



Adrian High School
Maple Family Handbook
2023-2024

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WELCOME TO ADRIAN HIGH SCHOOL



Welcome to the home of the Adrian Maples where Maple **PRIDE** is demonstrated through **P**roductivity, **R**espect, **I**ntegrity, **D**etermination, and **E**xcellence. This handbook is your guide to Adrian High School. It will acquaint you with the regulations, procedures and traditions of your school. In order for a community of 800 students and 70 staff members to work in harmony, it is necessary to establish certain policies and procedures. You are responsible for knowing and abiding by these procedures and policies that will most affect your day-to-day life as an AHS student. We hope that your experiences are successful and rewarding and that you will accept the challenge to achieve excellence in yourself.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

APS MISSION STATEMENT

In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.

APS VISION FOR STUDENTS

Adrian Public Schools will provide dynamic, relevant, and rigorous global curriculum in a safe environment that fosters imagination, problem-solving, teamwork, and innovation to create a collaborative and deliberate learning pathway for each student.

A NOTE FROM principal SKEELS



Dear Maple Family,

I personally want to welcome you and thank you in advance for partnering with us to give the very best educational experience to all students. Your support and partnership are essential and so much appreciated. It takes focused commitment from all trusting adults in a kid's life to help them become successful in school. We will prioritize positive relationships and relentless progress for all students, and look forward to connecting with you all!

Our staff is a team who will live the phrase, “kids don’t care what you know, until they know that you care.” The hard work I witness on a daily basis from our staff makes me proud to be a Maple, and excited for all the students and families we serve. When you become a Maple, you become part of a tradition of our Tradition of Excellence and Future of Possibilities.

The offering and opportunities of Adrian High School's academic, athletic, and arts programs are unmatched in the area. In addition to the only International Baccalaureate Program in Lenawee County, we have a myriad of positive opportunities both during and outside of the school day for all students to get involved and find success!

Go Maples!!!

All the best,

A handwritten signature in black ink that reads "Sam Skeels". The signature is written in a cursive, flowing style.

Adrian High School Principal



A NOTE FROM AHS TEACHERS

Maple Students,

At AHS, it's all about choices, and as your teachers, we choose YOU. Listen friend, life is going to happen to you and throw a million choices at you as you attend AHS. We choose to be by your side and to guide you as you develop skills that will help you navigate your way through high school and beyond.

We choose to see that there is more to you than what we see on the outside, and we choose to respect your experiences and your differences from the student next to you. We choose to respect your ideas, your hurts, your brokenness, and your passions. We choose to model this respect so that you will learn what it means to respect. We hope that you will choose to respect your learning because education is the way out of the struggle that you may find yourself in today. We ask you to respect our building as it represents the sacrifice others have made for you, and it represents our belief in all that you will do in the future. Respect everyone's individuality and welcome their story. Finally, we hope that you will choose to respect your teachers, because we choose to be here for you, every day.

We're proud of the good things that are happening here at AHS, the good things that are yet to come, but most importantly we are proud of YOU. We have high expectations for you, and although you may not always like them, they are the tools that we will use to help you see and achieve your greatest potential.

We are proud to be Maples and to teach you what that means. High school is a unique time, and only the people you are sharing these four years with can truly understand your experiences. Being a Maple is choosing to dig yourself out when things get too deep and choosing to help dig the person next to you out when they need a hand. It's choosing to carry everyone with you now, and standing together in Maple Stadium on graduation day. Let's make this year a Maple experience that means something; one that you will take with you far beyond your time at AHS, and one that will guide you as you experience the world. The path to success isn't always easy, but making a choice to be successful is.

Maple Parents,

We truly believe that it does take a village to raise kids, and as your child's teachers, we take PRIDE in being a part of your village. Our commitment to you is to partner with you in helping your child to learn, grow, and find their purpose. You can expect us to stand by your side when parenting gets difficult and to celebrate with you when they finally 'get it.' We'd love to connect with you so please don't hesitate to contact us anytime. We're in this together!

Looking forward to another school year with you,

-The Teachers of Adrian High School



OFFICE DIRECTORY

🍁 Main Office

Principal Sam Skeels	sskeels@adrian.k12.mi.us	263-2181 ext. 1158
Assistant Principal Jack McGurk	jmcgurk@adrian.k12.mi.us	263-2181 ext. 1184
Admin. Asst. Andrea Burleigh	aburleigh@adrian.k12.mi.us	263-2181 ext. 1162
Officer Josh Perry	jperry@adrian.k12.mi.us	2632181 ext. 1159

🍁 Attendance Office

Admin. Asst. Patti Hayes	phayes@adrian.k12.mi.us	263-2181 ext. 1161
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🍁 Student Services Office

Assistant Principal Lisa Fisher	lfisher@adrian.k12.mi.us	263-2181 ext. 1160
Admin. Asst. Tracey Hayes	thayes@adrian.k12.mi.us	263-2181 ext. 1178
Counselor Dana Noel	dnoel@adrian.k12.mi.us	263-2181 ext. 1180
Counselor Stefanie Pickford	spickford@adrian.k12.mi.us	263-2181 ext. 1181
Social Worker Elizabeth Fraker	liz.fraker@lisd.us	263-2181 ext. 1182
Social Worker Tammy Francis	tfrancis@adrian.k12.mi.us	263-2181 ext. 1179

🍁 International Baccalaureate (IB) Office

IB Coordinator Marie Lucius	mlucius@adrian.k12.mi.us	263-2181 ext. 1118
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🍁 Graduation Coaching Office

Tracy Hribar	thribar@adrian.k12.mi.us	263-2181 ext. 1165
Shantay Ernst	sernst@adrian.k12.mi.us	263-2181 ext. 1214
Jaleel Brown	jalbrown@adrian.k12.mi.us	263-2181 ext. 1166
Rebecca Jones	rjones@adrian.k12.mi.us	263-2181 ext. [REDACTED]

🍁 Athletic Office

Athletic Director Chad O'Brien	cobrien@adrian.k12.mi.us	263-2181 ext. 1191
Admin. Asst. Chris Moore	cmoore@adrian.k12.mi.us	263-2181 ext. 1189
Community Rec. Toby Ernst	ternst@adrian.k12.mi.us	517.417.6299

🍁 Families in Transition (FIT) Office

FIT Coordinator Angela Pooley	apooley@adrian.k12.mi.us	263-2181 ext. 1185
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🍁 Food Services Office 263-2181 ext. 1210

🍁 Transportation Office 263-2464

🍁 Title IX Coordinator Nikki Culley nculley@adrian.k12.mi.us 263-2181 ext.4107

🍁 Civil Rights Coordinator Nikki Culley nculley@adrian.k12.mi.us 263-2181 ext.4107

🍁 Section 504 Coordinator Deb Agnew dagnew@adrian.k12.mi.us 263-2181 ext.4115

TEACHER DIRECTORY

Mr. T. Allor	Mathematics, Men's Tennis Coach	tallor@adrian.k12.mi.us
Mr. P. Andre	Mathematics	pandre@adrian.k12.mi.us
Mr. S. Antalek	Music	santalek@adrian.k12.mi.us
Mrs. A. Asani	English	aasani@adrian.k12.mi.us
Mrs. V. Beagle	Visual Arts	vbeagle@adrian.k12.mi.us
Mr. S. Carroll	Special Education	scarroll@adrian.k12.mi.us
Mr. N. Conklin	History, Wrestling Coach	nconklin@adrian.k12.mi.us
Ms. K. Corcoran	English	kcorcoran@adrian.k12.mi.us
Ms. K. Cremeans	Mathematics	kcremeans@adrian.k12.mi.us
Mrs. J. Creswell	English	jcreswell@adrian.k12.mi.us
Ms. L. Dudas	English, History, Swim Coach, Women's Tennis Coach	ldudas@adrian.k12.mi.us
Mrs. K. Gehres	Technology	kgehres@adrian.k12.mi.us
Ms. E. Gilmore	English, Student Activities, Track Coach	egilmore@adrian.k12.mi.us
Mr. S. Guerra	Mathematics	sguerra@adrian.k12.mi.us
Mrs. N. Holden	Science	nholden@adrian.k12.mi.us
Mrs. A. Howard	Visual Arts, Fine Arts Director	ahoward@adrian.k12.mi.us
Ms. D. Jackson	Science	djackson@adrian.k12.mi.us
Mrs. T. Jackson	Spanish	tjackson@adrian.k12.mi.us
Mr. K. Johnson	Mathematics, Special Education, Baseball Coach, Powerlifting Coach	kjohnson@adrian.k12.mi.us
Mrs. E. Kaiser	Mathematics	ekaiser@adrian.k12.mi.us
Mr. S. Leake	History	sleake@adrian.k12.mi.us
Mr. J. Lucius	Mathematics	jlucius@adrian.k12.mi.us
Mrs. M. Lucius	English, History	mlucius@adrian.k12.mi.us
Mrs. L. Metdepenningen	Spanish	lmetdepenningen@adrian.k12.mi.us
Mrs. A. Miller	Visual Arts	amiller@adrian.k12.mi.us
Ms. M. Moore	Science	mmoore@adrian.k12.mi.us
Mr. S. Moore	English, History	smoore@adrian.k12.mi.us
Mrs. A. Morin Perez	English Language Learning	amorinperez@adrian.k12.mi.us
Mr. A. Mykeloff	Music	amykeloff@adrian.k12.mi.us
Mrs. M. Nightingale	Special Education	mnightingale@adrian.k12.mi.us
Ms. E. Olgren	Science	eaolgren@adrian.k12.mi.us
Mr. C. Perry	Physical Education	cperry@adrian.k12.mi.us
Mr. J. Przygodski	Physical Education, History, Football Coach	jprzygodski@adrian.k12.mi.us
Mrs. J. Richardson	Special Education	jrichardson@adrian.k12.mi.us
Ms. L. Rubio	Music	lrubio@adrian.k12.mi.us
Mrs. A. Rudolph	English, Yearbook Advisor	arudolph@adrian.k12.mi.us
Mr. J. Smith	Science	jsmith@adrian.k12.mi.us
Mrs. T. Smith	Physical Education	tsmith@adrian.k12.mi.us
Ms. A. Sodini	Mathematics	asodini@adrian.k12.mi.us
Mrs. A. Spangler	Special Education	aspangler@adrian.k12.mi.us
Ms. T. Tindall	English	ttindall@adrian.k12.mi.us
Mr. M. Wallace	History	mwallace@adrian.k12.mi.us

A MAPLE PRIDE A

WE ARE THE MAPLES, AND THE MAPLES ARE GREAT

Maple Fight Song

Fight for Adrian,
Fight for Adrian,
Loyal, Strong and True.
Fight together, Win together
Fame will come to you.
Rah! Rah! Rah!
Yours is courage, Ours is faith that
you are valiant men.
Fight on for dear ole Adrian
Win again!!

Fair Adrian

Fair Adrian where mighty Maples grow,
To thee we lift our voices for the knowledge you bestow.
When from your halls we wander,
your memory we'll hold
We pledge to thee our loyalty
as in the days of old.
Around the bell we'll rally to raise our voice in song
To thee our Alma Mater we'll sing out loud and strong.
To thee our Alma Mater we'll sing out loud and strong.

The Sickle

To purchase a yearbook
or submit a senior picture,
click on the maple leaf below!



Maple Parents

We hope you'll consider joining the
following parent groups:


Parent/Teacher Organization (PTO) is a formal parent advisory board and organization. For more information, contact Mr. Skeels at sskeels@adrian.k12.mi.us.

Adrian Music Boosters is committed to supporting APS music students. For more information, visit <https://adrianmusicboosters.weebly.com/>

Maple Fans Club supports Maple athletics.
For more information, visit
Maple Fans Club on FaceBook

WHAT IS PBIS?

Research has demonstrated that the social culture of a school matters, and AHS actively works to make our school a positive environment where every student can be personally and academically successful. PBIS Stands for **Positive Behavior Intervention Supports**, and focuses on creating and sustaining positive individual support systems that improve the educational environment and experience for all students through consistent and clearly-defined expectations, rigorous and challenging academics, and positive recognition for us to take PRIDE in who we are together.

	Adrian High School Students Show:					
	Hallway/ Common Areas	Classroom	Restroom	Gym/Locker Room	GLC	Cafeteria
P RODUCTIVITY	<ul style="list-style-type: none"> Eat in an appropriate area Conversational voice Walk with a purpose to be on time 	<ul style="list-style-type: none"> Be prepared Complete assignments on time Be actively engaged 	<ul style="list-style-type: none"> Sign in and out completely Use the Pass Be Prompt 	<ul style="list-style-type: none"> Stay in designated area until bell rings Actively participate in all activities Lock all personal items securely 	<ul style="list-style-type: none"> Use furniture properly Wear ear buds when needed Use technology for academics 	<ul style="list-style-type: none"> Arrive on time Enter line in the order you arrived Clean up (The Senior Lobby and going out to lunch are SENIOR privileges.)
R ESPECT	<ul style="list-style-type: none"> Use appropriate Language Demonstrate positive behavior Limit PDA to 	<ul style="list-style-type: none"> Be positive and polite Take care of school property Follow classroom rules Be on time or with a pass 	<ul style="list-style-type: none"> Use restroom appropriately Wash hands Throw trash away in appropriate place. 	<ul style="list-style-type: none"> Leave electronics in locker Use professional language Always use proper hygiene Respect school property 	<ul style="list-style-type: none"> Keep food and drink out Clean up after yourself Respect equipment / books / materials 	<ul style="list-style-type: none"> Throw away trash/recycle/pick-up after yourself Use appropriate language Use your manners
I NTEGRITY	<ul style="list-style-type: none"> Always have a hall pass Keep halls clean and safe Go where you say you are going 	<ul style="list-style-type: none"> Act Right Help others Use electronic devices as instructed by the teacher 	<ul style="list-style-type: none"> Respect Property Maintain Privacy Report misuse or vandalism 	<ul style="list-style-type: none"> Keep lockers and locker room clean Demonstrate good sportsmanship Be where you are supposed to be 	<ul style="list-style-type: none"> Abide by the Academic Honesty Policy Give priority to classes who are in the GLC Model appropriate behavior 	<ul style="list-style-type: none"> Clean up after others Stay in cafeteria Invite others to join your table
D ETERMINATION	<ul style="list-style-type: none"> Maintain personal space Utilize passing time efficiently Take a direct route 	<ul style="list-style-type: none"> Attend school daily Have a goal oriented mindset Seek help 	<ul style="list-style-type: none"> Use the restroom during passing time 	<ul style="list-style-type: none"> Give your best effort daily Have a goal oriented mindset 	<ul style="list-style-type: none"> Come with a purpose and a pass Be patient when needing assistance from staff 	<ul style="list-style-type: none"> Have a pass to leave Be patient wait your turn in line
E XCELLENCE	<ul style="list-style-type: none"> Lead by example Greet and Acknowledge others 	<ul style="list-style-type: none"> Be a good role model Complete quality work Give your best effort 	<ul style="list-style-type: none"> Minimize water use (Shut water off when done washing hands) 	<ul style="list-style-type: none"> Be a leader show respect to each other Support peers in activities they do outside of the classroom 	<ul style="list-style-type: none"> Use time and resources wisely Be helpful and supportive of others 	<ul style="list-style-type: none"> Keep cafeteria clean Eat a balanced and healthy lunch

BUILDING INFORMATION

🍁 CODE OF CONDUCT

The rules and policies of the Adrian Public Schools apply to any student who is on school property or school affiliated school transportation, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date or time.

This handbook serves as a reference guide for students, and is not inclusive of all Adrian Public Schools policies and expectations as outlined in detail in the APS district Code of Conduct. For more information on issues not addressed in the handbook, please see the APS Code of Conduct by clicking [here](#).

🍁 COMMUNICATION

Communication Expectation: Follow the “Chain of Command,” and tactfully communicate with care in a timely manner. Two way, home to school communication is an expectation. At the classroom level, if there are questions/concerns, students are expected to communicate with teachers, and parents are expected to communicate with teachers. If the question/concern is not properly addressed, students/parents are expected to communicate with administrators or counselors (depending on the concern).

*If a safety/emergency concern occurs, please report it to a staff member immediately.

All AHS students are issued a school email, and are urged to check email responsibly. School email is often used to communicate with AHS staff, may be used in the classroom for educational purposes, and most importantly is used to communicate information regarding such things as class assignments, student responsibilities and school events. In addition to school email, the Remind App is used to keep students updated regarding grade level information and school events. It is the student’s responsibility to stay connected, and keep parents informed.

Vital senior information including end of year processes and responsibilities, graduation day procedures and schedules, cap and gown information, etc. is communicated regularly through both school email and Remind. Sign up for Remind notifications [here](#).

It is also important for parents to make sure that a current email address and phone number is on record with AHS.

🍁 GLOBAL LEARNING CENTER

Open 7:10am -2:36pm



During school hours, students will need a valid pass to enter, and will sign in and sign out. Books may be signed out for two weeks at a time while reserve/ reference materials may be used overnight only.

🍁 LOCKERS

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student’s locker assignment at any time. The District retains ownership of lockers notwithstanding student use.



Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

Bags and backpacks should be kept in the student's locker. Bags and backpacks are not permitted in the classroom.

🍁 MAIN OFFICE



Building doors open at 7:10 a.m. For the safety of our students and staff, school doors will be locked during school hours and students are expected to exit the building by 3 p.m., unless under the supervision of a teacher, coach, or other advisor. Visitors and students seeking admittance during the school day should report to the AHS Main Office to sign in.

Obtain various documents and other information from the Main Office, including: work permits, guest passes, exemption forms, and Infinite Campus information. If the contact information of parent, guardian, or student should change, please update records in the Main Office.

🍁 SCHOOL PROPERTY EXPECTATIONS

The appearance of the school building, furnishings, and property in general reflects the pride students show in Adrian High School. Students are to be commended for the respect shown for the school and community.

A. During Class Time: Everyone can be successful if they attend class regularly, on time, and consistently do the best work they can each day. Students should not be in the hall during class time without a hall pass, written by an authorized person such as a staff member or substitute teacher. Students are expected to go directly to their destination and directly back to the point of origin.

B. During Lunch Periods: AHS has beautifully updated lunch facilities available to all students, including an air-conditioned Maple Cafe and outdoor seating in the Joe Pullen Outdoor Education Center. Students are expected to stay within these common areas during the lunch period and avoid classrooms, hallways, and the parking lot. It is important that students respect and care for these common areas as shared spaces, always discard their dishes, trays, etc. when finished eating, and remain within these common areas until the bell rings at the end of the lunch period.

Seniors have the privilege to eat in the café, courtyard, Senior Lobby, or leave campus for lunch.



🍁 STUDENT DROP OFF / PICK UP

Please locate the designated student drop off and pick up points in the North, South, and Main parking lots. For the safety of AHS students and staff, please drop off and pick up students in these designated areas only and refrain from driving through staff parking lots.

🍁 STUDENT SAFETY

It is the policy of the Board of Education to provide a safe educational environment for all students. Safety procedures at AHS include, but are not limited to the following:

- Safety and preparedness are important at Adrian High School. As mandated by the State of Michigan, APS staff and students regularly practice emergency procedures in the event of emergency situations, including but not limited to fire, severe weather, and other safety threats.
- School doors will be locked during school hours and students are expected to exit the building by 3 p.m., unless under the supervision of a teacher, coach, or other advisor.
- All who enter AHS will be required to carry school issued identification. All building visitors must report directly to the Main Office to obtain identification badge.
- Students and parents can report a potential threat to student safety and school personnel through the OK2SAY website endorsed by the State of Michigan. To submit a tip, click [here](#).
- Bullying of a student at school is strictly prohibited. Policy 5207 shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus. To review Board Policy 5207, click [here](#). To report bullying, click [here](#).
- Unlawful discrimination, harassment, and retaliation against reporters of these, is strictly prohibited. Any person who knowingly or maliciously files a false report of unlawful discrimination will be subject to discipline, up to and including expulsion. To review Board Policy 5202, or to report a violation of this policy, click [here](#).

STUDENT SERVICES AND CAREER READINESS

Each student at AHS has a counselor who is professionally trained to assist in three areas: academics, personal life, and career planning. Counselors are available at all times during the school day and before and after school. Students may request an appointment with their counselor by stopping in the Counseling Office. A student's individual counseling assignment can be found in Infinite Campus, and parents are encouraged to utilize our counseling services and share information and concerns about students and their progress.

🍁 CLASS SCHEDULING

In the spring of each year, students work with a counselor to select classes in a wide range of subjects with varying difficulty for the following year. International Baccalaureate (IB), Advanced Placement (AP), Dual-Enrollment (DE), Honors (H), Career and Technical Education (TECH), and College Prep (CP) courses are offered to give students many choices as they chart their own path to college and career readiness. The school staff makes final course selections based on each student's skill level, graduation needs, vocational interests, and preference. In most cases, students must maintain a full-time course schedule each term.

🍁 GRADUATION COACHING CENTER

Students needing additional support on their path to success may be required to work closely with a Graduation Coach on a regular basis. Graduation Coaches will work together with the student and family to develop a unique plan



of assistance for the student. The Graduation Coaching Center is located in room C-108. Graduation Coaches can be reached at 263-2181 ext. 1165.

HOMEWORK HELP

Homework Help offers AHS students a space to study, computers, and both peer and teacher tutoring. During the last two months of each term, Homework Help is offered Monday through Thursday in the GLC from 3:00-4:00. All students are welcomed and encouraged to attend. All school rules are enforced during Homework Help.

REQUEST TO WITHHOLD RELEASE OF DIRECTORY INFORMATION

Board Policy 5309

The items listed below are designated as “directory information” of APS students and may be released at the discretion of Adrian Public Schools. We are obligated to provide student name, address and phone number to military recruiters that request it; however, under the provisions of the Family Educational Rights and Privacy Act of 1974, (Board Policy 5309M) as amended, you have the right to withhold the release of any of the information listed below to all others. Please consider very carefully your decision to withhold “directory information.” Should you decide to inform Adrian Public Schools not to release this information; any future requests for such information from individuals or entities not affiliated with the Adrian Public Schools will be refused. It also means that your child will not appear in the school yearbook or any other district publication. Your child will not be photographed for team pictures or other group or individual pictures.

STUDENT DIRECTORY INFORMATION

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Photograph
- Earned Awards and Degrees
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams

A new REQUEST TO WITHHOLD RELEASE OF DIRECTORY INFORMATION form must be completed each year, and is included with your registration packet.

SCHEDULE CHANGES

Students should think carefully about course selection, as schedule changes will only be approved in unique circumstances. Counselors will assist students in the schedule change process. In most cases, schedule changes will only be approved during the first days of the term.

Last Name A-L: Mrs. Noel dnoel@adrian.k12.mi.us

Last Name M-Z: Mrs. Pickford spickford@adrian.k12.mi.us

SPECIAL SERVICES

Speech therapists, hearing therapists, social workers, psychologists, etc. are available to Adrian High School students through the Lenawee Intermediate School District. In most cases, the need for such services is determined by a student’s 504 Team or IEP Team. Contact the Student Services Office for more information.

STUDENT WELL-BEING

Teenagers can often feel overwhelmed or emotional due to adolescence and normal day-to-day challenges, but sometimes the “moodiness” is an indicator of something more serious. Our school social workers are here to help you understand the difference, and to support you as you navigate your way through high school. We encourage students to regularly evaluate their own mental health and get help when needed. Nurse Raelyn Pummell is located in A-109.

Our school social workers are located in the Counseling Office and can be reached by email.

Mrs. Fraker: liz.fraker@lisd.us

Mrs. Francis: tfrancis@adrian.k12.mi.us

SUBSTANCE COUNSELING

Students looking for substance use information are urged to contact a counselor or social worker concerning the problem. Parents concerned about possible drug/alcohol use by their student are urged to contact the student's counselor or social worker.

ACADEMICS

ACADEMIC HONESTY

At Adrian High School, we pride ourselves in producing authentic works that demonstrate a mastery of the course material while correctly using sources to support and explain the learner's understanding of the topic. Instilling and developing a mindset of academic honesty in our student body is meant to promote personal integrity and value in what we do. It is a policy of Adrian Public Schools to establish and maintain a culture of academic honesty.

Adrian High School defines academic dishonesty through the following categories:

1. Cheating (Plagiarism/ Paraphrasing) : "The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment" (IBO.org).

- Paraphrasing without acknowledging the original source: Using an author's ideas by rewording or rearranging the author's original words. For example:
 - Changing just a few words in a statement, so that the message and ideas are the same, but the text is only slightly altered. There is no credit given to the original writer.
- Representing your ideas or your work as if it is your own unique and original work, idea, or design, without acknowledging the original creator, writer, or designer. For example:
 - Failure to use quotation marks to show that the precise words are someone else's.
 - Failure to provide in-text citations as well as a Works Cited Page
 - *Even short phrases must be enclosed in quotation marks and properly cited.*

2. Cheating (Copying and Duplication): Using a resource/device without the permission of the teacher, and/or copying the work or answers of another student is cheating, as is copying your past assignment or file and using it in a second class. This includes when just a portion is copied, as well as when a whole assignment is copied. If you would like to use an assignment for two classes, you must ask your teacher for permission before doing so. For example, duplication includes:

- Submitting a paper or project in more than one course for a grade.
- Submitting a work of art for more than one course.
- Bringing a resource to a test that is not allowed, such as a formula sheet or definitions.
- Using a phone during an exam.

3. Fabrication and Tampering: Creating facts that cannot be verified, and changing or altering information. For example:

- Inventing or falsifying data in a laboratory experiment, reading log or practice journal
- Making up a source for a research paper
- Changing historical dates or data in order to make them work in an argument
- Forging parent/guardian signatures

4. Collusion: Allowing someone else to copy or cheat off your work, and/or passing on information, in writing or verbally, to another student about a test or exam. For example:

- Writing a paper or project for another student.
- Allowing another student to copy or take a picture of your work.
- Informing another student about the questions on a test or exam.

To review the Academic Honesty Parent's Guide, click [here](#).

Disciplinary Action For Student Violation of Academic Honesty Policy

Teachers and administrators reserve the right to respond to academic dishonesty with punitive action of varying severity. Consequences for a student's involvement in an act of academic dishonesty may include one or more of the following:

- 1. The student will receive a zero on the assignment/assessment/paper/project***

2. **No make-up work will be offered to compensate for the zero***
3. The student may serve ISS, after school detention or Saturday School
4. The student may be dropped from National Honor Society (if a member)
5. The student may face suspension from extra-curricular activities including sports
6. The student may face suspension from Adrian High School
7. The student may be required to relinquish leadership positions (team captain/class officer)

*** Consequences 1 and 2 will always be enforced, regardless of the severity of the infraction. It is at the discretion of the teacher what additional consequences are appropriate.**

COURSE REQUIREMENTS

Credit toward graduation is earned by passing required and elective courses, and meeting the minimum requirements/objectives for each course.

At the start of each year, students must meet the following credit requirements to be on track for graduation and to be advanced to the next grade level: Senior students need 25 credits (24 credits will garner advancement, but credit recovery will be required for graduation), Junior students need 16 credits, and Sophomore students need 8 credits.

DUAL ENROLLMENT

AHS partners with colleges and universities including Siena Heights University, Adrian College, Jackson College, and Washtenaw Community College to provide an excellent and affordable opportunity for Adrian High School's students to dual enroll in college courses while completing their high school graduation requirements. Dual enrollment affords students who have met AHS requirements an opportunity for educational advancement in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available at AHS. For more information contact the counseling department. Dual enrollment will be permitted consistent with state law.

EXAM

Exams are given on specific exam days at the end of each term and count for 20% of the overall grade. It is the student's responsibility to make prior arrangements with his/her teacher in extreme situations where attendance on exam day is not possible. Failure by the student to make prior arrangements may result in an exam grade of 0%.

GRADE APPEAL PROCEDURE

Any student who believes that the final grade for a course was calculated in error, has the right to appeal the grade according to the following grade appeal procedure:

1. Within 15 days from the end of the term in question, the student shall submit written notification of the grade appeal to the teacher who issued the grade. A detailed explanation of the reason for the grade appeal, and any evidence and/or facts that support the appeal should also be included in this written notification.
2. If a teacher cannot be contacted due to school break, or if the student wishes to appeal the decision of the teacher, the student will forward the appeal, evidence, and detailed explanation to school administration within 30 days of the end of the term. The decision of school administration will be final.

GRADE POINT AVERAGE

GPA shall be determined by averaging grades earned in regular, IB, AP, dual enrollment, or Vo-Tech courses. Designated IB or AP courses earn credit on 5.0 grade point scale. For the purpose of this policy, GPA shall be determined by rounding

to the third decimal point (thousandths). All high school level classes taken in the middle school will be for credit only and will not be included in your GPA.

IC Parent Portal is available to monitor student progress. User password can be obtained in the main office. Parents are encouraged to log into IC Parent Portal to monitor their student's progress regularly.

🍁 GRADING SYSTEM

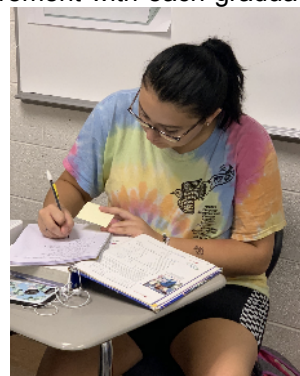
An important part of the learning experience is active engagement and participation in class. A student's grade is broken down into the following categories: Summative Assessments (i.e. Tests, Projects, Essays) 40%, Formative Assessment 40%, Final Exam 20%. Students will earn one of the following marks:

Grade	Range	Standard Courses	AP/IB Courses
A+	96.500-100.00	4.0	5.0
A	92.500-96.499	4.0	5.0
A-	89.500-92.499	3.7	4.7
B+	86.500-89.499	3.3	4.3
B	82.500-86.499	3.0	4.0
B-	79.500-82.499	2.7	3.7
C+	76.500-79.499	2.3	3.3
C	72.500-76.499	2.0	3.0
C-	69.500-72.499	1.7	2.7
D+	66.500-69.499	1.3	2.3
D	62.500-66.499	1.0	2.0
D-	59.500-62.499	0.7	1.7
F	<59.499	0	0

🍁 GRADUATION REQUIREMENTS

- ✓ A basic requirement to graduate from Adrian High School is attendance as a full-time student in 6 classes per trimester for 12 trimesters.
- ✓ Students are required to take all components of all assessments mandated through the State of Michigan.
- ✓ Students are required to complete an Educational Development Plan (EDP) and have 10 documented hours* of community service with a non-profit organization or through community-based learning.
(*It is the intent of AHS to continue to increase the requirement with each graduating class, to meet the pre-pandemic requirement of 20 volunteer hours.)
- ✓ Students must apply to a post-secondary institution.
- ✓ Students must successfully complete 34 credits (refer to the

5.5 English Credits
5.5 Math Credits
4 Science Credits
3 Social Studies Credits
0.5 Physical Education Credits
0.5 Health Credits
1 Performing, Applied, or Visual Art Credit
2 World Language Credits
0.5 Senior Seminar Credits
11.5 Elective Credits



*In addition to regular day classes, a student may enroll in credit recovery classes upon receiving the written approval of his/her Counselor, Graduation Coach, and Principal.

🍁 HONOR ROLL

An honor roll list is published after grades are submitted at the end of each term. Honor Roll students are those students who have maintained all A's in all classes, or have achieved a 3.0 cumulative GPA with A's and B's in non-IB classes, or A's, B's, or C's in IB/AP classes.

The following levels of excellence recognize outstanding academic achievement:

- **Maple Blue Level:** Three trimesters of 3.75 GPA or higher. Students will receive an Academic Maple T-shirt and an honors certificate.
- **Maple White Level:** Six trimesters of 3.75 GPA or higher. Students will receive an Academic Varsity Letter and an honors certificate.
- **Silver Level:** Nine trimesters of 3.75 GPA or higher. Students will receive an Academic Varsity Chevron and an honors certificate.
- **Gold Level:** Twelve trimesters of 3.75 GPA or higher. Students will receive a Gold Maple pin and an honors certificate at Senior Honors Night in May.



🍁 INTERNATIONAL BACCALAUREATE PROGRAMME (IB)



The International Baccalaureate Diploma Programme is a globally recognized, two-year experience for students who are looking for an academic challenge. Open to all juniors and seniors, the IB DP provides a rigorous academic experience that includes Higher Level (HL) and Standard Level (SL) classes that culminate in a series of exams at the end of junior and senior year. Interested students can become "full DP" students and take only IB classes, or they can select individual courses that meet their academic and career goals. Adrian High School has been an IB DP school since 2010; the program emphasizes having a positive attitude towards challenges, perseverance, caring for others, and critical thinking skills. Students interested in learning more about the IB Program should contact the IB Coordinator.

Students who are enrolled in an IB class will be automatically registered for the examination. The examination fees are covered by Adrian High School and are not charged to the student unless the student drops the course, does not complete the internal assessments required for the course, and/or does not attend the examinations, in which case the student will be charged for the examination fee as well as the applicable registration fee.

🍁 HOSTING AN INTERNATIONAL STUDENT



International students are a unique part of the Adrian High School student body. As students from all over the world choose to come to Adrian High School, we strive to be excellent hosts through providing academic experiences, athletic opportunities, and cross-cultural experiences. Students are hosted by local families, and attend AHS while learning more about life in the US, improving their English skills, and sharing their own cultural heritage. If you have any interest in hosting an international student, please contact the International Programs Coordinator.



🍁 LISD TECH CENTER

The LISD TECH Center provides students with year-long opportunities to explore college and careers through 26 state-approved Career Technical Education programs. Contact your counselor for more information.

🍁 PARENT NOTIFICATION

Parents are encouraged to monitor their student's progress regularly through IC Parent Portal. Progress reports are issued at the midway point of each term to inform the parent/guardian of a student's progress. Report cards will be issued at the end of each term. Counselors and teachers may be contacted throughout the school year concerning a student's progress.

🍁 SCHOOL CALENDAR

View the district calendar by clicking [here](#).

STUDENT ATTENDANCE

Board Policy 5301



One of the most important student responsibilities is to attend class regularly. The positive benefits of regular attendance help prepare students for the adult world after high school. Attendance and timeliness is highly valued and is part of the PRIDE matrix.

🍁 COLLEGE VISITATION / CAREER DAY

Junior and senior students will be allotted three college and career visit opportunities per year. Validated documentation must include the date of the visit, student's name, and be printed on official college/university/career site stationery.



🍁 EXCESSIVE ABSENTEEISM

Missing 10 consecutive minutes at any point during any class period is considered an absence. A student who arrives more than 10 minutes late to a class without a pass will be marked absent and considered skipping. Skipping means missing part of a class, all of a class, or multiple classes without the prior approval of parent/guardian, AHS office staff, or the individual teacher whose class is to be missed, and can lead to truancy. Anytime a student leaves school without such prior approval, he/she will be considered skipping. Skipping multiple classes, or one class multiple times, is considered excessive, which may result in truancy proceedings and/ or loss of exam exemption privileges.

Acquiring 5 or more absences in any class during one term is considered excessive, and at this point, the attendance intervention process will begin with parent/guardian notification. After 8 absences, within the term, if appropriate, the school administration should request a meeting with the parent. The goal of the meeting should be to address the root cause of the absences. Continued absenteeism will result in referral to a Lenawee County Truancy Prevention Specialist. If the problem persists, the Truancy Prevention Specialist will collaborate with other specialists such as the LISD, juvenile court, LCMHA, and MDHHS. Continued truancy may result in a court petition.

🍁 EXCUSED ABSENCES

All absences will be counted with the exception of the following appropriately documented circumstances:

Funeral Visitation	Documented Medical	School Related Activity	Court Date
Suspension	Homebound Study	Religious Observances	Other (admin. approval)

🍁 EXTRACURRICULAR ACTIVITIES

Students involved in extracurricular activities are expected to maintain regular daily attendance. Students absent for three or more periods on a particular day, may not participate in that day's practice, contest, or performance unless special permission has been granted by a building administrator and/or the absence is school related. AHS sports are listed in the Athletics section of the handbook. For a list of student clubs, click [here](#).



🍁 FAMILY VACATION

A "family vacation" is a trip taken by the children and parents of a given family during the school year. The Board of Education discourages absences from school under these circumstances, but recognizes that families may be required to take "family vacations" during the school year. There can be unique educational and personal advantages to such experiences, but the parents must assume full responsibility for the student absence and any educational deprivation which may occur. Extended absence forms are available in the main office upon request, and must be completed at least 4 days prior to the leave, and be approved by an administrator.

🍁 IN-SCHOOL SUSPENSION (ISS)

A student is to receive credit for all work completed during an in-school suspension if the work is completed and submitted to the teacher within the allotted time. Homework and projects must be submitted to the teacher on the date due, before or after school. Tests and quizzes may be taken on the assigned day in the suspension room or at a later time as designated by the teacher. If the teacher chooses not to send a test/quiz to the suspension room, it is the responsibility of the student to reschedule the test/quiz after school on the day of the in-school suspension. When the in-school suspension is longer than one day, it is the responsibility of the student to obtain assignments from the teachers either before or after school. A student involved in extracurricular activities of any type and receiving in-school suspension is permitted to practice, compete or perform at the end of the suspension.

🍁 MAKE-UP WORK

A student may make up assignments, quizzes, tests, projects, etc. for all absences. The nature and amount of make-up work will be determined by the student's teacher. In general an allowance of one day per absence is given to make up

work. In consult with the classroom teacher, additional time may be granted. Failure to make up work in the allotted time after a return from an absence will result in a zero grade for the assignment, project, quiz or test. It is the responsibility of the student to communicate with the teacher and keep track of assignments and due dates.

🍁 OUT-OF-SCHOOL SUSPENSION (OSS)

During the period of an out-of-school suspension the student is not to be on school grounds or at school activities, and may not attend or participate in any school function. If a suspended student ignores this directive and chooses to be on school grounds, that student may be charged and prosecuted for trespassing. A student suspended out of school should confer with his/her teachers via email, or in person on the day of his/her return to obtain assignments and schedule make-ups of tests and quizzes. Arrangements may be made with the school to pick up assignments during the suspension. With prior teacher recommendation and administrative approval, major tests may be taken concurrently at a time and location determined by the suspending official. Credit will be granted for assignments, quizzes, and tests made up during a suspension.

🍁 RESPONSIBILITIES IN THE EVENT OF AN ABSENCE

Student Responsibilities:

- Remind parent/guardian to communicate absence to AHS Attendance Office.
- Communicate with teacher(s) and obtain all missed assignments, tests, projects and due dates.

Parent/Guardian Responsibilities:

- Remind son/daughter to communicate with teacher(s) to obtain missed work.
- Notify the school of all authorized absences via a written note with parent/guardian signature or via phone at 266-4526 where you will be prompted to record attendance information to verify the absence. This notification must be made each day of the absence and will be accepted no later than 48 hours after the absence.
 - It shall be the student's responsibility to deliver written notice to the attendance secretary in the main office, if sending a parent/ guardian signed notice.
 - Any anticipated absences taking longer than 2 days should be reported by the parent/guardian to the attendance secretary at 266-4526 who will immediately notify teachers.
 - Emergency situations should also be phoned into the Attendance Office at 266-4526

*Please note: the Attendance Office requires written notice from parent/guardian for undetermined or short-term absences.

🍁 SATURDAY SCHOOL

As a level 1 disciplinary consequence, students may be assigned one or more hours of attendance on a Saturday. Students should enter through the Main Entrance at 7:50 a.m. Saturday School begins promptly at 8:00 a.m. Students will not be admitted after 8:00 a.m. All school rules and expectations apply at Saturday School. Failure to serve Saturday School assignment, or misbehavior at Saturday School will result in additional disciplinary consequence.

🍁 SIGN IN PROCEDURE

Students arriving to school after 7:45 a.m. must report to the main office to sign in where a pass with time and date of the sign-in will be issued. While this pass does not excuse the absence, it is required for admittance to class. Students arriving to school after 7:55 a.m. must use the Main Entrance.

🍁 SIGN OUT PROCEDURE



Every student, regardless of age, is required to sign out in the main office prior to leaving the building with the exception of a student participating in a school authorized activity or class. A student may only be signed out for medical or dental appointments, illness, emergency, or appointments which cannot be scheduled outside of the school day; parents are discouraged

from signing students out for lunch. On the day of an anticipated sign-out, a parent note must be submitted to the Attendance Office for a sign-out card. Reasons for emergency sign-out shall be called in to the Attendance office at 266-4526.

SKIPPING AND TRUANCY

See excessive absenteeism.

TARDINESS

An important part of academic success comes from being in class on time and from participating in each class's opening and closing learning activities. To this end, Adrian High School requires that all students remain in class during the first and last ten minutes of each class to ensure they are positioning themselves for success. No passes will be issued during these time frames except in emergency situations.

To promote the qualities of punctuality and reliability, tardiness is unacceptable. A student will be considered tardy if he/she arrives to class during the first 5 minutes from the time of the bell. Three tardies in any class will result in disciplinary action.

The following consequences are established for the student who chooses to be habitually tardy:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 1	Level 1	Level 2

Additional tardies will result in additional consequences up to and including an out of school suspension. Excessive tardiness can be considered absent/ truant and can be referred to our local truancy officer by administration.

STUDENT EXPECTATIONS

AUTOMOBILES

Earning a driver's license is an exciting milestone for high school students. We invite students to drive to and park at AHS with a valid parking permit. Possession of a parking permit is a privilege, not a right.

Parking Permit Application Process

1. Parking permits can be obtained, and completed permit applications can be returned, in the Athletic Office.
2. Return completed application, along with a valid driver's license and current vehicle registration. Upon approval, the parking permit may be purchased for \$20.00.
3. Temporary permits may be obtained for short-term parking needs in the Athletic Office.

The privilege to drive to school requires that students display responsible behavior or risk having their parking permit revoked.

Driving and Parking Lot Expectations

- Maintain current driver's license, proof of insurance and vehicle registration.
- Students must park all cars in a **student** parking space in either the North Lot or the South Lot.
- AHS parking permit must be visible.
- The loaning of a vehicle to another student is not permitted.
- Student vehicles are not to be driven during the hours of 7:45 a.m. and 2:36 p.m. on school days except for the express purpose of getting to AHS/Tech Center (with permission) dual enrollment campuses, work, or returning home.
- Cruising or joyriding is forbidden.

- Loitering, smoking, eating lunches in student vehicles is prohibited.
- Students must have permission to go to their cars during the day.
- The student driver must use common sense and good judgment while operating the motor vehicle and obey all traffic regulations and patterns.
- In accepting the privilege to drive to and from school and to use the student parking areas, students and parents recognize that school authorities may, with reasonable suspicion, inspect any student vehicle for materials or substances which might prove harmful or dangerous to the student or general welfare of the school.
- Vans and other closed type vehicles must not be draped or curtained in such a manner as to restrict inspection of rear compartments.
- Providing false information with regard to driving priorities will result in immediate suspension of driving privilege.
- It is imperative that all students with a genuine need to drive obtain their permits at the beginning of the school year.
- Failure to recognize these expectations may result in fines or revocation of parking permit.

The use of dogs trained to detect illegal drugs and/or other contraband, whether conducted by law enforcement or others retained by the School District, may occur anywhere on school property, including student vehicles. Any damage sustained during a search is not the responsibility of Adrian Public Schools. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Nonadherence to the Driving and Parking Lot Expectations may result in a violation.

1. \$5.00 Violations
 - Parking in a restricted area (handicap, no parking, fire lane, staff, visitor, etc.)
 - Parking in the Adrian High parking areas without a permit or wrong permit for that area
 - Unpaid tickets will be turned over to the appropriate Assistant Principal for disciplinary action. Disciplinary action will include denial of parking and driving privileges. The fine will still be owed.
 - Unpaid parking violations will be counted as outstanding obligations and will result in a student's cap and gown being held until all tickets are paid.
2. Vehicles found blocking emergency vehicles or fire lanes can be towed at the owner's expense.
3. Repeated violations such as, parking in a **faculty** parking space, parking without a permit, or driving in a disorderly manner while on or around school grounds will be subject to losing their parking privilege and/or having their vehicle towed.
4. Accidents or moving violations will be handled by the administration and/or police: whichever is appropriate.
5. Student conduct while driving on District property or while in the parking lot is subject to the Code of Conduct and may result in discipline, up to and including expulsion from school.
6. In addition to school administered discipline, charges may be filed with the police against students who operate their vehicles in a careless or reckless manner.

🍁 CELL PHONES

See Electronic Communication Devices.

🍁 COMPUTER NETWORK AND INTERNET

The District encourages and strongly promotes the use of technology among students and staff. Individuals who use technology must have proper authorization and adhere to district policies and regulations. Computers and the district-area network are provided for students and staff to conduct research and communicate with others, and students shall act in a considerate and responsible manner. Communication over District networks should not be considered private. The District reserves the right to access stored records in cases where there is reasonable cause.



DISCIPLINE POLICY

Board Policy 5206

Violations of AHS policies and procedures will be handled by administration based on the following levels of discipline. A conference with the party involved will be held in which the student will be notified of the alleged violation and will have the opportunity to give an explanation of the details of the alleged violation. The Levels defined below will be used in student discipline. The District has the right to determine the level of an offense based on the severity in the specific case.

Level 1	Level 2
<p>At administrative discretion, any or all of the following consequences may be assigned:</p> <ul style="list-style-type: none"> • Verbal Warning • Detention/Debarment • Parent Conference • Alternative Discipline • 1 to 3 days ISS • 1 to 3 days OSS • Parent Contract Agreement 	<p>At administrative discretion, any or all of the following consequences may be assigned:</p> <ul style="list-style-type: none"> • Detention/Removal from Class • Alternative Discipline • 1 to 5 days ISS • 1 to 5 days OSS

Repeated or escalating violations will result in Level 3, Level 4, or Level 5 disciplinary action as appropriate. Refer to the Student Code of Conduct for additional information on discipline levels 3-5.

DRESS AND GROOMING

In partnership with parents, it is the responsibility of Adrian High School to impart many skills that are required for success in the adult world. Parents and teachers can agree that one of these skills is to practice the distinction between dressing for recreation and dressing for a job. Another skill is to practice respect for yourself and your learning environment by presenting yourself positively. Studies indicate that dress codes in school settings can improve student achievement, give students a sense of choice and expression, and positively impact their self-respect and self-esteem. All students, regardless of gender, are expected to adhere to AHS policy.

Below are **quick-reference guidelines** to help students meet dress code requirements. Students and parents are encouraged to read APS Dress Code policy in its entirety. To read AHS Code of Conduct, click [here](#) (see section 10). To read Board Policy 5200, click [here](#).

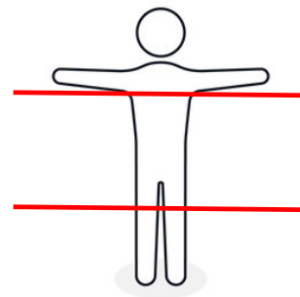


Dress Code - Garments:

- Armpits to mid-thigh, must be completely covered. Spandex-type clothing worn in this area must be covered.
- Underwear/undergarments must not show.
- Sheer/see-through garments are not allowed.
- Hoods must be worn "down."

Dress Code - Words and Images - No Clothing with:

- Drug, Tobacco, Alcohol Products.
- Gang, Violence, Illegal Activities
- Sexual messaging, either explicit or implied
- Symbols, Statements, Messaging that may intimidate, insult, or harass with respect to Race, Color, Creed, Religion, Age, Gender, Disability, National Origin/Ancestry.



Bags and backpacks should be kept in the student's locker. Bags and backpacks are not permitted in the classroom.

The following consequences are established for dress code violations:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 1	Level 2	Level 2

ELECTRONIC DEVICES



Adrian High School has one-to-one technology, which means that every student will be provided with a district-issued Chromebook for academic use.

- It is the student's responsibility to maintain proper care of their Chromebook until it is returned to the Technology Department at the end of the school year. Improper Chromebook care may result in fines determined by the Technology department.
- It is the student's responsibility to return the district-issued Chromebook at the end of the school year. Failure to do so may result in fines and/or denial of Chromebook for the following school year.
- It is the student's responsibility to bring their Chromebook and charger to class daily. Spare Chromebooks are not available for temporary loan when the Chromebook is forgotten at home.
- Chromebooks are used regularly in the classroom. A forgotten Chromebook does not exempt a student from completing school work, and may result in an alternate assignment or a zero grade for the missed assignment.

Cell Phones, listening devices, and other electronic communication may be used and visible during passing time and lunch. Classrooms will be a place where these devices are not in use and stored out of sight.

- Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.
- Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.
- Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.
- The Superintendent, building principals, and teachers are authorized to develop building level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.
- School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at 517-263-2181. Students may use **school phones** to contact parents/guardians during the school day with permission.
- To read Board Policy 5209 in its entirety, click [here](#).

Students who violate this policy are subject to corrective or disciplinary action, consistent with policy and the student code of conduct.

1. Unauthorized use and/or disruption of a classroom with an electronic device will be considered insubordination and will result in the following consequences:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 2	Level 3	Level 4

2. Capturing, recording, transmission, broadcasting, and/or posting the words or images of another person without his/her consent, will result in the following consequences:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 2	Level 3	Level 4	Level 4

3. Using an electronic device to bully, embarrass, intimidate and threaten will be considered cyber-bullying and will result in the following consequences:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 2	Level 3	Level 4	Level 4

4. Sending or receiving information or otherwise using an electronic device in an unauthorized way during a State / Federal mandated examination, test, quiz, or final exam will be considered cheating and will result in the following consequences:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 2	Level 2	Level 3

GUEST TEACHER

When a guest teacher (substitute teacher) is in the classroom, students are expected to be respectful, follow directions, and be a positive reflection of Maple PRIDE.

ILLNESS / INJURY AT SCHOOL

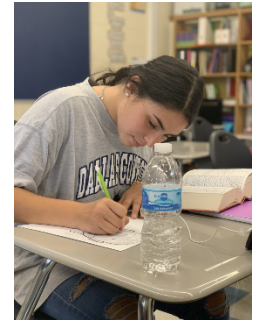
Serious injury or illness should be reported to the nearest teacher who will then assume responsibility for seeing that the student receives proper care. Make sure the emergency card, included in the registration packet, has accurate information regarding emergency care. Nurse Raelyn Pummell is located in A-109.

FOOD - BEVERAGES

Students are not to have food or beverages such as pop, coffee, etc. in the hallways, classrooms, rest-rooms, etc. Students may have clear bottled water such as Aquafina, Dasani, etc. with them throughout the day.

The following consequences are established for insubordination regarding food and drinks in the classroom:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 2	Level 3	Level 4



ID CARD

Students will be issued an ID card and will be expected to carry it at all times, and produce it upon request by any staff member. Students shall be required to produce their ID in the hallway, at school dances, cafeteria, library, and other school functions upon request by school personnel. Lost ID cards will be replaced at a cost of \$3.

MEDICATIONS

Board Policy 5703

Any student requiring medication throughout the day must provide written permission and request to administer medication on the district form which is available in the main office. Medication must be brought to school by the parent or guardian, unless other safe arrangements are necessary, possible, and approved by the administrator.

All medication must be kept in a current labeled container as prepared by a pharmacy, physician or pharmaceutical company and labeled with dosage and frequency of administration, and must be stored in a location that is kept locked with limited access except at the time of administration. Emergency medications may be stored in an area readily accessible to the individual designated to administer them. Students who wish to self-possess asthma inhalers or epinephrine auto-injectors should contact the school nurse at ext. 1108. Students will be permitted to self-possess asthma inhalers and epinephrine auto-injectors consistent with state law.

🍁 PARKING

See automobiles.

🍁 PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not appropriate during school hours or at school sponsored events.

Students are expected to conduct themselves appropriately as to not be offensive or embarrassing to themselves, to other students, or to staff members. Students who draw attention to themselves through displays of affection, such as kissing and excessive hugging may be subject to counselor referral, parent notification, and intervention strategies.

The following consequences are established regarding public displays of affection:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 1	Level 2	Level 2

🍁 PUBLICITY POLICY

The administration must approve any printed materials before they may be sold, distributed or posted on school premises. The Student Activities Coordinator must approve all posters.

🍁 QUESTIONS, COMMENTS, AND CONCERNS

An important skill for students to learn is to advocate for themselves and to resolve questions or conflicts in a mature way. Classroom questions, comments, and concerns including but not limited to grading, class rules, expectations, and discipline, should be directed to the classroom teacher first. Additional meetings with parents and/or administration may follow as needed.



🍁 ROLLER BLADES/ SHOES and SKATEBOARDS

Roller blades and/or shoes with wheels and wheeled transportation devices such as skateboards, hover boards, and scooters are prohibited in AHS hallways at any time.

🍁 SEARCH SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or their personal effects (e.g., purse, book bag, athletic bag) under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Adrian Public Schools; however, students are expected to assume full responsibility for the security of their lockers and desks.

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The use of dogs trained to detect illegal drugs and/or other contraband, whether conducted by law enforcement or others retained by the School District, may occur anywhere on school property, school vehicles, and at school events.

SMOKING/TOBACCO PRODUCTS and ILLICIT SUBSTANCES

Any use or possession of illicit substances, paraphernalia, or tobacco and other smoking products such as vape devices are prohibited. The carrying and use of these items is prohibited on school property at all times, including after school, evening and weekend activities.

The following consequences are established regarding the use or possession of tobacco or other smoking products, including vape devices:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1	Level 2	Level 3	Level 4

The following consequences are established regarding the use or possession of paraphernalia:

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 2	Level 3	Level 4	Level 5

The following consequences are established regarding the possession of illicit substances:

1 st Offense	2 nd Offense	3 rd Offense
Level 3	Level 4	Level 5

STUDENT PICTURES

Pictures shall be taken at class orientation in August or on picture retake day. These pictures will be used for school files and the yearbook (with the exception of Senior pictures). Picture retake information can be obtained through the Main Office.

TRANSPORTATION

Riding a school bus is a privilege that may be denied for improper conduct while riding the school bus. Length of this denial may vary from one day to the complete school year depending on times reported and seriousness of the misconduct. To read Board Policy 5802 Student Transportation, click [here](#).

Students who ride the buses may get additional information regarding bus routes, drop-off, and pick-up from First Student by calling 263-2464.

WORK PERMITS

Work permits can be obtained in the Main Office or by clicking here: [Ages 15 and Under](#) [Ages 16-17](#)



STUDENT ACTIVITIES

ACTIVITIES AND CLUBS

Students are encouraged to participate in the wide range of clubs and activities offered at AHS. For a complete list, see the Student Activities Director or visit adrianmaples.org.



DANCES

Dances are for Adrian High students and their guests only. Guest passes for dances are issued at the main office, and must be returned at least 24 hours in advance of the event. Guest passes will only be issued to present high school students for guests between the ages of 14-year-old freshmen and 20. Guest passes **MUST** be signed by the guest's school **and** AHS administration. Individuals of high school age not presently attending school may not receive a guest pass. Behavior and grooming are strictly enforced. Consequences for illegal behaviors will be enforced. Students who leave the building during a dance are not permitted to re-enter, nor are any people permitted to congregate around the outside of the building while a dance is in progress. A valid school ID is required for admittance to AHS dances.

Sub Deb is not endorsed by Adrian Public Schools, and the dance is not chaperoned, or in any way organized by AHS staff. While AHS assumes no responsibility for student behavior, the Athletic Code of Conduct is still in effect. Students inquiring about Sub Deb information should contact a member of the Sub Deb Club.

JUNIOR-SENIOR PROM

The Prom is sponsored by the junior class for senior and junior students. Any other person attending is considered a guest and a guest pass must be obtained as outlined under DANCES. After-Prom activities are parent-organized and parent-sponsored.

TRAVEL OPPORTUNITIES

Experiencing a different academic environment through world travel gives AHS students an enriching, first-hand encounter with the things they've learned about in class. Students are encouraged to take part in the following AHS travel opportunities:

- Washington D.C.
 - Usually scheduled annually and open to all AHS sophomores and international students in good behavior standing.
 - Contact Ms. Dudas for more information.
- International Travel
 - Usually scheduled during Spring Break every two years and open to all AHS students in good behavior standing.
 - Contact Mrs. Soto for more information. ssoto@adrian.k12.mi.us
- Disney World, Orlando, FL
 - Usually scheduled every 4 years and open to all Band and Orchestra students in good performance standing.
 - Contact Mr. Mykeloff for more information.



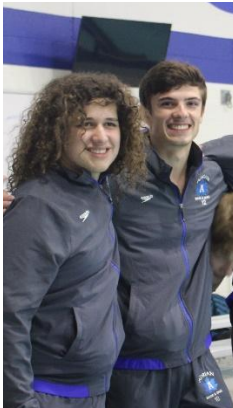
🍁 VISITORS

All building visitors must report directly to the Main Office to sign in. Any student who sees unauthorized visitors in the building should report the violation to the nearest teacher. All building doors are closed and locked during school hours. Staff and students are prohibited from opening doors for visitors. Other school events such as athletic games or plays do not require a guest or visitor's pass since these events are open to the public.

ATHLETICS

Adrian High School athletes are expected to maintain passing grades, attend all classes regularly, and adhere to the AHS Athletic Code of Conduct. As athletes are representatives of their sport, and the school, they are encouraged to know and understand the guidelines of the Athletic Code of Conduct which are enforced year- round, both on and off campus.

- To access the Athletic Code of Conduct, click [here](#).
- To access the Maple Sports and Coaches list, click [here](#).
- To access sport schedules, click [here](#).
- To access Student Section information, follow @adrianhigh_ss on Instagram.
- To purchase tickets to home events, click [here](#). AHS students receive free admittance to home events with school ID.



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