# Anderson High School

## 2020-2021

## STAFF HANDBOOK

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**SOUTHGATE COMMUNITY SCHOOLS**
**2020-2021**

BOARD OF EDUCATION

Timothy O. Estheimer, President
Andrew A. Green, Vice President
Dr. Darlene Pomponio, Secretary
Rick Lamos, Treasurer
Jason Craig, Trustee
Neil J. Freitas, Trustee
Shawn Sage, Trustee

CENTRAL OFFICE STAFF

| | |
|---|---|
| Superintendent of Schools | Jill Pastor |
| Curriculum/Federal Programs Director | Dr. Michelle Baker-Herring |
| Business and Finance Director | Barbara Wilson |
| Building and Grounds Supervisor | Jacob Galarza-Jimenez |
| Food Service Director | Mark Rodriguez |

ANDERSON HIGH SCHOOL OFFICE STAFF

| | |
|---|---|
| Principal | Duane Lyons |
| Assistant Principal/Athletic Director | David Pinkowski |
| CTE Director | Jason Martin |
| Administrative Assistant | Beth Goudreau |
| Administrative Assistant | Liz McNees |
| Administrative Assistant | Emily Kolomitz |

GUIDANCE OFFICE STAFF

| | |
|---|---|
| Senior Counselor/9th Grade H-O | Rachael Cannon |
| Junior Counselor/9th Grade P-Z | Steve Oxer |
| Sophomore Counselor/9th Grade A-G | Kristin Stewart |
| Title 31a At-Risk Counselor | Liz Hannah-Minni |
| Administrative Assistant | Sarah Denman |

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# SOUTHGATE ANDERSON HIGH SCHOOL STAFF
## *2020-2021*

TEACHERS
Alcantar, Paul
Barlage, Christine
Barnard, AnnMarie
Beatty, Sheila
Bell, Stacy
Birch, Kathleen
Cieslak, Michelle
Clemons, Col. Terry
Cozza, Roxanne
Cumper, SFC Brian
Cunnien, Karen
Cywinski, Emily
Dahl, Natalie
Dobek, Mitchell
Doyle, Dina
Draper, Kelly
Druchniak, Eric
Furkas, Ryan
Gerberding, Tim
Gruver, Nicole
Herrick-Kujat, Amanda
Ibegbu, Arthur
Klein, Marcel
Konarski, Richard
McKay, Jackie
McKay, Jayme
McKenna, Christine
Myers, Amy
Neil, Dan
Nestor, Nathan
Norscia, Colette
Okerlund, Paul
Otterstetter, Kim
Piesz, Paul
Plourde, Karen
Rader, Michael
Rama, John
Rebeka, Mike
Repp, Tina
Reynolds, Joe

CUSTODIANS
Martinez, Ciarra

TEACHERS (con't)
Sakalas, Larry
Sisler, Patricia
Smith, Wendy
Szczechowski, Bruce
Tilson, Daniela
Timmons, Meredith
Vilardi, Frank
Walter, Brendan
Wesley, Stephanie

ADMINISTRATORS
Lyons, Duane
Pinkowski, David

COUNSELORS
Cannon, Rachael
Hanna-Minni, Liz
Oxer, Steve
Stewart, Kristin

SOCIAL WORKER
Dunholter, Karen

SECURITY COORDINATOR
Garland, Keith

ADMINISTRATIVE ASSTS
Denman, Sarah (Data/Guidance)
Goudreau, Beth (Mr. Lyons)
Kolomitz, Emily (Front Office/KT)
McNees, Liz (Athletic/CTE/DP)
Parrish, Sandy (Tech)

TECHNICIANS
Badalamenti, Angela
Lobb, Jake

PARAPROFESSIONALS
Bensfield, Michelle
Theek, Karry

MEDIA CENTER
Cunningham, Denise

TECHNOLOGY DEPT
Ball, Mike
Begeman, Debbie

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|---|---|
| CAFETERIA STAFF<br>Arbenowske, Lisa<br>Harden, Peggy<br>Hines, Carla<br>Swinehart, Karen<br>Sharon Garcia<br>Cacicedo, Michelle<br>Gulley, Jessica<br><br>MONITORS<br>Brunackey, Michelle<br>Mazzotta, Rose<br>Nichols, Cheryl<br>Pierce, Pat<br>Summers, Linda<br><br>ISS SUPERVISOR<br>Marcum, Derek | Cornwell, Allan<br>Nowak, Wendy<br>Parrish, Sandy<br>Theisen, Deborah<br>Quoziente, Nic |

# STAFF LOCATION LIST 1st SEMESTER 20-21

| NAME | RM | 1ST HR | 2ND HR | 3RD HR | LUNCH | 4TH HR | 5TH HR | 6TH HR |
|---|---|---|---|---|---|---|---|---|
| ALCANTAR, Paul | 62 | | | | | | Conf | |
| BARLAGE, Chris | 3 | | | | | | | |
| BARNARD, AnnMarie | 54 | | | | | | Conf | |
| BEATTY, Sheila | 61 | | Conf | | | | | |
| BELDEN, David | 57 | | | | | | | |
| BELL, Stacy | 39 | | | | | | | |
| BIRCH, Kathleen | 37 | | | | | | | |
| CIESLAK, Michelle | 20 | | | | | | Conf | |
| CLEMONS, COL Terry | 47 | | | | | | Conf | |
| COZZA, Roxanne | 42 | | | | | Conf | | |
| CUMPER, SFC Brian | 47 | | | | | | Conf | |
| CUNNIEN, Karen | 34 | | | | | Conf | | |
| CYWINSKI, Emily | 48 | | | | | | | |
| DAHL, Natalie | 7 | | | | | | Conf | |
| DOBEK, Mitchell | 25 | | | Conf | | | | |
| DOYLE, Dina | 29 | | | | | | | |
| DRAPER, Kelly | 14 | Conf | | | | | | |
| DRUCHNIAK, Eric | 38 | | Conf | | | | | |
| FURKAS, Ryan | 24 | | | | | | Conf | Union |
| GERBERDING, Tim | 32 | | | | | | Conf | |
| GRUVER, Nicole | 31 | | | | | | | |
| HERRICK-KUJAT, Amanda | 13 | | | | | | | Conf |
| KLEIN, Marcel | Gym(52) | | | | | | | |
| KONARSKI, Richard | 6 | Conf | | | | | | |
| McKAY, Jackie | 60 | | | Conf | | | | |
| McKAY, Jayme | 23 | | | | | Conf | | |
| McKENNA, Christine | 44 | | | | | Conf | | |
| MYERS, Amy | 27 | | | | | | | Conf |
| NEIL, Daniel | 11 | | | Conf | | | | |
| NESTOR, Nate | 57 | | | | | | | |
| NORSCIA, Colette | 21 | | | | | | | Conf |
| OKERLUND, Paul | 97 | | | | | | | |
| OTTERSTETTER, Kim | 59 | Conf | | | | | | |
| PIESZ, Paul | 40 | | | | | | Conf | |

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| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| PLOURDE, Karen | 5 | | | | | | | Conf |
| RADER, Michael | 10 | | | | | Conf | | |
| RAMA, John | 33 | | | | | | Conf | |
| REBEKA, Mike | 22 | | Conf | | | | | |
| REYNOLDS, Joe | 41 | | | | | | | Conf |
| SAKALAS, Larry | 2 | | | Conf | | | | |
| SPURR, Alex | 9 | | Conf | | | | | |
| SZCZECHOWSKI, Bruce | 12 | | Conf | | | | | |
| TILSON, Daniela | 43 | | | | | | Conf | |
| TIMMONS, Meredith | 17 | | | | | | | |
| VILARDI, Frank | 15 | Conf | | | | | | |
| WALTER, Brendan | 64 | DMS | | | | | | |
| WESLEY, Stephanie | 30 | | | | | Conf | | |

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# STAFF LOCATION LIST SEM 2 20-21

| NAME | RM | 1ST HR | 2ND HR | 3RD HR | LUNCH | 4TH HR | 5TH HR | 6TH HR |
|---|---|---|---|---|---|---|---|---|
| ALCANTAR, Paul | 62 | | | | | Conf | | |
| BARLAGE, Chris | 3 | | | | | | | |
| BARNARD, AnnMarie | 54 | | | | | | | Conf |
| BEATTY, Sheila | 61 | | | Conf | | | | |
| BELDEN, David | 57 | | | | | | | |
| BELL, Stacy | 39 | | | | | | | |
| BIRCH, Kathleen | 37 | | | | | | | |
| CIESLAK, Michelle | 20 | Conf | | | | | | |
| CLEMONS, COL Terry | 47 | | | | | | Conf | |
| COZZA, Roxanne | 42 | | | | | | Conf | |
| CUMPER, SFC Brian | 47 | | | | | | Conf | |
| CUNNIEN, Karen | 34 | | | | | Conf | | |
| CYWINSKI, Emily | 48 | | | | | | | |
| DAHL, Natalie | 7 | | | | | | Conf | |
| DOBEK, Mitchell | 25 | | | | | | | Conf |
| DOYLE, Dina | 29 | | | | | | | |
| DRAPER, Kelly | 14 | | | Conf | | | | |
| DRUCHNIAK, Eric | 38 | | Conf | | | | | |
| FURKAS, Ryan | 24 | | | | | | Conf | Union |
| GERBERDING, Tim | 32 | | | | | | | Conf |
| GRUVER, Nicole | 31 | | | | | | | |
| HERRICK-KUJAT, Amanda | 13 | | | | | | | Conf |
| KLEIN, Marcel | Gym(52) | | | | | | | |
| KONARSKI, Richard | 6 | | | Conf | | | | |
| McKAY, Jackie | 60 | Conf | | | | | | |
| McKAY, Jayme | 23 | | Conf | | | | | |
| McKENNA, Christine | 44 | | | | | | Conf | |
| MYERS, Amy | 27 | | | | | Conf | | |
| NEIL, Daniel | 11 | Conf | | | | | | |
| NESTOR, Nate | 57 | | | | | | | |
| NORSCIA, Colette | 21 | | | | | | Conf | |
| OKERLUND, Paul | 97 | | | | | | | |

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| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| OTTERSTETTER, Kim | 59 | | | Conf | | | | |
| PIESZ, Paul | 40 | Conf | | | | | | |
| PLOURDE, Karen | 5 | | | | | | Conf | |
| RADER, Michael | 10 | Conf | | | | | | |
| RAMA, John | 33 | | Conf | | | | | |
| REBEKA, Mike | 22 | | | | | Conf | | |
| REYNOLDS, Joe | 41 | | | Conf | | | | |
| SAKALAS, Larry | 2 | | | | | | | Conf |
| SPURR, Alex | 9 | | | | | | Conf | |
| SZCZECHOWSKI, Bruce | 12 | | | | | Conf | | |
| TILSON, Daniela | 43 | | | | | Conf | | |
| TIMMONS, Meredith | 17 | | | | | | | |
| VILARDI, Frank | 15 | | | Conf | | | | |
| WALTER, Brendan | 64 | | | | | | | |
| WESLEY, Stephanie | 30 | Conf | | | | | | |

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# EXTENSION LIST

| Name | Room | Phone |
|---|---|---|
| ALCANTAR, Paul | 62 | 2262 |
| BARLAGE, Chris | 3 | 2203 |
| BARNARD, AnnMarie | 54 | 2254 |
| BEATTY, Sheila | 61 | 2261 |
| BELDEN, David | 57 | 2257 |
| BELL, Stacy | Office | 2239 |
| BIRCH, Kathleen | 37 | 2237 |
| CIESLAK, Michelle | 20 | 2220 |
| CLEMONS, COL Terry | 47 | 2247 |
| COZZA, Roxanne | 42 | 2242 |
| CUMPER, SFC Brian | 47 | 2247 |
| CUNNIEN, Karen | 34 | 2234 |
| CYWINSKI, Emily | Champion Room | 2248 |
| DAHL, Natalie | 7 | 2207 |
| DOBEK, Mitchell | 25 | 2225 |
| DOYLE, Dina | 29 | 2229 |
| DRAPER, Kelly | 14 | 2214 |
| DRUCHNIAK, Eric | 38 | 2238 |
| FURKAS, Ryan | 24 | 2224 |
| GERBERDING, Tim | 32 | 2232 |
| GRUVER, Nicole | 31 | 2201 |
| HERRICK-KUJAT, Amanda | 13 | 2213 |
| KLEIN, Marcell | Gym(52) | 2252 |
| KONARSKI, Richard | 6 | 2206 |
| McKAY, Jackie | 60 | 2260 |

| Name | Room | Phone |
|---|---|---|
| McKAY, Jayme | 23 | 2223 |
| McKENNA, Christine | 44 | 2244 |
| MYERS, Amy | 27 | 2227 |
| NEIL, Daniel | 11 | 2211 |
| NORSCIA, Colette | 21 | 2221 |
| OKERLUND, Paul | Office | 2297 |
| OTTERSTETTER, Kim | 59 | 2259 |
| PIESZ, Paul | 40 | 2240 |
| PLOURDE, Karen | 5 | 2205 |
| RADER, Michael | 10 | 2210 |
| RAMA, John | 33 | 2233 |
| REBEKA, Mike | 22 | 2222 |
| REPP, Tina | 4 | 2204 |
| REYNOLDS, Joe | 41 | 2241 |
| SAKALAS, Larry | 2 | 2202 |
| SISLER, Patricia | 4 | 2204 |
| SMITH, Wendy | 35 | 2235 |
| SPURR, Alex | 9 | 2209 |
| SZCZECHOWSKI, Bruce | 12 | 2212 |
| TILSON, Daniela | 43 | 2243 |
| TIMMONS, Meredith | Office | 2217 |
| VILARDI, Frank | 15 | 2215 |
| WALTER, Brendan | 64 | 2264 |
| WESLEY, Stephanie | 30 | 2230 |

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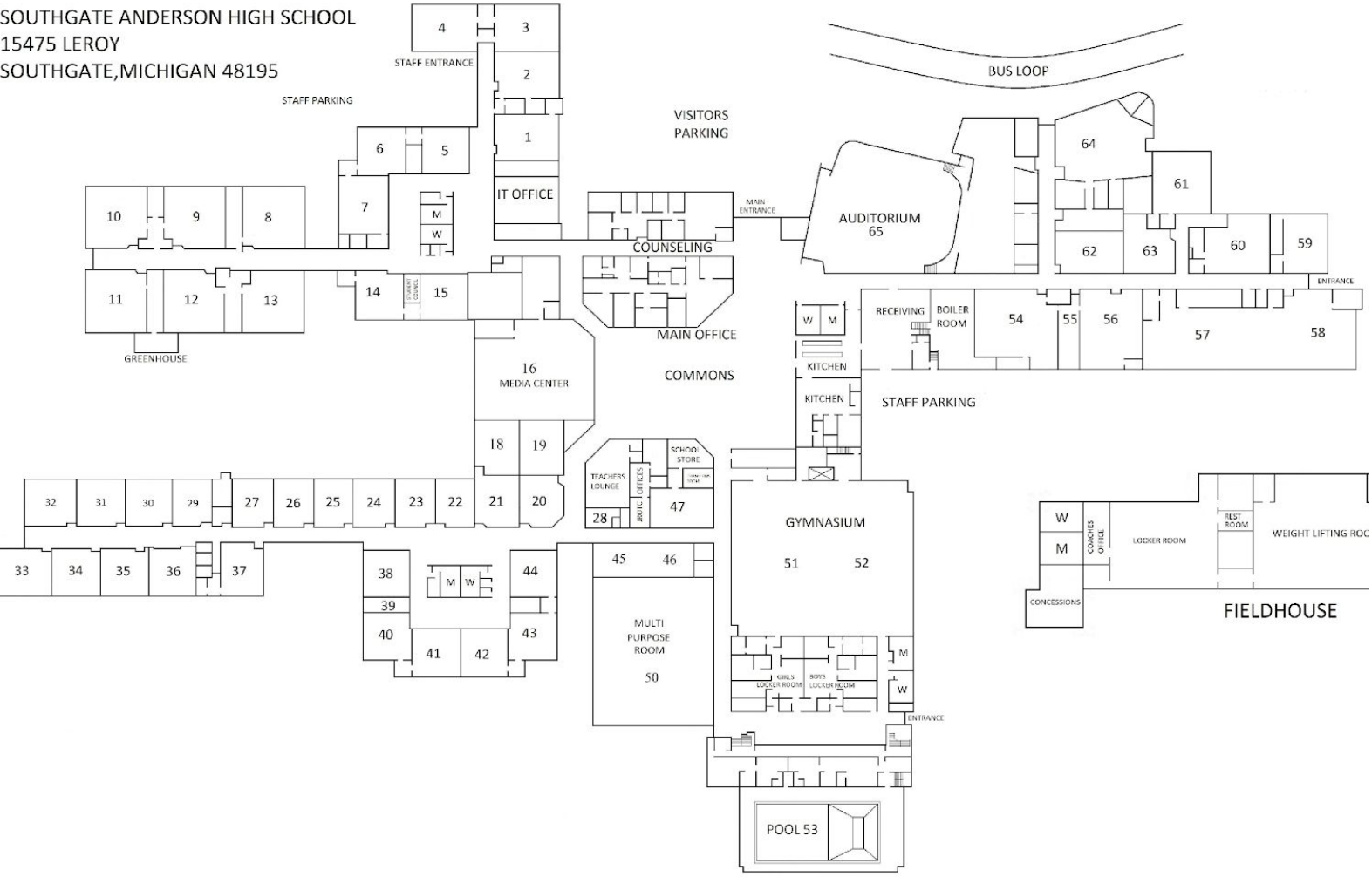
# BUILDING MAP

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## Teacher Evaluations 20-21

| DP | DL |
|---|---|
| Barlage<br>Barnard<br>Beatty<br>Bell<br>Cozza<br>Cunnien<br>Cwyinski<br>Dahl<br>Dobek<br>Druchniak<br>Furkas<br>Gerberding<br>Klein<br>McKay, Jackie<br>McKenna<br>Myers<br>Reynolds<br>Sakalas<br>Tilson<br>Vilardi | Belden<br>Birch<br>Cieslak<br>Clemons<br>Cumper<br>Gruver<br>Kujat<br>Ibegbu<br>McKay, Jayme<br>Neil<br>Okerlund<br>Piesz<br>Rader<br>Rebeka<br>Spurr<br>Szczechowski<br>Timmons<br>Walter |
| Cunningham<br>Denman<br>Hanna<br>McNees<br>Victor<br>Whitlow | Bensfield<br>Cannon<br>Goudreau<br>Kolomitz<br>Theeck |

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# 20-21 Calendar

## 2020 / 2021 –Calendar

Yellow = Half-Day (NO PD)
Pink = ALL DAY PD
Orange = secondary PM comp and Primary records day PM
Red = No school
Violet = ½ DAY Elementary
[redacted]

2ndry Full Days- 19
½ days – 1

First day of school is September 1st

10 PD hrs.
(2 of the 3 days 8.24 all, 8.25, 8.26)

**SEPTEMBER 2020**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Full Days- 19

2ndary ½ Days -- 3
Primary ½ Days – 3

Hoco is 10.2

9th 2ndary Conf.
PM Comp time

16th Primary Conf. PM Comp

30th is ½ day release in PM

**OCTOBER 2020**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | | | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Full Days- 17
½ Days – 0

PD hours - 6

2ndary 2nd quarter begins Nov 4th

District Wide PD Nov. 3

**NOVEMBER 2020**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

2ndary Full Days -- 13
Primary Full Days -- 12

Primary ½ Day – 1

Primary 1st tri ends 12.4
PD hrs. – 6

12.4 Primary records day – teachers can leave in PM for comp.

**DECEMBER 2020**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

2ndary Full Days. – 16
Primary Full Days 17

2ndary ½ Days – 3
Primary ½ Day - 2

2ndary PM release 20-22

All get PM release on 21st and 22nd

2ndary Finals 20th-22nd
MLK, Jr. Day is the 18th.

**JANUARY 2021**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Full Days -- 16
PD hrs - 6

**FEBRUARY 2021**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

2ndary Full Days - 17
Primary Full Days -16

2ndary ½ Days -- 2
Primary ½ Days – 3

5th – Primary Records in PM.
(no PM release)

5th 2ndary Conf.
PM Comp time

12th Primary Conf.
PM Comp time.

**MARCH 2021**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

PD hours: 6

– Primary 2nds tri ends 3.05

Full Days- 19

4.12 - 4th Quarter starts at 2ndary.

**APRIL 2021**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Full Days- 20

Memorial Day – 31
(on next months cal)

Prom – 8th

**MAY 2021**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

Full Days – 6

2ndary ½ Days. -- 3
Primary ½ Days. -- 3

2ndary Finals
9th-11th

**JUNE 2021**

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Working 2 full PD days before school starts (work 2 of 3 days on 8.24, 8.25, 8.26)

34 hours of PD

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## SCHEDULES

| ANDERSON HIGH SCHOOL | | | | | |
|---|---|---|---|---|---|
| **2020-21 Time Schedule** | | | | | |
| 1st | 7:40-8:38 | | | | |
| 2nd | 8:44-9:42 | | | | |
| 3rd | 9:48-10:46 | | | | |
| 4th w/B | 10:52-11:50 | Lunch (A) | 10:46-11:26 | | |
| Lunch (B) | 11:50-12:30 | 4th w/A | 11:26-12:24 | | |
| 5th | 12:30-1:28 | | | | |
| 6th | 1:34-2:32 | | **1/2 Day Regular** | | |
| **1/2 Day Mini-Schedule** | | | 1st/4th Hour | 7:40-8:42 | |
| 1st | 7:40-8:08 | | 2nd/5th Hour | 8:48-9:50 | |
| 2nd | 8:14-8:42 | | 3rd/6th Hour | 9:56-10:58 | |
| 3rd | 8:48-9:16 | | | | |
| 4th | 9:22-9:50 | | **½ Day Finals** | | |
| 5th | 9:56-10:24 | | 1st/3rd/5th Hour | 7:40-9:14 | |
| 6th | 10:30-10:58 | | 2nd/4th/6th Hour | 9:24-10:58 | |
| **Delayed Start Day** | | | | | |
| 1st | 9:10-9:53 | | 5th | 1:00-1:43 | |
| 2nd | 9:59-10:42 | | 6th | 1:49-2:32 | |
| 3rd | 10:48-11:31 | | | | |
| Lunch (A) | 11:31-12:11 | 4th (A) | 12:11-12:54 | | |
| 4th (B) | 11:37-12:20 | Lunch (B) | 12:20-1:00 | | |

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**Pep Assembly Schedule**

| | |
|---|---|
| 1 7:40-8:28<br>2 8:34-9:22<br>3 9:28-10:16<br><br><br>5 11:50-12:38<br>6 12:44-1:32<br>Assembly 1:32-2:32 | 1st Lunch 10:16-10:56<br>4 (A) 10:56-11:44<br><br>4 (B) 10:22-11:10<br>2nd Lunch 11:10-11:50 |

## Anderson High School - 2020-2021 Bell Schedule

| ***Activity*** | ***Regular Day*** | ***Mini Schedule Half Day*** | ***Regular Half Day*** |
|---|---|---|---|
| Faculty Arrives | 7:25 | 7:25 | 7:25 |
| Faculty at Posts | 7:25 | 7:25 | 7:25 |
| Minute Bell | 7:39 | 7:39 | 7:39 |
| First Period Begins | 7:40 | 7:40 | **1st/4th Hr -**7:40 |
| First Period Ends | 8:38 | 8:08 | 8:42 |
| Minute Bell | 8:43 | 8:13 | 8:47 |
| Second Period Begins | 8:44 | 8:14 | **2nd/5th Hr** – 8:48 |
| Second Period Ends | 9:42 | 8:42 | 9:50 |
| Minute Bell | 9:47 | 8:47 | 9:55 |
| Third Period Begins | 9:48 | 8:48 | **3rd/6th Hr** – 9:56 |
| Third Period Ends | 10:46 | 9:16 | 10:58 |
| Minute Bell | 10:51 | 9:21 | |
| Fourth Period Begins<br>(Lunch A Begins) | 10:52<br>10:46 | 9:22 | |
| Minute Bell | 11:25 | | |
| (Lunch A Ends) | 11:26 | | |

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| | | | |
|---|---|---|---|
| Lunch B Begins | 11:50 | | |
| Minute Bell | 12:29 | | |
| (Lunch B Ends) | 12:30 | | |
| Fourth Period Ends | 12:24 | 9:50 | |
| Minute Bell | 12:29 | 9:55 | |
| Fifth Period Begins | 12:30 | 9:56 | |
| Fifth Period Ends | 1:28 | 10:24 | |
| Minute Bell | 1:33 | 10:29 | |
| Sixth Period Begin | 1:34 | 10:30 | |
| Sixth Period Ends | 2:32 | 10:58 | |
| Faculty Lunch Begins | | 11:00 | 11:00 |
| Faculty Lunch Ends | | 12:00 | 12:00 |
| Faculty Day Ends | 2:37 | TBD | TBD |

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**Grade Level Meeting Schedule**

# September

Students should report to class for attendance purposes and then should be dismissed directly to the Auditorium, there will be NO PA announcement, please see that they arrive promptly. If you have a single grade level in that hour, please accompany the students to the Auditorium to help with supervision. Students will be dismissed back to class after the meeting and please notify the office if a student does not return to your class.

10th grade:

11th grade:

12th grade:

9th grade:

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# AHS Meeting Dates 20-21

*8:30 am - 9:30 am*

**Members:**

SIT: *Chair:* Smith, Jackie McKay, Otterstetter, Repp, Birch, Doyle, Gruver, Kelly Draper, Gerberding

Dept. Chair: Furkas, Cunnien, Rama, Smith, Oxer, Barlage, Jackie McKay, Cozza, Neil, Birch

Data Team: Neil, Jayme McKay, Hanna-Minni, Bell, Rama

| Data Team | SIT | Department Chair |
|---|---|---|
| 9/17/20 | 9/23/20 | 10/1/20 |
| 10/15/20 | 10/21/20 | 10/28/20 |
| 11/18/20 | 12/02/20 | 12/9/20 |
| 1/13/21 | 1/20/21 | 1/27/21 |
| 2/10/21 | 2/24/21 | 3/3/21 |
| 3/10/21 | 3/17/21 | 3/24/21 |
| 5/5/21 | 5/19/21 | 5/26/21 |

**Staff Meetings (8:30 am - 9:30 am)**

| | |
|---|---|
| 9/28/20 | 2/22/21 |
| 10/26/20 | 3/22/21 - Test Training |
| 11/23/20 | 4/26/21 |
| 12/15/20 | 5/24/21 |
| 1/25/21 | 6/7/21 |

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**PD (Full Days)**

**Delayed Start PD**

**WIN Dates**

## Administrative Responsibilities 2020-2021

| **DL: Principal** | **DP: Asst. Principal/Athletic Director** | **Asst. Principal/ CTE Director** |
|---|---|---|
| Curriculum, Instruction, Assessment/Professional Development/Scheduling<br>· Attendance/Truancy Grade 12<br>· Discipline 12th grade<br>· Teacher Evaluations<br>· Announcements/ Communications<br>· Beginning/End of Year Procedures<br>· Budget/Purchasing/Petty Cash<br>· Calendars<br>· Commencement/Caps & Gowns/Pictures/ Senior Walk<br>· Copy Machines<br>· Curriculum Development<br>· Guidance Office<br>· Fieldtrips<br>· Honors Convocation/Top Ten Ceremony | · Attendance/Truancy Grades 9 - 11<br>· Discipline 9 - 11<br>· Teacher Evaluations as assigned<br>· Athletic Schedules, Officials, Transportation<br>· Coaches - Personnel and supervision<br>· Athletics Support Staff<br>· Athletics - Eligibility<br>· Assemblies/Pep Rallies<br>· Building Use Schedule<br>· Cafeteria/Lunch Issues and Personnel<br>· Building and Grounds<br>· Custodians<br>· Data Processing—Progress Reports and Report Cards<br>· Data Team Meeting Leader<br>· Fundraising<br>· IEP Rep | · Attendance/Truancy Grades 9 - 11<br>· Discipline 9 - 11<br>· Teacher Evaluations as assigned<br>· After School Detention<br>· Lunch Detention<br>· Classroom/Office Furniture<br>· CTE Programs<br>· Crisis Team<br>· Dept. Chair Meeting Leader<br>· ELL/WIDA Students<br>· IEP Rep<br>· 504 plans as assigned<br>· Mailings<br>· Media Exclusion<br>· PSAT 8/9<br>· Residency<br>· Robotics<br>· School Store Students |

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| | | |
|---|---|---|
| · Honor Roll<br>· IEP Rep<br>· 504 plans as assigned<br>· Internal Accounts<br>· Master Schedule<br>· Meetings—Staff, grade level, etc.<br>· School Improvement<br>· Paraprofessionals<br>· Parent Teacher Conferences<br>· Payroll<br>· Personnel—Comp time/Personal Business<br>· Professional Development<br>· Program of Studies/Course Guide<br>· Requisitions and POs<br>· Staff Emergency Cards<br>· Staff Handbook<br>· Student Teachers<br>· Substitutes<br>· Supervision<br>· Teaching Supplies<br>· Testing—MME, SAT, PLAN<br>· Textbooks/Adoption<br>· Time Schedules<br>· 31A | · 504 plans as assigned<br>· Lockers<br>· Maintenance Work Orders<br>· Pre-Registration/Pictures all underclassmen<br>· PSAT 10<br>· Safety/Weather Drills<br>· Student Fines/Obligations<br>· Student Handbook<br>· Student IDs<br>· Supervision<br>· Supplies<br>· Transportation<br>· Other duties as assigned | · Security—Alarm Systems, Keys, Communication Devices<br>· Special Education<br>· Student Schedules/Transcripts/ Records<br>· Supervision<br>· Technology<br>· Other duties as assigned |

## Administrative Assistant Responsibilities 2020-2021

| Front Office/KT Assistant | Athletic/CTE/DP Assistant | Principal/DL Assistant | Data/Guidance |
|---|---|---|---|
| · Discipline 9th-11th grade: Enter referral in MiSTAR<br>· Ten/Fifteen Day Absence Report for 9th Grade<br>· Homework for all grades for ill/suspended/home bound students<br>· Answer phones<br>· Attendance voicemails<br>· Attendance reports<br>· Absent Student Call Alert<br>· Count Days-Fall and Spring<br>· Greeting and Welcoming Guests<br>· Locker Assignments<br>· Mailings<br>· Marquee Messages | · Discipline 9th-11th grade: Enter in MiSTAR<br>· Ten/Fifteen Day Absence Report for 10/11th Grade<br>. Accident Form for students<br>· Answer phones<br>· Awards for Athletes<br>· CTE Programs<br>· CTE Purchases<br>· Greeting and Welcoming Guests<br>· Facility Use Forms and Schedule Star<br>· Mailings<br>· Maintenance Work Orders<br>· Money from Athletics - gate<br>· Physicals<br>· Purchases for Athletics | · Discipline 12th grade: Enter in MiSTAR<br>· Ten/Fifteen Day Absence Report for 12th Grade<br>. Accident forms for staff<br>· Answer phones<br>· Announcements<br>· Activity Fees<br>· AP Testing/Edgenuity/ Summer School money collection<br>· Appendix B<br>· Beginning/End of Year Procedures<br>· Budget/Purchasing<br>· Calendars<br>· Commencement<br>· Communication<br>· Copiers<br>· Conferences<br>· Custodians | · Attendance Reports<br>· Announcements on MiSTAR<br>· Answer phone in Counseling<br>· CA 60s/Request/Mailing/File<br>· Calendar/Bell Schedule<br>· Commencement<br>· Count<br>· Course Number Assignment for DMS/AHS<br>· CTE Reports/Grades<br>· Data processing—Progress Reports and Report Cards<br>· Greeting and Welcoming Guests |

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| | | | |
|---|---|---|---|
| · Mail/Package Distribution<br>· Medication<br>· Pre-Registration Set up<br>· Packages delivered to main office<br>. Immunizations<br>. Attendance Collection Status and Master Absence for Teachers<br>Social Security and Friend of Court Letters<br>. Withdrawal for students<br>· New Student Enrollment<br>· Other duties as assigned | · School Store Students<br>· Security Reports<br>· Staff Parking Info & Record Keeping<br>· Student Activities<br>· Student Fines/Parking/Books<br>· Student Handbook<br>· Student IDs<br>· Athletic Student Fines/Obligations<br>· Telephones<br>. Underclass Pictures<br>. Parking Fines/Obligations<br>· Parchment<br>· Athletes Code of Conduct<br>· Blue Cards<br>· Deposit Activity Fees<br>· Deposit Gate Money<br>· Athletic Rosters<br>· Award Invoices & Collection<br>· Hole Punch Cards<br>· Recordkeeping of Punched Card<br>· Athletes Daily Attendance<br>· Athletes Weekly Ineligibility<br>· Other duties as assigned | · Field Trips: enter Acct and send to Curriculum<br>· Fundraising<br>· Greeting and Welcoming Guests<br>· IChat for Background checks<br>· IEP subs<br>· Ineligibility: Band/Clubs<br>· Internal Accounts<br>· Paraprofessionals<br>· Parent Teacher Conferences/Open House<br>· Payroll<br>· Personnel<br>· Petty Cash<br>· Professional Development<br>· Requisitions and POs<br>· Staff Emergency Cards<br>· Staff Handbook<br>· Student Teachers<br>· Substitutes<br>· Teaching Supplies<br>· Technology<br>· Textbook Adoption<br>· 31A<br>· Student Fines/Obligations<br>· Graduation Verification-Former Students<br>· Honors Assembly/Certificates/Mailings<br>· Class Rosters for Sub Teachers<br>· Other duties as assigned | · Graduation Verifications<br>· Guidance Letters/Reports<br>· Historical Grades<br>· Link Crew<br>· Mailings<br>· Master Schedule<br>· MME Conflicts<br>· MiSTAR Passwords<br>· MISTAR Reports<br>· New Student Enrollment<br>· Recognition Ceremony/Certificates/Mailings<br>· Residency<br>· School of Choice<br>· Student Data Services<br>· Student Schedules<br>· Technology<br>· Testing Out<br>· Transcripts<br>· Grades/Reports/changes<br>· Attendance Certificates<br>· MME<br>. Testing-ACT/SAT scores on Transcripts<br>· Work Permits<br>· Other duties as assigned |

## Department Chairperson Responsibilities

- The department has an appointed chairperson with the general responsibility for guiding the department toward selected goals. It is the specific responsibility of the chairperson to:

- Participate in the School Improvement Team, when requested, to aid in the development and analysis of building policies and be responsible for their communication and implementation at the department level.

- Facilitate the development of assessments including an assessment schedule in regards to pre and posttests and common exams. Assessments are directly linked to the CCSS and/or High School content expectations.

- Collect and analyze data at the department level to be used for School Improvement/ASSIST/Advanc-Ed/NCA purposes and individual student growth documentation.

- Communicate the needs of the department (personnel, space, fiscal) to the principal.

- Serve as an advocate for the department in the building, the community, to appropriate external agencies, and at meetings of learned and professional societies.

- Provide leadership in the recruitment of faculty members.

- Encourage and support good teaching, scholarly activity, and professional development within the department.

- Endeavor to maintain faculty morale by reducing, resolving, or preventing conflicts.

- Organize and coordinate the departmental faculty and staff in developing, implementing, and evaluating short and long-range departmental goals, objectives, standards and programs.

- Work with the faculty to develop standards, curricula, and procedures that provide adequate preparation of students for the next grade level.

- Manage departmental resources, including the budget, in accordance with building and district guidelines.

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- Endeavor to secure and maintain adequate supplies, materials, and equipment for the department.

**Department Chairs**

***Math*—Stephanie Wesley**
***English*—Karen Cunnien**
***Science*—Dan Neil**
***Social Studies*—Ryan Furkas**
***World Languages*—Roxanne Cozza**
***Electives*—Jackie McKay**
***Business/CTE*—Chris Barlage**
***Counseling*—Kristin Stewart**
***Special Education*—**

## INTRODUCTION

This Staff Handbook will provide information regarding the rules, regulations and policies of Anderson High School. They are written in accordance and within the framework of the district's rules and regulations and school board policy.

The intent of this handbook is not to restrict the professional rights of any staff member. It outlines and explains the process and provides the staff member with a resource and reference to assist in the execution of responsibilities as a member of the staff.

The format is designed to keep the book current. It is divided into sections. This handbook will be available on the school website so that it can be updated regularly. It is the responsibility of each staff member to read and become knowledgeable with the contents.

## BOARD POLICY AND ADMINISTRATIVE RULES AND REGULATIONS

A copy of the Southgate Community School District's Administrative Rules and Regulations is housed in the main office. This document contains all rules and regulations that professional staff members must be aware of as employees of the district. It is the teacher's responsibility to be aware of all board policies and administrative rules and regulations. See the Principal if you wish to use this document.

## AHS PURPOSE

To develop the love of learning within our students in an inviting, welcoming, and supportive learning environment.

## AHS MISSION

Learning for Life

## AHS VISION

The Best Choice for Students and Parents

## AHS BELIEF STATEMENTS

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1. All individuals have worth and deserve respect.
2. Learning is a lifelong process.
3. All students deserve a safe environment in which to learn.
4. Student effort is essential to student achievement.
5. Collaboration of students, parents and staff has the greatest impact on student growth.

## AHS SCHOOL IMPROVEMENT GOALS

***Goal 1: All students at Anderson High School will be proficient in mathematics.***

***Goal 2: All students at Anderson High School will be proficient in literacy.***

***Goal 3: All staff will work to improve the culture and climate at Anderson High School.***

## CODE OF ETHICS, A GUIDE TO PROFESSIONAL RESPONSIBILITY

### Michigan Education Association

In order that the purposes of education may be realized fully, that the children and adults of our state may have an effective system of public education, and that the welfare of the teaching profession may be promoted, it is necessary that the conduct of the profession be in accord with ethical standards. Therefore, we, the teachers, supervisors, and administrators of the schools in Michigan, pledge ourselves to the faithful observance of the following code of professional ethics adopted by us through the Michigan Education Association.

### PRINCIPLES

**A. Obligation to Pupils.**

**The Primary consideration of the educator should be the present and future welfare of the pupils placed in his/her charge. They should seek and prepare pupils to be socially and economically efficient in the home, school, and community, and to be personally happy as a member of society.**

**B. Obligation to Parent.**

**The educator, recognizing the authority of the parent over the pupil, should be willing to share this responsibility and to cooperate with the parents for the best interest of the child.**

**C. Obligation to the Public.**

**The educator should consider his/herself in a position of public trust and should therefore conduct themselves so that he/she increases respect for his professional and public education. Realizing his/her responsibility for leadership the educator should be ready to counsel and confer with all who have an interest in education.**

**D. Obligation to the Profession.**

**The educator should at all times maintain an attitude of constructive cooperation, guiding those under his/her direction, assisting his/her associates, and respecting the leadership of those charged with responsibility. By recognizing the dignity of the profession, he/she should help to maintain a high standard of loyalty and service.**

## Freshmen Philosophy 20-21

Current research tells us that there is a very high correlation with how ninth grade students perform on coursework and the likelihood of eventual graduation. Often middle school is able to provide additional support and remediation and offer more "safety nets" than high schools. With the ninth graders in our building we want to put practices in place that continue to hold high expectations for all students while creating a culture of excellence. It is our goal at Anderson High School to support our ninth grade students by the following initiatives:

- Our Link Crew program has matched up our upperclassmen with our freshman to provide role models and mentorship opportunities to our newest AHS Titans. There are specific events planned for the beginning, and throughout the school year for the Link Leaders to connect and advocate for "their" freshmen. The focus of the Link Crew Program will support our students both academically and socially with the greatest assets we have in our building--their peers!

- There are three counselors that will divide the ninth grade by alphabet. Another counselor will continue to work as an "At-Risk Counselor" and be funded through Title 31a Grant funds. Her focus will be primarily the ninth grade class, as research shows that they are the most "at-risk" in high school. She will continue the Mandatory Lunch Assistance (MLA) program (with the help of the 9th grade staff and Administration) for 9th graders with missing assignments, where 9th grade teachers will provide regular information to her regarding the students needing assistance. There will also be an after school assistance program that will be available for all students at AHS.

- Guided Academics will also be another opportunity to provide assistance to our at-risk population where Link Crew Leaders can be assigned to work with their peers.

- Mandatory Lunch Assistance (MLA) is a program utilized for ninth and tenth grade students that focuses on homework/classwork completion. Students are assigned by core content teachers when they have missing assignments and will report to MLA during the lunch time to complete those assignments.

## STAFF PROCEDURES AND POLICIES

## ABSENTEEISM – FACULTY

AESOP

Effective with the 2016-17 school year, we will not be using FileMaker Pro or affidavits to track your attendance. The Aesop system will now record how many sick/personal/vacation days, you have remaining. Compensatory time will be tracked by the Principal's secretary, with Central Office having access to their information. Aesop is available 24 hour a day.

It is your **individual** responsibility to report your absence using the Aesop system. The building administrative assistants have been instructed **not** to enter absences for you.

Failure to report off using this system will result in progressive discipline.

If, in the case of an emergency, you attempt to enter your absence less than one hour before your reporting time, contact your supervisor, as you will be unable to access AESOP if there is less than one hour before your start time.

*Absences Due to Illness (Individual or Family Illness)*

1. Log into Red Rover as soon as you become ill to secure a substitute.
2. Select the appropriate reason for absence from the drop down menu.

*Planned Absences (Personal Business/Comp Time)*

1. Personal Business Day(s)/Comp Days should be requested at least 24 hours in advance to the building Principal and entered in the Aesop absentee reporting system. These absences will be noted in Red Rover as "Pending Approval."
2. The principal will receive requests daily via Red Rover and approve as noted in the contract.

*Planned Absences (School Business)*

1. School Business Day(s) requests are to be requested at least 24 hours in advance via the Red Rover absentee reporting system. Ideally, these absences should be entered in Red Rover immediately upon approval being granted. These absences will be noted in Red Rover as "Pending Approval."
2. The principal will receive requests daily via Red Rover and approve as necessary.
3. Requests for School Business Days entailing payment of registration fees, lodging, etc., must be approved by Central Office (see Conferences and Workshops).

*General Information regarding Absences*

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1. Illnesses lasting 5 or more consecutive days – Beginning July 1, 2011, Human Resources requires a note from your physician prior to or upon, your return to work. A Family Medical Leave may be in order.
2. Scheduled Surgery – Must notify Human Resources **at least** 30 days in advance, including during vacation times.
3. Unscheduled Surgery – Must notify immediate Supervisor and Human Resources as soon as you are aware.
   (*Being absent from work without notifying administration could result in termination)*

## ACCIDENTS, EMPLOYEE

A. Accidents to employees should be reported immediately to the Office so that proper procedures can be followed. All work-related injuries are to be reported within 24 hours to the building Principal.

B. Where medical treatment is indicated in the judgment of the building Principal or employee, the employee needing medical treatment will be provided with an authorization form prior to going to the Concentra Urgent Care. These forms and a map with directions to the clinic can be obtained from the main office.

C. Forms regarding Worker's Compensation must be completed jointly by Central Office and the employee.

D. If an employee elects to see their own doctor rather than Concentra Urgent Care during the first 10 days following the injury, he/she will be liable for office expenses.

E. All employees having received medical treatment shall obtain a letter or written release authorizing a return to work date. If this authorization is from a source other than the Concentra Urgent Care, Southgate Community Schools retains the right to have the employee evaluated by Concentra Urgent Care. This authorization must be given to the building Principal or the payroll department prior to returning to work.

F. All other questions concerning a work related injury or illness should be directed to the payroll department at Central Office.

G. Failure to comply with the above instructions negates possible compensation claims.

## ACTIVITY/CLUB SPONSORS

*Required Documents:* You must submit to the administration, by September 30th, one copy of each of the following items for your activity/club:

- Constitution
- By-Laws
- Goals and Activities
- Activity Calendar of Events
- Proposed Fund Raising Activities

*Membership/GPA Status:* Please submit to administration by September 30th, a membership list for your activity club/organization in the following manner:

- Alphabetical list of students' names
- Identification of officers.

*Posters and Paint/Wall Damage*

- Please remember, budget restraints prohibit a long-range painting and refurbishing program. Currently, painting is accomplished by allocation of overtime funds.
- All posters must gain appropriate administration approval prior to being hung in the school.
- All posters must be removed within 24 hours of the end of the activity.

*Expectations for Students After School*

- Student Supervision after Regular School Day: If a teacher requests that a student remain after school for disciplinary action, the parent must be informed in advance.

- When students remain after school to participate in class related or extra curricular activities, the parent should be informed that their son/daughter is staying after school.

- Students who participate in athletics are under the direct supervision of the coach. If a team is jogging, they are to be supervised. The coach cannot give permission or sanction any athlete to jog and warm up on his/her own private practice unless the coach supervises the athlete.

- Activities and athletic contests are to be considered part of the school day. Student behavior is expected to be in accordance with school district and Anderson High School policy.

- All sponsors should have regularly scheduled meetings and activities with clearly defined and published starting and ending times so that the students and their families may plan accordingly. Stress to each student that he/she should be picked up immediately following the meeting. Please make sure your students understand they should not just roam the halls aimlessly.
- When you leave the designated meeting area, please secure all doors, windows, etc. Please remember that prior to leaving the high school premises, it is your responsibility to check that all of your club members have safely left the premises.

## ANNOUNCEMENTS

Student and staff announcements will be posted on the Southgate Schools website each morning.

To continue to look for ways to preserve the instructional time provided to you, the PA system will only be utilized for student announcements before school and during passing. Facebook page, Remind, and Twitter @TitanVoice will post announcements.

The PA will not be used during class time unless there is a security issue, drill or other unforeseen circumstance.

If you have an announcement you would like in all of these places, please submit them to the shared Google Form entitled " AHS Student Announcements" located on the Teacher Resources Link on the AHS Website no later than 2:00 pm one day prior to the date of request.
Announcement Submission form:
https://docs.google.com/forms/d/1cBHR5aKVmxs0iVILoMV_XgpjBqK2f8eaTKkE2AFug9g/viewform

Facebook Page:
https://www.facebook.com/pages/Southgate-Anderson-High-School/165226390349643

Twitter:
https://twitter.com
@TitanVoice #TitanVoice

## ATHLETIC DEPARTMENT POLICIES

Anderson High School is a member of the Michigan High School Athletic Association, and therefore must follow its rules and regulations concerning eligibility, transfer, physical examination, seasons of competition, awards, and limited team membership. The athletic department maintains an extra-curricular / co-curricular code of conduct in addition to M.H.S.A.A. rules. Our extra-curricular / co-curricular code of conduct deals with general team rules and regulations, school attendance requirements, and academic standards. A copy of our extra-curricular / co-curricular code of conduct is available upon request from the athletic office.

*Academic Requirements*

To be eligible for extra-curricular and co-curricular activities, a student shall maintain a 2.0 grade point average. Grades will be checked every week via MiStar. Plans will be developed to ensure student academic success if a student falls below the 2.0 level. In addition, a student must not have more than one "E" throughout the semester. Students with more than one current "E" will not be eligible for that full week of competition, or until their grades are at a passing level.

The Michigan High School Athletic Association (MHSAA) rules state that students must have passed at least four (4) classes from the previous semester in order to be eligible for competition. The athletic department will check previous semester grades before students are placed on athletic teams.

*Extra-Curricular / Co-curricular Code of Conduct*

**INSERT UPDATE NEW COC HERE AFTER UPDATE IS COMPLETED**

*Athletic Department Offerings*

The following is a list of extra-curricular sport offerings at Southgate Anderson:

Fall – Football, Girls Volleyball, Boys & Girls Cross Country, Boys Tennis, Boys Soccer, Girls Swim, Sideline Cheerleading, Girls Golf

Winter – Boys Basketball, Girls Basketball, Wrestling, Boys Swim, Hockey, Competitive Cheerleading, Sideline Cheerleading, Figure Skating, Boys & Girls Bowling

Spring – Baseball, Softball, Girls Tennis, Girls Soccer, Boys & Girls Track, Boys Golf, Boys & Girls Rowing

## ATTENDANCE AT ASSEMBLY PROGRAMS

A. To provide adequate supervision of students, teachers are expected to attend all assembly programs unless they have a teaching assignment at that time.
B. In an attempt to provide optimum conditions, in terms of both supervision and enrichment, teachers are asked to attend the assemblies and sit with their classes.
C. More specific instructions regarding supervision, dismissal, etc., will be given prior to each assembly.

## BUILDING USE

Building Use Forms must be completed to use various sites throughout the building. Never assume an area is available during school or after school hours. Various sites through the building are in high demand by school groups, district groups, and the community.

A. If you use your own room for after school club meetings, a Building Use Form is not required.
B. Building Use Forms are available through the Assistant Principal's office that handles building use.
C. All outside organizations and groups desiring to use any school facility must have permission and approval from the building administrator.

## CLASS INTERRUPTIONS, SCHOOL SAFETY AND SECURITY

A. Parents or other adults who come to your room to talk with you are to be politely but firmly referred to the Principal's office for an appointment. You should explain that you cannot leave your class unattended to talk with them at that time. In the event you are unsuccessful, call the office immediately.
B. The presence of non-students in the building should be reported to the office immediately.
C. Visitor passes must be obtained from the main office in advance.

## CLASSROOM ASSIGNMENTS

Classroom assignments are made by administration in collaboration with department chairs after student scheduling in the spring. Requests from staff will be taken into consideration, but the final decision will be made by administration.

## COPIERS

https://drive.google.com/file/d/0B2o-0PLdJbvPb0paeGs2ZTNZNDNCa2JpT283WGY4ZGwzVVU4/view?usp=sharing

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## CONFERENCES AND WORKSHOPS

A. Funding for conferences, workshops, clinics, etc. is limited.
B. Funds may be available upon request to attend conferences, workshops, etc.
C. Please use the appropriate forms to make application. Conference Forms are available on the district website under the Curriculum Dept.
D. Final approval for such activities is granted by the Curriculum Department. Requests must be submitted to the secretary as soon as possible.
E. Once the approval for a conference or workshop has been approved, the teacher should follow the procedures outlined under "Absenteeism-Faculty" as soon as possible to arrange for a substitute.

## CUSTODIAL/MAINTENANCE REQUESTS

The custodial/maintenance staff of Anderson High School is here to help and assist you in any way possible. As the year progresses, you will find yourself in need of their assistance in many ways.

a. As maintenance needs arise, please contact the administrator in charge of maintenance requests/concerns by email. Examples of things you might need to complete this form for would be:

1. a broken pencil sharpener
2. a broken desk or chair
3. replacement of light bulbs
4. a broken pull-down movie screen
5. jammed door lock

b. Should you have an emergency situation, please call the office and someone will take care of the problem as soon as possible.
c. If your request has not been taken care, to your satisfaction, or in a timely manner, please contact the administration to discuss the matter.

## DRESS

*Expectation:* Staff Appearance
Staff attire and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

*Expectations:*

Just as the dress and personal appearance of students has a positive effect in the overall deportment and personal hygiene of students, faculty set the example. Their professionalism sets a tone for the classroom and for the school. Faculty dress code should reflect the student dress code, but at a more professional level. Dresses, skirts, dress slacks, shirts and ties, and collared shirts are appropriate for the classroom and school related meetings. Staff should consider their professional role in a business setting in carrying out their responsibilities regarding the district activities. Necklines exposing cleavage are not suitable for school. Likewise, jeans are not considered classroom attire unless under approved circumstances, such as a field trip. Professional length skirts should be about finger-tip length or longer. Final decisions regarding appropriate attire is at the discretion of building administration.

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Please remember you are a role model at all times. It confuses students and parents when students are expected to follow a set of rules that the adults around them do not respect.

## FUNDRAISING

a. Any coach, faculty member, club, or organization that wishes to sell merchandise or sponsor a fundraising activity, must first complete a request form available online. No sponsor, coach, or staff member should collect or handle any monies without prior administrative approval. Cash is not to be stored in your classroom. Doing so places you in financial jeopardy should any funds be lost or stolen.

b. Each request will be reviewed by the Anderson High School Administration with the sponsor and, if approved, will be placed on the Anderson High School Fundraising Calendar.

c. In addition:
   1. All fundraising sponsors must have established an internal account.
   2. All fundraising monies should be turned in to the Principal's secretary.
   3. All fundraising requests must be validated before verbal or written contracts are made with merchandising representatives. You may not enter into a contract of any kind as an employee or representative of Southgate Community Schools without prior administrative approval and an approved purchase order.
   4. All fundraising activities are to take place outside the classroom.
   5. You may not enter into a contract that suggests, implies or involves that contributions will be solicited on behalf of the high school or school district. Solicitations of contributions can only be made by staff members directly.

d. It is desired that the above procedure will accomplish the following:
   1. Eliminate unfair competition between clubs and organizations.
   2. Aid and assist sponsors in determining valid and realistic methods of fundraising.
   3. Keep the staff informed about the scope of activities operating at a given time.
   4. Avoid overlap of activities and selling practices.
   5. Protect staff and students from an overload of merchandising.
   6. Space and control volume of activities to avoid heavy and light concentrations.
   7. Reduce the number of educational disruptions.

e. The Smart Snack Legislation require that the following guidelines will be adhered to:
   1. The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.
   2. The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
   3. The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. State agencies may determine the frequency with which fundraising activities take place that allow the sale of food and beverage items that do not meet the nutrition standards.

See the link for Smart Snack Guidelines: http://www.fns.usda.gov/sites/default/files/allfoods_flyer.pdf

**Fundraising Calendar**

https://www.google.com/calendar/embed?src=sgate.k12.mi.us_8dn3t5d0k2h9fs6mun59ja8744%40group.calendar.google.com&ctz=America/New_York

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**Fundraising Submission Form**

https://docs.google.com/a/sgate.k12.mi.us/forms/d/1vrkjjAEdP8gRmgzTWmvqfKZpYuieF-ZCnoe4_U7pKsE/viewform

## GUEST SPEAKERS

The staff is encouraged to use as many community resources as possible to enhance their subject. One of our more positive public relations methods is the use of guest speakers or lecturers, therefore; please adhere to the following:

a. If a speaker agrees to visit the classroom, then the teacher will send a letter/email of confirmation indicating the following:
   1. The date
   2. Time
   3. Teacher's name
   4. Type of class: Math, Technology, etc.
   5. Name of student contact person (if applicable)
   6. Topic of discussion
b. Please have a copy of this letter of confirmation/email filed with the office.
c. The morning of the expected visit, please notify the secretary.
d. The guest speaker should report to the office for a visitor's I.D. badge.
e. When the teacher is absent, it is his/her responsibility to cancel all guest speakers for the day.
f. The teacher should send a thank you letter to the guest speaker.

By complying with these guidelines, there should be less confusion and misunderstandings on the part of guest speakers, and hopefully, they will leave with a more positive attitude toward Anderson High School.

## KEY POLICY, REGULATIONS, AND PROCEDURES

It shall be the intent of the office to establish the highest degree of building security through the following procedures:

Keys will be issued only to those school employees who because of their specific job description and/or assignment require the use of a specifically designated area. The decision to approve a key request and the subsequent issuance of the key shall rest solely with the office.

Acceptance of the requested keys in conjunction with your signature results in the creation of an implied contract. As cooperative parties in this contract, please be advised of the following:

a. It is inherent within the above guidelines that school personnel do not loan, borrow, or exchange keys with other school employees.
b. The use of school keys by individuals other than school employees increases the opportunities for the infiltration of the school's security system. Students must not be given the opportunity to handle, transport, or use school keys.
c. Each school employee must exercise extreme caution in the use, placement, and handling of his/her keys.

If you believe for any reason the security of your assigned area has been breached, please notify the office. The office must be notified immediately in writing if your keys are misplaced or lost. The cost involved in re-coring locks reduces our operating funds and the time lost prevents the completion of other more pressing maintenance projects. Please exercise great care in the use, placement, and handling of your keys throughout this coming school year.

If additional keys are needed, please follow these procedures:

a. Staff (Teachers, Administrators, Secretaries, Para-Professionals)
   1. Staff members must sign for each key that has been approved.
   2. If a staff member feels that he/she needs additional keys or wants to have keys replaced, they must repeat the application procedures.
b. Substitute Teachers
   1. Keys for substitute teachers may be issued on a daily basis by the secretary in the Principal's office.
   2. Substitute keys may be signed out only by a substitute teacher and must be signed in at the end of the school day.
   3. Substitute teachers must file a written report following the loss of any keys.

## LEAVING THE BUILDING

a. Teachers are to remain in the building until 2:37 p.m.
b. Staff members finding it necessary to leave the building must log their destination and reason for leaving as well as the time they leave and return in the AHS Staff Sign-Out Binder with the Principal's administrative assistant. If the time requested to leave the building is during any time other than lunch, approval from the Principal is required.
c. Teachers who leave the building for other than administratively approved business activities may have their absence charged against their allotted personal business or sick time.

## LESSON PLANS

Lesson plans are the roadmap for quality instruction. Well constructed plans ensure successful teaching and student learning.

Each teacher is responsible for posting daily/weekly lesson plans outside of the classroom visible to any visitor to the classroom. Lesson plans may be required to be submitted to administration.

## LOST AND FOUND

a. All lost and found articles are to be brought to the Lost and Found in the Cafeteria.
b. Students should be urged to report losses to the Office.
c. Unclaimed items will be donated.

Anderson High School is not responsible for any lost, stolen, or damaged electronic devices and is not required to investigate matters regarding these devices.

## MAILBOXES

Please make sure that you check your staff mailbox before and after school each day to obtain any necessary information. Do not send students to the office to pick up mail. Mailboxes are only to be used for the distribution of Southgate Community School District and U.S mail. Any other mail must have the approval of the administration before placing in mailboxes.

## PARENT COMMUNICATION

Effective, on-going communication with parents is a responsibility we all share. Reasons for contacting the parent of a student include but are not limited to:

A. Outstanding performance/improved grades/behavior
B. Poor attendance
C. Disruptive behavior
D. Decline in academic performance / potential for failure
E. Coordination of assignments for ill students or students with extenuating circumstances

Methods of parent communication include:

A. Phone calls
B. Progress reports
C. Positive Postcards
D. Email
E. Newsletters
F. Parent Connect
G. Web page

If a teacher sends a written communication to parents, it is necessary for the teacher to keep a copy. This protects the school and the teacher as it serves as proof of what has actually been sent home.

All parent/guardian phone calls must be returned within one business day.

## PARENT-TEACHER-STUDENT CONFERENCES

The schedule for this year's Conferences are as follows:

Fall: 1-3pm and 6-8pm

Spring: : 1-3pm and 6-8pm

These conferences allow a student to show parents work that focuses on both process and product. It is important for students to emphasize how they learn and what they learn. Teachers should encourage all parents to attend the conferences. Our goal is 100%. If parents are informed, many problems can and will be resolved. Teachers must make every effort to be in attendance during the entire conference period. If a problem arises, the building principal must be notified immediately.

## PARTIES

Classroom parties are not permitted during the school day.

## CONFERENCE/PLANNING PERIOD

The planning period is classified as assigned time. You are expected to be in the building available to staff, parents, and students for consultation purposes. If you find it necessary to leave the building during your planning period, administration permission is required. Once permission is granted, you will need to sign out in the AHS Staff Sign-Out Binder with the Principal's administrative assistant.

## PRESS RELEASE TEMPLATE

https://docs.google.com/document/d/1rwT_iybEX1YVnyZKYwXLSJ4vIJeSo_7XJ1gHig-SkDg/edit?usp=sharing

## ROOM CHANGE – OFFICE NOTIFICATION

Any teacher who will not be in his/her assigned classroom during a given period(s) must notify the Main Office and report their new location. This may be done the day prior to the anticipated change or at the beginning of that particular hour. This includes Media Center, labs, etc.

## ROOM SECURITY

a. Each staff member must assume responsibility for securing his/her room each day.
b. Leave the top 12" of your classroom door window uncovered and clear for security reasons.
c. Classroom doors and windows are to be locked when the rooms are not occupied and at the end of each school day.

## STAFF PARKING

All teachers must obtain a parking assignment and parking tag from the main office. The tags are to be placed on the rear view mirror when parked.

## SUBSTITUTE TEACHER INFORMATION

The teacher has the professional responsibility to have a detailed lesson plan available for the substitute teacher. The information shall be left in a place where it is easily accessible, such as in your mailbox, or desk drawer. When feasible, inform your department chairperson of an upcoming absence so that he or she may assist the substitute teacher.

Please place the following information in the sub folder in your mailbox or desk:

a) Attendance class lists, attendance system instructions (Lists will be provided by the Administrative Assistant and should be submitted hourly to the attendance office)
b) Up to date seating chart (Photo seating charts are available from MiSTAR if preferred)
c) Daily lesson plan
d) Schedule of class events
e) Names of students going to special classes
f) Names of students with health problems
g) Detailed instructions for emergency procedures including lock-down/tornado/fire drills.
h) Helpful information pertaining to certain student problems including health concerns

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*Suggestions in the Event of an Impending Absence*

- Include assignments to be completed and submitted at the end of the hour to deter skipping.
- Speak with your students about behavior, respect, etc. Be clear about your expectations for student behavior and consequences.
- Have materials (worksheets, etc.) prepared to fill a meaningful hour of instruction.
- Include a note to the substitute regarding possible problem situations.

## SUPERVISION OF STUDENTS BETWEEN AND DURING CLASS PERIODS

Teachers should stand in the hall by their classroom doors before, between and after classes to assist with supervising the hall from 7:25 to 7:40 a.m., 2:32 to 2:37 p.m., and between classes. Your presence in the halls during these times will discourage students from being late, engaging in horseplay, and, in general, welcome students to class each hour.

Teachers are required to be in the teaching area to which they are assigned from the time the class period begins until the end of class. Only in the case of an emergency should a teacher consider leaving the classroom. We must recognize our professional obligation to students as well as the legal liability in the event that a student would be injured during our absence from the room.

## SUPPLIES/WORKROOM

Supplies such as paper, pens, staplers, tape, scissors, etc. are available for your use in the workroom in the main office and media center. Pencils and lined paper are available for student use. Please keep in mind that we do not have enough of the other supplies (such as pens) available for student use. If you need a supply that is not in the workroom, please fill out a “Requisition Form” and return it to the Principal’s office that handles supplies.

## TEACHER RESPONSIBILITY FOR MATERIALS, EQUIPMENT, AND FURNITURE

Teachers assigned to a classroom or classrooms have the responsibility for the maintenance and security of equipment, materials, and furniture assigned to them and their room.

Please:

1. Turn off all classroom lights
2. Lock the classroom when leaving the room
3. Lock and secure the windows at the conclusion of the day
4. Inform the office of safety/health hazards
5. Inform the office of needed custodial service
6. Remove items of personal value including money at the close of the day
7. Remove all materials from windows, walls and bulletin boards at the conclusion of each school year
8. Provide all maintenance for administratively approved plants and animals kept at school and remove them during times the school is closed

## USE OF SCHOOL EQUIPMENT

On occasion it may be necessary for staff to request the use of school equipment after school hours. However, school equipment (such as: computers, LCD Projectors, Doc Cams, etc.) should not be removed from the high school without written permission of the high school Principal. The forms for signing out equipment are available from the Principal's secretary.

## WORK DAY TIMES

A. Teachers must arrive at the office no later than 7:25 a.m. to pick up mail, etc.
B. In order to provide appropriate student supervision, teachers are to be at their assigned location by 7:25 a.m.
C. Teachers are to remain in the building until 2:37 p.m.
D. In the event that it is necessary for a teacher to leave the building during the day, approval must be obtained from the Principal prior to leaving (see LEAVING THE BUILDING). Once permission is granted, you will need to sign out in the AHS Staff Sign-Out Binder with the Principal's administrative assistant.

## BUILDING SECURITY/EMERGENCY PROCEDURES

BUILDING SECURITY

1. All exterior doors will be locked after the first bell.
2. All visitors must report to the main office for a guest I.D. badge.
3. All staff must wear an I.D. badge at all times. Individuals without proper identification should be reported to the office.
4. All student teachers and pre-student teachers, after first being approved by the Principal's office, must wear an I.D. badge.

EMERGENCY PROCEDURES

As of July 1, 2014, Michigan has instituted new safety drill requirements described below:

1. Five fire drills per school year. Three of which must take place by December 1. One fire drill must take place during an unstructured time, such as lunch, passing time, etc. (There must be a reasonable interval between each drill.)
2. Two tornado safety drills per school year. One of which must take place in March.
3. Three lockdown drills per school year, including security measures appropriate to an emergency "such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises." At least one of the drills must take place by December 1 and at least one after January 1. (There must be a reasonable interval between each drill.)
4. Use and maintenance of automated external defibrillators (AED) (if available).
5. Assembly of a designated cardiac emergency response team to be available during an identified cardiac emergency.
6. A plan for effective and efficient communication throughout the school campus during an identified cardiac emergency.
7. A training plan for the use of an automated external defibrillator (AED) and CPR techniques (if the school includes grades 9-12).
8. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
9. An annual review and evaluation of the cardiac emergency response plan.

## EMERGENCY EVACUATION DRILLS

*Creating and maintaining a proper attitude toward emergency evacuation procedures is one of the greatest difficulties we face. If each and every adult can impress upon his/her group the importance of these practice evacuations much will be gained. Of equal importance will be your understanding of the real dangers of fire, explosion, "emergency exits", etc. and the extent in which you also teach the students to understand these dangers.*

*It is difficult to impress students with the need for rapid movement along designated traffic lanes, and continued rapid movement as they approach their exit and after leaving the building. The tendency to slow down as they leave the door creates a bottleneck and causes confusion, panic, and disorder among students still within the building.*

*The local fire chief may be invited to be present to observe our efforts at any time. The local fire chief also has the authority to enter the building and pull a fire alarm box at any time s/he wishes. Hence, the administration and staff are under pressure applied by the State Fire Marshall to instruct our students in ways which will empty the building with greatest efficiency.*

*All teachers are therefore requested to take as much time as necessary, in all classes, to bring to the attention of students the importance of emergency evacuations and the need to conduct them efficiently (i.e., quietly, rapidly and orderly).*

*Students must always be attentive to instructions from teachers. Teachers will be responsible for their own groups. Classroom windows must be closed, and doors closed to prevent further drafts and spreading of the fire, smoke, or gasses.*

*Some areas of expected problems are the merging of single lines of traffic at doorways and at all exit doors. Some students will be prone to walking with their friend in order to converse. Outside, lines may have a tendency to dissolve and students will gather in disorderly groups. Students will not move fast enough. They cannot move faster than the lead groups, which must set and continue a rapid pace.*

*The success of our future drills will be determined, to a certain extent, by our first drill. Students are prone to do things that they are accustomed to doing. If we get them started right, our problems should be few. The success of this program will depend on how well each teacher impresses and instructs his or her group.*

## EVACUATION PLAN

Each teacher is required to do the following:

1. Be familiar with the route sheet posted in your classroom for each room in which you teach. If you do not have a route sheet, obtain one from the main office.
2. At the beginning of each semester, select responsible students in each of your classes to assist you during an emergency. They should respond immediately to the alarm and perform assigned tasks such as
    a. Open the door
    b. Close the windows
    c. Turn off the lights and close the door
    d. Rejoin the group in an orderly and quick manner
3. Move your class quickly along the path indicated by your escape chart. Refer to emergency evacuation procedures for non-ambulatory students.

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4. Stay with your group. Bring your rosters and check attendance as soon as your group has formed outside the building.
5. Should any obstacle, smoke screen, etc. occur along your path, you and no one else in your classroom will determine the best procedure at that point. If however, there are guides or officials to give emergency instructions, you and your class are to follow their orders.
6. Do not return to the building until the "all clear" announcement has been made.
7. Teachers not in classrooms should check lavatories, workrooms, or any area where students might not be in supervised groups. Take these students out through the closest available exit. Note: Fire extinguishers are placed near classrooms. It is the teacher's responsibility to know where the nearest extinguisher is located.

## BOMB/WEAPON THREAT

*Consult Emergency Response Go Bag.*

## BUILDING THREAT

*When the administration determines that there is a significant potential threat, the following procedure will be implemented:*

A. You will be alerted via the PA system or by door-to-door notification.
B. When you hear the announcement, calmly go and lock all doors to hallways and outside. Once your doors are locked, allow no one to enter.
C. Alert the substitute teacher in your area and have them lock their doors.
D. Para-professionals and staff on their conference period are to go to the closest classroom and remain there.
E. Gym classes are to report to the locker rooms.
F. Continue with your lesson and DO NOT release anyone from class. Disregard any and all public address system tones for class changes.
G. Do not call the office. These lines must remain open. Trust that you will be notified when circumstances allow.
H. You will be released via the PA system or by door-to-door notification.

## EPILEPTIC SEIZURES

Suggestions to the teacher for handling students subject to Epileptic Seizures:

A. Be sure to obtain and read current literature on epilepsy-"Each year doctors are finding new medicines and ways to treat more people with epilepsy with better success."
B. Remember that epilepsy is a very common condition and it is no disgrace. "All kinds of people... men, women, and children, rich, poor, bright, strong, and frail…have different types of Epilepsy."
C. Remember that most persons with epilepsy can become seizure free if they take medication as prescribed by their doctors.
D. If a grand mal seizure should happen in class, it is vital that the teacher remain calm. Students will assume the same emotional reaction that the teacher does.
    1. Try to prevent the patient from striking his/her head or body against any hard, sharp, or hot object.
    2. Do not try to revive the patient. Let the convulsion run its course. Do not try to restrain the patient's movements or put anything between the teeth.
    3. Turn the patient's face to the side and make sure his/her breathing isn't obstructed.
    4. Carefully observe the details of the attack for a subsequent report to medical personnel.

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5. Do not be frightened if the person in a seizure may appear not to be breathing momentarily.
6. Remember a seizure cannot hurt the on-lookers.
7. Proper persons must, of course, be notified. Notify the office immediately.
8. Remember that with proper treatment, most children with epilepsy are able to live like any other children.
9. Treat seizure patients as you would have others treat you or your child under similar circumstances.

## FIRE DRILL PROCEDURE

Please explain the evacuation route that your students are to take in the event of a fire drill or fire. These directions must be posted by the doorway in your room. Students should also be made aware of the following fire drill procedures:

a. The signal for fire drills will be a series of blinking lights and drill siren. *Upon hearing the alarm, wait for fire fire fire announcement, then instruct students to exit the building in an orderly and quiet manner via the posted directions.*
b. All windows and doors are to be closed. (Teachers are to take their class rosters and take attendance. Also instruct students to remain with their teacher.)
c. Students should neither leave the school premises nor block drives or entrances but should be a reasonable distance from the building. (Follow your students making sure they stay together and clear the building.)
d. Students should move well away from the building to allow other students to exit.
e. Students are not to return to the building until the “all clear” announcement has been made and they have been directed to re-enter the building by an adult. The return to classrooms should be done quickly and as orderly as when the building was evacuated.
f. A building such as ours should be evacuated in less than three minutes

SOUTHGATE ANDERSON HIGH SCHOOL
INSTRUCTIONS FOR FIRE ALARMS

**TEACHERS**

The warning in case of a fire drill will be sounded by a special fire alarm. Each teacher should observe the following procedures:

1. Know where nearest fire alarm signal station is from your room.
2. Know how to operate alarm and use it in case of emergency.
3. Discuss with each class the route from your room.
4. Respond as calmly as possible when the fire alarm signal is sounded.
5. Insist on an orderly evacuation of the building.
6. Close all doors and windows before leaving room and building.
7. Take class records with you.
8. Follow your class out of the building, move 100 feet from the building, do not allow stragglers.

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9. If any student has a handicap, remember he or she may need help.
10. If class is not completely accounted for after roll call, notify your principal immediately.
11. If you are outside of the building when the fire alarm sounds, assemble your group and check to see if all are accounted for. Do not return to the building during the drill.
12. If your regular class is outside and possibly under supervision of another teacher when the alarm sounds, join your group with your class records.
13. Use a discipline referral form to report any student who does not cooperate during the fire alert.

## FIRE EXIT DRILLS FOR SCHOOLS

1. Respond quickly, but calmly, to the fire alarm signal/announcement.
2. Do not stop to put on jackets, coats, etc.
3. File out of room in an orderly manner - stay in line with your group.
4. Last one leaving the room should close the door.
5. Walk quickly and quietly to your pre-planned exit - do not run.
6. Do not remain in toilets or dressing rooms during a drill.
7. If exit is blocked, use your alternate exit.
8. Student lines should move away from the building to have at least 100' separating students from the building.
9. Listen for instructions - no loud talking.
10. Follow instructions they may be very important!
11. Never return to the building for anything before the recall is sounded.

## INSTRUCTIONS FOR FIRE ALARMS

EVACUATION ROUTE

The following routes must be used to ensure an organized evacuation of the building:

Technology Office - Use fire escape door in room.

Rooms 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 13, Gym, MP Room, 36, 45, 54, 58, 61 - Use fire exit door in room.

Rooms 5, 6 - Turn left, use exit across from Room 2.

Rooms 14, 15 - Turn left, use right exit in Science wing.

Room 18 - Use exit door in your room.

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Rooms 22, 23, 24, 25, 26, 27, 37 - Use exit across from Room 25.

Rooms 29, 30, 31, 32, 33, 32, 35 - Use exit at end of hall near Room 33.

Rooms 20, 21, 38, 39, 40, 41, 42, 43, 44, 45, 46 - Use exit by Room 45.

Room 47, School Store - Turn left, use main exit in front of building.

Teachers Lounge, JROTC Office - Use fire door near Room 45.

Rooms 63, 64 - Turn right, exit from main exit near the office.

Weight Room - Leave the area through exits on east end of building to the parking lot.

Cafeteria - Leave through main exit doors in front of the building.

Auditorium - North side of auditorium (facing LeRoy Street) leave through exits in front and back of Auditorium. South sides of Auditorium (facing hallway) leave through the rear of Auditorium, turn right and leave through the main exit in front of the building.

Attendance Office, Athletic Office, Counseling Office - exit office, turn left and leave building through main exit in front of the building.

Vocational Rooms - Use their own fire exit door within room.

Media Center/M.C. Research Classroom - Use fire exit door in room.

## LOCK-DOWN DRILL PROCEDURES

At the announcement of a lock-down, classroom teachers must complete the following:

1. The teacher must immediately instruct all students to move without their books, etc. to the corner of the classroom that is not in view from the window of the door (the “neutral corner”). *Students are to sit on the floor, quietly, in close proximity, without talking.*

2. While giving these instructions, the teacher must quickly lock, shut, and secure the door of the classroom and turn off lights. If a student is in the hallway near the classroom as the teacher is locking/shutting the door, the teacher is to demand that the student come into the classroom immediately and follow the actions of the other students.

3. The teacher is to shut and lock all windows, if appropriate.

4. Students and staff members who are not in the building or who are outside but still on the school grounds must not enter the building. Teachers must direct students to a designated "safe area" out of immediate danger.

5. *REMEMBER, THE ULTIMATE GOAL IS TO KEEP YOURSELF, STAFF, AND STUDENTS SAFE, i.e. barricade, flee to safety, defending self, or other means you deem appropriate.*

## LOSS OF ELECTRICAL POWER

There are times when the building may lose electrical power unrelated to other emergency situations. Reviewing procedures with students before an emergency occurs will better prepare them for a safe and orderly response to this situation.

Please follow these instructions:

1. Stay in your room and have students remain seated and quiet.
2. If you are not on duty, please report to the office. Your help would be appreciated.
3. Students in the cafeteria should not be dismissed.
4. Some rooms have no windows. Moving these students to a lighted area will be a top priority. Counselors, administrators and off duty teachers will have flashlights to assist you in moving your class safely to a different location.
5. Do not allow students to use cell phones. If there is a need to contact a parent/guardian, calls will be made through the main office.
6. At the end of the class period, do not dismiss students. Bells will not ring and movement in the halls causes confusion and a generally unsafe situation.
7. If the power outage occurs at the end of the day, please wait for instructions to move students safely out of the building. Only a few classes will be released at one time.
8. There is no set time limit in which students will be dismissed from school during a power outage. Every situation is unique and will be handled as such.
9. Classroom management can become increasingly difficult as time passes during a power outage. The situation may be made easier if a group activity is conducted (i.e. current events discussion as opposed to random conversations among students.)
10. When power is restored, do not dismiss students until a PA announcement confirms that classes should change.

Should a power outage occur in connection with another emergency (i.e. fire or tornado) follow the Evacuation or Weather Safety Plans. Listen for instructions on the P.A. or bullhorn.

## SAFETY PRECAUTIONS

A. In classes such as chemistry lab, metal shop, wood shop, machine shop, etc., where conditions could result in an eye injury, <u>students are required by law to wear safety glasses or safety face shields</u> (State Law-see below).

B. All dangerous acids and similar materials must be kept in a secure place in the chemistry room. As such materials are needed for teaching, they may be picked up from the chemistry teacher to be returned after being used. Materials needed for a period of several days must be kept in an area in the room not available to students. We must be constantly aware of the need to closely supervise the use of such materials so that no student may, by accident or intent, be injured or

injure others. A neutralizing base, water, or whatever is needed to counteract the effects of the material being used, must be readily available.

**ACT NO. 54 OF THE PUBLIC ACTS OF 1972**
**ENROLLED SENATE BILL NO. 553**

An ACT to amend Act No. 269 of the Public Acts of 1955, entitled "The Michigan School Code", and repeal certain acts and parts of acts, as amended, being sections 340.1 to 340.984 of the Compiled Laws of 1948, is amended by adding section 585a to read as follows:

1. Every pupil and teacher participating in a course mentioned in this section shall wear industrial quality eye protective devices, which have been sanitized prior to use, when exposure to danger exists while participating in such course. The board of education shall furnish the devices for pupils, teachers and visitors to the classrooms or laboratories. The courses for which protective devices are required are:
    a. Vocational or industrial arts shops or laboratories involving the use of or working with hot molten metals, milling, sawing, turning, shaping, grinding, cutting or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding repair or servicing of any vehicles; or caustic or explosive materials.
    b. Chemical or combined chemical-physical laboratory work involving acid, caustic or explosive chemicals or hot liquids or solids.
2. "Industrial quality eye protective devices" means devices meeting the standards of the American Standard Safety Code for head, eye and respiratory protection, Z87.1-1968, promulgated by the American Standard Association, Incorporated.
3. The provisions of this section shall be enforced pursuant to rules promulgated by the state board of education in accordance with and subject to Act No. 306 of the Public Acts of 1969, as amended, being sections 244.201 and 24.315 of the Compiled Laws of 1948.

Section 2. This mandatory act took effect September 1, 1972.
NOTE: Please be advised that the teachers and visitors shall wear eye devices when exposure to eye damage exists.

## TORNADO WARNING PROCEDURE

A. Warning Signal. The warning signal for a tornado will be a PA announcement.
B. Procedure to follow in the event of a Tornado Alert:
    1. Place approximately half of your students in the hall, away from windows or glass doors. (If there is room in the hall, place all students there.)
    2. Students in your class who cannot be placed in the hall should be placed in a sitting position next to the wall opposite the windows with their hands over their head.
    3. Teachers in the Physical Education, Music, or Auditorium Areas are to take all students to the locker rooms and CTE hallway.

## TORNADO SAFETY RULES

Tornado Safety Rules as recommended by the United States Department of Commerce-Weather Bureau.

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To know what to do when a warning is received, or a tornado is observed, may mean the difference between life and death.

a. There is no universal protection against tornadoes except caves or underground excavations which should have an air outlet to help equalize the air pressure. It should be kept fit for use, free from water, gas, or debris, and preferably equipped with pick and shovel.

b. *If You Are in Open Country*:
   a. Move at right angles to the tornado's path. Tornadoes usually move ahead about 25 to 40 miles per hour.
   b. If there is no time to escape, lie flat in the nearest depression such as a ditch or ravine.

c. *If in a City or Town*: Seek inside shelter, preferably in a strongly reinforced building. Stay away from windows.
   a. In homes: The southwest corner of the basement usually offers greatest safety, particularly in frame houses. People in houses without basements should find other shelter, preferably in a storm cellar, although a depression, such as a ditch or ravine, can offer some protection. Doors and windows on the north and east sides of the house may be opened to help reduce damage to the building.
   b. Standing against the inside wall on a lower floor of an office building offers some protection.

*d.* *If In Schools:*
   a. In city areas: If school building is of strongly reinforced construction, stay inside, away from windows, remain near an inside wall on the floors when possible. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly-supported roofs.
   b. In rural schools that do not have strongly reinforced construction, move children and teachers to a ravine or ditch if a storm shelter is not available.

*e.* *If in Factories and Industrial Plants:* On receiving a tornado warning, a lookout should be posted to keep safety officials advised of the tornado's approach. Advanced preparation should be made for shutting off electrical circuits and fuel lines if the tornado approaches the plant. Workers should be moved to sections of the plant offering the greatest protection.

*f.* Keep calm. It will not help to get excited. People have been killed by running out into streets and by turning back into the path of a tornado. Even though a warning is issued, chances of a tornado striking one's home or location are very slight. Tornadoes cover such a small zone, as a rule, that only a few places in a warned area are directly affected. You should know about tornadoes though, "just in case".

*g.* Keep tuned to your radio or television station for the latest tornado advisory information. Do not call the Weather Bureau, except to report a tornado, as your individual request may tie up telephone lines urgently needed to receive special reports or to relay advisories to radio and television stations for dissemination to thousands in the critical area.

WEATHER/TORNADO INFORMATION AND DRILL PROCEDURES

Every spring we are faced with the problem of tornadoes. Tornadoes are most common between April and July.

It is necessary for all staff members to understand the terminology employed in reference to tornadoes. A **TORNADO WATCH** means that atmospheric conditions are such that a tornado could develop in the area. A **TORNADO WARNING** means that a tornado has been sighted in the area. Please inform your students of the following procedure.

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**THE DECISION TO CLOSE SOUTHGATE SCHOOLS IS MADE BY LOCAL AUTHORITIES.**

**TORNADO:**

**WATCH:** During a tornado watch, there will be no dismissal of school except at regular dismissal time.

**WARNING:** During a tornado warning or the sighting of one in the area, there will be no dismissal of school. All personnel, including students, will take shelter according to the individual building plan. If a warning occurs at dismissal time, the only students to be released will be those picked up by the parent and/or guardian.

**ALL CLEAR:** Upon an "ALL CLEAR" signal, students will be released at their regular time.

**SYSTEM OF WARNING:** PA

1. PA announcement: disaster approaching – move to shelter
2. PA: all clear – return to classes

**PRECAUTION/PROCEDURES FOR STUDENT AND FACULTY:**

1. Close all windows and doors in your room.
2. Take class roll and all records or laptop with you.
3. Have students walk into designated shelter area in a quiet, orderly manner.
4. Do not allow any student to sit near an open window or door.
5. Teachers remain with their students at all times.

## STUDENT RELATED PROCEDURES AND POLICIES

### ABSENTEE – STUDENTS

It is the responsibility of the parent and the student to see that the student is in class daily. Work missed during all absences and suspensions must be made up. An excused absence is derived from a note or contact from the parent verifying the absence with the main office. The number of days given to complete make-up work will be commensurate with the number of days the student has been absent. Make-up work is contingent upon the learning activity missed. All tests, quizzes, and labs must be made up at the teacher's discretion relative to timing (at lunch or after school).

*Absent Student Reporting*

A. MiSTAR is used to document all student absences. It is a legal, binding account of a student's attendance in every class. If a student is NOT present in your class they should be marked *unexcused*. If a student arrives late with a pass, the attendance record should be changed for that student to *present*.

B. If you believe that a student is absent due to a school related event, you should still mark them *unexcused* as they are physically not in your class. Upon their return from the school related event and once their attendance has been verified by the event supervisor, the main office secretary will document those absences as *school-related* in MiSTAR.

C. If a student arrives late to your class without a pass they should be sent directly to the Tardy Sweep Coordinator with the assignment for that hour. Their tardy will be documented by the Tardy Sweep Coordinator.

*Notification of Absence*

If a student is going to be absent, the parents must contact the school upon re-entry and provide an explanation. If prior contact is not possible, the parents should provide a written/verbal excuse upon re-entry. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, alternative work may be given. Note: Poor attendance may negatively affect mastery of the content.

The skipping of classes, or any part, of the school day is considered an unexcused absence.

*Excused Absence*

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

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- such other good cause as may be acceptable to the Superintendent

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

Parents must provide a written/verbal explanation for their child's absence on the day of the absence or the following day.

*Suspension From School*

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from office staff beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

- The student will be given credit for properly completed assignments and a grade on any made up tests.

*Unexcused Absences*

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the district and the State of Michigan.

*Truancy*

Unexcused absences from school (truancy) are not acceptable. After ten (10) days of truancy in any semester, a student will be considered a "habitual truant" which can result in:

- assignment to detention, suspension, or community service with loss of participation in school activities and events
- a hearing before a judge in a court of law
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child

The following absences will NOT count against a student toward truancy violations (with proper documentation provided):

- Court
- Medical
- Funeral
- School-related absences

*Student Absenteeism Interventions*

Student absenteeism leads to poor academic performance and increases the likelihood of dropping out. Teachers report difficulty in maintaining their instructional schedules when so many students miss class. Counselors indicate that students fail classes because of extensive absences. Students who fail several times realize that they cannot graduate with their class and may drop out.

Interventions to Reduce Absenteeism:

1. Positive motivational techniques and develop a reward system.
2. Teachers must confront students immediately following absences and refer chronic truants.
3. Counselors will counsel the student referred for attendance inquiry.
4. Administrators must be consistent in imposing penalties for repeat offenders.

*Tardiness*

We believe that classroom instructional time is sacred; every student has a right to learn every minute while in the classroom. The classroom must be free from interruptions from latecomers. Tardy Sweeps are a way to give students a place to do work without disrupting class when one is tardy. It is not a punishment. Unless a student can provide written documentation from a doctor, court, funeral, or is a school related absence/tardy, students should go check the classroom's clipboard to pick up current class work, and then report to the Tardy Sweep Coordinator. Hours 1-3 and 5-6 the Tardy Sweep area is located in the cafeteria and hour 4 it is in the Auditorium. Tardies start over each quarter.

While in the Tardy Sweep area, students must follow all standard classroom routines. It is a red zone, which means students cannot use electronics. Students cannot sleep. Students should be academically productive throughout the hour in which they are in the area.

Once a student has received four or more "Tardy" or "Late" marks in one quarter, the supervisor will refer the student for disciplinary action. Each time a student is swept, they will make a phone call to their parent or guardian. In this call the student will explain how many times they have been tardy in the current quarter, and that they are doing class work in the Tardy Sweep area.

Usually when a student is tardy they are near the classroom door; a student must be **inside** the classroom when the bell rings. Ideally students should all be in their seats with books or work out and ready to learn by the time the bell rings; however, having made it through the doorway will be acceptable. If the bell rings before they get inside the classroom, they should go to the Tardy Sweep area. Consequences for being tardy are as follows, and start over each quarter:

1: Free Pass to Class
2: Warning
3: Warning
4 - 9: Lunch Detention
10+: After School Detention

Open Campus Privilege

Juniors and Seniors can earn Open Campus Lunch Privileges that are determined based on the factors listed below during the fourth marking period of the previous school year. These students will have their privilege evaluated each marking period. Students who have not earned the privilege to leave for lunch may NOT have a parent call them off for lunch only. *Parents are permitted to come in and sign out a student for lunch and take them out if they desire, regardless of a card punch or not.* Cards will be punched (students with punched cards will NOT be permitted to leave for lunch) each marking period if a student has met the following criteria:

- Excessive excused absences 18+ class periods (not including ***documented:*** school related, court-ordered, funeral, or medical absences)
- Any unexcused absences (Parents must excuse unexcused absences within 24 hours of the absence)
- More than 4 tardies
- Any Out of School Suspensions
- School-related debt
-

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***Per the Southgate Community School District's Extra-Curricular/Co-Curricular Procedures: Any Unexcused absence(s) will dictate forfeiture of participation in any extra-curricular activity for that day or evening (this includes practices).***

*Homebound Program*

If an illness is of such duration as to make the usual homework assignment procedure impractical, the student may be placed on the homebound program upon recommendation of a counselor and approval from Special Services. A doctor's diagnosis and request for services is necessary. The homebound teacher will arrange a time and location to carry on all classes that are possible out of school. Teachers should give work for homebound students as requested. If you are not contacted for work on a homebound student, notify the counselor and his/her administrator. While a student is on homebound, the student is unable to attend any extracurricular activities or events.

*Vacations During the School Year*

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

*Make-up of Test and Other School Work*

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teacher(s) as soon as possible to obtain assignments.

- Make-up work due to suspension must be completed.
- The length of time for completion of make up work shall be commensurate with the length of the absence.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with administration to arrange for taking the test, if available.

## ATTENDANCE RECORDING*

Your MiSTAR online grade book is considered to be official in determining the attendance of a given student. In order to maintain uniform and accurate attendance records, please follow the procedure outlined below.

A. Never allow a student to take attendance. Please do the work with great care yourself.
B. Within the first 15 minutes of each hour, record absences via MiSTAR.
C. In the event that MiSTAR is unavailable, record absences on paper for later reference. When MiSTAR service becomes available again, record past absences online as soon as possible.

## Teacher Attendance Verification

A. To ensure accurate attendance documentation for accounting purposes, teachers will be provided with a Master Absence List for the previous day's absences. It is critical that you verify any

identified student's absence that is highlighted on the Master Absence List. For example, if a student is listed as absent from hours 1, 2, 4, 5, and 6—it is likely that the 3rd hour teacher marked the student present in error. It is IMPERATIVE that these inaccuracies are corrected immediately. The Master Absence List may also reflect that a student is only absent for hour 4, which could indicate that a student was skipping. This absence will be tracked down and dealt with based on the student code of conduct in the handbook. However, if a student was marked *unexcused* in error, it will count against them in several ways, i.e. Truancy violations, Open Campus ineligibility, Athletic ineligibility, and Junior/Senior Exam waivers.

B. Teachers will also be notified each day if they have not submitted their attendance for any hour during the school day via the Collection Status Report. When you are notified of this, you must immediately submit the attendance for that hour by verifying the students who were not present in your class for that hour and then submit the attendance in MiSTAR. Be sure when you hit submit that the attendance for each student in that hour is accurately submitted.

## STUDENT ACTIVITIES

The student activities program at Anderson High School encompasses student government, clubs, organizations, fundraisers and sales. To coordinate the program, an assistant principal has been assigned the responsibility for all student activities, through which all activities must be cleared in order to avoid conflicts.

Class and club sponsors will clear all meetings and activities with the student activities administrator who may include such information on the activities calendar. The calendar serves as our contact with Anderson High School's parents and highlights certain activities and academics.

*Assemblies:* Assemblies are an important part of the educational experience at Anderson High School. Classes may be required, invited to attend, or a sign-up sheet may be available in some instances. Teachers are required to escort their class to the assembly, and help supervise through the completion.

*Student Council:* Student Council at AHS plays an important role in the functioning of the school. The student council makes decisions that pertain to the entire student body. Student Council has both an Executive Board and is comprised of:

a. President
b. Vice President
c. Secretary
d. Treasurer

Student Council is the major organization that serves as the liaison between administration/faculty and the student body. The council's function is advisory in nature, but it has the power to initiate and approve activities.

The officers work closely with their sponsors and the student activities assistant principal to plan activities and events. The meetings are published in advance and are held either before or after school.

Class Congress Class Officers: The freshman, sophomore, junior, and senior classes respectively elect officers to conduct the business of the individual class. Each class elects a:

a. President

b. Vice President
c. Secretary
d. Treasurer
e. Publicity Manager

*Formation of New Clubs*: Interested sponsors or students must submit an application in writing to the student council and the student activities assistant principal for their consideration.

*Honor Society:* The Anderson High School Chapter of the National Honor Society is primarily a service organization. Membership in the Society is most prestigious; hence the selection process is not to be taken lightly. Members must have achieved academic excellence and be recommended by the faculty. Scholarship, citizenship, character, leadership and service are some of the criteria used in selecting members.

*Field Trips:* Local field trips, within school hours, are recognized as an integral part of good educational practice, and shall be arranged when they contribute some unique experience not available in the classroom setting.

It is the teacher's responsibility to request and make all necessary arrangements for any field trips away from school. This includes walking trips as well as trips by bus. All field trips must be approved by the Principal prior to making arrangements.

## Field Trip Guidelines for Academic and Non-Athletic Events

1. Field trips are to be limited to those events directly tied to curriculum standards for grade level/course listed on the form and must contain extensive before, during and post curriculum activities.

2. All overnight trips requests must be accompanied by lodging, transportation and itinerary documents and submitted to the superintendent at least 6 weeks prior to the event for Board of Education approval.

3. Field trip request forms are to be submitted for approval by authorized persons at least 2 weeks prior to the event. Four weeks is preferred.

4. Tickets for admissions are not to be purchased before formal approval is received.

5. Forms must be completely filled out and signed by the principal. Signed copies will be returned to primary requester **when approved** by the curriculum department as well as for submission to the Transportation Company.

6. Teacher is responsible to follow up with transportation to confirm arrangements,

7. Field trips used for "rewards" are to be scheduled after school or on Saturday or Sunday with rare exceptions and must still be tied to curriculum objectives.

8. The last day for field trips will be May 11, 2018.

*School Dances:* All dances must be approved by the student activities assistant principal, who will review the supervisory plan with the sponsors prior to approval and establishment of a date for the event.

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*School Activity Passes*

1. Student Activity functions should not impact a student's grade.
2. School activity absences will include but not be limited to:
   a. Field trips
   b. Band/Choir student obligations
   c. Athletic events
   d. College visits
   e. Service Learning Activities
3. School activity absences will be announced in one or more of the following ways:
   a. MiSTAR – Each participant should have "School Related" selected on the attendance page after the event.
   b. Student Activity Memo – A list including the names of the students involved will be prepared by the sponsoring teacher and emailed to staff. This list will be published no later than one week prior to the activity.
   c. School Activity Pass – Students may be issued a pass by the appropriate office to be presented to each teacher.
4. If a participating student is failing a class or his/her absence presents a problem or concern, the classroom teacher is to notify the activity sponsor as soon as possible. This teacher contact will ultimately result in providing an optimum educational direction for the student.
5. If you feel a given student has been issued an inordinate number of school activity passes, please inform the appropriate grade level administrator.
6. Student activities should not be arranged during the last three weeks of each semester.

## COMPUTER/INTERNET USE

a. When utilizing computers, please consult the "No Internet Approval List" on the daily staff announcements to insure that each of your students is authorized.
b. Inappropriate use of computers and the internet or destruction of computer equipment will result in disciplinary action and restitution.

## CORPORAL PUNISHMENT

No person employed by, engaged as a volunteer for, or contracted by the District shall threaten to inflict, or cause to be inflicted corporal punishment upon any student. Corporal punishment means the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for a student's offense.

Such staff members may, however, use reasonable force as necessary against a pupil when it is essential for self-defense, the preservation of order, the protection of other persons, to obtain a dangerous weapon or other object, or to protect the property of the school district.

## COUNSELING OFFICE SERVICES

The services offered by the Guidance Department are varied and extensive and fall generally into three areas: academic, vocational, and personal.

Counselors work with teachers to help students in the course selection process. The needs, abilities and vocational plans of each student are examined during the scheduling process. When necessary, schedule adjustments are made. Counselors explain and answer questions regarding graduation

requirements, prerequisites, credits, diploma categories, attendance, and other school policies. They provide students with available information about colleges, required tests, scholarships and other financial aid, as well as helping in the choice of a college or other post secondary program, and/or opportunity.

Counselors help students to become aware of occupational trends and developments, interpret test scores, and explore vocational interests and aptitudes.

Counselors are always willing to discuss individual student problems with staff members. They work closely with teachers, parents, administrators, special service workers, and other students to help solve and cope with classroom problems, attendance problems, and the personal problems that adolescents may encounter as they move to adulthood. When necessary, referrals are made to other professional agencies for further help.

Refer to the appropriate counselor any student with whom you would like additional assistance. A student may be sent directly to the Counseling Office (a pass is required).

## DISCIPLINE & CLASSROOM MANAGEMENT

Classrooms: The responsibility for proper classroom supervision rests with the teacher. The classroom teacher shall establish reasonable rules and regulations that will guarantee the health, safety, and welfare of all students assigned to the class.

A teacher is responsible for students during a regular class period – bell to bell. Under no circumstances are classes or students dismissed early unless approval, or an emergency exists as determined by administration.

*Philosophies and Concepts*

1. Student control in the classroom is the teacher's responsibility.
2. The role of the Principal is to support the authority of the teacher.
    3. No one has greater interest in a student than his/her own parents. Parents expect their child to do his/her best, and to behave in a ladylike or gentlemanly manner.
        a. Please use the parents to support your classroom goals.
        b. The ultimate responsibility for a child's behavior rests with his/her parent(s).
        c. Contact parents when you foresee a problem or when a student becomes a disciplinary problem. Request the help of the parents, as parents are our strongest ally.
    4. Never punish the entire class for the misbehavior of a few. Innocent students should not be punished because the guilty cannot be identified.
5. For serious offenses, use the Discipline Referral Form located on the Anderson Contact Data Base under the Teacher Resources Link on the website.

*Procedures for Handling Disciplinary Problems*

1. Minor Infractions
    1) First offense: Verbally warn student that his/her behavior is inappropriate – Record infraction
    2) Second offense: Again verbally warn student that his/her behavior is inappropriate
        a) Record infraction
        b) Conference with student

c) In class disciplinary action (move seat, etc.) – Do not place student in hall except as temporary measure

3) Third offense: Repeat #2 above a-c and
   a) Parent notification via telephone or email (record)
4) Fourth offense: Completely fill out online discipline referral form indicating past attempts to correct behavior and specific details of violation – this and every time thereafter.

2. More Serious Problems: Use the Online Discipline Referral Form
   a. Discipline Referral Form (Explanation)
      1) Why:
         a) To modify behavior through discipline.
         b) To enable others to learn.
         c) To enlist help of parents.
         d) To assist student to develop self-discipline.
      2) When: Following behavior that is mutually deemed intolerable by you and the administration.
   b. Complete the form, taking care to be specific in indicating the particular offense.
   c. The student will be called down to the office to speak with the appropriate administrator.
   d. Disciplinary action will be taken in light of the gravity and regularity of the offense.
   e. The disciplinary action taken will be noted on the form.

## STUDENT DRESS

Students should be dressed in a manner that is appropriate for an educational setting. Examples of inappropriate attire would be the following: bare midriffs, mini-skirts, short shorts, mesh shirts, low-cut tops, spaghetti straps and shirts with straps less than 3 fingers in width, or T-shirts in poor taste (relating to alcohol, drugs, sex, violence, etc.). Students wearing shorts or a skirt must be covered to a point on their thigh so when they are standing with their arms in a relaxed position, straight down at their sides, their fingertips do not touch skin. Students may not wear chains (wallet or other) that exceed four inches in length. In compliance with health department suggestions, students are required to wear shoes while in the building. Final interpretation of the dress code is at the discretion of the administration. **Students may not display, in any fashion, symbols which promote violence or discrimination of others on the basis of race, color, ethnicity, creed, religion or gender.**

## DUAL ENROLLMENT PROGRAM

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE, ACT, SAT, M-Step or MME.
3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.
4. Students must be enrolled in both the eligible school (public or private) and eligible

postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.

5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.

## GRADING AND PARENT CONNECT

*Grading Philosophy:* All Anderson High School grading and reporting practices will support the learning process and encourage student success.

Grades must be recorded in an on-going fashion in your MiSTAR online grade book. Entering grades must take place on a weekly basis or more frequently. Minimally grade books should be updated by Tuesday mornings at 8:00am.

*Grade Book Configuration*

https://goo.gl/EUyDF9

*Progress Reports*

Progress reports must be submitted for all students. If a student is doing "D" or "E" work, indicate that "Potential for Failure Exists" on the progress report.

In addition to progress reports, teachers should contact parents personally whenever the potential for failure exists.

*Final Semester Grades*

The final semester grade will be calculated based on 40% for each of the two marking periods and 20% for the Semester Summative Assessment (Exam Grade).

Students must pass 2 out of 3 to pass the class (passing 2 out of 3 does not guarantee passing).
*For Example:*

Student A Q1: 50% Q2: 60% Final Exam 60% Semester Grade = 56%

*Therefore the grade is recorded as an E.*

Staff will use the percentages straight from MiSTAR to calculate grades except when the quarter grades are below 50%.
When quarter grades are below 50% then the grade calculator must be used which can be found at the link below.
Staff will edit the Quarter grades to 50% for any percentage that is below 50%.
Staff will NOT edit the final exam grade. The student receives the grade that they earned, even if the percentage is below 50%.

Since we elect to make any quarter 'E' that is 49% or below a 50%, we must use the grade calculator. For any percentage below 50%, a 50% is entered into the grade calculator. If a student has a 50% to 59% this percentage would be entered into the calculator for the particular quarter. The Final Exam grade must be entered into the grade calculator exactly as is.

Student A Q1: 46% — a 50% should be entered into the grade calculator
Q2: 73% — a 73% should be entered into the grade calculator
Final Exam: 37% — a 37% should be entered into the grade calculator

Student B Q1: 68% — a 68% should be entered into the grade calculator
Q2: 58% — a 58% should be entered into the grade calculator
Final Exam: 49% — a 49% should be entered into the grade calculator

There is no need to use the grade calculator if a grade of 60% or above is earned in each quarter and the final exam, MiSTAR will figure the semester grade accurately.

The link to the Grade Calculator: http://www.southgateschools.com/index.php?grades2015

*Exam Waiver*

Grades 9-12

- Three or fewer excused absences (only school-related absences will not be counted in the total; therefore, medical, court, and funeral DO count toward the total.)
- Zero Unexcused absences during the semester
- No Out of School Suspensions during the semester
- No More than 1 day (6 class periods) of In School Suspensions
- Three or fewer tardies during the semester
- A grade of 78% or higher in each quarter
- May not apply to AP classes
- Signed Parent Contract submitted for every course eligible for the waiver
- Administration has FINAL discretion for eligibility
- May not apply to AP classes

**This policy is subject to change per administration and board of education decision.*

A document will be sent to all staff with those students who have met the eligibility for EACH period's requirement for final exam waivers (all but quarter grades). All other students will be expected to be present and take final exams on the assigned day(s).

*Final Examinations*

Teachers must administer common assessments and may administer other tests in their classes at their discretion during the school year. All teachers must administer common semester exams within their department by course. All examinations (except second semester finals), tests, term papers and major assignments handed in by students will be corrected and returned by the teacher. The administration expects that final exams be given on the date and time indicated in the exam schedule. Each teacher must provide the student with an evaluation experience. All students, including seniors, will be required to take final examinations unless a student is eligible for an exam waiver. Also, the following should be noted:

a. Students not taking the semester examination (without a proper excuse) will receive an "I" which will be computed into the final grade as an E if not addressed.
b. All semester examination grades will be reflected on the report card.

## GRADE REPORTING DATES

| Secondary Mark Reporting Calendar for 2019-2020 | | | | | |
|---|---|---|---|---|---|
| **Card Marking** | **Grades Posted** | **Print Report Cards** | **Number of Days** | **Progress Reports Posted** | **Print Progress Reports** |
| 9-3 to 11-5 | 11-8 @ 4:00 p.m. | November 15, 2019 | 44 | 10-4 @ 4:00 p.m. | October 15, 2019 |
| 11-6 to 1-24 | 1-28 @ 4:00 p.m. | January 30, 2020 | 42 | 12-13 @ 4:00 p.m. | December 17, 2019 |
| 1-27 to 4-2 | 4-14 @ 4:00 p.m. | April 16, 2020 | 46 | 2-28 @ 4:00 p.m. | March 3, 2020 |
| 4-3 to 6-12 | 6-16 @ 4:00 p.m. | June 18, 2020 | 48 | 5-15 @ 4:00 p.m. | May 19, 2020 |
| Conferences: Thursday, October 17th & Thursday, March 5th | | | | | |

## GRADE CHANGES

1. Requests and approval to change grades for a graduating senior once the deadline is passed will be made only with administrative approval.
2. All other student grade changes must be requested within the semester following the issuance of the grade. No request will be accepted once the deadline has passed.
3. Incomplete grades or grade changes should be turned in at least one week prior to the end of the next card marking.

## IDENTIFICATION CARDS

At the beginning of each school year, Anderson High School students are provided with a school identification card. I.D. cards must be replaced if they are lost, mutilated, or stolen. The cost of replacement is $5.00. Replacement cards may be obtained in the office.

It will also be necessary to present the I.D. card for identification during the day, at school functions, to use various school services such as those provided by the Media Center, and to purchase various school commodities such as athletic tickets, yearbooks, etc.

## IN-SCHOOL SUSPENSION

"IN SCHOOL" suspension reflects an attempt to deal with less serious disciplinary problems without suspending students from all classes. Students will be removed temporarily from a given class and assigned to an "IN-SCHOOL" suspension period, but will attend all other classes as usual. Please send appropriate work with the student who may be placed in "IN-SCHOOL SUSPENSION". Credit will be given for the assignments that are made up due to in-school suspension.

## LAVATORIES

All teachers are asked to patrol the student lavatories during the school day. When students know that the bathrooms are supervised, vandalism, smoking, etc. is reduced.

## PASSES

- All student passes are issued at the discretion of the staff. Please use appropriate professional judgment when deciding on a student request for a pass.
- If the student is called to the office, or you are sending a student somewhere, please issue a pass.
- All passes must be filled out completely and in ink.
- No student is to be excused from a classroom to go to another area in the building without an appropriate pass.
- Not more than one student name should be placed on a pass.
- Teachers, not students, should fill out passes.
- The pass should indicate the student's name, time, date, and destination.

## RECORDS – STUDENT

A student's permanent record is kept in the counseling office area. Teachers may review these records for the purpose of determining ability levels, reading levels, etc. Teachers may not use alumni or current student records for anything other than professional/educational related matters. The Supreme Court is very clear and concise in defining the use of permanent records relative to the rights of privacy.

If you plan to use the cumulative file (CA-60), please see the appropriate secretary. Do not remove any student record from the records room without proper authorization.

## STUDENT RIGHTS

The Supreme Court has been explicit when dealing with the rights of individuals and due process. Disciplinary action is used whenever we wish to correct a student's behavior. There must be "just cause" for any action to be taken by a teacher or administrator. To better understand "just cause", the following checklist is included:

1. Did the school give the student forewarning of the possible or probable disciplinary consequence of his/her conduct?
2. Was the school's rule reasonable and related to the safe and orderly operation of the school?
3. Did the school, before administering disciplinary action, investigate to see if the student did in fact break the rule?
4. Was the school's investigation of the act fair?
5. Did the school give the student a fair hearing to determine guilt?
6. Did the school apply its rules and penalties fairly and without discrimination?
7. Does the degree of discipline administered by the school reasonably relate to the seriousness of the student's offense and the student's behavioral record since entering school?

This checklist is to be used when setting up classroom rules and regulations. The word "school" as used in the checklist applies to all professional personnel.

## STUDENT SAFETY

It is true that not every accident means negligence, nor does all negligence imply liability. However, school personnel are always liable for their own negligence and the Board of Education has no authority to buy insurance for the protection of school personnel against such possible liability. Further it is the decision of the Attorney General that such an attempt, on the part of a school board, is illegal. A school board cannot reimburse a student for injuries resulting from negligence on the part of school personnel.

The following instructions and procedures for student supervision are standard practice and conform to the implications of the comments on liability.

1. Under no circumstances, at any time whatsoever, should a student in a public school be given any medication. This includes aspirin. Students requiring medication during school hours must leave their prescription in the office and take their medication under the supervision of the school designee.
2. Students who receive cuts, bruises, lacerations, etc. of any kind should be sent directly to the office where school personnel will properly address the case. An accident report must be filed immediately.
3. Under no circumstances should an injured student be sent home or to any other location by a teacher without the knowledge and approval of the administration. Any emergency which seems to warrant this action should be referred to the school office.
4. In case of a stroke, epileptic seizure, heart failure, convulsions or any similar illness in the classroom, immediate contact should be made with the office.
5. The office should be contacted immediately if a student sustains any type of head injury.
6. In a class where there is moving machinery and other equipment which might increase the possibility of accident, teachers in charge are required to be especially careful to be sure that students are never left alone.
7. One of the most important and helpful things every teacher can do is to bring to the attention of the administration any "accident situation" noticed in the classroom, the building, or on school grounds. Broken equipment, unlocked doors leading to electrical equipment, broken glass panels, protruding sharp metal edges, or any other potentially dangerous situation should be immediately reported. Correction of these situations will have top priority on the maintenance and custodial agenda.
8. Under no circumstances should a teacher or custodian request that a student do what is normally classified as maintenance work.
9. A teacher should not leave his or her classroom unattended. If there is an emergency, contact the teacher next to you or call the office. There is no excuse for teachers leaving their classes unsupervised.

## STUDENT SCHEDULING

Student scheduling is a joint administrative, counselor and teacher function. Student selections must be approved by the parent or guardian and reviewed by the counselor.

*Schedule Change Request and Withdrawal*

Student academic schedules are the result of an immense investment of time on behalf of students, parents, counselors, teachers, and the high school principals. The process is driven by the choices made by students and parents during registration. Throughout the spring and summer, preparations for the following school year are made based upon student demand for given courses. These preparations include the hiring of new staff members and the scheduling of existing personnel and facilities. Therefore, changes to student schedules in the fall can be detrimental to the high school program and

are only made after a compelling reason has been identified. A “compelling reason” is defined as one of the following:

1. A schedule does not account for work taken during summer school.
2. A schedule does not include a requirement for graduation which must be fulfilled this year.
3. A schedule includes one or more classes for which certain prerequisites have not been met.
4. A schedule is incomplete (does not include/cover six class periods each day).
5. A schedule includes one or more classes which have already been passed and may not be repeated for credit.

If a schedule contains such an error or omission, it is the student’s responsibility to see his or her counselor before the beginning of the semester. During the school year itself, withdrawal from courses and schedule changes are prohibited. Exceptions to this rule exist under certain rare circumstances when one of the preceding five conditions applies.

If a student is misplaced in a course, a schedule change request may be approved after all reasonable efforts have been made to accommodate the student in class. In such cases, an agreement must be reached between teacher, parent, student, and counselor prior to the change.

For all schedule change requests during the school year, a student must submit their request via the computer located in the counseling office. This request will be reviewed by the counseling office and the student will be notified of a decision after the reasons for the request have been examined and verified. Students may not miss class to change a schedule, nor will student/parent telephone requests be honored.

The intent of this policy is to arrive at decisions in the best interest of the student based upon the involvement of both the student and his/her parents and the professional judgment of teachers, counselors, and administrators while simultaneously taking into consideration the impact of such changes on the educational program of the high school as a whole. Numerous schedule changes are not an educational best practice and are to be avoided whenever possible. This policy also seeks to preclude students from dropping classes without providing sufficient effort required for success.

## SYLLABUS WITH GRADING RATIONALE

a. Each staff member will develop a syllabus for each course he/she teaches which will minimally include the following:
    1. Course title, instructor’s name, and current school year and term.
    2. Breakdown of how each marking period grade is to be determined.
    3. Breakdown of how the semester grade is to be determined.
    4. Any other pertinent information for your curriculum or program.

b. A copy of your syllabus with grading rationale must be given to every student. A copy must also be submitted to your department chair and Principal by the first week of school.

*Late Work Policy Addendum*

It is the goal of Anderson High School to provide opportunities for our students who have missed a deadline for an in or out of class assignment due to extenuating circumstances, to complete the missed assignment or an alternative assignment. The student or other adult advocate could resolve a missed deadline by requesting that they (the student) complete the assignment during lunch assistance,

after-school in Titan Time, or another agreed upon timeframe so it can be assessed and the additional learning obtained by that assignment is reflected in the gradebook. Attendance and behavioral (non-academic variables) factors that lie outside of the student's control will remain separate from the grading of student learning at Anderson High School.

## TESTING OUT PROGRAM

The Southgate Board of Education approved a "testing out" program for the students at Anderson High School. Therefore, students will be able to "test out" of classes. The purpose of this "testing out" program is to allow students to increase their opportunities to take more challenging courses.

The student must exhibit a reasonable level of mastery of the subject matter of the course by obtaining a grade of not less than 78% on a final examination or assessment(s) of the course. Credit will be awarded with the score of 78% on the exam and "TO" will be reflected on the student's transcript and will not be included in the computation of any grade point average for any purpose. Any "testing out" examination or assessment(s) must be taken during the designated time by the district.

## Southgate Anderson High School
## Library Media Center

**WEBSITE**
**http://www.southgateschools.com/web/?ahslibrary**

WHAT WE DO…

- Provide instruction and assistance in the use of library information, materials and equipment.
- Provide a quiet, attractive and friendly environment to study.
- Provide help and resources for assignments and information needs upon request.
- Provide books for recreational reading.
- Purchase books, materials and equipment to support SAHS curriculum and educational goals.
- Assist teachers by collaborating on instruction and by providing resources that support curriculum.

WHAT WE HAVE…

- *Print Resources:* Large collection of books and magazines.
- *Electronic Resources:* School and District Library Catalog, extensive high quality online reference collection and informational databases (including home access privileges).
- *Equipment For Student Use:* Computers, Calculators, Video Camera, and Ebook Readers.
- *Additional Resources and Equipment For Teacher Use:* Videos on VHS/DVD, Stand-alone TV/DVD units, CD players, External Speakers, Multi-media Projector, Document Camera, Laminator, Comb-binding machine, Ellison die-cut machine.

*OUR PROCEDURES FOR STUDENTS…*

- Library is open before school at 7:30 and after school until 2:50, and during lunch periods (most days) for reading, study and research.
- Regular book checkout period is three weeks. Books may be renewed twice.
- Magazines and Reference Books may be checked out for one week and renewed once.
- Students with overdue books are not allowed to check out additional library materials.

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- Students are charged $0.10 per day for overdue books. Students are responsible to pay fines for lost or damaged books.
- Overdue notices are regularly sent until materials are returned.
- Students may lose certain school privileges like open lunch and purchase of event tickets if overdue books are not returned.

*RULES FOR STUDENTS…*

- Sign in at the front desk so we know who's present in case of emergency.
- Present a hall pass when using library during class time.
- Show respect for all students, staff, books, equipment and facilities.
- No food or drinks near bookshelves, soft chairs, or computers.
- Check out ALL items taken from the library.
- Return library books and magazines on time.
- Ask for help if you need it!

*ADDITIONAL PROCEDURES AND INFORMATION FOR TEACHERS…*

- From the library website (above) click on "Sign up for Lab or Library time" to reserve the Library Media Center, Media Lab, or History Lab for class use.
    - Two classroom-size computer labs, each containing approximately 30 computer stations, a printer, and overhead projector, may be reserved for your class activities. These are the Media Lab (room 19), which can be entered from the back of the Library Media Center or from the hallway across from the Teachers' Lounge, and the History Lab (room 36).
    - The Media and History labs are intended to be used exclusively by students under the direct and present supervision of a teacher. PLEASE do not send individuals or groups to either of these labs if you have not reserved the space and are not accompanying the student(s) yourself. Individuals/small groups may be sent to the Library Media Center with a hall pass to use computers.
    - You can reserve the Library Media Center for your class activities. The Library Media Center contains 21 computer stations and table seating for 48, as well as a large collection of books and magazines.
    - There is no limit for the total number of days a class may be scheduled, but as a courtesy to other teachers, please try to limit time to no more than three consecutive days per class.
    - Before visiting one of our labs with your students please be sure you are familiar with the Technology Acceptable Use Policies for staff and students available at this address: http://www.southgateschools.com/web/?iduser=155&idpage=4024

- From the library website (above) click on "Find Books" to search for available books, magazines, and videos.
    - Teachers have no due date on their borrowed materials. However, the materials should be returned as soon as possible.
    - The Professional Resource Collection is located in the Library Media Center behind the Circulation Desk and includes professional journals and books.
    - Please DO NOT check out materials for students. They should check out their own materials. Likewise, students are not allowed to check out materials for each other. We are

happy to place items on our "Hold" shelf should your students need to return later to pick up selected material.

- Requests for equipment should be made directly to the librarian as soon as a need is known. If a shortage of equipment occurs, the earliest request will have priority.
- For bulletin boards, roll paper is available. Please measure your boards and take only what you need from the roll dispenser in the Library Media Center workroom. Paper rack and rolls should stay in the Library Media Center.
- Laminating may be requested by dropping off material with your name clearly labeled. Laminating will be processed twice weekly.
- Students with overdue materials are a critical problem. Your cooperation in encouraging students to return overdue materials on time and distributing overdue reminders is greatly appreciated!

## DISTRICT POLICIES

- **Self Reporting Arrangements/Charges of Certain Crimes**

  - All employees are required by law to report an arraignment for certain crimes to the Office of the Superintendent within three (3) business days of the occurrence. Failure to report an arraignment is cause for discharge. (MCL380.153.A).

- **Anti Bullying Policy**

  - Please click on link and read our District's policy http://www.southgateschools.com/files/district/antibullying_2012march26.pdf

- **Evaluations**

  - Evaluations will be located on the HR website prior to the start of the school year. http://www.southgateschools.com/web/?page=evaluations&iduser=436

### Certified Staff: Certification Requirements

It is the responsibility of the employee to maintain his/her certification. Each employee must make sure they have met all the necessary requirements to maintain their certificate and turn in their updated certificate to the Human Resources Office by June 30th of the year it expires. You can download "Facts on Teacher Certification" by visiting: Facts on Educator Certification - State of Michigan

## COMPLIANCE NOTIFICATION

The Southgate Community School District complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Southgate Community Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Questions or concerns that relate to sex discrimination should be directed to:

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Superintendent
Coordinator of Title IX

Director of Personnel
Coordinator of Title VI

15800 Trenton Road
Southgate, MI 48195
734-246-4600

Inquiries regarding discrimination on the basis of handicaps should be directed to:

Supervisor of Special Services
Coordinator of Section 504
Phone (734) 246-4619

## SEXUAL HARASSMENT POLICY

It is the policy of the Southgate Community School District to maintain a workplace that is free from sexual harassment and discrimination. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act and will not be tolerated from any person or in any form. This policy shall apply to all students, employees, Board members, or any person associated with the Southgate Community School District in their conduct and communication with students, parents, and citizens when these individuals are on or off school premises while they are participating in school sponsored functions. Sexual harassment is defined (but not limited to) unwelcome sexual advances, requests or pressure (subtle or overt) for sexual favors, engaging in improper physical conduct, or making improper sexual comments (including sexually oriented humor), creating an intimidating, hostile, or offensive work environment. A complaint of conduct perceived to be sexual harassment should immediately be reported to the building principal or an assistant principal. Alternately, a complaint may be made to the superintendent or director of personnel. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

Complaints regarding discrimination or harassment may also be filed within 180 days of the alleged violation with the Equal Employment Opportunities Commission in Washington, D.C., or with the Michigan Department of Civil Rights.

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