



2026-2027 Student Handbook

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Mission Statement of Addison Community Schools

To provide a well-balanced curriculum and learning environment, supplemented by enriching experiences in order for all learners to be successful. As well as preparing confident students to make positive contributions to the global society and the community in which they live.

Beliefs

- A strong, well-rounded academic and extracurricular program is imperative for high student achievement.
- A safe, orderly, and predictable environment that is also enjoyable promotes learning.
- Having a balance between maintaining a solid foundation of technology and being on the cutting edge promotes high student engagement in learning.
- Building a culture of collaboration and providing frequent and timely communication among all stakeholders will create meaningful partnerships between the school and community.
- All children and families have the right to effective instruction, and the responsibility to learn, progress, and experience success.

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IMPORTANT INFORMATION

District Website

<https://www.addisonschools.org/>

Board Policies are available at:

<https://go.neola.com/addis-mi/policy/policy-manual>

Address:

219 N. Comstock
Addison, MI. 49220

Contact Information:

Addison Elementary School
(517) 547-6912 – Building Office
Angela Huston, Principal

Addison Middle/High School
(517) 547-6951 – Building Office
Julie Whoolery, Principal

Central Office: 517-547-6901

Fax: (517) 547-3838

Transportation: (517) 547-3768

Athletics: (517) 547-6961

Administration

Interim Superintendent: John Krimmel

Chief Financial Officer: Brenda Pyle

Business Office Assistant/Human Resources: Melody Henthorne

Executive Administrative Assistant/Athletic Secretary: Tiffany Smith

Athletic Director: Dylan Klee

High School Principal: Julie Whoolery

Elementary School Principal: Angela Huston

Director of Student Services: Lisa Haag

High/Middle School Dean of Students: Nick Rush

Director of Operations & Security: Dennis Blackburn

Transportation Director: Vince Gilbert-Manion

2026-2027 DISTRICT CALENDAR

Addison Community Schools						
2026-2027						
School Year Calendar						
July 26						
Su	M	Tu	W	Th	F	Sa
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August 26						
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April 27						
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May 27						
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June 27						
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July 27						
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August 27						
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29	30	31				

8/18-20/2026	Teacher PD
8/19/2026	Meet the Teachers/Uncaged 2026!!!
8/24/2026	First Day of School
9/4/2026	No School
9/7/2026	No School
9/25/2026	Progress Report - 1st Marking Period
10/1/2026	1/2 Day - Parent Teacher Conferences
10/2/2026	Teacher PD (No School)
10/23/2026	End of 1st Marking Period
11/25/2026	1/2 Day - Students & Staff
11/26-27/2026	Thanksgiving Break
12/4/2026	Progress Report - 2nd Marking Period
12/21/2026	Christmas Break Starts
1/4/2027	School Resumes
1/15/2027	1/2 Day - End of 1st Semester
1/18/2027	Teacher PD (No School)
1/19/2027	Beginning of 2nd Semester
2/15/2027	No School
2/19/2027	Progress Report - 3rd Marking Period
3/19/2027	End of 3rd Marking Period
3/26/2027	Spring Break Starts
4/5/2027	School Resumes
4/30/2027	Progress Report - 4th Marking Period
5/11/2027	Seniors Last Day
5/16/2027	Graduation
5/31/2027	No School
6/3/2027	1/2 Day - Last Day - End of 2nd Sem.

Calendar Template by Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

2026-2027 DAILY SCHEDULE

Elementary:

Full Day Hours: 7:55 – 2:55

Half Day Hours: 7:55 – 11:55

Two-Hour Delays: 9:55 – 2:55

Middle School:

Full Day:	Half Day:	Two Hour Delay:
1 st Hour: 7:55 - 8:50	1 st Hour: 7:55 - 8:25	1 st Hour: 9:55 - 10:30
2 nd Hour: 8:55 - 9:50	2 nd Hour: 8:30 - 9:00	2 nd Hour: 10:35 - 11:10
3 rd Hour: 9:55 - 10:50	3 rd Hour: 9:05 - 9:35	3 rd Hour: 11:15 - 11:50
4 th Hour: 10:55 - 11:25	4 th Hour: 9:40 - 10:10	4 th Hour: 11:55 - 12:25
Lunch 11:25 - 11:55	5 th Hour: 10:15 - 10:45	Lunch 12:25 - 12:55
5 th Hour: 12:00 - 12:55	6 th Hour: 10:50 - 11:20	5 th Hour: 1:00 - 1:35
6 th Hour: 1:00 - 1:55	7 th Hour: 11:25 - 11:55	6 th Hour: 1:40 - 2:15
7 th Hour: 2:00 - 2:55		7 th Hour: 2:20 - 2:55

High School:

Full Day:	Half Day:	Two Hour Delay:
1 st Hour: 7:55 - 8:50	1 st Hour: 7:55 - 8:25	1 st Hour: 9:55 - 10:30
2 nd Hour: 8:55 - 9:50	2 nd Hour: 8:30 - 9:00	2 nd Hour: 10:35 - 11:10
3 rd Hour: 9:55 - 10:50	3 rd Hour: 9:05 - 9:35	3 rd Hour: 11:15 - 11:50
4 th Hour: 10:55 - 11:25	4 th Hour: 9:40 - 10:10	4 th Hour: 11:55 - 12:25
5 th Hour 11:30 - 12:25	5 th Hour: 10:15 - 10:45	5 th Hour: 12:30 - 1:05
Lunch: 12:25 - 12:55	6 th Hour: 10:50 - 11:20	Lunch: 1:05 - 1:35
6 th Hour: 1:00 - 1:55	7 th Hour: 11:25 - 11:55	6 th Hour: 1:40 - 2:15
7 th Hour: 2:00 - 2:55		7 th Hour: 2:20 - 2:55

Elementary school staff will supervise students on school grounds 25 minutes before the school day begins (7:30AM) and 20 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- District mass notification system (phone calls, text messages, and email)
- District Facebook Account

CHAIN OF COMMAND

Addison Community Schools encourages open communication about your student. If you have concerns about your child's education, you first need to contact the teacher to try and resolve the issue. If you feel you have been unsuccessful in reaching an acceptable solution, you may contact the building principal. If you feel you have exhausted all options at the building level, please contact the Superintendent.

1. Teacher
2. Building Principal
3. Superintendent

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator

LuAnn Hurd, Behavioral Specialist

Luann.hurd@addisonschools.us

(517) 547-6914

Nick Rush, Dean of Students

Nick.rush@addisonschools.us

(517) 547-6990

Designated Section 504 Coordinator

Elementary School: Katie Sawdey, Student Support Facilitator

Katie.sawdey@addisonschools.us

(517) 547-6914

Middle/High School: Nick Rush, Behavioral Specialist

Nick.rush@addisonschools.us

(517) 547-6990

Designated Civil Rights Coordinator/Employment Compliance Officer

Melody Henthorne, Human Resources

Melody.henthorne@addisonschools.us

(517) 547-6904

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at

<https://www.addisonschools.org/departments/business-office/>

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint about such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also

anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 1422.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 1422.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the building office no later than 8:30AM.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the students' parents:

- School-Sponsored Events – Field Trips, Athletic Events, Etc.
- Funeral
- Court
- Medically excused absences with proper documentation within one week of the absence.
- A student who is dismissed from school due to illness on the recommendation of the school nurse or another staff member will have the remainder of that school day excused. Any subsequent absences related to illness will be considered unexcused unless documentation from a healthcare provider is submitted.

Elementary

- Students leaving prior to 2:00 will result in an afternoon absence.
- Students arriving after 8:50 will receive a morning absence.
- Students arriving after 7:55 will need to have a parent/guardian sign them in the office.
- Students not in the classroom by 8:00 will be marked tardy.

Middle/High School (6-12)

Students who are more than 10 minutes late are considered absent or if a student leaves more than 10 minutes early/missing more than 10 minutes they are also considered absent.

3 tardies are equal to one absence.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

At the end of each semester, students who have between 5 and 8 unexcused absences in a class period will have a grade reduction of 5% in that class period. Students who have 9 or more unexcused absences in a class period will have a 10% grade reduction in that class period. If the grade reduction results in the course grade falling below 60%, students can earn credit for the course by taking the exam and achieving 77% or higher on the course exam, demonstrating proficiency in the course.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school as soon as possible. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5200.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks, Chromebooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited..

Cell Phones and Other Wireless Communications Devices

Students in grades 6th-12th may check their cellular phones during transition time while at their lockers. Students in grades 9th-12th grade may also have their cellular phones during lunch time. **When the transition bell rings, cellular phones for grades 6th-12th must be put in their lockers and not taken to class. Cellphones are not permitted during instructional time per [Michigan House Bill 4141](#) and Senate Bill 495, Which were signed into law on February 10, 2026.**

This policy will be readvised as needed.

Violation of this policy will result in the following disciplinary actions:

- 1. The device will be delivered to the administrative offices and may be picked up by the student at the end of the day. Parents/guardians will be notified.**
- 2. The device will be delivered to the administrative office and may only be picked up by the parent/guardian at the end of the day.**
- 3. The device will be delivered to the administrative office and may only be picked up by a parent/guardian at the end of the day. The teacher will also complete an office referral or insubordination.**

Cameras are disruptive to the educational process and are not allowed to be used during school hours without permission from the principal.

Except as authorized under board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities, and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device in any restroom, locker room, or other location where students and staff “have a reasonable expectation of privacy”. A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they will fail the exam and be suspended.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person’s work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.

- Taking or receiving copies of a test.
- Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence (AI) to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit for that assignment or class and will be subject to discipline, up to and including expulsion.

Children’s Protective Services Investigations

The District will cooperate with Children’s Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is closed. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer at risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide the MHSAA- educational materials on concussion awareness to each student and to the student's Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA- concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5340.01 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5511, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- It is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption.
- It is obscene, sexually explicit, indecent, or lewd.
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors.
- Incites violence.

- Contains “fighting words”.
- Constitutes a true threat of violence.
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, which may be revoked at any time. Students who drive to school must obey the following rules:

- Students must have written parental permission prior to driving to school and complete the Vehicle Form PO5514 F1 and provide evidence of:
 - Driver’s License
 - Insurance
 - Vehicle Registration
- Parking Passes are required for all students and can be purchased in the high school office. If purchased in the first 2 weeks of school it is \$5.00, any time after that is \$10.00.
- Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
- Students may not drive carelessly or at excessive speed on school grounds.
- By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy or Law 5515.01 and Policy 5771.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

During the 2026 - 2027 school year all breakfast and lunches are **FREE**, Addison School participates in the *National School Lunch Program*. Ala carte items are available for grades 6 - 12. Students may also bring their own lunch to school to eat in the cafeteria. No student shall be allowed to leave the school premises during the lunch period without specific written permission granted by the principal.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Any adult who wishes to attend a field trip with their student(s), *MUST* have a background check *BEFORE* they will be allowed to attend the field trip. If an adult shows up on the day of a field trip and has not obtained a background check, they will be asked to leave and will NOT be allowed to attend the field trip.

Siblings are asked to not attend field trips and participate in grade level field trips only.

Transportation will only be provided for students, not parents.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

Head lice are parasitic insects that typically live on the scalp. Head lice are mainly spread by direct head-to-head contact. Head lice crawl, they do not fly or jump. Please encourage your child not to share personal items such as combs, hats, brushes, and headbands.

The main indicator of head lice is itching of the scalp. School-wide classroom head checks are not done.

If a child complains of their scalp itching or a bug is visualized, the parent will be contacted by the school nurse with the recommendation that the parent/guardian pick the student up and treat the child's hair with pediculicide. Upon students' arrival back from having head lice, school nurses will inspect child's head to verify there aren't any more live bugs. For more information on the treatment of head lice, contact the Lenawee County health Department (517-264-5203) or see [Head lice: What Parents need to Know.](#)

Homeless Children and Youth

The District will provide free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Lisa Haag, Director of Student Services / Homeless Liaison
Lisa.haag@addisonschools.us
(517) 547-6984

For detailed information about Homeless Children and Youth, see Policy 5111.01.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parents must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District with an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

If a vaccine-preventable communicable disease outbreak occurs, the Lenawee County Health Department has the authority to direct the school district to exclude students who have an immunization waiver.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy

8321. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5771, 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 violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the office of that building. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medication

When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parents must submit a written request and Medication Authorization form as required by the District. Medication Authorization forms may be picked up in the building office.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the students' parents of any observed adverse reaction to medication.
- All medications must be in the original container.

- Medication must be delivered to the school by an adult. Medications MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

For additional information and requirements, see Policy 5330

Asthma Inhalers and Epinephrine Autoinjectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5335. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the students' parents. The emergency care plan will contain specific instructions related to the students' needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Involvement in Education

The District recognizes and values parents and families as children's first teachers and decision-makers in education. The District believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children results in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy 2112, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each district. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess

Students must follow these rules during recess or while using the playground:

- Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and

circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

- When the wind chill is below 15 degrees Fahrenheit, children will not go outside for recess.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt for their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search for at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has

reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Anything that is found during a search that may be evidence of a violation of school rules, or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 8330 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 8330.

Directory Information

The District designates the following information as directory information:

- Student names, addresses, and telephone numbers.
- Photographs and videos depicting a student's participation in school-related activities and classes.
- Date and place of birth.
- Major field of study.
- Grade level.
- Enrollment status (e.g., full-time, or part-time).
- Dates of attendance (e.g., 2023-2027).
- Participation in officially recognized activities and sports.

- Weight and height of athletic team members.
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information opt Out Form is available in the building office. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only.. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Before any student may take advantage of the school’s computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District’s Student Technology Acceptable Use Policy 7540 and the requisite student and parent agreement will be distributed with the registration packet. It must be signed and returned.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

Transportation Services

School Vehicle Rules

Riding school vehicles is a privilege, not a right. Students must comply with the following rules, and all schools conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

- Students must promptly comply with any directive given by the driver.
 - Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
 - Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
 - Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
 - Students must remain seated and keep aisles and exits clear while the vehicle is moving.
 - Students may not throw or pass objects on, from, or into vehicles.
 - Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
 - Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
 - Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
 - Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
 - Students must always respect the rights and safety of others.
- A. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- B. Students may not vandalize or intentionally cause damage to the vehicle.
- C. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 7440.01, applicable law, or a District employee.

SECTION II: ACADEMICS

To encourage students and parents to stay appreciated of student academic information, grades, attendance, and other information can be accessed via Infinite Campus.

To register for Infinite Campus please contact the building secretary.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony consequently for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

- Students must meet all the academic requirements set forth by the Board of Education to participate in the commencement.
- Seniors must attend mandatory graduation practice to participate in the commencement. Specific guidelines for this will be communicated to the parents and given to the seniors.
- Parents and seniors must realize the commencement ceremony is a privilege, not a right. Students may be excused from participating for disciplinary reasons.

Early Graduation Procedure

Students requesting early graduation must write a letter of petition to the High School Principal and obtain letters of support from two (2) faculty members.

The principal will verify that all criteria for early graduation are fulfilled, including review of the students Individual Education Plan (IEP), If applicable.

The Board of Education will be petitioned to waive the 8th semester. Students who have completed seven (7) semesters and then are granted early graduation will retain their class rankings and be permitted to participate in their class graduation ceremony.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

Normally, a student will complete graduation requirements in four (4) years. To receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of minimum credits. A student enrolled in special education may be exempted from the state mandated test. Such an exemption is made by the Individualized Education Plan. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. Specific course requirements are:

SUBJECT	REQUIRED # OF CREDITS	SUBJECT	REQUIRED # OF CREDITS
English	4.0	Science	3
Health	0.5	Social Studies	3
Physical Education	0.5	Foreign Language	2
Mathematics	4.0	Visual Performing & Applied Arts	1
• Class of 2026 Credits 24 • Class of 2027 and any graduating class afterwards will need 23 credits.			

*Students are also required to take the Scholastic Aptitude Test (SAT) to be eligible for graduation starting with the class of 2025.

Recognition of Student Achievement

Students who have displayed significant achievements during the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition of such activities is initiated by the staff and coordinated by the building principal.

Honors Course

Anatomy	AP History	Physics
Anatomy / Physiology	AP Psychology	Pre-Calculus
AP Biology	AP US History	Psychology
AP Calculus	Calculus	Statistics
AP Chemistry	Dual Enrollment	Zoology
AP Computer Coding Sports Statistics	Honors Band	3 rd Year Foreign Language
AP English Literature	Honors History	

*AP (Advanced Placement)

Calculations will be carried out to the fourth decimal place to break ties. If a tie still results, those students will share the honors as Valedictorian or Salutatorian.

Students who enroll from non-charted or home-based schooling will have no established grade point average of class rank for graduation honors such as valedictorian, etc., until they have completed a minimum of four semesters at Addison High School (AHS) as a full-time student. A student must take at least one GPA granting course on Addison's campus. No student will be eligible for graduation honors, such as valedictorian, etc., unless they have been enrolled and completed three consecutive semesters prior to the final semester utilized for determining such honors.

Valedictory, Salutatory, Top 10

Averages for Valedictorian, Salutatorian, and Top 10 are computed at the end of the first semester of the senior year. An incomplete class must be completed by the end of the two-week period, or the grade will constitute an F for the purpose of calculating standings.

Averages will be determined based on the [high school grade point scale](#) described previously.

Rank will be determined based on academic subject semester grades only and will be calculated after all semester grades have been submitted each semester,

Enrollment in Addison High School for at least three semesters prior to graduation to be eligible for Valedictorian, Salutatorian, or Top Ten.

- During these three consecutive semesters required for residency, they must take at least one GPA granting course on Addison's campus each semester. In-person programs students enrolled in through Addison will count as on campus. These programs include but are not limited to, Tech Center, Center for Science and Industry, dual enrollment, work-experience, Hillsdale Area Career Center, Hillsdale Beauty College, and Jackson Area Career Center.

Honors Course List – Students must take (5) credits from the Honors Course List to graduate with Valedictorian, Salutatorian, and Top Ten honors.

Dropping or Adding a Class

The Director of Student Services will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Director of Student Services.

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the students' needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. All changes should be made before the start of the semester.

Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Schedule changes must be requested within five school days of the new semester. Any schedule changes after the five days will be at the discretion of the principal/counselor. An add/drop form must be submitted before the schedule is changed. Signatures are required from all teachers involved, a parent/guardian, and the counselor. Add/drop forms will be available in the main office.

Changes may be denied unless needed to complete a full-time schedule, Individualized Education Plan (IEP) requirements, outside schedule changes (dual enrollment, Lenawee Intermediate School District (LISD) Tech Center, etc.) or meet graduation requirements.

Foreign students and foreign exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact the Director of Student Services for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Lenawee County Early College (LCEC) is an innovative, five-year program that allows students to earn a high school diploma while also earning college credit – setting them up for success in college, careers, and beyond. LCEC is approved by the Michigan Department of Education and designed to expand access, opportunity, and future options. For more information please view the [Lenawee County Early College – Family Information Guide](#).

By March 1 of each year, the District will provide general information to all students in grades 8 or above about post-secondary enrollment options. In addition, the District will provide detailed information to all high-school students about post-secondary enrollment options. That information will include all the following:

Enrollment eligibility.

- The institutions and types of courses in which students may enroll.
- The District's decision-making process for granting academic credits.
- An explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District; An explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District

Available support services provided by the District

- The need to arrange an appropriate schedule.
- Consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution.
- The effect of enrolling in an eligible post-secondary course on the eligible student's ability to complete the required high-school graduation requirements.
- The academic and social responsibilities that must be assumed by the eligible student and his or her parent.

State law sets limitations on the number of college courses on which students may enroll. Students CANNOT take more than ten (10) courses.

Grade	4 years	3 years	1 – 2 years
9	2 classes		Not more than six (6) classes during either academic year of enrollment.
10	2 classes	2 classes	
11	2 classes	4 classes	
12	4 classes	4 classes	

The District will, to the extent possible, offer counseling services to a student and his/her parents before the student enrolls in an eligible post-secondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

Grades

Report cards will be issued at least once each semester. Grades are calculated using the following grading scale:

The Middle/High School (Gr. 6-12) uses the following grading system: Grade Point Scale

General Classes			AP Classes		
Score	Letter Grade	GPA	Score	Letter Grade	GPA
93 – 100	A	4.00	93 – 100	A	5.00
90 – 92	A-	3.67	90 – 92	A-	4.67
87 – 88	B+	3.33	87 – 89	B+	4.33
83 – 86	B	3.00	83 – 86	B	4.00
80 – 82	B-	2.67	80 – 82	B-	3.67
77 – 79	C+	2.33	77 – 79	C+	3.33
73 – 76	C	2.00	73 – 76	C	3.00
70 – 72	C-	1.67	70 – 72	C-	2.67
67 – 69	D+	1.33	67 – 69	D+	2.33
63 – 66	D	1.00	63 – 66	D	2.00
60 – 62	D-	0.67	65 and below	D-	0.00

Semester Exams

In grades 6-8 students are expected to complete an assessment at the end of each semester. In grades 9-12 students are expected to complete a final semester cumulative

exam. The following rules apply to exams. No one leaves during exam time. Exams must be taken during the scheduled exam times. Notification of excused absences on exam day will warrant a student to reschedule within the days the student has missed. A doctor's note may be required. IEP and 504 accommodations will apply for exams. Students who earn 77% or higher on a final exam shall receive credit toward graduation for the course. Grades earned in the course, including F, will remain on the transcript and count toward the GPA.

Seniors who have received proficiency in all subject areas tested on the M-Step and received a composite score of 1,000 or above on the SAT administered during their junior year will be exempted from the first and second semester final exams.

Any student missing two or fewer excused or unexcused absences per semester and passing before their assessment/exam may opt out of the semester exam for each class period in which they meet the requirement.

Students identified as medically fragile, with proper documentation on file whose absences are supported by doctor notes and are passing will be exempt from the assessment/exam.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework will not generally be used for disciplinary reasons but only to enhance learning.

Personal Curriculum

For students who are working toward a Michigan Merit Curriculum diploma, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. The parent of a student who has completed grade 9, or a student who has reached age 18, may request a personal curriculum. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9.

Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Lisa Haag, Lisa.haag@addisonschools.us For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 2231.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Middle School

Middle school students who do not pass 3 out of 4 core subjects will be required to attend summer school, if available. In order to be promoted to the next grade students must participate in and must meet all summer expectations.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and taking state mandated tests. A student is only promoted when the necessary requirements are met, or the student has completed the goals and objectives of an IEP or in a [personal curriculum](#). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are met. Information about credit and course requirements is available in the Counseling Office.

The following numbers of credits earned designate the grade to which the student will be registered:

Grade	# of Credits
Freshman	0 – 5
Sophomore	6 – 11
Junior	12 – 17
Senior	18 or more

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodation due to a disability or suspected disability should contact the building principal.

Summer School

Middle school students who do not pass 3 out of 4 core subjects will be required to attend summer school, if available. To be promoted to the next grade, students must participate in and must meet all summer expectations.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5460 and plan with their assigned administrator.

[Public Act 335, Section 1279B, of the State Code](#) requires that any high school student be offered the opportunity to “test out” of any course offered by his/her high school. The testing out option does not include government or physical education because they are statutory mandated for all high school students.

Students must exhibit mastery of course content by attaining a grade of C+ or better on a comprehensive final exam. Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to portfolios, performance, papers, project and/or presentations.

Credit earned will be based on successful mastery of the computation of the grade point average.

Successfully “testing out” of a course will count towards the credit requirement for graduation. Credit will be accepted as fulfillment of a requirement in a course sequence. Once credit is granted by “testing out”, a student may not receive credit for a lower course in that course sequence.

Students must contact the high school principal, in writing, by June 1 for each school year to make their request. A course syllabus will be provided, and testing will be scheduled prior to the start of the following school year. No requests will be made after June of each school year.

Career Prep / College

It is important that students visit programs of interest to them prior to making a final decision. There are many opportunities to visit these campuses on non-school days, but that doesn't always work with everyone's schedule. With that in mind, Addison High School has developed a procedure for juniors and seniors to visit campuses and programs as a school-related absence.

1. Juniors are allowed one (1) visit, and seniors are allowed two (2) visits.
2. The administration has the right to deny any visit that takes place during the school day.
3. Students requesting a visit during a school day must:
 - a. Obtain a form from the office and return this form signed by the parent/guardian and teachers to the office **at least 3 days BEFORE** the visit.
 - b. Take the form on the visit and have an official sign the form verifying the visit.
 - c. Return the form to the office when you return to school the next day.

- d. The absence will be considered school-related, provided that a form is signed by a representative at the visit and given to the office upon return to school.

Failure to follow the above steps may result in an unexcused absence from school. Parents assume responsibility for providing transportation to the visit.

Work Permits

Information about work permits is available in the Central Office. If a student elects to take a job outside of school, they will need to obtain the appropriate documents from the superintendent's office. Students are reminded that their primary responsibility is to meet their academic requirements. Work permits will only be provided to students who remain on track for graduation and may be revoked by the school.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2026-2027 school year, the District offers the following student clubs, activities, and athletics:

Elementary School

CLUBS	ACTIVITIES
• Student Council	• Band

Middle/High School

CLUBS	ACTIVITIES
• Student Council • National Honors Society • Quiz Bowl • Key Club • Robotics • Equations • Yearbook	• Football • Golf • Volleyball • Cheerleading • Basketball • Wrestling • Cross Country • Softball • Baseball • Track • Band

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix A) and any applicable team rules.

For more information, see Policy 9211.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and

eligible District students, and the club may not refuse membership of a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 9211.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Lunch Detention

Students assigned to lunch detention are required to report to the designated supervised location during their scheduled lunch period. Students may eat their lunch during this time but are expected to remain seated, follow all directions from the supervising staff member, and maintain appropriate behavior.

Failure to report lunch detention, arriving late, or failing to comply with expectations may result in additional disciplinary action, including reassignment of the detention or other consequences as determined by school administration.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity.
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for ten (10) or fewer school days, an administrator will:

1. Provide the student with verbal notice of the offense the student is alleged to have committed.
2. Provide the student with an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than ten (10) and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with:

1. Written notice of the offense the student is suspected to have committed.
2. A explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted.
3. A opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least three (3) calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the seven factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within three calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.]

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with:

1. Written notice of the offense the student is suspected to have committed.
2. A explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted.
3. A opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

A major component of the educational program at the District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student is expected to:

- Abide by national, state, and local laws as well as the rules of the school.
- Respect for the civil rights of others.
- Act courteously to adults and fellow students.

- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Always act in a manner that reflects pride in self, family, and in school.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

- The student's age.
- The student's disciplinary history.
- Whether the student has a disability.
- The seriousness of the behavior.
- Whether the behavior posed a safety risk.
- Whether restorative practices will be used to address the behavior; and
- Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 2266 for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral

Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Addison Community Schools P.A.W.S

- All Addison students are expected to demonstrate their 'P.A.W.S.'
- Personal Best, Act Responsibly, With Integrity, Show Respect
- All classrooms have established behavioral expectations.
- All common areas (bathrooms, hallways, auditorium, bus, cafeteria, playground, library, extra-curricular events)
- Students receive 'House' tickets when they are observed demonstrating their P.A.W.S

APPENDIX A: ATHLETIC CODE OF CONDUCT

Participation in Addison Community Schools (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student athletes and parents should be familiar with this Athletic Code of Conduct. By participating in any school-sponsored athletic team, both student-athletes and parents agree to abide by these terms. Detailed guidelines and eligibility requirements for athletes are available in the Athletic Handbook.

Athletic Director: Dylan Klee
(517) 795-5534
Dylan.klee@addisonschools.us

Athletic Secretary: Tiffany Smith
(517) 547-6901
Tiffany.smith@addisonschools.us

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes’ sports participation, use the following protocol:

- A. Wait 24 hours before contacting the coach.
- B. Schedule a time to speak with the coach, either via phone or in-person, at the coach’s discretion.
- C. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in person, at the Athletic Director’s discretion.

Concussion Protocol

Before allowing a student to participate in any athletic activity, the District will annually:

- A. Provide the MHSAA educational materials on concussion awareness to each student and to the student’s Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District’s complete concussion protocol is in Policy 5340.01, including information on student removal from activity for possible concussion and return-to-play requirements.

Athletic Code of Conduct

A student athlete must:

- A. Learn and understand the rules and regulations of your sport.
- B. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

- C. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
- D. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
- E. Not engage in conduct that is unbecoming of student-athletes.
- F. Maintain academic eligibility as required by the Michigan High School Athletic Association and Athletic Eligibility Rules.
- G. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

APPENDIX B: SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act.
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love.

Physical

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way.
- Brushing up against someone's body on purpose.

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes.
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act.
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called “Criminal Sexual Conduct.”

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn’t consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won’t be harmed, tell them this is not okay and stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you’re not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you (“I have a friend who...”).
- If the first person isn’t helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don’t be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However, YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: (855) 864-2374 Chat: <https://mcedsv.org/hotline/>

Youth Resources Web Page: <https://mcedsv.org/resources>

School Title IX Coordinators:

LuAnn Hurd, Behavioral Specialist

Luann.hurd@addisonschools.us

Nick Rush, Dean of Students

Nick.rush@addisonschools.us



If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

**ACKNOWLEDGEMENT OF HANDBOOK POLICIES, ATHLETIC
CODE OF CONDUCT and ONLINE CLASS CONSENT
2026-2027**

I, _____
(Print Student Name) (Grade)

THE ADDISON COMMUNITY SCHOOLS HANDBOOKS IS AVAILABLE ON
THE SCHOOL WEBSITE.
I AM AWARE THAT THE STUDENT HANDBOOK IS AVAILABLE ONLINE OR
IN PRINT IN THE SCHOOL OFFICE.

I HAVE REVIEWED A COPY OF THE 2026-2027 ADDISON COMMUNITY
SCHOOLS HANDBOOK, I CONSENT TO VIRTUAL COURSE ENROLLMENT,
AND THE GUIDANCE AND COUNSELING HANDBOOK SEGMENT, I AM
AWARE OF MY RIGHTS AND RESPONSIBILITIES AS A STUDENT.

Student Signature

Date

Parent Signature

Date