particular article of clothing.

- 1st offense – warning/change clothes
- 2nd offense – in school suspension
- 3rd offense – 1 to 3 day out of school suspension

GRADUATION REQUIREMENTS FOR THE CLASS OF 2010

Graduation from Allen Park High School requires that a student spend **four years of study at the high school level**. The student must successfully complete a minimum of twenty-two (22) credits. All courses taken and passed earn one-half (1/2) credit per semester. All students must be enrolled in the equivalent of at least six (6) classes each semester, unless enrolled in a co-op or career/technical education program.

Allen Park High School students transferring to our alternative high school, Allen Park Community School, must have earned at least 11 credits at Allen Park High School to qualify for an Allen Park High School diploma and to participate in APHS commencement ceremony.

Of the twenty-two (22) credits necessary for graduation, fifteen (15) are required and seven (7) are elective. Each student must complete the following requirements:

- Four (4) years (eight semesters) of **full-time** attendance.
- All students must participate in all Michigan Educational Assessment Program High School Tests, or any other State-sanctioned test, to qualify for graduation.
- Twenty-two (22) total credits.
- Computer Education - one (1) semester - (1/2 credit) of Computer Applications
To enroll in Computer Applications, a student must pass the keyboarding test. The Keyboarding class does not satisfy the computer requirement for graduation.
Computer Pathways does satisfy the APHS computer requirement.
- English - eight (8) semesters - (4 credits)
Two (2) semesters of English Language Arts 9 required (1 credit)
Two (2) semesters of English Language Arts 10 required (1 credit)
Two (2) semesters of English Language Arts 11 required (1 credit)
Two (2) semesters of electives required in 12th grade (1 credit)
- Mathematics - six (6) semesters - (3 credits)
- Physical Education and Health - three (3) semesters required (1 1/2 credit)

- Science - six (6) semesters - (3 credits)
two (2) semesters of General Science recommended (1 credit)
two (2) semesters of a life science recommended (1 credit)
two (2) semesters of science electives (1 credit)
- Social Studies - six (6) semesters - (3 credits)
two (2) semesters of American History required (1 credit)
one (1) semester of Government required (1/2 credit)
three (3) semesters of electives (1 1/2 credit)

NEW GRADUATION REQUIREMENTS BEGINNING WITH CLASS OF 2011

Allen Park High School will comply with the new State of Michigan high school requirements as enacted into law (Public Acts 123 and 124 of 2006). In addition, the local school district maintains its authority to establish other requirements as established through the District Instruction Curriculum Council and approved by the Board of Education.

- Four (4) years (eight semesters) of **full-time** attendance.
- All students must participate in all Michigan Merit Exams, or any other State-sanctioned test, to qualify for graduation. Students whose scores are disqualified by ACT® or the State of Michigan for academic dishonesty, unethical behavior or other testing violations will not qualify for a high school diploma.
- Twenty-two (22) total credits. Seventeen (17) required and five (5) electives.

Four (4) years (8 semesters) English Language Arts

- Two (2) semesters of English Language Arts 9 required (1 credit)
- Two (2) semesters of English Language Arts 10 required (1 credit)
- Two (2) semesters of English Language Arts 11 required (1 credit)
- Two (2) semesters of electives required in 12th grade (1 credit)

Four (4) years (8 semesters) Mathematics

- Two (2) semesters of Algebra I required (1 credit)
- Two (2) semesters of Geometry required (1 credit)
- Two (2) semesters of Algebra II required (1 credit)
- Two (2) semesters of math or math related credit (1 credit)

Three (3) years (6 semesters) Science

- Two (2) semesters Biology required (1 credit)
- Two (2) semesters Chemistry or Physics (1 credit)
- Two (2) semesters additional Science (1 credit)

Three and a half (3.5) years (7 semesters) of Social Studies

- One (1) semester in Civics (one-half credit)
- Two (2) semesters in U.S. History and Geography (1 credit)
- One (1) semester in Economics (one-half credit)
- Two (2) semesters World History and Geography (1 credit)
- One (1) semester in Impact on Government (one-half credit)

Computer Education - one (1) semester - (1/2 credit) of Computer Applications

To enroll in Computer Applications, a student must pass the keyboarding test. The Keyboarding class doe not satisfy the computer requirement for graduation. Computer Pathways does satisfy the APHS computer requirement.

Two (2) semesters Visual, Performing or Applied Arts (1 credit)

One (1) semester Physical Education and one (1) semester Health (1 credit)

One year (2 semesters) of Marching Band or two (2) Athletic Seasons will equal one-half Physical Education credit

Requirement of 20 hours of online learning

CLASS STANDING

To be considered a **Sophomore**, a student must have earned at least **5.5 credits**.

To be considered a **Junior**, a student must have earned at least **11 credits**.

To be considered a **Senior**, a student must have earned at least **16 credits**.

Homerooms are NOT changed in the middle of the school year, except for those who attain graduation status.

TRANSFER STUDENTS

Class requirements and credits are handled on an individual basis for transfer students. Transfer students are required to earn a minimum of 22 credits and meet the Allen Park High School graduation requirements. They also are required to take all of the Allen Park High School required subjects that can be worked into their schedule.

COLLEGE ENTRANCE TESTING PROGRAM

The testing program for college entrance provided by Allen Park High School is planned outside of the normal school day. Results of college entrance tests are used by the institutions of higher learning to determine student admission, placement, and scholarship qualifications. The tests are offered to the eleventh and twelfth grade students.

The counselors are available to help with registration procedures for these tests. Information concerning the test description, test centers, code numbers, fees, and test administration dates are available through the Counseling Center. Information is also publicized through bulletins, announcements, and the school newspaper.

COMMENCEMENT

Commencement is a school district function. All seniors who expect to take part in the Commencement ceremony must plan to be present for the rehearsal. Any senior who is not at the Commencement ceremony may pick up the diploma on the Monday following Commencement. **Seniors who have not satisfied the requirements for graduation are not permitted to participate in the Commencement ceremony.**

DEVELOPING A COURSE OF STUDY

Students are strongly encouraged to use their high school experience to the fullest to continue preparing for life after they graduate. Many options exist for students beyond high school and it is important to explore these options and properly prepare for the future. Part of this preparation is the development of a course of study that will enable the student to prepare to enter the world of work right after graduation or to prepare for further study at a college or university.

The process of developing a course of study includes the student, their parent/guardian, and the school counselor. The student has the responsibility to carefully consider career choices. Information can be gathered through many sources including completing career interest assessments, attending career fairs, speaker forums and participating in job shadowing. Parents/guardians can assist by providing experiences outside of school that will promote the exploration of a variety of careers. Parents/guardians are also urged to closely monitor their child's course of study to make sure the student stays on track. The school counselors will support this whole process by coordinating a variety of career activities, offering guidance during the development of the course of study, and monitoring student progress. They will also help each student develop an **Educational Development Plan (EDP)** that includes educational and career goals, interest and career surveys, academic honors, awards, test results, and other demographic information. These EDPs will be reviewed by students and parents annually.

Three primary categories exist when developing a course of study: **college prep, general studies, and tech prep**. The following is a brief description of each of the three categories as well as sample courses of study for each. These samples are to be used only as a guide. All students are expected to identify their own interests and therefore individualize their course of study.

EDUCATIONAL DEVELOPMENT PLAN

Students will maintain a portfolio to include at a minimum:

1. A record of the student's annual academic and nonacademic plans that the student intends to follow.
2. A record of academic achievement that includes at least academic transcripts and the results of any statewide subject matter assessment test and nationally or locally normed achievement test that the pupil has taken.
3. A record of career preparation that includes at least records of vocational-technical training under school auspices that may help prepare for a job or career, career exploration, post-secondary educational exploration, job-seeking preparation, job experience, problem solving experience, and lifelong learning preparation.
4. A record of recognitions and accomplishments that includes at least nonacademic competencies, awards, and certificates.

CAREER PATHWAYS

As a part of the Educational Development Plan, Career pathways is a system that creates well-marked “paths” of sequenced courses which provide both focus and direction to a student’s learning experience. The Pathway will connect the student to post-secondary education and the world of work. The six Pathways are:

Arts & Communication
Business, Management, Marketing & Technology
Engineering/Manufacturing and Industrial Technology
Health Sciences
Human Services
Natural Resources and Agriscience

To help identify a student’s pathway, all students will take various career surveys over the course of their four years, including Career Cruising, an on-line career assessment and reporting system.

COURSE OF STUDY

COLLEGE PREP

The College Prep course of study is designed for students interested in preparing to attend a community college or 4-year college or university after high school. The sequence of courses has been developed to prepare students for admission to the college or university of their choice.

The presidents of the 15 major universities in Michigan have published guidelines for high school students preparing to be considered for admission into one of these universities. The following are their recommendations for the courses that students should successfully complete in high school to give them a competitive edge during the admissions process:

COLLEGE PREP RECOMMENDED COURSE OF STUDY FOR CLASS OF 2011, 2012 and 2013

Requirements	9th Grade	10th Grade	11th Grade	12th Grade
English 8 semesters/ 4 years required	English Language Arts 9	English Language Arts 10 or Accelerated English Language Arts 10	English Language Arts 11. Accelerated Language Arts 11 or AP Language and Composition	AP Literature and Composition or College Writing, Shakespeare or World Mythology
Mathematics 8 semesters/ 4 years required	Algebra I	Geometry	Algebra 2 or Algebra 2-B	Pre-Calculus Trig & Stats
	Geometry	Algebra 2 or Algebra 2-B	Pre-Calculus or Trig & Stats	Calculus or AP Calculus
Science 6 semesters/ 3 years required	Science 9 (unless tested into Biology)	Life Science or Chemistry if Biology was taken in Grade 9	Chemistry or Physics	Elective AP Chemistry or AP Biology
Social Studies 7 semesters/ 3.5 years required	Understanding Democracy	American History Or	A. P. European History or World History	Government or A. P. Government
	Economics beginning w/ Class of 2012	Advanced Placement United States History	Economics junior or senior year For class of 2010 and 2011 only	
Phys. Ed. 1 semester Health 1 semester Computer Education 1 semester Visual, Performing or Applied Arts	Elective	Elective	Elective	Elective
	Elective	Elective	Elective	Elective
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>In addition to the requirements on the left the following are also recommended for a College Prep Course of Study:</p> <p>** 3 years of a World Language</p> <p>** 1 year of Computer Literacy (hands on)</p> </div>				

GENERAL STUDIES

The General Studies sequence of courses is designed for flexibility. Students following this course of study can use these courses to prepare for entry into the world of work and/or college after graduation. Based on the student's career plans, the course of study is designed to assist in meeting the educational goals of the student.

GENERAL STUDIES RECOMMENDED COURSE OF STUDY FOR THE CLASS OF 2011, 2012 and 2013

Requirements	9th Grade	10th Grade	11th Grade	12th Grade
English 8 semesters/ 4 years required	English Language Arts 9	English Language Arts 10 or Accelerated English Language Arts 10	English Language Arts 11	Electives (2 Semesters)
Mathematics 8 semesters/ 4 years required	Algebra 1	Geometry	Algebra 2 or Algebra 2-B	Trigonometry and Probability & Statistics or Pre-Calculus
				Trigonometry and Probability & Statistics
Science 6 semesters/ 3 years required	Science 9	Introductory Biology	Chemistry/ Physics	Elective
Social Studies 7 semesters/ 3.5 years required	Understanding Democracy Economics beginning with class of 2012	American History	World History	Government Economics (for Class of 2010 and 2011 only)
Phys. Ed. 1 semester Health 1 semester Computer Education 1 semester Visual, Performing or Applied Arts	Elective	Elective	Elective	Elective
	Elective	Elective	Elective	Elective

TECH PREP

Tech Prep is a course of study designed to prepare high school graduates with a more technically oriented educational background. This is accomplished through the coordinated efforts of the High School, area career and technical education centers, as well as community colleges and four-year colleges and universities.

The Tech Prep Program provides more structure and substance to the high school experience for students pursuing a particular career and/or further study. Emphasis is placed on coordinating the academic and technical courses in the high school so students may be better prepared for advanced study in technical programs.

Students interested in the Tech Prep Program are strongly encouraged to declare their interest on their Course Selection Sheet. In addition to completing the required courses in each department, it is recommended that Tech Prep students take the following sequence of courses:

TECH PREP RECOMMENDED COURSE OF STUDY FOR CLASS OF 2011, 2012 and 2013

Requirements	9th Grade	10th Grade	11th Grade	12th Grade
English 8 semesters/ 4 years required	English Language Arts 9	English Language Arts 10 or Accelerated English Language Arts 10	English Language Arts 11	Electives (2 Semesters)
Mathematics 8 semesters/ 4 years required	Algebra 1	Geometry	Algebra 2 or Algebra 2-B	Trigonometry and Probability & Statistics or Pre-Calculus or math credit through Construction Trades
Science 6 semesters/ 3 years required	Science 9	Introductory Biology	Introductory Anatomy or Earth Science	Physics or Core Chemistry
Social Studies 6 semesters/ 3 years required	Understanding Democracy/Economics (beginning with Class of 2012)	American History	World History	Government and Economics (Class of 2010 and 2011 only)
Phys. Ed. 1 semester Health 1 semester Computer Education 1 semester Visual, Performing or Applied Arts	Physical Ed and Health	Career/Technical Education Elective	Career/Technical Education Elective	Career/Technical Education Elective
	Career/Technical Education Elective	Computer Education	Career/Technical Education Elective	Career/Technical Education Elective

STUDENT SCHEDULING

During the third marking period of each school year, students will meet with their school counselor to select their classes for the following school year. The decision of which classes to select should be based on the course of study that is in place for the student. The student should work closely with their counselor to make sure their course of study is consistent with their career and educational goals as written in their Educational Development Plan (EDP).

Students need to carefully select their classes and their alternate selections during the scheduling period. Because classes are run based on student interest, it is essential that we get an accurate count for each class. Once the scheduling sheet is submitted, the courses will be scheduled for the student. When all of the students are scheduled, decisions will be made regarding the number of teachers needed to properly staff the high school. **Therefore, students should treat the course selection sheet as a contract.** Parents are urged to carefully review the sheet with their child and asked to indicate that they support the classes selected by signing the sheet. Once the sheet is signed, the student should turn the sheet in to the Counseling Center for processing.

SCHEDULE CHANGES

Schedule changes are not allowed because students received their alternative choice class. No schedules will be changed after the end of the second week of the semester.

Class changes are limited for critical need only.

The master schedule and staff allocations are determined based on student selections made in the spring. Class sizes are balanced accordingly and will not allow for additional students.

In general class changes are not possible.

In certain extreme situations, meeting the following criteria, administrative approval may be granted.

1. The schedule is inaccurate and does not reflect the 6 classes and 3 alternate choices the student selected last spring.
2. The student failed a class and/or needs a required class for graduation.
3. The student has taken the class in summer school.
4. The level of the course is inappropriate.
5. The teacher requests a different level/course for the student.
6. There is a computer error.
7. The student is requesting a more rigorous academic course.
8. The counselor recommends a change based on the best educational interest of the student.
9. Individual circumstances supported by student/parent rationale.

If a student feels they have reason to change classes based on these situations, he/she is to sign up to see their counselor immediately during class changes or before/after school and state reason(s) on the sign-up sheet. The counselor will send for them and start the process for administrative approval. Students are expected to attend classes they are assigned while they await the results of their appeal to change their schedule.

SUMMER SCHOOL AND CREDIT RECOVERY

Graduation from Allen Park High school requires that a student spend four years of study at the high school level and successfully complete a minimum of twenty-two (22) credits. All courses taken and passed earn one-half (1/2) credit per semester. All students must be enrolled in the equivalent of (6) classes each semester at Allen Park High School, unless enrolled in a career/technical education program or dual enrollment.

Students who fail classes and fall behind in credits have a variety of options to choose for making up these credits including Allen Park High School Summer School, Allen Park High School Credit Recovery during the school year, and outside adult education or programs at other schools. (Allen Park Community School, Southgate Adult Education, Lincoln Park etc.)

CREDIT RECOVERY

The following policies and procedures have been established to govern these **credit recovery programs**:

CREDIT RECOVERY, SUMMER SCHOOL OR OTHER OUTSIDE AGENCIES

1. Students who make up failed courses through summer school, credit recovery or an outside school or adult education program (after failing the class in the regular program) will earn one-half (1/2) credit for each course that they pass.
2. Summer school or credit recovery courses do not replace the failing grade. They simply allow the student an opportunity to recover the credit for the failed course.
3. Students in any of these programs will receive **a pass or fail grade rather than a letter grade** on their APHS transcript. This will not be computed in a student's cumulative grade point average. Passing must be a minimum of 60% in the class.
4. These credit recovery classes are for remediation and not for acceleration or enrichment purposes.
5. Students may enroll in these programs if they have failed the **required** course at Allen Park High School or if they need **elective** credit options in order to make up the total number of credits.
6. Students seeking to make up credit via other programs (such as on-line or correspondence courses) **must receive counselor and administrative approval.**
7. Students may take a total of **no more than 2 credits (4 classes) from outside agencies or adult education programs** to be applied to their APHS graduation requirements.

RETAKE A FAILED CLASS DURING THE SCHOOL YEAR AT APHS

Students are allowed to re-take a course that they failed during the school year in the following school year(s) at Allen Park High School. The following policies and procedures have been established to govern this program:

1. A student may elect to re-take **any** failed course at Allen Park High School in a succeeding year's schedule.
2. The failed course will remain on the transcript and the grade change to a NC for "no credit."
3. The repeated course's grade will then be computed into the grade point average.

RETAKE A CLASS TO IMPROVE SKILLS IN CREDIT RECOVERY OR SUMMER SCHOOL

With the new high school graduation requirements, students are expected to achieve at higher levels. In order to build their skills, students may elect to **re-take a core 9th and 10th grade subject area classes** in the credit recovery or summer school. The following policies and procedures have been established to govern this program:

1. Students will receive an elective credit for retaking a course and the grade will be calculated into their grade point average. This will not replace the original course and grade.
2. The class will be titled "support" in whatever subject it may be. For example, a student could take "Support Algebra 1," "Support ELA 9," or "Support Earth Science."
3. Students who receive a C- or below in the classes listed below may enroll in the APHS credit recovery or summer school in order to increase their chances for success in the next level of that subject area.

- Algebra I
- Geometry

- ELA 9 or 10
- Science 9
- Intro to Biology
- Intro to Anatomy
- Civics/Understanding Democracy
- Economics

4. Students may take **two classes or one full credit in this support program** to enhance their grade point average.

ADVANCED PLACEMENT COURSES

Allen Park High School offers Advanced Placement courses in Biology, Chemistry, Calculus, English Language and Composition, English Literature, Spanish, U.S. Government and U.S. History. The courses are open to sophomores, juniors and seniors who have met the prerequisites of the course and receive permission from the teacher of the course. The courses are designed to prepare students to successfully complete the Advanced Placement Examinations that are administered during the month of May each year. Grades earned in these courses are weighted by 1 point.

CLASS CANCELLATION

In the event that there are not enough students electing a particular class, that class will be canceled. Those students who are directly involved will be required to elect another class. It is extremely important that each student select appropriate alternate classes when scheduling. These will be used as substitutes for dropped classes. In general, a class must have a minimum of 20 students to run.

COURSES OFFERED

Because students' interests and needs change, and because the curriculum is frequently being revised, the class offerings vary from year to year. Therefore, students should always consult the current list of classes offered.

DROPPING CLASSES

There will be no dropping of classes.

FAILED CLASSES

It is our recommendation that a student who fails classes during the regular school year should immediately make up those credits during the subsequent summer. Rather than the trauma of playing "catch-up," it is better to "keep-up." Sometimes ninth and tenth graders get behind on credits and never catch up. Some students may find it difficult to graduate on time. Students should work with their counselors to make up for failed classes. One way to earn additional credit is to take classes through the summer school program. Information on the summer school program is available through the counselor.

In addition, we have added a credit recovery program during the school year when there is enough student interest. Credit recovery is an on-line course that is held after school in a high school computer lab. Just as with summer school, a fee is charged for enrollment in these courses.

POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

Historically, school districts have, in an effort to meet students' needs and interests, allowed their students to attend courses at local colleges or universities, in addition to their own school.

The Postsecondary Enrollment Options Act (1996 PA 160) and the Career and Technical Preparation Act (2000 PA 258) require school districts to support dual enrollment. These laws direct school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACT PLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment.

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

3. A student in grade 11 or 12 is eligible for courses in the subject area in which he or she has earned endorsements. Also, students may take courses in subjects for which there are no endorsements, such as history, political science, psychology, computer science or foreign language courses not offered by the school, and fine arts programs only as permitted by the district.
4. Students must be enrolled in both the school district and post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class. The number of high school classes and postsecondary classes must equal a full time schedule **and cannot exceed a total of six classes**.
5. The college courses must not be offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
6. The college courses cannot be a hobby craft or recreation course, or in the subject areas of physical education, theology, divinity or religious education.
7. School districts are required to pay **lesser** of:
 - a. the actual charge for tuition, mandatory course fees, materials fee and registration fees; or
 - b. the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institute.

If you believe your student is eligible for dual enrollment and wishes to participate, you can make an appointment with the counselor to review the options and start the process.

The deadline for 11th and 12th grade students to schedule for dual enrollment is by the end of the school year for the following year.

GRADING PROCEDURES

Students will be assessed regularly and the teacher will provide regular ratings of homework, demonstrations, projects, and class participation, so that each student will have an understanding of his/her grades throughout each marking period. A student's grades will be determined by his/her performance in class.

GRADE	GPA	GRADE PERCENT RANGE
A	4.0	94 – 100%
A-	3.67	90 - 93%
B+	3.33	87 – 89%
B	3.00	84 – 86%
B-	2.67	80 – 83%
C+	2.33	77 – 79%
C	2.00	74 – 76%

C-	1.67	70 – 73%
D+	1.33	67 – 69%
D	1.00	64 – 66%
D-	0.67	60 – 63%
E	0.00	0 – 59%

Semester grades are to be determined on the following basis:

- 40% for the 1st card marking
- 40% for the 2nd card marking
- 20% for the semester exam

The recommended grading system for Allen Park High School is listed above. However, all teachers will inform the students during the first week of the semester as to how they plan to arrive at the final grade in their particular course.

FINAL EXAMS

Final exams are scheduled at the end of each semester. A special schedule is set for the last three half days with two one and half hour periods each day. The afternoons are free and can be used to study for the next exam.

PROGRESS REPORTS DISCONTINUED IN THE 2009-1010 SCHOOL YEAR

With the easy access and availability of the on-line ParentConnect program, we have discontinued issuing progress reports as they are often an untimely, inaccurate and expensive way of providing academic progress on each individual student. Parents and students are able to check via their ParentConnect account or directly through email to the teacher. Upon request, printed progress reports can be picked up at the school.

REPORT CARDS

Reports cards are issued at the end of each marking period. Report card will be distributed according to the following schedule:

First Marking Period	Distributed at Parent/Teacher Conferences
Second Marking Period	Distributed to the students one week after the end of the marking period
Third Marking Period	Distributed to the students one week after the end of the marking period
Fourth Marking Period	Mailed to the homes within 8 working days of the final exam

Per Board of Education Policy #8940-2, non-custodial parents may request copies of their child's report cards and progress reports by submitting self-address **stamped** envelopes to the Counseling Office. Please note the student's name and grade on each envelope, too.

SCHOLARSHIPS

Most scholarships available are based on a combination of outstanding academic and financial need. Others are awarded on the basis of outstanding academic achievement only. How to become a candidate for a scholarship:

- Start immediately in your freshman year to make the best scholastic record you possibly can.
- Show evidence of good citizenship.
- Participate in school activities.
- Volunteer!
- **Take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), in your junior year**, and the American College Test (ACT) in the spring of your junior year or the fall of your senior year.
- Have your parents fill out the financial aid form that is mailed directly to the college scholarship service indicating your need for assistance. This must be mailed as soon as possible after January 1 of your senior year.
- Watch the Counseling Services bulletin board and listen to morning bulletins for specific announcements and detailed information on available scholarships.
- Most importantly - keep in close contact with your counselor.

HONORS CONVOCATION

This prestigious event is scheduled in mid-May to recognize the academic achievements of our students. The following are the criteria for the various awards:

AWARD	GRADE S	CRITERIA
Principal's Scholar	All	4.00 GPA or more in at least one of this year's card markings.
Principal's All Academic Team	All	3.75 GPA or more in at least one of the last two semesters.
Presidential Academic Fitness Award	12	These students must maintain an A-average every semester they have attended high school including the fall semester of their senior year. In addition, they must achieve at the 85th percentile for the SAT or ACT test and must complete at least 12 high school or higher level course units distributed among the new basics such as English, mathematics, science, social studies, foreign language, and computer science.
Department Awards	12	These seniors have been selected by the faculty for the distinction they have achieved in their respective academic or elective subjects.
National Merit Awards	12	These seniors have received awards for their scores on the PSAT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test).

Various organizations, such as the PTSA, VFW, Kiwanis, Rotary Club, American Legion, etc., also participate by offering awards and scholarships to our students. Students' attendance to the Honors Convocation is by invitation only.

SELECTION OF THE VALEDICTORIAN AND SALUTATORIAN

Allen Park High School is proud to honor the academic achievement of its students. During the senior year, the Valedictorian and Salutatorian of the class shall be named under the following guidelines:

1. Selection of the Valedictorian and Salutatorian occurs at the end of the 7th semester and will be the student with the highest cumulative grade point average at that time.
2. All grades in all subject areas, both required and elective, shall count in determining the final grade point average.
3. To qualify, a student must have earned their final twelve (12) credits at Allen Park High School at the time of graduation.
4. High school credits earned in middle school shall count toward the high school cumulative grade point average.
5. The determination of the grade point average will be computed to the 4th decimal.
6. In the event of a tie to the 4th decimal, a Co-Valedictorian and/or Co-Salutatorian will be named.
7. 7th semester rankings will be used for those events that take place prior to the end of the school year. Such events include but are not limited to the following:
 - ☉ Annual Honors Convocation
 - ☉ The Best and the Brightest Channel 7 television acknowledgement
 - ☉ Kiwanis Honors Banquet
 - ☉ Superintendent's Honors Dinner
 - ☉ Rotary Club Valedictorian and Salutatorian Honors Luncheon
 - ☉ Commencement Exercises
8. 7th semester rankings will be used for those deadlines that take place prior to the end of the school year. Such deadlines include but are not limited to the following:
 - ☉ Yearbook publication
 - ☉ Newspaper deadlines
 - ☉ Honors Convocation program
 - ☉ Graduation program

9. In the case of a Co-Valedictorian, the student with the highest ACT score will be designated Channel 7 Brightest and Best
10. In the case of a student who achieves a higher grade point average **after the 8th semester**, thereby **tying or passing** the student named Valedictorian or Salutatorian after the 7th semester, the said student with the higher or tied grade point will be publicly named at commencement exercises as the Co-Valedictorian or Co-Salutatorian.
11. It is understood that those documents, publications or events that are time sensitive with 7th semester deadlines cannot be changed. If the yearbook publisher is able to make a change once the 8th semester grades are posted, every attempt will be made to update the information on class ranking and Co-Valedictorian and/or Co-Salutatorian status for the yearbook.

COLLEGE ADMISSIONS CHECKLIST

JUNIOR YEAR

- Start thinking about college choice. Make an appointment to talk with your guidance counselor. Check out the resources in the Media Center and Counseling Suite to help with your college search and financial aid.
- Student athletes must check with the National Collegiate Athletic Association (NCAA) to make sure they are taking the right courses to be allowed to participate in college sports.
- Start thinking about financial help, if needed.
- Plan to take your Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) scheduled in the fall. The time and date will be announced as well as posted in the district and school calendar. Start studying for the ACT or SAT. Check ACT and SAT testing dates. Register early for the ACT test to get registered for the testing site you want. Applications can be picked up in the Counseling Office. The ACT plus Writing test is included in the MME's taken in March. This ACT is reportable to colleges.

SUMMER AFTER JUNIOR YEAR

- Visit college campuses and ask friends in college for their advice.
- Request applications and brochures from your top colleges.
- Get started on college and scholarship application essays by writing sample drafts.
- Take some time out to prepare for your standardized tests.

SENIORS YEAR

September:

- Get your applications in order by creating files for your target schools. Make a list of application requirements (essays, transcripts, etc.) and deadlines.
- Request letters of recommendation from teachers and community leaders.

October:

- Talk to your parents about college cost. Decide how much you can afford and explore your options for funding.
- Visit www.finaid.org and FAFSA.org (gov) to learn more about financial aid.
- Start applying for scholarships from private organizations. Check the Counseling Office, local newspapers, various web-sites, etc., for scholarship information.

November:

- Attend, along with your parents, PTSA's Financial Aid Night in the fall. See the district and school calendar for the specific date. A financial aid officer from Eastern Michigan University will offer advice and tips on completing the Free Application for Federal Student Aid (FAFSA)
- If you're applying through Early Action or Early Decision, get your application in this month.

December:

- Work on those college applications! Many applications are due in early January.

January:

- File the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.
- Check with your prospective colleges about additional financial aid application forms and requirements.

March/April:

- Check the mail for admission letters and financial aid awards.
- Compare your admissions offers. Ask your guidance counselor to help you weigh your options.
- Time for a decision? Most schools ask that you choose your school by May 1.

May:

- ❑ Don't forget to notify schools you have decided not to attend.
- ❑ Double-check any final deadlines for housing, financial aid, etc.
- ❑ Let your school know about your selection and any scholarships you have earned.

STUDENT ACTIVITIES**A.P.A.W.**

A.P.A.W. is the Allen Park Animal Welfare Club and is dedicated to support animal shelters.

ART CLUB

Students of any grade level are allowed to join the Art Club. The Art Club was created to allow our students to participate in art workshops that cover a variety of mediums from clay and watercolors to drawing. Students who cannot fit an art class into their busy schedules find that they can still be creative through participation in the club and its workshops. The club has started painting very colorful, attractive murals throughout the high school. The Art Club also created decorations for the Christmas tree that was on display at a new business in Allen Park and painted a fairy tale mural for the children's room at the Allen Park Public Library. Eventually a chapter of the National Art Honor Society will be in place. (Community service will be a requirement for induction to the N.A.H.S.)

BAND

While the band is considered a course for credit in the curriculum, it also is a performing organization and makes public appearances throughout the year. The program includes a marching band, concert band, and a jazz band. The band marches at football games and parades. The concert and jazz bands perform at winter and spring concerts, the Fine Arts Festival, Honors Convocation, and Ninth Grade Orientation. Members of the band also provide the school with a pep band for assemblies and basketball games.

BAND - JAZZ

The jazz band performs at several functions throughout the school year. The jazz band rehearses after school and is available on an audition basis.

CHRISTIAN CLUB

The Christian Club is interdenominational. It is open to Allen Park High School students who have a desire for fellowship and learning how to deal with problems that face teens. The focus for discussion centers on answers that are found in the Bible.

CHOIR

The choir performs several times during the year at concerts, theater production, athletic events and other special events. Emphasis is put on performance. No audition is necessary.

CLASS ACTIVITIES

Students in each grade participate in a number of class activities throughout the year. These activities include float construction for Homecoming, Spirit Week competition and fundraising to reduce the cost of the senior prom.

COLOR GUARD

The color guard is a part of the marching band. The color guard performs at all home football games and parades. It is necessary for color guard members to have some training in dance, choreography or music.

DIVERSITY CLUB/STOP (STUDENTS OVERCOMING PREJUDICE)

The goal of the diversity club is to increase students' awareness and appreciation for different races, cultures, nationalities, religions, ages, genders, life styles, and beliefs. The club is inclusive of everyone, and organizes and sponsors the Diversity Week celebration.

DRAMA CLUB

The Drama Club performs several plays a year including a fall production, children's plays and other special performances. Each play offers students a variety of opportunities to act, build sets, create costumes, or run lights. The fall and spring productions vary from comedies and tragedies as well as musicals. To participate, look for morning announcements and flyers announcing auditions and sign-up. Everyone is welcome.

ECOLOGY CLUB

The Ecology Club is responsible for recycling the paper from classrooms and around the school. Students collect, sort, and then transport paper to the local recycling center. The group also has fund raising activities that pay for buying and planting trees on Arbor Day and during Earth Week activities.

IMPRINT

The Imprint is the high school yearbook. Production is done throughout the school year by a staff of students. Only juniors and seniors are eligible for

the Imprint staff. They apply for the staff and selection is made by the adviser based on teacher recommendation and previous writing experience and design ability. Each staff member must solicit \$250.00 worth of ads in the fall to help finance the yearbook. Throughout the year, the student is assigned pages to design using photos, body and caption copy and art work. All copies are typed on the PageMaker computer program. Other positions available on the staff are section editors, advertising, bookkeeper, photographer, and computer technician.

INTERACT

Interact is a service-oriented club sponsored by the Allen Park Rotary.

JAGUAR JOURNAL

The Jaguar Journal is the high school newspaper. It is published every month during the school year by a staff of student writers. Only juniors and seniors are eligible for the J.J. staff. They apply for the staff and selection is made by the advisor based on teacher recommendation and previous writing experience. Staff members are assigned a story that they must research, write in a specified number of words, submit for approval, and finally type on a PageMaker computer program. Other positions available on the staff are page editors, advertising, bookkeeper, cartoonist photographer, and computer technician.

KEY CLUB

Key Club is a service-oriented club for those students who want to assist the community. The Key Club is a Charter of the Allen Park Kiwanis Club.

MOCK TRIAL TEAM

Experience the judicial process through an interactive courtroom exercise. Students play the roles of defense and prosecuting attorneys, witnesses, jurors, and defendants as they go through a fictional trial in the setting of the district court.

NATIONAL HONOR SOCIETY

The National Honor Society is a national organization open to high school sophomores, juniors, and seniors who meet the four national requirements of scholarship, service, leadership, and character. Membership in the APHS chapter is open to students who have attended Allen Park High School for at least one semester. Requirements for admission are having a cumulative grade point of 3.2 or higher, participation in school and community services, and meeting the NHS definitions of leadership and character.

PEP CLUB

The Pep Club is open to all students who want to participate in supporting athletics at Allen Park High School. Some club activities clubs are locker decoration, banners, decorating the stands, etc. We also encourage academics by sponsoring a flower sale at the time of finals. Parents and students are encouraged to purchase these for students and friends.

ROBOTICS

This club is for the student with an interest in engineering and system's programming. Through a partnership with Visteon, students will experience first hand the methods of prototyping a product by designing, assembling, programming and testing a robot for competition. Participants will compete in regional competitions with other high school teams.

S.A.D.D.

"Students Against Destructive Decisions" is a group organized to increase student awareness about illegal teen drinking and driving drunk. They meet regularly to plan activities and fund-raising efforts. They attend leadership and peer resistance workshops and rallies throughout the year. S.A.D.D. is open to any student interested in diminishing teen drinking and driving under the influence. Sponsorship is voluntary and shared between the liaison officer and a cooperating teacher.

SCIENCE OLYMPIAD

The Allen Park High School Science Olympiad Team consists of 15 students who compete in science-related activities against students from other schools. The State Regional Competition includes approximately 15 other high schools from Southeast Michigan and is held in March of the school year. Students choose events and begin practices in October. The competition events fall into the categories of life science, physical science, or earth science. One example of a physics event is the "Scrambler" in which students must design a cart that will transport an egg 10 meters and stop within 1 meter of the finish line. An example of a life science event is "Designer Genes" in which one student must answer questions about genetics. Other events include "A is for Anatomy," "Chemistry Lab," "Computer Programming," and many, many more. Any student is welcome to try out for the team. The only prerequisites are an avid interest in science and in having fun!

STUDENT COUNCIL

The Student Council provides leadership for the student body. Members are elected by students with an equal representation for each grade level.

The Student Council meets regularly to discuss and debate school affairs and reflect the thinking of the student body. The council sponsor dances, homecoming and spirit week activities along with various school-related functions. The voice of the student body can always be heard in the Student Council.

WOMEN'S VOICE

The purpose of this club is to provide a safe and stable environment where young women can come together to gain experiences that promote positive growth and preparation for occurrences outside of high school.

WORLD LANGUAGE CLUB

This club appreciates and celebrates languages and cultures from around the world. Some highlights of the club are the International Banquet, a trip to Mexican Village, singing Christmas carols, in French and Spanish at a convalescent home, attending a play/musical and teaching students French and Spanish at a local elementary school.

ALLEN PARK HIGH SCHOOL DANCES

* All prices are approximate *

Casual Dances - sponsored by different classes, or clubs throughout the year.

Tickets	\$5.00 - \$7.00
Dress	Casual - appropriate (according to the Code of Conduct)
Time	7:00 p.m. to 10:00 p.m.
Location	High School Gym
Typical	Friends meeting friends

Homecoming Dance - September/October

Tickets	\$30.00 - \$35.00 per couple
Dress	Semi-formal
Time	7:00 p.m. to 10:00 p.m.
Location	High School Gym
Typical	Boy purchases meal, dance tickets, and flowers for the girl. Girls purchases flowers for the boy and dance pictures
Pictures	depends on individual orders

Sadie Hawkins Dance - November/December

Tickets	\$20.00-25.00 per couple
Dress	Casual/matching outfits
Time	7:00 p.m. to 10:30 p.m.
Location	High School Gym
Typical	Girl purchases dance ticket Boy purchases the dance pictures
Pictures	depends on individual orders

Senior Prom - May

Seniors and guests of Seniors	
Tickets	\$50.00 - \$80.00 per couple
Dress	Formal
Time	6:30 p.m. – 11:00 p.m.
Location	Hall
Typical	Boy purchases ticket which includes dance and meal Girl purchases dance pictures

Dances are held to provide a positive and safe social experience for the students. We expect that students will behave appropriately while attending these events. The Code of Conduct will be strictly enforced. We ask parents/guardians for their help in monitoring the activities of the students before and after each of the dances. The safety of each of the students is our top concern.

Students enjoy being with each other after the dance. We ask parents to work together with the students to provide enjoyable and safe activities for the students following the dances. Students gathering at homes after the dances with parents present have proven to be an enjoyable and safe way for the evening to conclude.

Many cities have ordinances in place dealing with the rental and use of hotel rooms. Local police departments closely monitor hotels and will issue violations to students and their parents for violating these local ordinances.

FOR YOUR INFORMATION

CAFETERIA

A variety of delicious hot lunches are available during the two lunch periods. Sandwiches, a salad bar, pizza, ice cream, cookies, etc., are available at reasonable prices. A free and reduced price lunch program is available. Applications for this program are available in the main office or on the District's website, www.apps.k12.mi.us. Vending machines are also available in the cafeteria. Food and drink are not allowed in the halls or classrooms.

CLASS RINGS

Freshmen may order class rings during the registration period in August, when the Jostens rep will be available. Students may also place orders directly with Jostens or any local jeweler.

DRIVERS EDUCATION

Allen Park Public Schools offers driver education for their residents who have attained the age of 14 years 9 months. The cost of the program is determined each year. The program is divided into three segments. Segment One is offered during the

month of June. A registration meeting for parents is held in the spring. Segment Two is held during the school year and Segment Three must be provided by an independent tester.

ELECTRONIC DEVICES

Students are not to bring in radios, head-phones, pagers or cellular phones during school hours.

EMERGENCY PROCEDURES

We will conduct ten (10) scheduled fire drills, one (1) tornado drill and one (1) lock down drill during the school year. When the fire alarm sounds, students will exit quickly and calmly out the nearest door of the classroom, hall or office. The signal for a tornado drill is an alternating ringing of the bell. During this drill, students will move to the designated area in the hallway. Signs in the classrooms and offices provide specific directions for drills.

FINES - LOST TEXTS, UNPAID FEES

If a student loses or damages a text, has unpaid shop fees or unpaid media center fines, the teacher may turn in a report to the Principal's Office.

I.D. CARDS

Picture I.D. Cards will be issued to all of the students. The pictures for the cards will be taken during the student registration period in August. Students are expected to carry their I.D. Card with them while they are here at school and produce them upon request of any school personnel.

IMMUNIZATIONS

Michigan Law requires that all children must be immunized against vaccine-preventable diseases. This includes students entering high school from another district AND entering from our middle school. Students are required to have two (2) Measles, Mumps, and Rubella (MMR) shots, 4 doses of polio, three doses of Hepatitis B and a Td (tetanus-diphtheria) booster (this inoculation is to be given every 10 years). The Wayne County Health Department gives the required immunizations, at no cost, by appointment. For further information, call the counseling office at 827-1236.

LOCKERS

Lockers that are assigned to students remain the property of the school District and are assigned so that students may store supplies, clothing, and other items necessary for their needs while at school. Students have no expectation of privacy in lockers, assigned to them for storage purpose, or in the contents thereof. Searches of lockers or their contents may be conducted at any time, with or without reasonable suspicion. A student's privacy rights as to any items which are not illegal or against school policy will be preserved.

For maximum security of personal belongs, students should keep their combination to themselves. Problems with a locker should be reported to the Main Office. We expect students to use good judgment about the appropriateness of pictures and/or language displayed inside their locker. Teachers and/or other adult school employees will remove materials deemed inappropriate.

Students will have the same locker for all four years and are expected to keep them in good order. Any stickers that are applied must be removed before graduation.

LOST AND FOUND

All lost and found articles should be turned in to the first floor Main Office. They will be returned to owners after being properly identified.

LUNCH PERIOD AND CLOSED CAMPUS

Allen Park High School's campus will be closed to all students.

The school lunch program provides a hot lunch, salad bar and snack bar for our students' convenience.

MEDICATION

It is the policy of Allen Park Public Schools not to provide students with aspirin or any other medication in accordance with state law. In certain circumstances when medication is necessary in order that the student remain in school, school personnel will assist the parent in the supervision of the administration of medication that the student will use. A written request must be submitted to the principal (a form is provided for this purpose) and the medication must be brought to the school by the parent in a container prepared by a pharmacy, or a physician and labeled with student's name, name and strength of medication, dosage, and frequency of administration. All medications are stored in the Counseling Suite.

MESSAGES

Messages for students will be taken or delivered only in case of emergency. We will not interrupt classes for such messages as reminders of after-school appointments or requests from friends to borrow materials. In general, messages will be considered emergencies only when they come from parents who absolutely must reach the student.

PARKING

Due to limited available parking, only students who are issued and display parking permits will be allowed to park in the high school parking lot. Students are not to park in the administrative/visitor lot in front of the school, the teacher's lot, the auto

shop parking spaces, the Bennie School lots, or any other spaces not designated as student parking spaces. It is considered a privilege to park in the high school parking lot. If students disregard the traffic or parking regulations, they will lose this privilege. Possible consequences of traffic or parking violations include sticker notices, loss of parking permit, ticket from the Allen Park Police Department, towing and suspension. Allen Park Public Schools assumes no responsibility for any damage or theft that may occur.

The privilege to park in the student parking lot is reserved for students with at least eleven (11) credits. Seniors who wish to park in the school lot must register their cars during Summer Registration. Seniors will apply for a parking permit in August at registration. A lottery will be held the first week of school to allocate spots if there are more applications than spots.

Students at the time of registration must produce the following:

1. Driver's License
2. Proof of grade level, through a student class schedule, which will be distributed at student registration.
3. Vehicle Registration
4. Registration fee of \$25
5. Student/Park to complete a Parking Lot Terms of Agreement

By entering the high school parking lot, the person in charge of any vehicle consents to search of the entire vehicle and its contents (with or without cause) by school officials (or police officers). Students' belongings, lockers and cars may be subject to search by drug-sniffing dogs.

PHYSICAL EXAM

A new physical must be completed for each new incoming freshman. This physical becomes a part of the student's permanent school record and will be reviewed by the physical education teacher. Students who will participate in athletics must have a physical completed yearly.

SCHOOL PICTURES

Lifetouch Studios is the official photographer for undergraduate photos at Allen Park High School. Photos are taken during registration days in August. All students (including seniors) must have their photo taken since these photos will be used for student ID and for yearbook photos. There is no charge to the students for an ID photo. Photo package information is mailed along with our Registration information in August. Payment for personal packages must be given to the photographer at the time the photo is

taken. A retake session is scheduled after the packages are received. If the photo is unsatisfactory and needs to be retaken, the student will need to turn in the package to the photographer on retake day.

SENIOR PHOTOS

Every senior is invited to put his/her senior photo in the yearbook. Prestige Studios is the official photographer for the yearbook. They offer a variety of photo packages and a complimentary composite of all seniors who were photographed by them. Seniors who choose to go to another photographer may still be included in the composite for a \$20 fee. A Prestige photographer will come into the building in January (listen for announcement for the date) to photograph seniors for the composite photo. This fee includes the sitting, your photo in the large composite and a copy for the student. Senior photos for the yearbook must be in color, and measure 1 and 7/16" by 1 and 13/16" overall, head to chin should measure 7/8", and must be taken by December to allow time for student selection and delivery to the yearbook staff.

Prestige Studios mails their information to all of our seniors before the school year begins.

SIGNING OUT OF SCHOOL

Students must sign out in the attendance office to leave campus during a class period or in between classes, due to illness or an appointment. Before the student can be released for illness, a parent will be contacted for instructions. A note or a phone call from the parent will be accepted when a student has to leave for an appointment. A student who leaves the building without signing out will be subject to the same penalties as truancy and will be considered unexcused.

TEXTBOOKS

Books are on loan to students from the school district. The basic responsibility for book care and return belongs with the students borrowing the books. Students should note that signing for a book at the time it is issued implies accepting it in the condition designated on the textbook form. If there are any questions about the condition of the book, these should be brought to the attention to the teacher who issued the book immediately.

Books must be returned at the end of the course. Upon receipt of the book, the teacher will evaluate the condition of the book. Fines will be assessed on the basis of the condition of the book. Failure to return a book will result in the replacement cost being assessed to the student.

Students should return books and settle fines promptly. Report cards, schedules, and other records will be held until the book is returned or the fine is paid.

VISITORS

Parents and Guardians are always welcome at school. Any parent or guardian desiring to confer with a teacher, counselor, or administrator is encouraged to call for an appointment on the teacher's conference period or before or after school. Individuals visiting the school are asked to report first to the main office to gain permission to access other areas of the building or to contact staff members or students.

WORKING PERMITS

Michigan Department of Labor requires working permits for any child employed between the ages of 14 and 18. Applications are available in the Main Office. The application must be completed by the employer and the student, and then the student must bring the completed application along with their birth certificate to the attendance office for verification. Once verified, the application is an official work permit and it is to be returned to the employer by the student.

Parents are also encouraged to read the back of the application. It shows the restrictions for employment of children. Parents are encouraged to make sure that outside employment does not interfere with their child's schoolwork. Education must be their most important job.

PARENT ORGANIZATIONS

BAND PARENTS ASSOCIATION

The Allen Park Band Parents Association works to support and enhance the APHS band program. All band parents are encouraged to join. The meetings are held the second Tuesday of each month in the Music Room starting at 7:00 p.m. September through June. Further information can be obtained from the Band Booster President, leave a message through the main office 827-1200 or check the Music Department's website at www.aphsmusic.com.

ADULT BOOSTER CLUB

The Adult Booster Club strives to support the athletic program at Allen Park High School. Support is provided in the form of fundraising and assistance at athletic events. All parents are encouraged to participate in the Adult Booster Club activities. Meetings are held on the third Monday of each month in the Media Center at 7:30 p.m. Further information can be obtained from the Adult Booster Club President through the Athletic Department at 827-1234.

PTSA

The Allen Park High School PTSA is alive and well at the High School. The "P" is for parents, please support us. The "T" stands for teachers/staff. Without them, things would be very difficult. The "S" stands for students. We encourage student participation and welcome their ideas. The "A" stands for association. The PTSA supports educational programs for all the students. Projects include alcohol, tobacco, and other drug use prevention programs; Financial Aid Night; and Career Night.

The PTSA also keeps everyone informed about what is happening in Lansing and Washington concerning youth. Four times a year the PTSA mails a newsletter to every student's household. This newsletter is a wealth of information about the high school's calendar of events and includes articles from clubs and classes. It can also be viewed on the high school's website.

Every year the Allen Park PTA/PTSA Council sponsors an event called "Spring Fever." Spring Fever includes arts and crafts bazaar, auction, food and raffle. The proceeds from this event go toward funding scholarships for graduating seniors. The event is successful due to the support of all the PTA locals in our district.

The PTSA's goal is to help you help your children and to support parents/guardians during their children's high school years. Meetings are held in the Media Center on the first Monday of each month, starting at 6:30 p.m. Further information may be obtained from the PTSA President through the Main Office at 827-1200.

RESOURCES

MEDIA CENTER

The Media Center at Allen Park High School is a beautiful, state-of-the-art facility. It houses a full computer lab for the use of our teachers and their classrooms, a teacher's resource room, two conferences rooms and 16 additional research computer stations for student use.

ALLEN PARK PUBLIC LIBRARY

The Allen Park Public Library is an excellent resource that will enable students to become successful. In addition to access of information, the library provides an environment conducive to learning. A complete set of Allen Park High School's textbooks are available for our students' use.

COUNSELING SERVICES

The counselor can help students with career planning, selecting their course of study, scheduling, schedule changes, adjustments to particular classes, and meeting graduation requirements. The phone number for the Counseling Center 827-1236. The Counseling Center is located on the second floor. Oftentimes, a counselor will seek out students for the purpose of planning. To make an appointment to see the counselor, students should sign in on the sheets located on the counter. A pass will be sent to the student in class, when the counselor is available to see him/her. The student's schedule will show the name of his/her counselor. The major areas in which counselors work with students include:

1. Assisting in the development of educational plans:
 - a) meet with students to provide procedural, career, and curricular information
 - b) conduct individual scheduling appointments with students and parents/guardians
 - c) develop a 4-year academic plan of work (begun in 9th grade and completed in 12th grade)

- d) consult with students regarding special placements in areas such as special education, advanced placement, off-site career and technical programs, co-op placements, internships, etc.
 - e) consult with students regarding schedule changes
 - f) facilitate student contacts with the following:
 - Administration
 - Teachers
 - Social Work Services
 - Student Assistance Program
 - Youth Assistance Program
 - Athletic Director
 - Student Activities Coordinator
 - Community School Director
 - Community Agencies
2. Coordinating career and post-secondary school planning
- a) help student clarify career goals in conjunction with abilities and interests and make appropriate high school class selections to reflect these goals
 - b) facilitate the use of career planning programs such as the Michigan Occupational Information Service (MOIS). MOIS is currently available in the Media Center.
 - c) facilitate the use of current educational and resource materials (college and career information available through the internet, college catalogues, other college and career references)
 - d) provide information on financial aid, grants, and scholarships for post-secondary education
 - e) serve as liaison for college and military representatives
 - f) participate in off-campus meetings with college admissions officials
3. Providing services for meeting individual needs
- a) assist students who are experiencing difficulty in dealing with areas such as conflict, motivation, responsibility, authority, etc.
 - b) work with student self-referrals in areas of school, home social, and emotional problems
 - c) provide crisis counseling
 - d) conduct student-teacher-counselor, parent/guardian conferences when student experiences problems in areas such as attendance, motivation, attitude, and academic performance
 - e) review interim grade reports and report cards and counsel students in problem areas
 - f) describe and interpret school policies
 - g) assist with the development of a resume
4. Providing services for meeting group needs
- a) promoting APHS throughout the community
 - b) arranging for presentations by college and military representatives
 - c) scheduling testing: ACT, APTICOM, ASVAB, PLAN, PSAT/NMSQT, SAT, Career Scope
 - d) Career Night
 - e) Financial Aid Night
 - f) educational assemblies
 - g) Student Assistance Program groups
 - h) Resource Center

SOCIAL WORK SERVICES

Students with special needs may access the services of the High School Social Worker, Mrs. Dana Miller. If a student needs to talk to Mrs. Miller, her office is located in the Counseling Suite. Her phone number is 827-1200, extension 2157.

SPECIAL EDUCATION SERVICES

Special Education Services are offered at Allen Park High School. If a child is in need of services, contact the Special Education Department at 313-827-2180.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) attempts to identify troubled or at-risk students and to educate them on the dangers of alcohol, tobacco, and other drugs. The program is for students who have abused illegal substances or they live in a home where alcohol and other drugs are being abused by a significant person in

their family. The SAP provides educational programming for students. Students and their parents/guardians can contact their counselor or the school social worker for more information.

ALLEN PARK HIGH SCHOOL ATHLETIC CODE

It is a privilege to participate in athletics. When representing an Allen Park Public School team in athletic competition, the general appearance, dress, and conduct must be such as to bring credit to the athlete, the team, the school, and the community. The privilege of being on an athletic team carries the responsibilities of setting good examples, on and off campus, including the MHSAA sanctioned season, as well as all off-season programs.

- On the field of competition, your behavior should be beyond reproach at all times.
- In the classroom, a good athlete becomes a good student. A person can't be a classroom laggard and think he/she can be an outstanding athlete.
- The way we act and look in school is of great importance. Athletes should be leaders and positive role models.
- The athlete will refrain from the use of profanity at all times.
- The athlete always works for the betterment and advancement of his/her school.
- The athlete supports other athletic teams and makes every effort to attend other school activities.
- The athlete obeys the specific training and practice rules set down by his/her coach.
- The athlete understands that the use of alcohol, tobacco, and other illegal drugs is harmful to the body and hinders maximum effort and performance in the classroom and in athletic competition.

These regulations govern the athlete's behavior and are in addition to sanctions outlined in the Code of Conduct. **Athletes may not participate in a sport until the following items have been completed:**

- A current physical examination completed and forms turned into the athletic office.
- All eligibility requirements have been satisfied. Each student must pass a minimum of 4 classes per semester to remain eligible per the MHSAA. In addition to the MHSAA requirement, if students are currently during poorly in 2 or more classes (2 E's or 3 D'S), they are ineligible for a minimum of one week or until they raise their grade.
- Athletic Code of Conduct contract is signed by athlete and parent and is on file in the athletic office along with all pay to participate forms and money.

The Allen Park High School Athletic Department recognizes the use of mood-altering chemicals as a significant health problem for many adolescents resulting in negative effects on behavior, learning, and the total development of each individual.

1. A student-athlete shall not use a beverage containing alcohol, use tobacco in any form, or use/consume, have possession, buy, sell, or give away any other controlled substance. In the event that the student-athlete chooses to make one of those poor choices, that student will earn the following:

- First Offense: suspension for 1/3 of the season or sit out 1/9 of the season and successfully complete a substance abuse class, at no expense to the school district. The suspended athlete is expected to continue to practice, accompany the team, and sit on the bench in street clothes.
- Second Offense: suspension from athletics for one calendar year or immediate suspension from all competition for an equivalent of 1/3 the MHSAA maximum competition dates and completion of a substance abuse assessment/evaluation at no cost to the district.
- Third Offense: Immediate suspension for one calendar year and successful completion of substance abuse program.

Any student-athlete found in possession or use of illegal drugs, or narcotic substances including steroids will earn:

- First Offense: suspension from athletics for one calendar year or immediate suspension from all contests for 1/3 of the MHSAA maximum competition dates and completion of a substance abuse assessment/evaluation.
 - Second Offense: Immediate suspension for one calendar year and successful completion of a substance abuse treatment program.
 - Third Offense: Immediate and permanent expulsion from all athletic competitions for the remainder of the athlete's public school career.
2. An athlete will be present in school at least half of the school day to be eligible to participate in practice and/or game that day.
 3. An athlete will not use profanity, obscenities, gestures, or display any acts of gross disrespect or insubordination in or out of uniform.
 4. Athletes are expected to ride to and from an athletic contest on school supplied transportation Monday – Friday. The district will not provide transportation on weekends unless the destination is a minimum of 30 miles. Athletes can return home from a contest with their parents/guardian (only) provided they have made prior arrangements with an administrator.
 5. Players will dress in the prescribed manner set by the coach to all road contests.
 6. The student-athlete that has earned a suspension from athletics for one calendar year or more as a result of his/her poor choice has the right to appeal the decision in writing within 24 hours of the discipline being given. The athletic director will then have the responsibility to notify the Educational Athletic Committee who will conduct the hearing within 3 school days of the notice. The members of the Educational Athletic Committee will consist of:
 - High School Principal or Assistant Principal
 - Middle School Athletic Director
 - Parent of the student-athlete's choice
 - 1) All members will have the power to cast one vote on any and all business brought before the board. A simple majority will be necessary to pass or defeat any supported motion placed before the Committee.
 - 2) As soon as a decision has been reached, the chairperson of the Committee will inform all parties.
 - 3) The Committee's decision is final with no further appeal.
 - Disciplines shall be accumulative. Penalties shall begin with the athlete's participation on a Freshman, Junior Varsity, and Varsity Team and will carry over from one sport to another until completed.

APHS CODE OF CONDUCT

A primary objective of the Allen Park School District is to assist each student to develop into a responsible, law-abiding citizen. Each student is given the opportunity and environment to reach his/her maximum potential. An aspect of the growing-up process is respect for rules and regulations established for the protection of the rights of all members of the school community. Violations of these rules and regulations are harmful to the rights and privileges of others and cannot be tolerated.

The discipline policy of the Allen Park School District is based on humanitarian principles and ideals. The District recognizes the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on sound guidance principles and respect for the individual.

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth. Student abilities, attitudes, and habits essential to acceptable self-controlled behavior is the foundation of the Code of Conduct. This Code of Conduct applies to all students attending school, en route to or from school, and while in attendance at school-sponsored events.

Placement and movement within the sanctions that can be assigned to an infraction will be proportionate to the severity of the misconduct. The administration reserves the right to deal with each offense on an individual review basis.

Consideration for assignment of the sanction that may be more severe may include the following:
The actual harm or injury caused

The risk of harm to the student and/or others

The intent of the student

The number and seriousness of prior infractions committed by the student

The seriousness of the penalty required in the circumstances to discourage future violations by the student or by others

Legal considerations and statutory obligations

CODE OF CONDUCT

The categories of misconduct, above, are not an all-inclusive list. School officials have the authority to deal with other types of conduct which interfere with the proper functioning of the educational process in a manner appropriate to the offense.

OFFENSE	DEFINITION	PENALTY
1. Disrespect	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any member of the school staff or student body.	1st Offense: Warning up to three (3) days suspension. 2nd Offense: Three (3) to five (5) day suspension, parent conference. 3rd Offense: Six (6) to nine (9) day suspension.
2. Littering	Littering in the building and/or school grounds.	1st Offense: Warning/ restitution including cleaning areas within school property. 2nd Offense: In-School Suspension /restitution including cleaning areas within school property. 3rd Offense: One (1) to three (3) days suspension.
3. Dress Code Violation	Refer to Pages 10-11 which makes reference to individual building dress code guidelines.	1st Offense: Warning/student will <u>change</u> attire. 2nd Offense: In-School Suspension /student will <u>change</u> attire. 3rd Offense: One to three (1-3) day suspension/student will <u>change</u> attire.
4. Public Affection	Unacceptable public display of affection including the act of offending against commonly recognized standards of propriety, decency, health, or safety.	1st Offense: Warning 2nd Offense: In-School Suspension 3rd Offense: One (1) to three (3) day suspension.
5. Indecent Exposure through Revealing Clothing	A Dress Code violation that results in revealing, indecent exposure, i.e. baggy pants, cleavage, revealing torn clothes.	1st Offense: In-School Suspension 2nd Offense: One (1) to nine (9) day suspension.
6. Tardiness	Refer to new policy based on communications with Wayne County Prosecutor.	1-2: Warning. 3-6: One (1) hour am/pm detention or other teacher assigned consequence. 7-8: In-School Suspension 9-above: One (1) day out of school suspension.
7. Truancy	Willful and chronic absence from school. Referral to Truant Arrest Program/Wayne County Prosecutor's Office. Leaving the building without permission and failure to report to the School Office before leaving the building throughout the day.	1st Offense: In-School Suspension 2nd Offense: One (1) day suspension. Additional Offenses: Two (2) to nine (9) day suspension; Referral to police if necessary.
8. Trespassing	Being present on any school and or building property without permission. Unauthorized presence in restricted areas of buildings, school grounds or	Nine (9) day out of school suspension and complaint filed with police.

OFFENSE	DEFINITION	PENALTY
	busses.	
9. Possession of an Electronic Communication Device (cellular phone, I-Pod etc.)	The use of a cellular telephone or other electronic communication device (ECD) during regular school hours. MCL §§ 380.1303	1st Offense: Confiscation. 1 day in-school suspension. 2nd Offense: Confiscation. 3 day In-School Suspension 3rd Offense: Confiscation. 3 day Out of School Suspension. 4th Offense: Confiscation. 4 – 9 day Out of School Suspension.
10. Possession of a Laser Pointer	Possession of a laser pointer while on school property or at any school function.	1st Offense: Confiscation; device will be returned to parent during conference. 2nd Offense: In-School Suspension 3rd Offense: One (1) to nine (9) days suspension. Confiscation of device.
11. Forgery	The act of copying something and/or signing, and/or creating documents with the intention of deceiving or cheating someone.	1st Offense: One (1) to nine (9) days suspension. 2nd Offense: Three (3) to nine (9) days suspension.
12. Gambling.	Minor gambling in school or on school property. Gambling or accepting gambling money on school premises.	1st Offense: Warning to three (3) days suspension 2nd Offense: Three (3) to nine (9) days suspension and parental conference before returning to school. Any gambling paraphernalia including money will be confiscated.
13. Alteration of School Records	The act of changing attendance records, teachers' grade books, and the printing of bogus report cards.	One (1) to nine (9) days suspension and parental conference before returning to school.
14. Cheating	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, including electronic devices, theft of a teacher's test or answer document.	1st Offense: Grade of "59%" on assignment, parental contact by teacher. 2nd Offense: Grade of "59%" for the ten - (10) week grading period; parental contact by teacher. 3rd Offense: Failure of semester in that course. Parental contact by teacher.
15. Leaving the building at lunch.	Violating the closed campus policy by leaving the building without permission during the lunch period.	1st Offense: In-School Suspension. 2nd Offense: Two(2) to nine (9) day suspension.
16. Leaving the building without permission or signing out	Leaving the building without permission and failure to report to the School Office before leaving the building throughout the day.	1st Offense: In-School Suspension or One (1) day suspension. 2nd Offense: One (1) day to three (3) day suspension. 3rd Offense: Three (3) to nine (9) day suspension; probationary contract. Refer to police if necessary.
17. Failure to present a valid school ID card.	The failure to present a valid school identification card when asked by school personnel.	High School Only: Warning to three (3) day suspension.
18. Behavior potentially dangerous to self and/or others	Actions that have the potential of harming self/others i.e. horseplay, misuse of stairwells, restrooms, gym and other school facilities/equipment.	1st Offense: Warning up to five (5) days suspension. 2nd Offense: One (1) to nine (9) days suspension up to expulsion.
19. Failure to	The failure to comply with	Warning up to expulsion.

OFFENSE	DEFINITION	PENALTY
comply with established safety procedures	established safety procedures and practices such as, bringing in prohibited items, and attempting to bypass procedures for entering and exiting the building, opening locked doors for others, propping open locked doors.	
20. Parking Lot Violations	a. Failure to drive in a safe manner. b. Parking in an unauthorized area. c. Parking in the lot without a valid permit.	One (1) to nine (9) day suspension and referral to police. Parking pass suspended or revoked.
20. Misuse of Technology, District/Personal Computers, Internet, Storage Media, Network and/or Other Technological Equipment	See Acceptable Use Policy, Pages 37-38.	One (1) to nine (9) day suspension and loss of privileges to access computers, network and/or equipment up through expulsion. Restitution may be required, and police may be notified.
21. Unauthorized Student Protest-Disrupting Educational Process	The act of protesting which results in the disruption of the normal educational process.	One (1) to nine (9) day suspension and parent conference.
22. Insubordination and/or repeated persistent violation of building rules and regulations.	The willful failure to respond or carry out a reasonable request by authorized school personnel.	One (1) to nine (9) day suspension up to expulsion. Parent Conference.
23. Profanity or Vulgarity	The act of using obscene or profane language in verbal or written form, in pictures, caricatures, or obscene gestures on school property, during the school day, or at any school-sponsored event.	Warning to nine (9) day suspension.
24. Harassment (see Page 39 sexual harassment)	Any derogatory or other objectionable conduct of a physical or verbal nature which has the purpose or effect of substantially interfering with said person's employment or education or creates an intimidating, hostile, or offensive employment or educational environment. (i.e.; mimicking, name-calling, mocking).	1st Offense: Three (3) days up to expulsion. 2nd Offense: Five (5) days up to expulsion. 3rd Offense: Ten (10) days up to expulsion and a psychiatric consultation or outside counseling session must be initiated before re-admittance. 4th Offense: Expulsion.

OFFENSE	DEFINITION	PENALTY
25. Ethnic or other slurs.	Ethnic, religious and/or general harassment or intimidation by means of slurs, verbal references, gestures, or other behaviors which tend to humiliate or threaten others on the basis of race, creed, religion, ethnic background, nationality or personal characteristics.	1st Offense: Three (3) days up to expulsion. 2nd Offense: Five (5) days up to expulsion. 3rd Offense: Ten (10) days up to expulsion and a psychiatric consultation must be initiated before re-admittance. 4th Offense: Expulsion
26. False Emergency Alarm	The acts of initiating an emergency alarm (i.e. pulling a fire alarm) or initiating a "911" call without just cause.	Nine (9) day suspension up to expulsion and referral to police, if necessary, and restitution may be required.
27. Stalking	A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that ultimately causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.	1st Offense: Three (3) days up to expulsion. 2nd Offense: Five (5) days up to expulsion. 3rd Offense: Ten (10) days up to expulsion and a psychiatric consultation must be initiated before re-admittance. 4th Offense: Expulsion.
28. Verbal Assault	An oral threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching: <u>or</u> , the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence. Verbal Assault is an oral threat of physical harm.	1st Offense: Three (3) days up to expulsion. 2nd Offense: Five (5) days up to expulsion. 3rd Offense: Ten (10) days up to expulsion and a psychiatric consultation must be initiated before re-admittance. 4th Offense: Expulsion.
29. Hazing	Any activity which endangers the physical health and safety of a student, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student for the purpose of being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, club or athletic team regardless of the willingness on the part of the student or the student's parents/guardians to participate in any such activities.	One (1) to nine (9) day suspension up to expulsion, restitution, and referral to police.
30. Intimidation and/or Extortion	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school for any reason, including attempting to borrow any money or	1st Offense: Three (3) days up to expulsion. 2nd Offense: Five (5) days up to expulsion. 3rd Offense: Ten (10) days up to expulsion and a psychiatric consultation must be initiated before re-admittance. 4th Offense: Expulsion.

OFFENSE	DEFINITION	PENALTY
	things of value from said person.	
31. Indecent Exposure or Immoral Acts	The act of offending against commonly recognized standards of propriety, decency, health, or safety.	Nine (9) day suspension up to expulsion and referral to police, if necessary.
32. Vandalism	The act of willful destruction of property belonging to others. This shall also include gang graffiti, tampering with and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or property.	1st Offense: Warning up to nine (9) day suspension and restitution, referral to police, if necessary. 2nd Offense: Restitution and three (3) to nine (9) days suspension up to expulsion.
33. Theft and/or possession of stolen property	The act of taking or acquiring the property of others without their consent.	One (1) to nine (9) day suspension up to expulsion, restitution, and referral to police, if necessary.
34. Arson	Felony violation as described in the Michigan Penal Code, MCL §§ 750.71 - 750.80, and committed on school property.	Mandatory expulsion pursuant to MCL § 380.1311.
35. Assaultive Behavior	The act or acts of an <i>attempt</i> to commit a battery or an act which places another person in reasonable fear of receiving an immediate assault. This includes inciting a fight or instigating others to fight as well as assault behavior.	Three (3) days up to expulsion. Administration reserves the right to assign a penalty that is proportionate to the severity of the situation. Please see the Code of Conduct for further clarification.
36. Fighting	The act of involving hostile bodily contact in or on school property, during the school day, or going to or from schools, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proved by the student accused.	Nine (9) days to expulsion. Administration reserves the right to assign a penalty that is proportionate to the severity of the situation. Please see page 72 of the Code of Conduct for further clarification.
37. Assaultive Battery	A battery is defined as the willful touching of another person without his/her consent (i.e., pushing, shoving, kicking, hitting, pinching, biting, spitting, etc.).	Three (3) days up to expulsion. Administration reserves the right to assign a penalty that is proportionate to the severity of the situation. Please see the Code of Conduct for further clarification.
38. Assaultive Behavior/ Aggravating Circumstances	Assault and/or battery with aggravating circumstances which may include, but are not limited to, infliction of serious injury, use of any weapons, or object used as a weapon; and multiple assailants.	Expulsion and referral to police.
39. Criminal Sexual Conduct	Violation as described in the Michigan Penal Code, MCL § 750.520b-e,g.	Mandatory expulsion pursuant to MCL § 380.1311.
40. Smoking / Possession of products	The act of smoking or chewing tobacco products or possession of tobacco products on school property	Possession will result in confiscation and a five (5) day suspension. Smoking will result in confiscation and a nine (9) day suspension.

OFFENSE	DEFINITION	PENALTY
and/or smoking paraphernalia (lighters, matches)	or at school functions.	Referral will be made to police and a citation issued.
41 Use, possession, or distribution of alcohol	The use, under the influence, possession, or distribution of alcohol in any school building, on school property, or at any school-related event.	Nine (9) day suspension up to expulsion, referral to police, substance abuse assessment must be initiated before re-admittance, and participation in a program arranged by the Student Assistance Program coordinator.
42. Use, possession, or distribution of illegal drugs	The use, under the influence, possession, or distribution of any illegal drug or controlled substance (as set forth in MCL §333.7212-7229); or possession or distribution of drug-related paraphernalia; any such "look alike" or counterfeit drug, or any other dangerous or misused drug unauthorized by a medical prescription from a registered physician in any school building, on school property, or at any school-related event.	Nine (9) day suspension up to expulsion, referral to police, substance abuse assessment must be initiated before re-admittance, and participation in a program arranged by the Student Assistance Program coordinator.
43. Physical Assault Against an Employee, Volunteer, or Contractor	Intentionally causing or attempting to cause physical harm to another through force or violence.	Permanent expulsion from the Allen Park Public Schools and all public schools in the state, subject to potential readmission following the expiration of 180 school days--MCL §380.1311a (1).
44. Bomb Threat	If a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee or the school board as described in section 1311(1) on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee.	Expulsion. Referral to police, a psychiatric consultation prior to re-admittance, a re-admittance meeting and restitution may be required.
45. Possession or use of fireworks and/or explosive materials	The act of possession, using, or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury.	1st Offense: Five (5) day suspension up to expulsion. 2nd Offense: Nine (9) day suspension. Referral to police, if necessary.
46. Possession, using weapons, paraphernalia, ammunition, look-a-like, or suggested	The act of possessing, using or suggested use of a weapon or ammunition by showing to others devices that resemble weapons, paraphernalia or look-a-likes.	1st Offense: Five (5) to nine (9) day suspension 2nd Offense: Nine (9) day suspension up to expulsion.

OFFENSE	DEFINITION	PENALTY
use.		
47. Possession or use of dangerous or other weapons on school property	<p>Possession or use of dangerous weapons on school property, in any school owned vehicle, or at any school sponsored activity. A dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or, any other weapon as set forth in 20 U.S.C. § 8921.</p> <p>Possession or use of any other weapon on school property, in any school owned vehicle, or at any school sponsored activity. A weapon shall include any object or instrument the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term "other weapons" shall also include a facsimile of objects or instruments which are weapons. The term "other weapons" shall additionally include an object or instrument which is not in an of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.</p>	Mandatory expulsion pursuant to MCL § 380.1311. Discipline up to expulsion for "other weapons".

POLICY OF COMPLIANCE WITH FEDERAL LAW

It is the policy of the Allen Park School District that no person shall, on the basis of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

PROHIBITION OF DISCRIMINATORY PRACTICE

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with

Disabilities Act of 1990, it is the policy of the Allen Park Public Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or service or in employment. Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to: Mr. Michael Dawson, Principal, Allen Park Middle School, 8401 Vine, Allen Park, Michigan 48101, (313) 827-2200. Inquiries related to Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, should be directed to: Ms. Janet Wasko, Principal, Allen Park High School, 18401 Champaign, Allen Park, Michigan 48101, (313) 827-1200.

GRIEVANCE PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE II OF THE AMERICANS WITH DISABILITIES ACT, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, AND THE AGE ACT OF 1975

Section I

Student referrals under Section 504 will be sent to the appropriate Building Intervention Team for identification, review, evaluation, and plan for service, if eligible. Any person believing that the Allen Park Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the local Section 504 Coordinator at the following address:

Mr. Michael Dawson, Principal
Allen Park Middle School
8401 Vine
Allen Park, Michigan 48101

If any person believes that the Allen Park Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title II of the Americans with Disabilities Act, (2) Title VI of the Civil Rights Act of 1964, (3) Title IX of the Education Amendment Act of 1972, and/or (4) the Age Act of 1975, that person may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Ms. Janet P. Wasko, Principal
Allen Park High School
18401 Champaign
Allen Park, Michigan 48101

Section II

The person who believes they have a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. That person 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 local 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) days.

Step 2

If the complainant wishes to appeal the decision of the local Coordinator, that person 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, that person may appeal through a signed, written statement to the Board of Education within five (5) business days of 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 forty (40) 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) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the office for Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the non-discriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)* a Federal Law, required Allen Park Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Allen Park Public Schools may disclose the designated "directory information" without written consent, unless you have advised the District to the contrary before the September 30th deadline of each school year.

Designated directory information includes the following information about the student: The student's name, picture, grade level, academic awards, degrees and honors, information in relation to school sponsored activities, organizations and athletics, and major field of study,

Allen Park High School uses the designated directory information in the publication of the annual yearbook (Imprint), student newspaper (Jaguar Journal), drama production programs, music concert programs, Honors Convocation programs, graduation program, sports awards programs, Internet web sites, press releases, PTSA newsletters, and other publications of these types.

Your consent/denial may be indicated on the FERPA Annual Notice of Rights that is mailed in the Registration Packet each August.

RELEASE OF INFORMATION TO THE MILITARY

Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002* reflect these requirements. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. This information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. **If you do not wish the school to release this information, you must complete the form included in the FERPA Annual Notice of Rights and turn in to the Principal's Office by the first day of school.**