2.1  STAFF ABSENCE NOTIFICATION PROCEDURE
Teachers – When you are planning to be absent from school for a personal business day, please call in/enter your absence is Aesop, and request for substitute if necessary, for approval at least 24 hours in advance. If you are planning to attend a conference, regardless of request for reimbursement, please complete the “Application and Claim for Reimbursement of Expenses at Professional Meetings” form and submit it to your department chairperson for approval to attend and then forward to the principal’s office for approval. Once again, arrange for your sub when calling/entering your absence in Aesop.

Important – please note! YOU MUST CALL THE SUB FINDER SYSTEM ANY TIME YOU ARE SICK – or BECOME SICK AND MUST LEAVE EARLY – EVEN WHEN A SUB IS NOT REQUIRED.

Administrators, Counselors, Office Professionals, Para-Professionals – When you are planning to be absent from school for a personal business day, please call in/enter your absence is Aesop, and request for substitute if necessary, for approval at least 24 hours in advance. If you are planning to attend a conference, please complete the “Application and Claim for Reimbursement of Expenses at Professional Meetings” form and submit it to your immediate supervisor for approval and then forward to the principal’s office for approval. Please arrange for your sub when calling/entering your absence in Aesop.

2.2  ABSENCES (PREPARATION FOR SUBSTITUTE TEACHERS)
When it is known that you are going to be absent from school, please call the Substitute Finder whether you need a substitute or not. A pamphlet with employee instructions was given to you when you were hired. The reasons for absences are listed on the back of the pamphlet.

The substitute teacher folder should be ready at all times. The folder should contain the following:

- Lesson plans and instructions for each class period. If you have supervisory duty, note where it is and what is expected.
- If you have a student teacher, information should be given as to the limits of responsibility and work he/she is presently doing.
- Organization of class, seating chart, student responsibilities, etc.
- “Standby” plans if you have been unable to provide specific ones.
- Schedule of classes, with room numbers, and the time you eat lunch.
- Substitute Teacher Report form.
- Pass policy with sample passes.

2.3  ABSENCES (STUDENT ATTENDANCE)
When you return from a one (1), two (2) or a three (3) days’ absence, you will be authorized to enter your students’ absences the day you return. The attendance roster will be placed in your mailbox, ready for you to enter the absences on day two (2), three (3) or four (4) from your previous day’s absence(s).

2.4  ACADEMIC FREEDOM
In educating young people, schools seek to inspire in students an inquiring mind and respect for truth, a recognition of individual freedom, social responsibility, and the democratic tradition, an understanding and respect for the Constitution, Bill of Rights, and the law, and an appreciation of individual personality. We
recognize that these aims can best be accomplished in, and will work together to create and preserve an atmosphere, which is free from censorship and artificial restraints, and in which academic freedom for teacher, and student is encouraged.

Other than accepted standards of professional behavior and responsibility and the competent fulfillment of its approved curriculum guides, the Board shall place no limitations on personnel with respect to their study, investigation, presentation or interpretation of facts or ideas concerning man, society, government, the arts or sciences, the physical and biological world, or other areas of learning, and shall encourage freedom of individual conscience, association and expression.

### 2.5 ASSEMBLIES

Assembly seating is limited and assigned seating is required. It is the expectation of the administration that teachers:

1. Substitute lesson plans must indicate if you had signed up.
2. Classes must sit in their assigned seating area.
3. Teachers must take attendance before the assembly begins.
4. Teachers must supervise their students at the assemblies.

### 2.1 ATHLETIC OFFICE NOTES TO STAFF

- **Attendance:** Teachers can call the Athletic office if you have any concerns with student attendance issues. Student athletes will be excused by the Athletic Office when participating in athletic games.
- **Eligibility:** Students must be passing 4 classes and have a 1.35 minimum GPA to qualify for a one-time probation not to exceed 3 weeks. Otherwise a 2.0 GPA is required to be eligible to participate in sports.
- **Admission:** Admission to games: Staff can get into AAPS events for free with your staff id.

### 2.6 ATTENDANCE POLICY

- There is a positive relationship between regular attendance and academic success. Therefore, it is of the utmost importance that students are in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that Pioneer offers.
- Pioneer High School is committed to the philosophy that every student should attend all of his/her classes every day. Regular attendance is expected in all classes and is essential to good performance in any endeavor. The correlation between regular school attendance and academic success has been well established by research. Through regular school attendance students are expected to develop habits of self-discipline and responsibility. Learning to participate in group discussion, developing an appreciation for views and abilities of other students and forming the habit of regular attendance to one’s tasks are legitimate objectives of any course. Each student should be aware that attendance is part of his/her evaluation in each class. A student should understand that excessive absences, whether excused or unexcused may drastically affect the class grade.
- Absence from school is the greatest single cause of poor achievement. The purpose of the attendance policy is to encourage regular school attendance. If a student is not regular in attendance, his/her
performance lags, he/she soon loses interest and then tends to fall further behind in their work.
Successful students are seldom absent.
- Student attendance records reflect student grade record. The more faithfully students attend classes; the higher marks are likely to be. Students must, of course, stay home from school when ill. Students must consider being absent for any reason except illness. Students must balance reasons for absence with its consequences, which are likely to include a reduction in the quality of work. Missed classes can never be duplicated.

School Responsibility
- The Ann Arbor School Board makes the school responsible for students; their whereabouts must be known at all times during the school day. Students except during passing periods or while carrying a hall pass, are expected to be in class or in an authorized area of the school.
- The resources of classroom teachers, guidance personnel, and school administrators shall be employed constructively to solve with individual students their problems of excessive absence. There shall be adequate provisions for make-up work.

Teacher Responsibility
- Teachers are required to distribute to student’s attendance related expectations. The expectations will include information concerning make-up, attendance, tardiness, incentives and grade computation.
- Teachers are an important link in the attendance system. They supply the information for accurate accounting. Teachers control most of the effective consequences for poor attendance. Since they have daily contact and control grades and credit, they can make sure that students face immediate consequences for poor attendance.
- Teachers need to write clear, strong statements that include consequences for poor attendance, and incentives for good attendance when writing up grade, attendance and make-up expectations and procedures.

Each classroom teacher is encouraged to include incentives in their policies.
Examples of attendance incentives include:
- Bonus points toward exam grade
- Bonus points toward marking period grade
- Waive quiz
- Presentation of award
- Presentation of certificate
- Attendance included in graduation hours
- Photograph and post pictures of students who achieve incentives

Students are entitled to do make-up work after any absence. However, any tests, quizzes, assignments, projects, or other work missed or due on the day of an unexcused absence may not be made up for credit. Parents have 48 hours to excuse a student absence. Students are expected to take the initiative in asking teachers for make-up work. On the day a student returns to class, she/he must make appointments with teachers to obtain assignments and to schedule make-up tests. Two days will be granted for the make-up of one day’s absence.

Any work that is not made up in accordance with these guidelines will receive no credit. Teachers may be asked by the school/counseling office to send to the office assignments for students who are ill.

A student absent from school without valid cause for a school day or portion thereof will receive no credit for make-up work

It is the teacher’s responsibility to:
- Initiate early intervention to prevent further unexcused absences.
- Take attendance daily and maintain accurate attendance records. This is a legal requirement.
- MAKE A CALL HOME WHEN A STUDENT IS OUT FOR MORE THAN THREE DAYS.

Student/Parent/Guardian Responsibility
SECTION II: GENERAL INFORMATION – POLICIES, PROCEDURES AND GUIDELINES

- Students are expected to arrive on time and attend all assigned classes, including study hall.
- Pioneer High School has a closed campus policy. This means that freshman and sophomores are not permitted to leave the campus during the school day without prior parental permission. If a student must leave campus during the school day, the parent/guardian must contact the Grade Office in advance, stating the hours of absence, to give permission to issue a pass to the student. Students leaving campus must sign out at the General Office and sign in upon return.
- The day a student returns from an absence he/she must contact each teacher to arrange make-up privileges. All students are expected to make up work for all absences, but credit cannot be given for make up work for classes missed due to unexcused absences. If a student does not contact a teacher, he/she forfeits make up privileges in that class.

Excused Absences - parents or guardians may excuse only these categories of absence:
- Illness/doctor’s appointments
- Funeral/death in family
- Family emergency
- Pre-planned absences (require five days advanced notice)
- Observance of a religious holiday
- Those situations beyond the control of the student as determined by the administrator or circumstances which cause reasonable concern to the parent for the safety and health of the student
- Field trips, school assemblies, school related activities

Note: Only absences involving a full day or a late arrival to school may be excused by parents after an absence.

Parents may not excuse students from a class in order for them to remain in school to study for a test, go to the library, complete make-up work or attend another in-school activity during class time.

If a student is going to be absent for two or more days, parents/guardians should notify the attendance office of the number of anticipated days.

Preplanned Absences - Pre-planned activities will be approved if they are deemed to have constructive educational value and the student has a satisfactory current year academic and attendance record. The student must arrange in advance to make up missed assignments. Request forms are available from the class administrator and must be completed at least five school days preceding the absence.

Pioneer further feels that its attendance policy should support students by appreciating the fact they are in attendance, ready to participate each and every day. Expectations for regular daily attendance are set at a high level. Incentives are awarded to those students meeting or exceeding these standards.

Counselor Responsibility – It will be the counselor’s responsibility to:
- Assist in monitoring their students’ attendance
- Contact and confer with their students, whenever possible, upon being notified of unexcused absences

Administrator Responsibility – It will be the administrator’s responsibility to:
- Monitor student attendance
- Consider appeals in cases of extenuating circumstances
- Instruct all coaches, club advisors, etc., to inform their participants as soon as possible of the number of times they might miss class due to a scheduled event and to reinforce the attendance policy

Need To Change Student Attendance – If a teacher needs to change the attendance of a student (i.e., field trip, athletic event) that the student was excused for and did not go on, notification needs to be made in the General Office by completing a “student attendance change form”. The General Office will make the correction for the teacher.

2.7 ATTENDANCE PROCEDURES
TEACHER REVIEW WITH YOUR STUDENTS THE APPROPRIATE PASSING TIME USAGE BEFORE THE WARNING BELL
• Bathroom
• Make Counselor Appointments
• Locker
• Chat with Friends
• See your Administrator

ALL TEACHERS AND ADMINISTRATORS NEED TO BE IN THE HALLWAY WHEN THE FIRST WARNING BELLS RING:

• At this time, start reminding students to get to class
• The first bell is a warning to get to class and students should disperse at this time
• When the second bell rings students should be in their respective class and if not will be marked tardy
• Mark students tardy and use classroom tardy policy
• Doors should always be closed and locked
• First 20 mins of class – no passes out

RANDOM HALL SWEEPS

• Random days/hours, a hall sweep will be completed
• Any students in the hall without a pass will be taken to a designated area – the student will call parent/guardian, be issued a school wide detention and then escorted back to class or given a specific hall sweep pass.

TARDY SWEEPS

• Random days/periods, a tardy sweep will be conducted from attendance in PowerSchool
• Any students with a designated amount of tardy marks will be issued a school wide detention and possible suspension.

2.8 BEHAVIOR INTERVENTION SPECIALIST

Uses data from standardized tests, building assessments and curriculum-based measures of academic progress to identify students for behavioral and academic intervention. There is usually a 20-25-student caseload per Behavior Intervention Specialist. BIS collaboratively identify data based goals for students and develop interventions with classroom teachers. Collaborates with administration and teachers in creating a schedule to support remediation of identified students. May provide instruction in small groups of students needing supplemental instruction. BIS will track responses to interventions and revise goals and interventions as data indicates. Facilitates communication with parents, classroom teacher, and administration regarding coordination of efforts and the student’s progress. BIS will compile reports as needed. Maintains educational environment conducive to learning, reflective of high expectations and best practices. Maintains an in-depth knowledge of the Common Core/Grade Level Content Expectations.

2.9 BOOK DEPOSITORY PROCEDURE

During registration, each student is required to checkout his/her books at the book depository. A bar code is used for checkout and check-in procedures. If the bar code is damaged after checkout and cannot be read, the student will not be credited for the return of the book.

Students are encouraged to cover their books, as they will be charged for damages. Students with outstanding obligations from the previous school year must clear them before registration.

Safety glasses will be issued with a $5.00 deposit.
Book Depository - Courses Dropped And/Or School Transfer – Students should NOT return books to the teachers unless the book was checked out through the teacher. A student must return the exact same calculator or other item that has been checked out.

2.10 CALL SLIPS

In the event that an administrator, counselor, nurse, social worker or cooperative Occupational Education staff member must contact a student during the school day, a call slip may be completed and delivered by a counseling area runner. Continued efforts will be made to deliver the messages at the beginning of each class period.

2.11 CAREER RESOURCE CENTER

The Career Resource Center is located in the administrative wing between the general office and the counseling area. Staffed by the Career Resource Assistant and is open daily between 8:00 am-3:00 pm.

The Career Resource Center has the latest information on:

- colleges, universities, community colleges, vocational/technical programs
- college applications
- internships
- military opportunities
- FAFSA form (financial aid)
- scholarships
- summer programs
- Career Cruising
- internet accessibility
- ACT, SAT and TOEFL information

Teachers are invited to consult with counselors and the resource assistant in obtaining appropriate career information for their specific curricular area.

Career Center has about 80 college representatives that visit our Career Center from September to January. Most of the representatives are the actual readers of the college applications. Students have unique opportunity to meet one on one with a representative. We also have people come in that represent different careers. They speak in the Career Center as well as the classrooms.

2.12 CLASSROOM INTERVENTION FORM

- Use the classroom intervention log to document the interventions you use when you notice a student is failing your class. This does not have to be detailed – a date will be enough. Please use one sheet per grade and list only those students that are failing your class. You may need more than one sheet per class period if you have a mixed grade class.
- What this will provide for us is documentation of the types of interventions that we are all trying, to meet the needs of the student.
- At the end of each 9 weeks please copy and submit your logs to the class principal for the appropriate grade. Principals will collect and collate the information from the counselors, teachers and their own log to compile the information needed for the central office.
2.13 CLUBS AND ACTIVITIES

Clubs - ALL clubs must be re-certified each year. Clubs must be registered by the publicized deadline each school year. All established clubs must be registered through the Administrator for Student Activities in the Media Center.

Here is a list of the requirements to be certified:

- a philosophy/mission statement and by-laws
- meeting times and locations
- a non-discriminatory policy statement
- a two-sentence club description or annotation
- dated signatures of the advisor and student leaders
- a membership list and the name of your sponsor
- a list of community services opportunities

Clubs cannot be held during 7th hour unless there is a second meeting 8th hour. It is the responsibility of the faculty advisor to deny the 7th period students from attending club meetings during class time. Students should show advisors their schedule.

Activity Posters - The general office or the administrator responsible for activities must approve informational posters for all student activities before being posted in designated spots. All posters not in designated spots will be removed. The following areas are designated posting spots:

1. Stairwells between floors
2. Bulletin boards
3. Restrooms

2.14 COMMUNICATION

Staff members have a district e-mail address, which allows them access to e-mail. Staff must check their e-mail once or twice a day. This is the main communication throughout the Pioneer building.

2.15 CONFERENCE EXPECTATIONS (PARENT/TEACHER)

- Conferences are a time for parents and teachers to meet together to improve the success of Pioneer students. It is also a time when parents develop their impressions of the school and faculty. This is an excellent time to showcase Pioneer and the outstanding work the faculty does with the student body.
- All faculty are required by AAEA contract to participate in parent/teacher conferences. As faculty is compensated for conferences, attendance is expected for the entire conference time. Compensation is usually negotiated as a scheduled day off during the semester.
- Long-term substitutes are expected to attend parent/teacher conferences. Part time staff is expected to attend conferences at a minimum equal to their employment at Pioneer.
  - The following schedule is an indicator of time that you should commit to Parent/Teacher Conferences:

<table>
<thead>
<tr>
<th># of Classes</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Class</td>
<td>.2</td>
</tr>
<tr>
<td>Two Classes</td>
<td>.3</td>
</tr>
<tr>
<td></td>
<td>.4</td>
</tr>
<tr>
<td>Three Classes</td>
<td>.6</td>
</tr>
<tr>
<td>Four Classes</td>
<td>.8</td>
</tr>
</tbody>
</table>
- Activities such as athletic practices and games, coursework, concerts and conferences are extracurricular. Teacher contract takes precedence over these events.
- Please make your conference schedule parent friendly! We cannot expect support from our families if parents don’t perceive the faculty is making an effort to be available.

For parents to have maximum access to teachers at conference time:
- Block out no more than two short breaks
- Breaks should not be taken during the last time slots
- Stay until the end – parents may still drop in unscheduled
- Remember to put the conference dates on personal calendars to avoid scheduling conflicts

If a teacher cannot attend a parent/teacher conference the teacher must:
- Inform parents as to when he/she will be available for make-up conferences
- Inform and provide make-up information to the administrator responsible for conferences

Please wear your staff ID during conferences. Please have parents sign in and then submit a copy of your Parent Sign In Sheet(s) to the appropriate administrator.

2.16 CONFERENCE (PROFESSIONAL – WORKSHOP PROCEDURE)

Providing this information will enable your PO’s to be processed promptly.

Conference/workshop registrations, hotel reservations and airfare purchase orders MUST include: (on the purchase order detail line)

Who: Who will attend the conference?  What: What is the title of the conference?
Where: Where is this going to be held?  When: Date[s] it will be held.

Please indicate on the Internal Note:

"Conference reimbursement form approved by Supt" (This applies to ALL out-of-state conferences – see below.)

"Conference reimbursement form approved and on file" (This form applies to all employees except teachers and teacher assistants whose absences are reported on the Leave of Absence Form and who generally do not get reimbursed. If they expect a reimbursement, they must complete the form.)

In-State Conferences With Overnight Arrangements MUST be approved by:
1. Immediate Supervisor
2. Cabinet Administrator

Out-Of-State Conferences MUST be approved by:
1. Immediate Supervisor
2. Cabinet Administrator
3. Superintendent

Administrators who do not expect to be reimbursed must also have their conference form approved by their immediate supervisor to serve as authorization for their absence.
2.17 CORRIDOR PASS

Students are required to remain in the classroom for the entire class period. When it is necessary to send a student out of the room for any reason, please issue a yellow “Corridor Permit” available at the general office or the students’ planner. Please use ink and indicate the name of the student, time they left the classroom, location and sign your name.

Do not use an object [stapler, CD, etc.], as this will not identify the student, time the student left the classroom or destination of the student.

2.18 STUDENT COUNT PROCESS

State Guidelines and Information

- Count Day is when all public schools in Michigan tally the number of students attending their schools.
- Count information is critical to districts, because each student who is enrolled and in attendance on count day translates into state funding as it is based on number of students legally enrolled on or before count day.
- The count days and school funding are mandated through the Section 6 of the State School Aid Act.
- The amount of state aid funding allotted to districts is based on a blended count that is derived from the number of students reported during the prior spring and the current fall count days. In other words, the blended count calculation is based on count data collected during the same calendar year rather than school year.
  - For example, the next school year allocation is based on the previous Spring Count (February) and the current Fall Count (October).
- The Spring count occurs on the 2nd Wednesday in February and represent 10% of state funding.
- The Fall count occurs on the 1st Wednesday in October and represent 90% of state funding.
- Students Included in Membership
- Students who are enrolled and in attendance during the scheduled instructional day, who are together with a certificated teacher or legally qualified substitute teacher and instruction is taking place.
- If student is not in attendance [or in partial attendance] on count day, the district may count the student in membership if:
  - The student was excused from attendance on count day and returned to attend each of the classes in which the student was enrolled within 30 calendar days after the count day.
  - The student was unexcused from attendance on count day and returned to attend each of the classes in which the student was enrolled within 10 consecutive school days immediately following the count day.
  - The student was enrolled and in attendance in the district before the count day but was expelled or suspended on the count day and resumed attendance in the district within 45 days after the count day.
  - Note: Local school boards distinguish between excused and unexcused.

Count Day Schedule

Fall Count - Early October = 90%.
- Count data submitted by districts to ISDs by middle of November.
- Audited by ISDs and sent to Department by end of March.

Spring Count - Early February = 10%.
- Count data submitted by districts to ISDs by middle of March.
- Verified by ISD and sent to State, by the end of July.
Student Count Day and School Funding Information
Schools have 6 weeks to submit certified student count information to the ISD. The ISD has 24 weeks from the count date to provide the audited student counts to the state.

School Cancellation on Count Day
If school is cancelled on count day due to conditions not within the control of school authorities, with the approval of the State Superintendent, a school must use the next day the school is in session.

(Note: If the condition impacts multiple districts, a statewide waiver could be considered.)

Pioneer General Process for Count
Before Count:
• Notify Counselors, Grade Office and/or Scheduling office of NO SHOW students.
• Notify Counselors, Grade Office and/or Scheduling office of students in class but not on the class roster.
• Counselors and other scheduling staff scheduling access in PowerSchool suspended for the duration of the Count Day process.

On Count Day:
• Pickup attendance sheets before your first class Wednesday morning.
• Take attendance student by student.
• In addition, teachers must TAKE ATTENDANCE IN POWERSCHOOL. Recording attendance in PowerSchool along with CDA forms is mandatory for the Count Day process.
• The district requires positive attendance. Put the appropriate mark in the appropriate checkbox for EACH student.
• Indicate students not listed but in attendance at the bottom of the sheet (in the style of the regular printed material) and indicate absent or present.
• Students absent on Count Day that return should have their return date written in, where indicated (be sure to write the correct valid date of return; MM/DD/YY).
• Students absent on Count Day that do not return, please indicate any information you may know about the students absence in the area designated.
• Sign and date EACH page.

2.19 DANCE GUIDELINES

Student’s responsibilities – Faculty is encouraged to chaperone dances.
1. All dances will be held from 8:00pm – 11:00pm.
2. Parents are responsible for picking up their students within 15 minutes after the dance ends.
3. Dances are open only to registered students of Pioneer High.
4. Once students enter the dance, they must stay. If students leave the dance, they may not return.
5. Alcohol, smoking, illegal substances are prohibited.
6. School officials may request a student take a breath-alcohol test only if there is reasonable suspicion the student has consumed alcohol.
7. Violations of state laws such as drinking or disorderly conduct will be referred to the police on duty for legal action.
8. Proper dress is expected at all dances. Attire with lettering or drawings that depict sexually suggestive expressions/actions, profanity, drugs, alcohol or which degrade the integrity of the individual or others is prohibited.
9. DO NOT BRING VALUABLES TO DANCES. THERE IS NO STORAGE PROVIDED. IF YOU DO, YOU DO SO AT YOUR OWN RISK.
10. Students must show ticket at door/gate. Guests must be on the guest list.
11. Students must show a valid student ID card.
12. There are no refunds on dance tickets.
13. Students refusing to follow dance rules will have their parents called to come and get them. They will be disqualified from attending future dances for the remainder of the school year.
14. There will be no provocative or lewd dancing.
   - No lap dancing
   - No dancing on the knees
   - No bending down at the waist
   - Students must remain upright
15. MOST IMPORTANTLY, BE REASONABLE AND USE COMMON SENSE.

Guest Pass and Policy Procedure -
1. Any student wishing to bring a guest from another school must follow guest pass procedures. Guest forms are available in Grade Class offices.
2. All guests must adhere to the dance policies and Ann Arbor Public School Student Rights & Responsibilities code of conduct.

Safety - Students are not permitted to sit in parked cars or loiter in the parking lot.

Administrative responsibilities -
1. Police supervision required at all dances.
2. The organization hosting the dance must have at least 15-20 chaperones present per shift at all dances. All dances must have a minimum of 15-20 chaperones at any given time.
3. Lights may be semi-off during the dance (in designated areas). At any point if there is inappropriate dancing, and students fail to change the dancing, the lights will be turned on and will remain on for the rest of the dance.
4. Staff will supervise students.
5. Prior to hosting a dance, groups must meet with administrators to have the policy and procedures explained.
6. Administrators should meet with chaperones and explain assignments and guidelines before the dance.

Chaperones assignments and guidelines -
1. Chaperones will be assigned a designated location such as: check in area, food & drink area, dance floor, outside “back” areas.
2. Chaperones may rotate designated locations and assignments but a location or assignment should not be left unattended for more than a few minutes.
3. We ask that all the late shift chaperones plan to stay until the event is over and, if possible for an additional 15 minutes to help begin the clean up process.
4. If you have a need to leave your assigned area, or if you have a problem in your area, please find the administrator designated as a troubleshooter for that event.
5. We do not expect nor want chaperones to discipline students.
6. No matter what the assignment, maintain an appropriate state of casual watchfulness.
7. We do want chaperones to be the eyes and ears for school policies and safety measures, but not the enforcers.
8. Chaperones should be flexible and able to respond to directions from administrators as the evening progresses.

Disc Jockey [DJ] responsibilities - [all music is to be approved by the school administrator or school representative.]
1. Will use only clean radio-edit.
2. Will not play anything the school administrators feel is inappropriate for the evening or age group (including explicit language or suggestive sayings).
3. Will not allow students behind the DJ table due to the amount of wiring on the floor.
4. Will stop the music immediately if:
   - A disruption in the crowd develops
   - Asked to by an administrator of the school
   - There is fighting, or throwing objects
   - If anything that could injure someone is occurring
5. DJ must respond to directions from administrators as the evening progresses.

### 2.20 DISCIPLINE AND CLASSROOM PROCEDURES

- You are responsible for your students during your class period. You cannot kick a student out of your class. If you need a student removed use the red phone emergency line for assistance. Do not send or allow the student to leave your class without an escort.
- In difficult, persistent or unusual cases of classroom discipline you should consult with an administrator and/or the class counselor.
- If assistance is needed use the emergency phone number – this will send an administrator or community assistant to your room for assistance. In a classroom the non-medical emergency number is 9-9-996-3173. This number rings into the general office. The general office will radio an administrator or community assistance to help.
- Avoid physical contact with a student unless the student is a danger to you, him/herself or another student or adult.

### 2.21 DISCIPLINE BEHAVIOR PROCESS

**Staff Responsibility for Reporting Discipline Policy Violations** -

- Inform the student that he/she is engaged in unacceptable conduct
- Request student to cease behavior; and
- Inform student of consequences of failure to follow staff instructions
- If the student fails to cease the behavior when requested, or it is necessary for other staff to intervene, a prompt report must be made to the building administrator. (Report may be oral, but must be followed up in writing within 24 hours.)

**Classroom Disruptions** - Any behavior, which in the teacher’s opinion is causing “serious disruption”, may result in classroom exclusion. For example:

- Profanity or obscenity
- Petty vandalism
- Fighting
- Deliberate and open defiance of authority
- Substance abuse
- Disruptive behavior
- Petty theft

If it becomes necessary to remove a student, please follow the procedures listed below:

- Remove the student in accordance with building procedures
- Call the parents and inform them of the action taken
- Be available to confer with the administrator to provide pertinent information regarding the problem
- Provide a written statement, using the disciplinary report form, as soon as possible but within 24 hours
Consult with administrator on attending conference

**Discipline Procedures**

1. **Discovery of Misconduct** – Student observed in an act of misconduct
2. **Investigation**
   a. Identification of person[s] involved
   b. Identification and interview of witnesses
   c. Obtain any physical evidence
   d. Determination of need for additional evidence
3. **Charge**
   a. Specification of charges based on school district
   b. Determination of prescribed disciplinary procedure per district k-12 policy
4. **Hearing** – Administrator conducts a hearing pursuant to
5. **Hearing Decision** – Determination of guilt or innocence based on
6. **Determination of Appropriate Disciplinary Action**
   a. Identification of available disciplinary action
   b. Consideration of extenuating or mitigating circumstances
7. **Action** – Selection of disciplinary action
8. **Notification of Disciplinary Action and Right to appeal** – Notification to parents and students of right to appeal
9. **Completion of Internal Reports** – completion of required district records

### 2.22 DISCIPLINE AND IN-SCHOOL SUSPENSION (ISS)

Students are assigned to ISS for violating the Ann Arbor Schools Discipline Policy or local school rules. The student assigned to ISS is required to complete daily assignments and is required to remain in the ISS room. A community assistant supervises the ISS room.

At the time the ISS assignment is given a student, the administrator may request class assignments of the teachers involved. Arrangements can be made for tests and quizzes to be administered by the designated ISS staff/faculty member.

### 2.23 DRESS CODE

1. Undergarments should NOT be visible at any time.
2. Shirts and/or tops should not expose the midriff area in the front or back.
3. All tops should have straps that are at least TWO inches wide.
4. No see-through or clothing with holes that expose skin.
5. Hats/headgear, hoods or hoodies may not be worn on the head in the school building.
6. When a student stands with arms straight down by their sides, the bottom of their shorts, skirts, and/or dresses should reach their fingertips or below. This also applies when tights are worn – the over-cover must come to the end of the fingertips.
7. Slacks and shorts should be belted at the waist to prevent sagging below the waistline.

A student may not remain in the classroom when not dressed according to the school dress code. We reserve the right to revise guidelines throughout the year, as we deem appropriate.
SECTION II: GENERAL INFORMATION – POLICIES, PROCEDURES AND GUIDELINES

2.24 FAX MACHINE
The fax machine is located in the Small PCR area workroom. It is for school business.

2.25 FIELD TRIPS
Field trips are an acceptable part of the instructional program. Field trips are school-sponsored activities conducted during, before, or outside of the regular classroom hours and include trips associated with extracurricular activities as well as with academic schoolwork. Daytime and overnight field trips are permitted. Limited funds are allocated to Pioneer on a per capita basis to pay for school bus transportation. Students cannot be asked to pay for bus transportation or for any other expenses associated with classroom required field trips. Funds available to extracurricular groups from fund-raising activities or school subsidy may be utilized for transportation costs and other trip-related expenses. Building funds may be requested to subsidize transportation for curricular and extracurricular field trip expenses. Students who ride school buses to scheduled athletic events will be assessed a fee to cover transportation costs.

TRIP REQUEST. First, please fill out the “Field Trip Request and Approval Form” and submit it to the principal’s secretary for approval, along with any additional necessary forms per the directions below. A summary memo to the Office of Secondary Education must accompany overnight and out-of-state trip requests, which is prepared by the Principal’s Office. Please allow three weeks for overnight trips to make it through the approval process. A request for background check, “AAPS Volunteer Background Check Authorization”, must be provided for chaperones that are not currently employed by AAPS.

TRANSPORTATION. School buses, vans or other District-owned vehicles authorized to transport students are the preferred means of transportation with no direct charge to the student. The form to reserve and request school buses for transportation, (confusingly) titled, “Field Trip Request Form”, should be provided by the trip sponsor and submitted to the Principal’s office for signature approval. Copies will be provided to the Finance Secretary who will provide notification of transportation availability.

PERMISSION SLIP. This form, entitled “Parent Notification and Consent Form for Field and/or Athletic Trips”, must first be authorized by the principal, then distributed to Parents for signatures and returned by them to the trip sponsor. These verified approvals represent a mutual interest and shared responsibility by the family and by Pioneer High School. Permission slips do not release the District or personnel from liability. They do inform the parents of the conditions of the transportation and allow the parent to withhold the student from the trip. Authorized copies must be filed with the principal’s office prior to trip departure.

LIABILITY AND INSURANCE. Faculty members assume responsibility for the field trip and the students. The District provides liability insurance to cover bus transportation or injuries resulting from teachers’ negligence in the performance of their duties.

USE OF PRIVATE VEHICLES FOR FIELD TRIPS. When District-owned vehicles authorized to transport students are not available or appropriate, and the field trip/activity is of such educational value to warrant the use of private vehicle transportation, the permission slip signed by parents should indicate: “Transportation to and from the field trip is the responsibility of the student.” Faculty should not assign students to vehicles or organize car-pools. Forms related to Private Vehicle Permission are not longer utilized due to liability purposes.

LIABILITY AND INSURANCE. There is no District insurance that covers transportation in private vehicles. The owners and drivers of private vehicles that are used for approved field trip/activity purposes are personally liable. The owner and driver must determine extent of their liability coverage prior to authorization of the field trip.

• Provide certificate of vehicle insurance coverage of $500,00 Bodily Injury Liability and $100,00 Property Damage or $500,000 Combined Single Limit Bodily Injury and Property Damage liability.

OVERNIGHT FIELD TRIPS. In order to take student groups on overnight field trips, the following steps must be accomplished or satisfied:
1. The sponsor of the trip must submit a completed Field Trip Request and Approval form at least three weeks prior to the date of the trip. If the principal approves the request, a descriptive memo will be sent to the Office of Secondary Education, along with a copy of the Field Trip Request form. Final approval for overnight trips must come from the superintendent’s office. All trips should be considered tentative until final approval is received.
2. The purpose and destination of the trip must be clearly identified and stated. Indicate the number of students and the mode of transportation. Procedures for school-owned or privately owned vehicles must be followed.
3. Identify sponsors and chaperones by name and indicate whether faculty member, parent or special advisor. Due to legal liability, a faculty member must take charge and assume the responsibility for the trip plans and students. Non-AAPS employees must submit an application for a background check (processed by principal’s office).
4. If the students consist of males and females, then chaperones of both genders must be present.
5. Overnight accommodations and nearest medical facility must be indicated with complete address and telephone information.
6. At least one staff member or chaperone must have current First Aid and/or CPR training.
7. Transportation arrangements must be submitted for approval. School vehicles cannot be used. The liability coverage of the driver of a car, bus, or truck must be verified.
8. The financing of the trip must be a voluntary gesture by the trip membership.
9. Parental written permission must be in the possession of the trip sponsor and on file in the principal’s office.

STUDENT BEHAVIOR. As the field trip/activity is considered an extension of the school and the classroom, the policy of the Board of Education requires that students conduct themselves in a manner that is consistent with the established practices and standard for acceptable classroom behavior. Therefore, the rules of conduct that cover those students who ride the buses to and from school, pertain to all field trips/activities.

ATHLETIC TRANSPORTATION. The rules of conduct pertain to all students on interscholastic athletic trips. Permission slips are not required from parents of student athletes when school buses are used. Procedures for securing permission to use private vehicles in emergency situations for athletic trips must be followed.
STUDENT ACTIVITIES. Request for use of transportation by student organizations and clubs must follow these procedures. All field trip forms are available from the General Office in folders in the alcove accessible from the faculty mailroom. Alternately, see Diane Compton for forms and/or any field trip questions.

Notify attendance office with a complete list of students participating in a field trip that causes missed class time.

2.26 FREE PRESS POLICY

Freedom of the Press. Students wishing to write or publish materials in school may do so without prior approval of a school administrator, but will be subject to school discipline if their publication is:

- Distributed at times or places other than those designated by the principal.
- In violation of laws regarding: libel, obscenity and pornography, plagiarism or copyright, and advocacy directed to inciting imminent lawless action and likely to result in such.

Duty of the Principal – It is the duty of the principal to facilitate the exercise of the right of free expression by providing a table as a distribution center and by providing reasonable protection of publishers from those who might be tempted to suppress an idea of publication with which they do not agree.

2.27 GRADING

Entering Grades in PowerSchool - Grading information is available through the tech assistants. Dates to enter grades is provided quarterly and will be sent over e-mail.

Changes - Changing a student’s grade requires the teacher for that student to complete a “Grade Change Form.” Please fill in all the information requested on the form. These forms are available at the General Office or Records Office and should be returned to the Records Office.

Incomplete - A teacher may give a student an Incomplete (I) in place of a letter grade when the student’s work is not complete. A student receiving an “I” should consult with the teacher to determine what assignments are to be completed in order for the teacher to give a letter grade.

If an “I” is given for a final mark at the end of the semester, the student must make arrangements with the teacher to make up the work within the first five weeks of the new semester. When the work has been completed, the teacher will fill out a “Grade Change” form and turn it into the Records Office. The teacher will record an “E” on the “Grade Change” form for incompletes, which have not been made up within the specified time period. Second semester seniors must complete the course on time as an incomplete may delay graduation.

Failure at the End of Each Semester - At the time indicated in the teacher bulletin on semester closing, teachers are to submit to the student’s counselor a “Failure Report” to indicate the student has:

1. Failed the course, received an E.
2. Received a D in course and the teacher wishes to make a recommendation regarding continuing in the sequence or perhaps repeating the course.

It is essential that this procedure be followed. The information is used by the counselor to aid the student in the selection of his/her courses for the following semester and/or summer school. This procedure also provides a method of immediately informing the parents so they can make appropriate plans with their child.

If a student is in danger of failing a course, an interim, or in case a decline in grades occurs after the interim, a “Special Progress Report should be sent home.

Early/Late Exam Policy - Students must present a written request for an early/late exam to their administrator four (4) weeks in advance of the exam period. The request must specify the reason for the special exam and must be signed by the student’s parent or guardian. If the administrator approves the request, the teacher will
be contacted and requested to leave a final exam, together with any special instructions, in the student’s Grade Office.

2.28 GRADUATION POLICIES AND REQUIREMENTS
All students wishing to receive a high school diploma from the Ann Arbor Board of Education must meet graduation requirements. Requirements are carefully outlined in a variety of sources including on course selection sheets and Student Services Guide.

- The Michigan Merit Exam (State testing) is a graduation requirement.
- Students are required to earn a total of 22 credits to graduate.

2.29 GUESTS/VISITORS TO CLASSROOM
For the safety and security of all staff and students at Pioneer High School, this is a REMINDER:

- If you’ve arranged for a visitor to your classroom, please inform the General Office.
- If you do not follow this procedure, you must come to the General Office to escort your visitor to your classroom.

2.30 GUIDELINES FOR INCIDENT REPORTS

- Incident reports must be completed for all student injury, public injury, theft, break-ins, vandalism, graffiti, etc. Do not complete the Incident Report for staff injuries—please contact HRS at 994-4517.
- All incidents must be reported electronically. Once you have completed your report the district Operation Office will download them. If you have a very serious student injury, please call Operations Office (994-2250) to report it and then complete the electronic form. All staff is required to use the new process. Paper copies are not accepted.
- **Please note:** Employee injuries are not to be reported on the electronic incident report – you must complete MIOSHA form #101 and send it to HRS.
- Directions for accessing the electronic incident report database are in Section 5. You should be aware that the program has many required fields, meaning you must enter information or you will not be able to exit the program. Also, when entering dates, type the full year, 2011 – not 11.
- If you have a theft of any bond equipment, laptops, projectors, Macs, etc., please obtain a police report and put the report number on the incident report. Also please indicate that it was bond equipment. Include the serial number and name of the owner. This will help to streamline the process. Incident reports should be run on green paper and sent to the Business Services office, Balas.

2.31 GUIDANCE AND COUNSELING
Guidance and Counseling is an integral part of Pioneer’s total educational program. Guidance counselors help students acquire skills in the social, personal, educational and career areas necessary for living in a multicultural society. Counselors assist students in completing an Educational Development Plan (EDP) or Career counseling. These plans help students decide what course to choose, what career to investigate and what colleges to go to.
CONTRACTS (PHS website: a2pioneer.org) **For appointments with counselors, contact 994-4434

FOUR-YEAR PLAN Students should meet with their counselors to develop and update their academic four-year plans.

NCAA Students who anticipate participating in a sport at the college level should complete and submit the NCAA Clearinghouse form at the end of the junior year. Applications are available online at ncaa-clearinghouse.org.

GRADE LEVEL PLACEMENT Student must obtain number of credits [below] by end of each semester to be considered at a particular grade level. [22 credits required to graduate]

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<tr>
<th>Grade</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>End of School Year</th>
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<td>12</td>
<td>16</td>
<td>18*</td>
<td>22</td>
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Credits needed in order for a student to be moved to Senior status 2nd semester:
* Must be capable of attaining 20 credits by the end of the 2nd semester and completing all course requirements through Summer School by the end of Summer School of the graduating year.

SENIORS. Seniors who plan to attend college should take the ACT and/or SAT. Obtain a registration packet for one or both of these tests in junior year. The state pays for the SAT in April. Most colleges accept either test.

JUNIORS. Juniors will take the PSAT in October. It is the qualifying test for the National Merit Scholarship Program and the National Achievement Scholarship Program for outstanding African-American students. They will also take the new SAT during the spring. If have questions, contact a counselor.

SOPHOMORES. Sophomores will take the PSAT.

SCHOLARSHIPS. Seniors and their parents are urged to check in the Career Resource Center for scholarship information and applications throughout the school year. Additional information is available via the Internet and in local libraries. There are many local scholarships available from the community foundation and AAPS online.

COUNSELOR STUDENT MEETINGS. Counselors follow their students through high school. In order to get to know them, counselors meet regularly with their students. Early in the year, counselors meet each freshman individually, meet with sophomores and juniors in small groups, and, in the spring, hold junior interviews. To facilitate post high school planning, counselors meet with seniors throughout their final year. Counselors are also available on an as-needed basis throughout the year to students and parents.

PROCEDURES FOR SCHEDULE CHANGES. Students must follow their current schedule as is. Attending a class that does not appear on their schedule may jeopardize their attendance and grades.

No schedule change will be made unless there is a conflict or for reasons as listed below:

- omissions [class is missing from schedule]
- split enrollment at another Ann Arbor high school
- COE placement
- attendance at summer school
- testing out
- dual enrollment at college or university
- class failure

Request for a change that is not listed above must be submitted, in writing, to the counselor. The letter should state the desired change, provide rationale, and be signed by both parent and student.

First Semester Second Semester
last date to drop or add class Week before count day Friday after 1st week of 2nd Semester
last date to change level of class 1 wk after drops & adds

IMPORTANT INFORMATION [http://aapihicounseling.weebly.com].

Please check the Pioneer website [http://aapihicounseling.weebly.com].
2.32 GUIDELINES FOR INSURANCE REIMBURSEMENT

The following guidelines address the need for procedures, which buildings can follow to appropriately report a loss. It also provides important information on reimbursements for loss. Please review these guidelines to assure speedy processing and to limit your personal risk and exposure to the district.

1. THEFT/VANDALISM

- **Personal Items**: The district does not provide insurance for personal property of students, parents or staff. No assurances can be made that personal property will be protected against. You must fill out a serious incident report and send to Operations Office at Balas.

- **AAEA Members**: In accordance with the current Master Agreement, Article 4.515: "The Board shall reimburse any teacher for any loss, damage or destruction of personal property which arises out of such teacher’s reasonable performance of his/her employment, not including vehicles and not covered by other insurance or caused by the teacher’s negligence, provided that the personal property involved is reasonably needed by the teacher personally or professionally and is not readily available in the building or through the Board. The Board shall be liable only for the portion of the loss in excess of ten ($10.00) dollars and not exceeding a total loss of two hundred dollars. The Board shall be liable for the loss of money not to exceed one hundred ($100.00) provided said money is deposited in the school safe during the day. The Board shall not be liable for money left overnight during weekends, or vacation periods."

- **All Other District Staff**: The district shall not be responsible for personal items or money lost, stolen or damaged. The district cannot guarantee the security of personal property or money. Before bringing personal property or money to work, please review your homeowner’s insurance policy for coverage.

- **Students and Parents**: The district will not be responsible or reimburse for damage to or loss of personally owned items brought to school. These items include, but are not limited to: clothing, shoes, money, jewelry, sports equipment, electronics [cameras, CD players, radios], house keys, etc. Items owned by students and parents should be covered under the parent’s homeowners’ insurance policy and reimbursement for loss and should be pursued against this policy. PLEASE NOTE: Advise students and parents not to bring valuables to school unless adequately covered by their insurance policy. If a school chooses to accept responsibility for the safekeeping of a personal item and loss occurs, the school’s budget will bear the expense.

- **Musical Instruments**: Taking into consideration a parent’s willingness to purchase an instrument for their child to participate in the instrumental music program, the district may reimburse for the loss of personally owned musical instruments pending further investigation. Limits to coverage will apply.

- **Personal Vehicles**: The district will not be responsible or reimburse for damage to or loss of any personal vehicle. The individual’s auto insurance policy should be reviewed for coverage in the event damage or loss occurs.

- **District Owned Property**: All district owned property stolen or damaged would be submitted to our insurance carrier for review.
  - Items that are determined as lost [i.e., missing inventory, misplaced equipment, furniture or supplies] are not covered under our insurance policy and will not be reimbursed by Business Services.
o IMPORTANT: Please continue to report every incident to the police and provide the Business Services Division with a completed incident report and a copy of the police report (or police report number, at least).

o All district money that is required to be held in a building should be placed in the school safe or locked in a lock box inside a locked desk drawer with limited key access. The amount of money in a building should not exceed $250 or the amount of your petty cash limit. Any amounts over the $250 or your petty cash approved balance, should be taken to the Central Cashier located at the Finance Office at Balas, for deposit into a district bank account. Claims for stolen district money will be submitted and reviewed by our insurance carrier.

o Deductibles are as follows:
  - Computers & Projectors $2,500 per incident
  - Musical instruments $1,000 per incident
  - Building contents $10,000 per incident
  - Building damage $10,000 per incident

2. OTHER LOSSES [including fire, wind, water and all other damaging forces]
   a. Personal Items – Section I.
   b. District Owned Property
      • Contact the police department and the Business Services offices immediately (by e-mail or telephone) to report the loss.
      • Complete a serious incident report and attach police report and send to Business Services. Reimbursement/replacement will be determined on a case-by-case basis.

Questions should be referred to Business Services at 994-2250.

2.33 KEYS
Classroom keys should be requested from the administrator in charge of the building by completing the appropriate form. The appropriate building administrator must approve electronic building access cards and door keys. A work order will be issued. When the card and keys are ready, notification to pick up and sign for them at the District Office will be given.

Please remember that all keys are nontransferable and will bear your personal identification number. Keys issued and signed for at the District Office must be returned to the District Office in the event of retirement or transfer.

2.34 LOST AND FOUND
Lost and found is located in the General Office. Students should check there if they have lost a book, clothing or other items. If a schoolbook is lost a second copy will not be issued until the first is paid. Items are not catalogued or inventory.

2.35 MAILBOXES
To facilitate staff-to-staff and administration-to-staff communication, each staff member has the responsibility of checking his/her mailbox daily.
2.36 MANDATORY REPORTING
The Division of Child Protective Services mandates reporting of suspected child abuse and/or neglect. Special forms are available from counselors, the clinic and principal’s office. The Human Services Agency will be contacted once the form is completed.

2.37 MEDIA SERVICES (CLASSROOM USE)
- Library Services include orientation classes for students [scheduled for your convenience] as well as book talks, reference instruction, and audio-visual assistance. Please make arrangements with the librarians in advance when you wish to bring a class to the library.
- “Reserved” book service will be provided in the library at your request, and the librarian is most appreciative of copies of reading lists and assignments so that your students’ needs may be anticipated and the best possible library service provided to the Pioneer Community.

2.38 MEDIA (COMMUNICATION WITH THE PRESS)
Staff should not communicate with the press during school hours unless the press has received written approval from the principal’s office. If a member of the press approaches you on campus, politely ask them to see the principal for permission. The press should never interview students without parental permission.

2.39 NATIONAL HONOR SOCIETY
The following are the qualifications for NHS:
- Currently the cumulative GPA required to complete the member application is 3.6000.
- Applicants must apply in one of the two application windows and fulfill the following categories:
- Proof of leadership and volunteer activities in things such as extra-curricular activities within Pioneer and outside of the school, school service projects (hours that are required parts of a class such as fundraising would not count), and community service projects through outside agencies such as scouts, church groups, rec and ed, etc.. Leadership positions can include elected, appointed, or self-generated leadership roles in the school, community or work place.
- Character references. Applicants will be required to get a letter of recommendation from an adult who knows them in a leadership and/or volunteer role. The letter cannot come from a teacher unless that teacher is a moderator for some extra-curricular group.
- Personal essay. The topic will vary from year to year, but will be included in the application packet.

After the survey packet is completed and returned they are turned over to a selection committee. This committee is comprised of teachers. The surveys are read and evaluated according to the fulfillment of all categories listed above. Once qualified at this level, they are invited to induction into NHS at an evening ceremony.

As NHS members they are required:
- To attend quarterly meetings.
- To accumulate 10 hours of community service per semester (this includes 2 hours tutoring a Pioneer student.
- A copy of the Pioneer NHS chapter bylaws can by requested from the school NHS moderator.
2.40 NEW COURSE REQUESTS

Following the Course Outline Worksheet, written requests for new courses must be submitted to the Administrator for Secondary Education for review and approval.

2.41 PARKING

- **Staff** - Parking is available for all staff in designated areas. So that your car is properly identified as a staff car, please obtain a Pioneer parking permit from the General Office and place it at the designated spot on your car. Improperly parked vehicles are subject to tows at the owners’ expense.

2.42 STUDENT PLANNER USE

Every Pioneer student received a planner as part of registration. Our goals are for our students to more effectively manage their time, increase the quality of their work, and enhance the value of their learning. While the planner has been created for ease of use, its integration into the classroom setting is largely dependent upon you, the teacher.

How you encourage use of the planner the first few days of school will set the stage for how each student will best utilize their planners for the entire school year. As we all know, organization of time and materials is essential in success in today’s world. Here are some tips and suggestions to help students have a clear picture of what is expected of them.

- Begin each week by asking students to get out their planners and write in class information such as homework due dates, quiz and test days.
- Encourage different use of pen colors to denote assignments and when they are due.
- For larger assignments and tests with longer due dates, students should put a reminder in the This Week area at the top of the left hand page of the week in which the assignment is due.
- After giving assignments to be put into the planner spend a few minutes walking the aisles to verify and encourage that the assignments are being put in correctly.
- Have students write in sports dates and school fun dates (like Homecoming week and dance) to make the planner their year around aid—not just something for school, assignments and tests.
- Help students cross off activities as they are completed. This has two effects: 1) students can readily see what assignments remain, and 2) this exercise creates a sense of accomplishment and pride for having completed an assignment. The feeling of success will lead into the next assignment.
- Students can fill in classmates contact information to receive homework information when they miss a class.
- Hall pass pages: Students can write passes before they get your signature to save time. No student is allowed out of your classroom without a corridor pass.

*The act of having students enter events into their planner creates immediate ownership of the planner, as well as encourages them to form good use habits around the planner.*

2.43 PROFESSIONAL OBLIGATIONS

**Attendance at Building Events** – All faculty are required by AAEA contract to attend the following activities:

- Capsule Night
- Four (4) Parent/Teacher Conferences which held throughout the year

**Part Time Staff** – Part time staff are required to attend professional obligations, at minimum, equal to the same portion of their employment (FTE).

**Long-Term Substitutes** – Long-term subs are expected to attend capsule/conference events. If a teacher cannot attend a capsule/conference night the teacher:
1. Must inform parents as to when he/she will be available for make up conferences.
2. Must inform and provide makeup information to the administrator responsible for capsule/conferences.

**Professional Development Attendance** - The district requires hours of professional development in lieu of instructional time. The district will provide faculty with the information throughout the year. Professional development must relate to student achievement.

**Lack Of Meeting Contractual Hours/Attendance At Conferences** – Supervisors are notified and letters placed in personal files regarding unexcused attendance/lack of meeting the contractual hours.

**Professional Development Logs** – The district requires faculty to electronically log in their professional development hours three times during the year. A paper copy is to be given to the administrator in charge of their department. Requirements, log in information and dates are listed in the professional development brochure produced by the district.

### 2.44 PYRAMID OF STRATEGIES FOR STUDENT SUCCESS

Teachers are to refer to the pyramid of strategies for student success for ideas to increase achievement.

- **Tier 3**
  - Involve Administrator
  - Signed weekly progress report (mailed or emailed)
  - Mandatory tutoring
  - Student contract
  - Action plan
  - Involve Counselor
  - Weekly assignment sheets
  - Weekly progress reports (email or hard-copy)
  - Parent/Teacher Administrator conference
  - Tutoring (with Teacher)
  - Alternate assessments (with accommodations)
  - Assign make-up work (to clear zeros)
  - Amnesty Day (decide on frequency)
  - Parent conference (face to face)

- **Tier 2**
  - Assignment sheets (freshman)
  - Make-up work
  - Tutoring (peer, buddy system, or teacher)
  - Communication with other teachers
  - Alternate instructional activities assignments
  - Retake exams
  - Accept late work/do not accept substandard work
  - Review study skills/test taking strategies/Re-teach and review
  - Parent conference (translation provided when needed on phone calls)
  - Student conferences
  - Specific academic expectations
  - Credit recovery
  - Reading apprenticeship
  - Education 2020

- **Tier 1**
  - Assignment sheets (freshman)
  - Make-up work
  - Tutoring (peer, buddy system, or teacher)
  - Communication with other teachers
  - Alternate instructional activities assignments
  - Retake exams
  - Accept late work/do not accept substandard work
  - Review study skills/test taking strategies/Re-teach and review
  - Parent conference (translation provided when needed on phone calls)
  - Student conferences
  - Specific academic expectations
  - Credit recovery
  - Reading apprenticeship
  - Education 2020
### 2.45 PHS RELIGIOUS HOLIDAY GUIDELINES

School employees may not schedule any of the following during three star holidays (***): major exams or reviews for major exams, standardized tests, tryouts for teams or plays, one time or major events (proms, graduation ceremonies, homecoming, elections, test simulations, etc.). School district employees shall schedule interscholastic athletic games in a manner that minimizes conflict with holidays designated as three stars. The Superintendent or designee must review scheduling of athletic events on a three star holiday. Board members will be notified well in advance when there is a conflict.

Interscholastic athletic practices are allowed.

Teachers should be sensitive to the scheduling of quizzes longer than ten minutes. Students will probably be with their families or a place of worship in observance of these holidays. They will not be in school nor have time available to do the required homework. Absence to observe these holidays is excused, and make-up privileges should be the same as the make-up privileges offered to a student who has been absent due to illness.

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<td>Christmas</td>
<td>Ash Wednesday</td>
<td>Chanukah</td>
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<td>Easter</td>
<td>Passover-Concluding Days</td>
<td>Purim</td>
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<td>Eid al Adha</td>
<td>Shavuot</td>
<td>Kwanzaa</td>
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<td>Epiphany - Orthodox Christmas</td>
<td>Shavuot</td>
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<td>Feast of the Nativity-Russian Orthodox</td>
<td>Shemini Afezeret</td>
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<td>Good Friday</td>
<td>Simchat Torah</td>
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<td>Passover/Pesach (Opening Days)</td>
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<td>Ramadan Begins</td>
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<td>Yom Kippur</td>
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A District Calendar is available to view or subscribe: [http://www.a2schools.org/Page/7795](http://www.a2schools.org/Page/7795)

**Ramadan Guidelines** – When possible, avoid major exams during “Ramadan”. If not possible attempt to schedule them early in the day after the end of the first week when the students are adapted to fasting. Be sensitive to the fact that fasting students may need to avoid strenuous physical activities.

### 2.46 ROOM USE

- Late afternoon and evening room use in the building must be checked with Theatre office or Principals’ office. For room use during the school day see the school Google calendar.
- If you wish to use any of the Principal’s Conference Room, please arrange scheduling it with the secretary to the principal or assistant principals.
- Use the following link to schedule arrangements: [https://goo.gl/bZ4M4q](https://goo.gl/bZ4M4q)
2.47 SNOW DAYS
A SchoolMessenger is used when there is a snow or emergency day. Please keep your phone number current with HRS.

2.48 SPECIAL EDUCATION

PHILOSOPHY
The Special Education Department of Pioneer High School is in agreement with the Pioneer Mission Statement which states that Pioneer “... is to provide students with the environment and educational experiences that will empower them to take responsibility for their lives, and the world in which they live.” The Special Education Service Delivery Model at Pioneer High School is based on the belief that students benefit from an environment which maximizes the interaction of all students through the general education curriculum and all co-curricular activities. We believe that students learn best in the least restrictive, most appropriate environment. The entire student body benefits cognitively, affectively, and socially from integrated interaction.

GOALS
It is the underlying policy of the Special Education Department at Pioneer that students become increasingly more responsible for themselves, their work, and their world as they develop effective coping strategies. In order to carry out this policy, some students may require more support than others. The following is a partial list of the goals of the Special Education Department:

1. To encourage students to become increasingly more responsible for themselves.
2. To assist students in moving effectively from maximum to minimum amount of support for independent learning/living.
3. To facilitate students’ use of community resources.
4. To enable students to complete the requirements leading to high school graduation.
5. To prepare students for productive work and economic responsibility.
6. To enable students to experience personal growth by developing their individual talents.

PROGRAM DESCRIPTION
Presently, Pioneer has four programs available: 1) Teacher Consultant service self-contained Program for students. These programs have many characteristics in common. Together, they make up the service delivery system at Pioneer. The system offers a continuum of service options from a self-contained program to general education class placement. Supporting this system are a school psychologist and full time social worker as well as speech and language services, physical therapist, occupational therapist.

All students receiving special education services have been determined by an Individual Education Planning Team meeting (IEPT) to have one or more handicapping conditions. An IEPT determines eligibility, appropriate programming and service delivery model. Pioneer services a full range of students with handicapping conditions including Autistically Impaired (AI), Cognitively Impaired (CI), Emotionally Impaired (EI), Hearing Impaired (HI), Learning Disabled (LD), Physical Impairment (PI), Other Health Impairment (OHI), Speech and Language Impaired (SLI), and Visually Impaired (VI). In addition to the general classroom curriculum students participate in programs such as Pioneer and Pioneer High School vocational classes, special vocational classes, co-curricular activities such as inter-scholastic athletics, and drama. Any placement and service is determined by adherence to the Michigan Special Education Rules and Regulations.

Teacher Consultant Services
- Provide academic support for students in general education classes
- Monitor student performance in classes.
- Consult with general education teachers regarding student performance.
- Establish and maintain close contact with parents/guardians regarding student performance and behavior.
- Adapt assignments and tests.
- Provide accommodations for learning.
- Consult with counselors regarding student progress toward graduation.
- Consult with administrators regarding student adherence to the code of discipline.
- Provide short and long-term in-class support for general education teachers.
Assist students in personal decision-making process and outcomes.
- Help students develop mature response to emotional issues.
- Assist students in developing self-advocacy skills.
- Assist with vocational planning and career preparation.
- Teach assignments and assessments

**Resource Program Services**
- Provide a limited number of core academic classes as alternatives to the regular curriculum.
- Instruct a limited number of students.
- Support students for content classes in general education.
- Monitor academic performance and behavior of students on caseload.
- Schedule students in their classes.
- Provide support for general education teachers.
- Provide modified materials for general education teachers to assist.
- Establish and maintain close contact with parents/guardians regarding student performance and behavior.
- Consult with counselors and administrators.
- Assist with vocational planning and career preparation.
- Other

**Self-Contained Program/Services**
- Give grades for classes.
- Instruct a limited number of students.
- Monitor academic performance and behavior of students on caseload.
- Assist student in establishing vocational goals, skills and, experiences.
- Establish and maintain close contact with parents/guardians regarding student performance and behavior.
- Coordinate career education and Michigan Rehabilitation Services for students.
- Provide students with community based transportation experiences.
- Provide students with community based educational experiences.
- Participate in pre and vocational experiences.
- Establish and maintain contact with building counselors and administrators.
- Provide transition services.
- Provide life skill activities.
- Provide community experiences

**SPECIAL EDUCATION GLOSSARY OF TERMS**

IEPT: Individualized Education Planning Team meeting. The educational plan created at the IEPT has the force of law. The first IEPT determines whether a student is eligible for special education services. Much of the decision is based on the MET report. If a student is found eligible for services, the IEPT meets at least annually. The committee is composed of a student, a teacher, counselor, parent, and special education person who meet to review the year's work and plan for the coming year. It usually lasts an hour, or so. A classroom teacher is there to report directly to the parent on how the student is doing and to make recommendations regarding appropriate accommodations.

MET: Multidisciplinary Evaluation Team meeting. This meeting takes place after a student has been referred for special education services. The student is evaluated and a teacher, psychologist, special ed. person and sometimes a social worker go over the evaluation. The purpose of this meeting is to decide whether the student should be recommended to an IEPT as eligible for special education services.

* These are meant to be jargon free definitions. The legal definitions are available upon request. In addition, these definitions are not meant to be comprehensive but rather illustrative of the vocabulary used by special education. Any questions or concerns should be directed to the Special Education Department Chair.

**2.49 STUDENT SURVEYS**

Surveys conducted by students should provide a meaningful educational experience or they should not be conducted. Under circumstances where the survey deals with controversial material, appropriate attention must be given to school and community attitudes. With these considerations in mind, the following guidelines have been developed:

- All teachers whose classes may wish to conduct surveys should discuss their plans with the department chair and building principal before the activity is pursued and students' time invested.
- Such teachers are urged to consult with a member of the research staff, and/or invite a member of the research staff to work with the class, providing technical assistance with the formulation of questions and with interpretation of the findings. These steps are urged in the interest of obtaining maximally useful information and drawing reasonable and valid conclusions.
• All student survey instruments should be routed to the building principal or designee for approval prior to use. Approval in all cases will involve consultation with a member of the research staff. Responsibility for this rests with the principal or designee, who is also responsible for seeing that prompt action is taken, and that those involved are promptly informed of the decision. Under most circumstances, an answer should be possible within 48 hours. Where the time factor is critical, the teacher should so advise the principal or designee.

• Student surveys, which are not class related, should follow these same procedures, including prior consultation with an appropriate faculty advisor.

• A file copy of all approved instruments should be retained by (1) the school principal or designee, and (2) the Office of Research. It is important for those who may be questioned about the survey activities to be informed.

2.50 SUBSTANCE ABUSE

• **Prevention** – Substance Abuse prevention is part of the curriculum and is taught in Health and Human Behavior Classes.

• **Intervention** – A referral system enables teachers and other students, as well as parents to refer students to various programs throughout the community. Referrals are to be sent to the student’s counselor or administrator.

• **Substance Abuse Offenses Consequences** – The Student Rights and Responsibilities Booklet designates consequences of violations of the district substance abuse policy.

2.51 SUPPLIES (GENERAL OFFICE)

**General Office Supplies** – Requests should be made through your department chairman. Grade books, plan books may be requested at the General office.

2.52 SUPPLIES (STUDENTS)

State law prohibits public schools from requiring students to purchase any materials required for class. This means that teachers cannot send home a “required supply” list for their class. Teachers can suggest materials but any required materials must come from the school. A student’s grade cannot be influenced by not having suggested supplies.

2.53 TARDY (EXCUSED AND UNEXCUSED)

Students have a responsibility to arrive on time. An unexcused tardy occurs when a student arrives after the bell rings without an acceptable excuse. Consequences for unexcused tardiness will be in accordance with the provisions of the Rights and Responsibilities Handbook and Local School Rules.

2.54 TEACHER’S WORK DAY

As presently defined in the Master Agreement Between the Ann Arbor Board of Education and the Ann Arbor Education Association: “All high school teachers assigned to a school building full time shall be required to be in
the building not more than fifteen minutes prior to the beginning of the teacher’s day and fifteen minutes after
the afternoon teacher’s session.” Staff members are expected to be in the building or immediately available
during normal working hours. In the event that it is necessary to leave the building during the day, you must sign
out at the principal’s office.

2.55 TELEPHONES

Placing calls within building and throughout the district: dial 5-digit extension and for outside the district: dial 8
and the full number:

- **Voice Mail** – Use voice mail instructions to program your phone. Instructions are included in the staff handbook.
- **Long Distance Calls** – Long distance calls are to be limited to school business.
- **Medical Emergency** – If a life threatening medical emergency (anaphylactic reaction, large amount of bleeding,
  choking, seizure, chest pain in an adult, head, neck or back injury, sudden severe headache, slurred speech,
  paralysis) occurs dial 911. After the emergency call is made dial: 777 for further assistance. This number rings into
  the general office and will be answered. The general office will radio an administrator/community assistant for help.
  If a 911 call is made from a cell phone you must contact the general office (994-2120) for notification that a call
  was made to 911 and to initiate Pioneer’s emergency response plan.
- **Non-Medical Emergency** – If a non-life threatening medical emergency (asthma attack, small bleeding cut, minor
  chest discomfort, expected broken extremity, dizziness, feeling faint, diabetic emergency or any other situation you
  are uncomfortable with) occurs dial 777 for further assistance. This number rings into the general office.
- **In the event of a mechanical problem** (broken window, water leak, extreme temperature, etc.) dial: 42120 for
  further assistance. This number rings into the office phone and will be answered. The office will radio a custodian for
  help. If work order is needed, contact the Principals’ office.
- **In the event of a disturbance**, (administrator/community assistant needed immediately due to altercation, removal
  of student, etc.) dial: 777. This number rings into the general office and will be answered. The General office will
  radio an administrator/community assistant for help.

2.56 TESTS (RETURN OF)

Parents are entitled to have access to the tests of their children take within a reasonable period of time. Some
tests may be exempt for home distribution due to the publisher’s distribution policy. Final exams may be sent
home at the option of the teacher.

2.57 STUDENT TRANSCRIPTS AND RECORDS

Student records and transcripts are maintained in the Records Office and are available online through
Parchment.com.

2.58 AAPS TRANSPORTATION

The district will continue to update families on the transportation changes and availability in the Back to School
publication.

**Transportation Department: (734) 994-2330**

**HIGH SCHOOL TRANSPORTATION**

- There will be common pick up sites for high school students.
- Common pick up sites will be at select elementary schools, determined by the 1.5 mile walk-zone radius
to each high school as well as factoring in safety busing.
- Common bus stops will also be instituted around the outer “ring” of the district to accommodate those
  students who do not live near an AAPS elementary school.
- More specifics will follow this summer about the stop locations.
- No 7th hour bus service at the high school
2.59 TRANSPORTING STUDENTS

- Teachers and aides should not transport students at any time in personal vehicles. The district does not provide any liability insurance. Only principals are covered by the district for transporting a student in their private vehicle. For all others it would be their personal insurance should they choose to give a student a ride.

2.60 USE OF SPRAYS

There are a number of federal regulations prohibiting the use of sprays and other chemicals in public buildings. No products should be sprayed in the classroom or hallways without prior permission.

2.61 USE OF VIDEO

The use of videos in the classroom must be tied to the school curriculum. Entertainment videos are not acceptable to be used in the classroom.

2.62 VISITORS (ADULTS)

All visitors must report to the General Office and get approval to visit a classroom. The teacher will be contacted prior to approval being granted. Staff who encounter visitors on the campus are asked to direct them to the General Office. Never send a visitor to a classroom unannounced. If you know of someone visiting your classroom, please let the General Office know the name of the visitor and instruct your visitor to sign in at the General Office when they arrive.

2.63 VISITORS (STUDENTS)

Student visitors must have pre approval. Forms are available in their class offices.

2.64 WITHDRAWAL FROM CLASS/SCHOOL

- If a student withdraws from a course up to and through the fifth week of the semester, a grade is neither requested nor recorded on the transcript.
- If a student withdraws from a class after the fifth week but before the end of the tenth week, a withdrawal grade is requested. The course name, withdrawal grade and the number of weeks in the class appear on the transcript.
- After the tenth week a student who is removed from a class for attendance problems will receive an "attendance drop". The administrator notifies the student, parent, teacher and counselor of the drop. The student remains on the class roster and receives an "E" for a final grade.
- If a student is withdrawing from all classes at Pioneer, for example, due to a family move, he/she will pick up a withdrawal form from the class secretary and request teachers’ signatures on the last day of attendance. This is an unofficial withdrawal form; official withdrawal grades will later be requested.