

# STUDENT HANDBOOK

2009-2010

ALLEN PARK MIDDLE SCHOOL

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*Preparing all students for the challenges of today and tomorrow.*

**NCA**

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## ALLEN PARK MIDDLE SCHOOL VISION STATEMENT

**THE MISSION OF ALLEN PARK MIDDLE SCHOOL IS TO PROVIDE OUR STUDENTS WITH A SUPPORTIVE ENVIRONMENT THAT PROMOTES EXCELLENCE IN LEARNING.**

### **OBJECTIVES OF ALLEN PARK MIDDLE SCHOOL**

1. Develop fundamental skills such as thinking, communicating, writing, and computing by offering a sound curriculum.
2. Develop an understanding of habits and attitudes necessary for the development of good physical and mental health.
3. To provide for the development of social and mental health.
4. To offer a variety of creative, recreational, and extra-curricular activities.

### **CODE OF CONDUCT**

Students have the right to an education, but they also have the responsibility of not interfering with or threatening the education of others by their actions. *The Code of Conduct of the Allen Park Public Schools* was written to maintain effective learning conditions and to protect the rights of the individual student and his or her education. This book should be read thoroughly by both students and parents. Understanding of and adherence to the guidelines set down in the *Code of Conduct* will fulfill your responsibility in protecting this right.

The *Code of Conduct* is available on the web site or you may pick up a copy in the front office.

## COMMUNICATION

Communication between home and school is very important at the Middle School. Announcements of events and procedures are delivered on the public address system daily. Additionally, daily announcements are posted to our website each school day. It is the responsibility of the student to listen and take note of these announcements. Special events are often repeated on consecutive days. A meeting for parents, hosted by the Principal is held on the second Tuesday of every other month (except for June) at 9:30 a.m. Please consult the district calendar for exact dates and times. In addition, all are welcome to the Parent Teacher Student Association (PTSA) meetings held on the first Tuesday of each month at 6:30 p.m. Announcements of upcoming events and important notices can be found on our school website [www.apps.k12.mi.us](http://www.apps.k12.mi.us). Calendar events are also listed on the Allen Park Public Schools' education channel on television.

## COURSES OFFERED AT THE MIDDLE SCHOOL

REQUIRED – ALL STUDENTS
English
Mathematics
Science
Social Studies
Physical Education or Band

EXPLORATORY CLASSES		
6 <sup>TH</sup> GRADE	7 <sup>TH</sup> GRADE	8 <sup>TH</sup> GRADE
Art	Art	Art
Computers	Computers	Computers
Industrial Tech	Industrial Tech	Industrial Tech
Health	Health	Health
World Language	Spanish or French	Spanish or French

## DAILY SCHEDULE

7:40 a.m.	First bell (five minute warning)
7:45 a.m.	Second bell and beginning of first period
10:50 – 11:20 a.m.	6 <sup>th</sup> grade lunch
11:25 – 11:55 a.m.	7 <sup>th</sup> grade lunch
12:00 – 12:30 p.m.	8 <sup>th</sup> grade lunch
2:31 p.m.	Final bell (end of regular school day)
10:50 a.m.	Dismissal on half days of school

All students are expected to be in the school throughout the day. Students are not allowed to leave the school grounds unless signed out by a parent or guardian.

Students are expected to leave the school at dismissal unless they are involved in an athletic or other extra-curricular activity occurring immediately after school.

## **COUNSELING SERVICES**

Our Counselors follow the Michigan Guidance and Counseling Program. This program allows the counselors to conduct lessons in classrooms in order to provide the opportunity for all students to acquire the skills, knowledge and attitudes in the areas of academic, career and personal/social development that promote academic achievement and meet developmental needs. Along with the class settings, the counselor may work with individual students or those in small groups. A student may be excused from a class to see a counselor if prior arrangements are made. Students are assigned a counselor based on the following:

6 <sup>th</sup> Grade:	First portion of the alphabet – Ms. Beier Later portion of the alphabet – Mr. Curry
7 <sup>th</sup> Grade:	Mr. Curry
8 <sup>th</sup> Grade:	Ms. Beier

## **MEDICATION INFORMATION**

In case of illness, students should go to the office and appropriate action will be taken. If the student is unable to stay in school, his or her parents will be called.

Students having a communicable disease, strep infection, or a contagious illness will be excluded from school for that period of time as established by the Wayne County Health Department guidelines.

The form entitled, “Permission to Administer Medication”, must be completed by a physician prior to the administration of any medication or treatment. This includes both prescription and over-the-counter medications such as aspirin/Tylenol, inhalers, antibiotics, eye drops, cough medicines, acne medications, etc. School personnel will no longer accept and may not dispense medications that do not follow the guidelines below:

1. The container must be labeled with the child’s name, the doctor’s name, the name of the medicine, dosage, and frequency of administering the medication. All prescribed medications will be dispensed through the school office except those outlined in the Policy.
2. Prescription medications for middle school students must be brought to the school by the parent in order for proper procedures to be established.

3. No dosage or time of administration changes should be instituted except by written instruction from the physician after the initial request.
4. Parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
5. Prescription and medication supply renewals are the responsibility of the parent/guardian.
6. Medication left over at the end of the school year should be picked up within one week by the parent/guardian or the school will appropriately dispose of the medication.
7. The school will not be responsible for dividing pills.
8. Middle School students may possess EpiPens and/or inhalers as well as appropriate non-prescription medications provided by their parents.

Unauthorized use of prescription or non-prescription medication may place the student in jeopardy of violating the District's policy against substance abuse. We understand that these procedures will involve some time and inconvenience on your part. However, they are consistent with State of Michigan guidelines, and will result in safer conditions for all of our students.

**NO STUDENT MAY HAVE ANY DRUGS OR MEDICINE IN HIS OR HER POSSESSION WITHOUT PRIOR APPROVAL UNDER SPECIAL CIRCUMSTANCES. ANY AND ALL MEDICATION MUST BE TAKEN TO THE OFFICE.**

### **EXCUSED ABSENCES**

Parents/guardians are expected to call the Middle School (827-2250) before 9:00 a.m. each day, stating the reason or nature of the absence.

Excused absences are:

1. Sickness
2. Family emergencies
3. Professional appointments that cannot be scheduled outside of the normal school day.
4. Religious holidays

When a student returns from an absence and has not been excused by a parent phone call, he or she must report to the attendance office for an "Excuse for Absence" slip which allows the student to be readmitted to class. Without a previous call or note upon returning, the student's absence will be unexcused.

## UNEXCUSED ABSENCES OR TRUANCY

A student will receive an unexcused absence for any reason not previously mentioned in the above "Excused Absences." The following absences are unexcused:

1. Too tired/overslept
2. Travel
3. Needed at home
4. Weather
5. Missing the bus/other transportation problem
6. Missing immunizations

Action will be taken to correct attendance problems according to the policy set forth in the *Code of Conduct*.

## TARDINESS

A student shall be recorded tardy when he or she is not in the assigned classroom before the scheduled start of class.

Exceptions to tardiness:

1. First hour tardies can be excused by a parent/guardian within 24 hours for the following reasons:
  - a. Sickness
  - b. Professional appointments that cannot be scheduled outside of the normal school day
  - c. Personal and/or family problems
2. If a previous Teacher, Counselor, Special Service personnel, Principal, or Assistant Principal causes a student to be tardy, a tardy slip is required from one of the above-named persons.
3. If students transported by bus arrive after school begins, the office will notify teachers regarding the reason for the tardiness; students shall go to their classrooms.
4. The following steps will be taken for student tardies:
  - a. 1<sup>ST</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> tardies will result in a teacher warning
  - b. 4<sup>th</sup> and 5<sup>th</sup> tardies will result in a 90 minute detention.
  - c. 6 or more tardies will result in a 1 day out of school suspension.

Tardiness as a result of negligence or irresponsible behavior will not be excused.

## EXCUSED FROM CLASS

All students leaving a classroom *must have* a hall pass issued by that teacher.

## **PRE-ARRANGED ABSENCE**

If a student is to be excused from class for a pre-arranged activity or the need to leave school, he or she should bring a note from the parent/guardian to the office and request an "Early Dismissal Slip." He or she will receive a pass for the appointed time from the office.

## **SUSPENSION**

A student may be suspended from school or sent to the in-school suspension room for a defined period of time by the Principal or Assistant Principal for persistent disobedience or a gross misdemeanor. Any violation of the State or local law will promptly be reported to the appropriate law enforcement authority. Suspensions may be short or long term. However, the severity of the penalty should be relative to the seriousness of the offense. The length of suspension will be determined by the building Principal or Assistant Principal within the guidelines defined in the Code of Conduct. Students serving a suspension are not allowed to participate in extra-curricular activities within the same day.

## **MAKE-UP WORK**

It is the student's responsibility to find out what he or she missed when absent or suspended and to make arrangements with the individual teacher(s) concerning make-up work. Excused absences and suspensions allow the student two days to make-up work for every one that he or she was absent or suspended up to a maximum of five school days. Work not made up in this time will not be accepted, nor graded.

Make-up time is also expected for students missing swim classes. The times of these sessions are announced by the physical education teachers. Students needing to make-up swim must attend these sessions to receive credit for that particular class period.

## **STUDENT DRESS**

The Allen Park Public School District recognizes that it is educating youth for citizenship in a democratic society. Scrupulous attention to the constitutional rights, freedoms, and responsibilities of the individual student, his or her parents, the school group, and the community is necessary in promoting and protecting this democratic society.

With this in mind, all parents and students are reminded that the dress and grooming practices in the Allen Park Public Schools will be based on common sense, good judgment, and good taste. Where such dress and grooming habits present a detrimental

effect on the student or the group or to their health and safety, or create classroom or school disruptions, then it will be the responsibility of the school authorities, parents, or students, including the student government, to make necessary changes, either collectively or separately, to solve the problem.

It is also specifically understood that an interpretation of common sense, good judgment, and good taste has been made and is understood by school authorities as being “clean” and “covered.” Dress and grooming have a direct relationship to the effective educational process. Unusual or exaggerated mode of dress and conspicuous departures from accepted customs in dress or grooming in the community will be prohibited. Specific rules and regulations will be adopted from time to time as the occasion and events dictate.

Some examples of Middle School dress and grooming rules are:

1. Students must wear shoes at all times. Flip flops are not allowed.
2. Sunglasses may not be worn in the building.
3. Improper fitting of clothing for boys or girls is not allowed.
4. Coats or outer jackets are not to be worn in classes.
5. No bare midriffs – shirts must overlap pants.
6. No short-shorts, cutoffs, or mini-skirts (length must be at least to end of extended fingertips).
7. No hats are to be worn in the building.
8. Shirts must have a sleeve that covers the shoulder.
9. No cotton or fleece-lined sweat pants (excepting those issued by school athletic teams, which may be worn on game days) in classrooms or school hallways.
10. No offensive T-shirts or sweatshirts (“Big Johnson,” alcoholic beverages, cigarettes, illegal substances, inappropriate language and/or pictures).
11. No holes in jeans or pants.
12. No “sagging” of pants

The following are the dress rules for physical education classes:

1. Students must wear navy blue or black shorts. (no boxers or jean shorts)
2. Students must wear either a gray or white t-shirt with sleeves.
3. Gym shoes and socks must be used for footwear.
4. Sweatshirts, sweat pants or wind pants may be worn outdoors.
5. Bathing suits worn must be appropriate as determined by the teacher. Girls are required to wear one piece swim suits or “tankinis”.

## **GRADING SYSTEM**

Grades should not be thought of as a goal in and of themselves. They are an evaluation of the progress students have made in a given period of time. The real proof of a student's progress will be shown in the future as the students carry out the obligations and expectations of the society in which we live.

Good grades are not accidental, nor are they limited to the gifted students. They are the result of daily planning, concentration, and work. Every student should be striving to do his or her very best on every assignment, not for the teacher, but for his or her own personal gain.

Our grading system is as follows:

- “A” indicates work of distinctly superior nature
- “B” indicates work of above average grade
- “C” indicates work of average grade
- “D” indicates work of below average grade
- “E” indicates work of such a nature that no credit is allowed on the records
- “I” indicates an “incomplete,” which must be made up within a definite length of time (make-up time is double the time absent if absence is excused); if not made up at the end of this time, the “I” is changed to “E”
- “S” Satisfactory performance for student office aides
- “U” Unsatisfactory performance for student office aides
- “M” Unable to fulfill class requirements due to medical reasons

## **WEEKLY PROGRESS REPORTS**

Based on parent request to the teacher or principal, weekly progress reports are available for those students struggling in their classes. These reports are made available to students in the counseling office. Students are expected to take the report to their classes on Friday for completion by each of his/her teachers.

## **REPORT CARDS**

Report cards will be issued to students one week after the end of each marking period. The school will mail the year-end report card home on the Thursday following the final week of school. Refer to the Allen Park Public Schools' Annual Calendar. The recording teacher should be contacted within ten calendar days upon receipt of the report card if the student or his/her parent believes an error has made in the grading. If the grade is not changed, the parent may appeal to the Principal in ten calendar days.

## HONOR ROLL

The “Honor Roll,” the list of those students who have earned a 3.0 grade point average and above, will be published each marking period. The “Principal’s List,” the list of those students receiving all “A’s” for the card marking, will also be published quarterly.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are held for students before and after school. These activities include athletic and academic clubs. Students are expected to abide by the Middle School Athletic and Extra-curricular Activities Code as listed in the Allen Park Public Schools Code of Conduct.

## TEXTBOOKS

Textbooks are supplied by the Board of Education. Students are expected to take good care of them. In cases of more than normal wear, students will be fined according to the degree of misuse. If a student loses a textbook, he or she ***must pay the replacement cost for the first one*** before being issued a second book. The price will be obtained from the office. This replacement policy also applies to school-issued student planners (assignment books).

## TELEPHONE USE

Office telephones are business phones and should be used ***only*** for that purpose. In case of emergencies, the office personnel will place the needed call. ***Students will not be called from classes*** to take telephone calls from home, except in cases of emergency.

## RESPONSIBILITY TABLE – FORGOTTEN ITEMS

Upwards of 30 - 40 students a day forget something: homework, lunch, lunch money, permission slips, gym shoes, folder, books, glasses, etc. In order to reduce the amount of classroom interruptions, we created the RESPONSIBILITY TABLE. This is a table located in the office where parents can deposit forgotten items for student pickup. If a student comes down to the office to call home for a forgotten item, it is their RESPONSIBILITY to come back to the office to pick it up. We will **not** call them in class to remind them. Items left on the table for more than 2 days will be put in the Lost & Found in the cafeteria. If a student doesn’t know they forgot an item, we will do our best to call them down to the office, given enough time to do so. However, once a student has been called down, it is their RESPONSIBILITY to retrieve said item. We will not call a student down twice. Again, this is to minimize classroom disruptions and to encourage students to take RESPONSIBILITY for having necessary school materials at all times.

## **DANCE PROCEDURES AND RULES**

1. An adult must accompany students arriving later than 3:30 p.m. before entering the dance.
2. Students may not leave earlier than 4:50 p.m. unless they have a written permission from their own parents. Sixth graders are dismissed at 4:45 p.m., seventh graders at 4:50 p.m., and eighth graders at 5:00 p.m.
3. Only Allen Park Middle School students are allowed at the dance. There are no exceptions to this rule.
4. Water bottles or containers with liquid are not allowed.
5. No running, slam dancing, or horseplay.
6. While dancing, hands are above the hips with heads off shoulders.
7. Hand holding and standing arm-in-arm is not allowed when not dancing.
8. Inappropriate or provocative dancing is not allowed.
9. The dress code for school applies at dances.
10. Students will enter and exit using the front entrance near the pool/girls locker room.
11. Book bags may be place on the stage or other designated areas.

## **FUNDRAISERS**

Fundraisers are held only by individual teachers, team of teachers, APMS or sponsored organizations (e.g. Booster Club, PTSA, and National Junior Honor Society). The school cannot hold fundraisers sponsored by individual students or a parent/guardian.

## **PROMOTIONAL FLYERS**

Hanging notices of any type on school property is prohibited, unless approval has been granted by the Principal or Assistant Principal.

## **BORROWING**

Students are highly encouraged not to borrow or lend money. Activities of this nature can lead to negative consequences. Students are encouraged to immediately contact a staff member if approached or threatened regarding money.

## **LOST AND FOUND**

Articles found throughout the school will be turned in to the announced “lost and found” locations within the school. Any student knowingly taking an article from the lost and found that does not belong to him/her will be disciplined per the guidelines in the Code of Conduct under “Theft and/or Possession of Stolen Property.” Unclaimed articles will be donated to charitable organizations at the end of each month. Students are encouraged to label all of their belongings.

## **WITHDRAWAL FROM SCHOOL**

When transferring or withdrawing from school, parents should accompany the student or send a written notice of the student's intent to leave. It is important that all property is checked out through the office so that records can be updated and forwarded to the new school.

## **VISITORS**

Parents are welcome to visit school at any time. All visitors must enter the main doors of the school and check-in at the office. Please call the office to make arrangements, in advance, and stop in the office before visiting a classroom or teacher. Individual conferences with counselors and other staff members may also be arranged as needed. "Drop in visits" for a conference are apt to be disappointing as the teacher may be absent, busy teaching a class, or have other obligations; therefore, we recommend making an appointment if you wish to see a specific teacher.

## **BREAKFAST**

The Food Services of Allen Park Public Schools offers breakfast items for a nominal fee to students beginning at 7:15 a.m. in the cafeteria. Breakfast must be consumed within the cafeteria and completed by the first bell of the school day.

## **LUNCH**

All students must remain in school during lunchtime. Food or drink will be eaten only in the cafeteria. Students may choose to purchase their lunch with cash or through the school districts computerized account system. "Charging" at lunch is not permitted.

## **LOCKERS**

Use of the lockers for students is a privilege, not a right. Lockers are school property and the school retains the right of ownership. Misuse of lockers, such as altering the locking mechanism, kicking or defacing them etc., may cause the students to forfeit the use of the locker.

1. Lockers will be assigned at the beginning of the school year.
2. The lockers are furnished with combination locks. *Students should keep these combinations secret for their own protection.*
3. Students must not change lockers without permission from the attendance office.
4. Students are responsible for keeping lockers neat at all times; periodic checks of lockers will be made.

5. The search of student lockers by school administrative personnel will be made when there are reasonable grounds for believing the locker may contain material in violation of established school policy.
6. Students should bring a combination lock, to be removed daily, to secure their personal belongings in the locker room lockers for gym class.

## **BICYCLES**

Bicycles are to be placed in the bike racks located at the front of the building. Students are not permitted to use their bicycles during school hours, including lunchtime. Bikes should *always* be locked. The school is not responsible for theft of bicycles.

## **BUILDING USE**

Students may be in classrooms, gym, or pool area only under the supervision of teachers or coaches. Students are to leave the building immediately after school unless attending supervised school functions or otherwise directed by the teachers or the office.

## **ASSERTIVE DISCIPLINE**

The Assertive Discipline program was adopted by the Middle School to provide a fair and consistent academic environment. Below are the basic components of the Assertive Discipline program.

## **GENERAL RULES:**

1. Coats, jackets, hats, and gloves must be left in locker.
2. Students will keep their hands and feet to themselves.
3. Profanity and yelling is unacceptable.
4. Extreme affection or holding hands in school or on school property is not allowed.
5. All students will walk during class changes and dismissal.
6. Students will respect the rights and property of others.
7. Students will follow staff directions.
8. Students must be in the classroom before the scheduled start of class.
9. Gum is not allowed.
10. Students will eat only in the cafeteria unless an arrangement has been made by a teacher(s).
11. Only clear plastic water bottles are allowed in the hallways or classrooms. Students will be expected to make certain that empty water bottles are disposed of in the proper manner.
12. Students may possess a cellular telephone or other electronic communication device (ECD) at after-school activities and school-related functions, provided that during

school hours the cell phone or other ECD remains off. Devices that are capable of capturing images (cameras, telephones etc.) electronic or otherwise, are prohibited from use at school, whether on school grounds or at any school-related function. Connecting a cell phone and/or ECD to the District's Wide Area Network is also prohibited. Cell phones and other ECDs shall be turned off and stored in the student's locker during school hours.

- 1<sup>st</sup> offense confiscation of device and 1 day ISS (in-school suspension)
- 2<sup>nd</sup> offense confiscation of device and 3 days out of school suspension
- 3<sup>rd</sup> offense confiscation and 3 to 9 day suspension

If the cell phone or ECD is confiscated it must be picked up in the main office by a parent or guardian.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

13. Rollerblades and/or spikes are not to be worn in the school building.
14. Toys or items of torment such as water pistols, water balloons, bean shooters, laser pointers and firecrackers, will not be brought to school.
15. Street shoes will not be worn in the gym except during designated functions.
16. Snowballs will not be thrown on school property.

**Classroom Rules** - each classroom has the following three rules in common in addition to those specific to each teacher.

1. Be in the classroom before the scheduled start of class
2. Have required materials (books, pen/pencils, etc.)
3. Keep hands, feet, and objects to self

### **Classroom and School Rule Consequences**

All teachers will use the following procedures for violation of classroom and school rules:

1. Write name of student on board as warning or verbal warning
2. One check by name for second violation or second verbal warning
3. Second check for third violation, or third verbal warning. At this point, the student will be sent to the office with a pass saying "third violation." The teacher will write a referral to the Principal or Assistant Principal and contact a parent.
4. On the third referral to the office in a given marking period, and every subsequent referral in the same marking period, the student will be suspended.

### **SITUATIONS IN WHICH STUDENTS WILL BE SENT DIRECTLY TO THE OFFICE:**

1. Danger to self and/or others (fighting, weapons, etc.)
2. Any abusive or disrespectful language or actions directed to any staff member
3. Leaving class without permission

4. Substance abuse, smoking, alcohol
5. Gross insubordination

### **Hallway Rules**

1. Students will follow directions of staff
2. Students will not run in the halls
3. Students will walk on the right side of the hall
4. Students must have a pass when in the hallway during class hours
5. No food or drink in the halls at any time

### **Office Rules**

1. Keep voice low, no loud talking or yelling
2. Keep hands and feet to yourself
3. Respect the rights and property of others
4. Any violations of the Code of Conduct will be subject to disciplinary action

### **Cafeteria Rules**

1. Students will sit at assigned tables
2. Students will follow directions of staff
3. Students will not throw food
4. Students will put all trash in the proper place
5. Students will keep hands, feet, and objects to themselves at all times

### **Gym Rules**

1. Students not allowed in gym without authorization.
2. Students report immediately to attendance spot and sit down.
3. Physical and verbal harassment will not be tolerated.
4. All students are required to dress and participate daily.

### **Locker Room Rules**

1. No running or horseplay.
2. Dress
3. Sit on benches.
4. Wait to be released into gym.
5. Remain in locker room until dismissed.

### **Pool Rules**

1. Swimmers must shower before entering pool area.
2. Shoes are not allowed on pool deck.
3. Swimming is allowed only when a lifeguard is on duty.
4. Physical and verbal harassment will not be tolerated.
5. No running or horseplay on deck.
6. Diving permitted only in designated areas.
7. Directions by the lifeguards must be obeyed at all times.
8. Emergency equipment to be used by lifeguards only.

## **SCHOOL BUSES**

The privilege of riding a school bus is directly dependent on the behavior of the bus rider. Only students eligible for transportation through School District guidelines are allowed on the bus assigned. Special circumstances (riding with a friend) are not allowed. The following guidelines are established for the bus rider, the bus driver, the Principal, and the parent. This information is also found in the Allen Park Schools Code of Conduct.

Infractions of the bus and/or bus stop conduct:

1. improper boarding/departing procedures
2. bringing articles aboard bus of injurious or objectionable nature
3. failure to remain seated or switching seats
4. refusing to obey driver
5. fighting/pushing/tripping
6. hanging out of window
7. throwing objects in or out of bus
8. lighting matches/smoking on bus
9. tampering with bus equipment
10. rude, discourteous, and annoying conduct
11. destruction of property
12. other behavior relating to safety, well-being, and respect for others
13. spitting/littering
14. unnecessary noise
15. eating or drinking on school bus

The following disciplinary actions will be taken for those students violating the above bus rules:

1st offense	warning and/or up to 3 days off bus
2nd offense	3 days off bus
3rd offense	5 days off bus
4th offense	10 days off bus or remainder of card marking, whichever is greater
5th offense	child does not ride bus the remainder of school year

**SEVERE STUDENT ACTION THAT AFFECTS THE HEALTH OR SAFETY OF THE STUDENTS ON THE BUS MAY CAUSE IMMEDIATE BUS SUSPENSION AND/OR SCHOOL SUSPENSION BY THE PRINCIPAL OR ASSISTANT PRINCIPAL, THE DURATION TO BE DETERMINED AT THE ADMINISTRATOR'S DISCRETION. ALL CODE OF CONDUCT RULES APPLY TO ALL STUDENTS TO AND FROM SCHOOL WHILE RIDING THE BUS.**

## TELEPHONE DIRECTORY

To assist you in contacting the proper office at our school, we would like you to have the following information:

Michael Dawson, Principal	827-2200
Mark Lowe, Asst. Principal/Athletic Director	827-2250
Jane Beier, Counselor	827-2200
Bob Curry, Counselor	827-2200
Attendance Office	827-2250
General Information, Contact Teachers	827-2200

To contact other District offices:

John Sturock, Ed.D., Superintendent	827-2150
Mark Greathead, Director of Personnel and Employee Services	827-2105
William Holdsworth, Director of Curriculum and Technology	827-2160
Deborah Lee, Director of Finance	827-2175
Walt Pytlak, Director of Special Education	827-2180
Tanya Duffy, Director of Community Services	827-2660
Lee Anzicek, Director of Transportation/Maintenance	827-2050
Karen Guobis, Director of Food Services	827-2185
Allen Park High School	827-1200
Allen Park High School Counseling Office	827-1236
High School Athletic Office	827-1234
Arno Elementary School	827-1050
Bennie Elementary School	827-1300
Lindemann Elementary School	827-1150

### **ADMINISTRATION**

John Sturock, Ed.D., Superintendent  
Mark Greathead, Director of Personnel and Employee Services  
William Holdsworth, Director of Curriculum and Technology  
Deborah Lee, Director of Finance  
Lee Anzicek, Director of Transportation and Transportation

### **BOARD OF EDUCATION**

Frank Liberati, President  
Guy DesJardins, Vice President of Human Resources  
Margaret Marten, Vice President of Teaching and Learning  
Michael Bazzana, Vice President of Operations  
Rick Moynihan, Vice President of Extracurricular Issues  
Gordon Miller, Secretary  
Fran Babbage, Treasurer

### **MIDDLE SCHOOL ADMINISTRATIVE STAFF**

Michael S. Dawson, Principal  
Alise Grant, Secretary  
Mark Lowe, Assistant Principal/Athletic Director  
Rose Arble, Secretary  
Jane Beier, Counselor  
Bob Curry, Counselor

### **PTSA EXECUTIVE BOARD**

Bonnie Remenapp, President  
Nina Liberati, First Vice President, Programs  
Second Vice President, Fundraising  
Michael S. Dawson, Third Vice President  
Kim Miller, Secretary  
Michelle Cavazos, Treasurer

Below is a list of useful resources in the Downriver area. Should you need further help contacting the type of service you need, please contact one of the school social workers or counselors in the District.

**Crisis and Emergency Services**

Children's Crisis Screening (TGC)	734-287-1701
Counterpoint Crisis Center/Shelter	313-563-5005
Emergency Telephone Crisis Hotline	313-224-7000
First Step Domestic Violence & Rape Counseling	888-453-5900
Poison Control	800-POISON
Protective Services (DSS)	313-396-0300
Runaway Assistance	800-292-4517
Suicide Hotline	313-224-7000
Wayne Family Emergency Shelter	734-721-0590
Safe Stay	734-595-0411

**Health and Social Services**

Taylor Teen Health Center	734-942-2273
Family Independence Agency (FIA) – Taylor	313-285-8000
Family Independence Agency (FIA) – Lincoln Park	313-389-0342

**Counseling Services**

Center for Individual & Family Therapy	313-389-7500
Community Care Services	
Lincoln Park	313-389-2209
Taylor	734-955-3550
The Guidance Clinic	
Adult & Family	734-287-1500
Infants & Outreach	734-287-1702
Children (Lincoln Park)	313-388-4630
Children (Southgate)	734-287-1701
Adults & Substance Abuse	734-287-1703
Family/Neighborhood Services	313-843-2210
Family Services	734-479-6100
His/Her Place Counseling	313-381-5620

**Information Services**

Child Abuse Prevention	734-721-5901
Child Care Coord. Council	734-782-7224
The Information Center	734-282-7171
Self Help Clearinghouse	800-777-5556

**Parent Support Services**

Parent to Parent Support (ARC Downriver)	734-283-0710
Parent Helpline	800-942-HELP
Parenting Matters Helpline	800-531-5151
Teen Parent Support Group	843-2210

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## **POLICY OF COMPLIANCE WITH FEDERAL LAW**

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

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# NOTES