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CHIPPEWA HILLS

HIGH SCHOOL

2016-2017

STUDENT HANDBOOK

3226 ARTHUR ROAD

REMUS, MI 49340

PHONE: (989) 967-2100

FAX: (989) 967-2109

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ADDRESS: _____

PHONE NUMBER: _____

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CHIPPEWA HILLS HIGH SCHOOL PHILOSOPHY

Education is the concern of all. Today's school is an integral part of home and community living. The home, school, church, and community share in giving children a firm foundation on which to grow. The school seeks to provide an educational program best suited to the needs of all school-age boys and girls of our school district. We hope to create an environment in which: (1) all are stimulated to explore their individual interests; (2) participate in new experiences; (3) live together democratically; (4) develop maturing standards and scholarship; (5) understand and appraise present-day events; (6) experience the feeling of successful achievement; and (7) build for themselves dispositions to share in the making of a better America.

School Colors

Red, Blue, White and Gold

Welcome to Chippewa Hills High School. As you begin your school year we hope it will be an exciting, rewarding and challenging experience for you. We believe as you become acquainted with your fellow students and the staff, you will realize that Chippewa Hills is a **great place to be!**

Chippewa Hills High School offers a complete and comprehensive program of academic and extra-curricular activities. Students are encouraged to get involved in our programs, take pride in their accomplishments, and recognize the goal of all is to help the students develop to their maximum potential.

As high school students who are becoming increasingly accountable for their actions, we ask that you read this handbook carefully. There are rules, regulations, and restrictions that help maintain a safe and productive learning environment. Mature students accept responsibility for their learning, attendance, and behavior.

Best wishes are extended to all students enrolled at CHHS!

CHARGE-Chippewa Hills Achieving through Respect, Growth and Effort!

Please review this handbook with your parent/guardian.

TIPS FOR ACADEMIC SUCCESS

1. Read the contents of this agenda to become informed of school policies and procedures.
2. Use this agenda to help keep yourself and your schoolwork organized.
3. Write down all assignments. Immediately note the due date and check off as assignments are turned in.
4. Have a special folder for each of your subjects.
5. Have a quiet place at home in which to study. It should offer plenty of room to spread out materials and have good lighting. Play the radio on low, but do not study with the TV on.
6. Set up a time to do homework each night. This way you won't forget to do it.
7. Study each subject a little bit each day. Review your notes daily. By doing this, you will be well prepared for test day.
8. Start early on your reports. Do not wait until the last minute. By taking more time to prepare and research you may find it can be interesting and fun.
9. When you have questions, be sure to see your teacher for help. Or, if you are at home, ask your parents.
10. Keep your parents updated on your schoolwork and share papers and projects with them.
11. Make good use of your free time. Clubs, after school activities, sports, or hobbies that you enjoy will add to the quality of your life.
12. Try to read as much as you can. Read for your own enjoyment or spend time reading to a younger brother or sister. You will both benefit.
13. Help make plans for family outings. A visit to parks, zoos, museums, or the library can be fun for all.
14. Enjoy your time in school. Try to do your best and remember we are here to help you.

PARENT/GUARDIAN INVOLVEMENT

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the district. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation. The plan for participation may include, but not be limited to:

- The development and review of instructional materials;
- Input on ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs;
- Offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

PHOTOGRAPH POLICY

Student pictures and information will be used for printed athletic programs and the yearbook. Parents wishing to exclude their students from the printed athletic programs or the yearbook must notify the principal's office in writing by the second week of school.

ATTENDANCE

PHILOSOPHY

Michigan law requires students to attend school regularly. Students learn best when they are in class interacting with their teacher and other students, gaining experiences that will last a lifetime. Coming to school every day also helps to develop positive habits that are important for success, such as punctuality, dependability, and self-discipline. Cooperation with parents/guardians and the school can ensure that students make the most of their high school education by attending daily. The following guidelines are designed to help foster regular attendance for students.

POLICY AND DEFINITIONS

The regulations below shall be in effect with the administration retaining the right to make adjustments for unique and/or extenuating circumstances, such as documented extended medical absences or the death of an immediate family member.

1. **Absent** – A student is considered absent when he/she misses more than 10 minutes of class.
2. **Absence Limit** – The combination of 5 excused and/or unexcused absences in one trimester is the absence limit. Students exceeding the absence limit in one or more class periods may
 - a) be referred to the Mecosta or Isabella County Truancy Officer, and/or
 - b) be required to pass a comprehensive course final assessment with 78.5% to earn credit in the course. Students who earn credit for the course in this manner will not be issued a grade.
 - c) be suspended from school without credit for the remainder of the trimester for all courses.
3. **Excused Absence** – An absence due to medical/dental reasons or funeral DOES COUNT toward the absence limit of 5. To be considered an excused absence, valid notification must be provided to the principal's office by the end of the trimester or within one week of the end of the trimester if the student is absent the last week of the marking period. School voicemail is available 24 hours a day 7 days a week for messages to be left. (Refer to opening statement under POLICY AND DEFINITIONS.)
4. **Perfect Attendance** – Being in attendance for **every class period** every day.
5. **School Related Absence** – An absence caused by a school-related activity, such as a sporting event, field trip, etc., DOES NOT count toward the absence limit. A student may have up to two school-related absences for college/university related reasons, which must be pre-approved.
6. **Suspension Absence** – for OSS DOES NOT count toward the absence limit.
7. **Unexcused Absence** – An absence that has not been verified by parents/guardians within 2 school days of the student's return. This absence COUNTS toward the absence limit of 5 and may result in discipline for skipping. Just one unexcused absence may prevent a student from making up any time.
8. Students transferred from one (1) class to another will carry forward all absences from the previous class.
9. Attendance accumulates for every class period.
10. The principal's office will maintain and monitor all students' attendance records.
11. The teacher's class record will be considered the official record of attendance.
12. Upon an unexcused student absence the home may be contacted via a computer operated phone call.

PROCEDURES

1. **Excusing an absence** – Students must provide the principal's office with valid notification from their legal parent/guardian explaining the reason for the absence(s) and the date(s) of absence prior to the end of the trimester. Students who are absent the last week of the trimester have one week to provide written documentation. Parents/guardians may provide notification ahead of time to pre-excuse an absence. Valid notification can be a written note with a parent/guardian's signature, a telephone call, or face-to-face contact. A confirmation number will be given when telephoning. Please record this on a calendar for future reference. Medical notes should still be provided to accurately reflect the reason for the student's absence. (These details may be important for college/scholarship applications.). The principal's office may investigate any suspicious notes or calls.

Recommended procedure for excusing an absence: The student and the parent share responsibility for getting absences excused. To involve both, it is recommended that the student write the note excusing the absence and then hand it to the parent to sign. The student then delivers the note to the principal's office by the end of the trimester.

2. **Arriving late to school** – Regardless of the time remaining in the class period, a student must report directly to the office to SIGN IN and obtain a pass required for entry into class. Failing to sign in may result in RTC.
3. **Leaving school early** – The principal's office must have valid notification by a parent/guardian before the student will be permitted to leave the building. The student must report to the office to SIGN OUT before leaving. Students who are at least 18 years old may sign out for valid reasons once parents have provided the principal's office with written permission. Students that leave school for a verified reason, but without signing out, may be assigned RTC. Any student who leaves school early must be accompanied by a parent or appropriate medical re-admit slip in order to return to school the same day for which he/she left early.
4. **Prearranging an extended absence** – Missing school for vacations, work, etc., is strongly discouraged. However, a student may be excused when the parent/guardian feels it is necessary and no other arrangements can be made. Prearranged absences COUNT toward the absence limit. To prearrange an extended absence, students must inform each teacher to get assignments. If at least one week's notice is given, the student may receive his/her assignments prior to leaving. However, final exams will not be given early.
5. **Getting an attendance error corrected** – the teacher's attendance record is the official record. Therefore, if a student feels that a teacher has mistakenly marked him/her absent, s/he should **first** speak with the teacher. The teacher will communicate with the office if a change in the attendance record is required. **Office personnel may not remove an absence without the approval of the teacher.**

CONSEQUENCES OF EXCESSIVE ABSENCES

A student's academic standing may be affected by his/her absenteeism. The assignment of 6-week grades will be based upon students' academic performance in conjunction with his/her attendance.

1. Discipline consequences for unexcused absences may be imposed, such as Suspension After School to make up for missed time
2. Possible loss of credit for that particular course
3. In cases where a student loses credit for two or more classes, he/she may be brought before the board of education (or designee) to be suspended from school for the remainder of the trimester without credit in any classes for trimester and/or
4. Referred to the Mecosta or Isabella County Truancy Officer.

NOTIFICATION OF ABSENTEE STATUS

Students and parents should keep track of the number of accumulated absences. The office can supply an up-to-date record upon request. To provide communication of absentee status, the procedures below will be followed:

1. A letter will be mailed to parents upon the first occurrence of three (2) excused/unexcused absences in any class.
2. A letter will be mailed to parents upon the first occurrence of five (4) excused/unexcused absences in any class.
3. A letter will be mailed to parents upon the first occurrence of eight (5) excused/unexcused absences in any class, and the principal or designee will meet with the student.
4. The principal or designee will meet with students exceeding the absence limit to determine the consequences of the absenteeism.

Although not required, it is recommended that parents/guardians contact the school a day ahead of time when a single absence is planned. When a student stays home ill, it is appreciated when parents call the same morning.

EARNING THE RIGHT TO REMAIN IN CLASS

Upon exceeding the absence limit, a student must earn back missed time by attending pre-arranged time after school. The student must be working on assignments for the time to count. After being assigned time, any further absences may result in loss of credit in the class(es). Students with any unexcused absences may not be allowed to make up time.

ATTENDANCE APPEALS COMMITTEE

The purpose of the appeals committee is to hear requests of students who have been removed from class or have been suspended from school for violating the attendance policy. Decisions of the appeals board shall be final at the building level. Further appeals may follow the appeals process outlined by board policy.

1. Membership:
 - a. One (1) high school attendance secretary
 - b. One (1) high school administrator
 - c. Two (2) high school faculty members
 - d. One (1) high school counselor
2. Each member shall have one (1) equal vote.
3. Students who choose to present their situation to the appeals board may be required to sign a "Release of Information" form which will allow the school district to supply the members of the Board with information pertinent to the attendance concern which would normally be considered confidential. Such information may include, but not be limited to, days of absence/tardiness, reasons/written communications pertaining to those days, and student attitude, conduct and academic work in class(es) affected. Administrative Regulation, 8/01

TARDY POLICY

Punctuality is an important personal habit to develop in order to prepare for the world of work. It is also a courtesy and sign of maturity and responsibility. The following guidelines are intended to promote punctuality and deter tardiness.

1. **Tardy** – A student is marked tardy when he/she reports to class after the conclusion of the tardy bell, but within the ten-minute limit.
2. **Exempt Tardy** – Tardiness to school/class will be considered exempt for any of the following reasons: Late bus, written verified detainment by school personnel, or return from approved participation in a school activity.
3. It is the teachers' responsibility to record tardiness. Tardy records restart at the beginning of a trimester.
4. **Hall Sweep** – Randomly, an announcement will be made over the P.A. declaring a hall sweep. Students tardy for class will be required to report to the student lounge, where names will be recorded and RTC assigned. Again, this is to promote punctuality and deter further tardiness.

TARDY PROCEDURE

1. First tardy – student is allowed to enter class
2. Second tardy – student has chosen to go to RTC.
3. Third tardy – student will report to RTC, RTC teacher will then contact the office to let them know the student will be coming to make a call and go home.
4. Students marked tardy ten (10) times may lose credit but be required to remain in the class.
5. Students caught in a Hall Sweep will be assigned RTC during lunch.

CODE OF CONDUCT

The Board of Education delegates certain authority to the administrators who are charged with managing the schools and maintaining an environment that is conducive to learning. Principals stand **in loco parentis** (in place of parents) in school disciplinary relationships with students. This doctrine states that the administrator has rights, duties, and responsibilities of the legal parent in disciplining students for the enforcement of reasonable rules. In Michigan, the right to suspend is delegated to the principal (or assistant), while the right to expel is retained by the school board.

It is difficult to list all the qualities of a good school citizen. In order to give students an idea of what is expected of them, the following guidelines are offered:

1. Students should respect the worth and dignity of each individual and respect the rights of fellow students.
2. Students should respect the rights and responsibilities of **all staff members** as they perform their duties.
3. Students should observe a code of conduct of all citizens by the use of proper language, etiquette and appearance.
4. Students should understand and adhere to all school policies and be willing to accept the responsibilities that go along with their rights and privileges.
5. Students should attend school on a regular basis and be prompt in arriving to school and to their assigned classes.
6. Students should devote all their energies toward realizing their potential and working to the best of their ability.
7. Students should involve themselves in the total school program and avail themselves of all the school has to offer.
8. Students should exhibit a sense of pride towards their school and exercise proper use and care of its facilities.
9. If you notice destruction or vandalism, quickly report it to a teacher or administrator. Your name will be kept confidential. There could be a reward for the information.

*Please note: School officials maintain a partnership with parents and may contact them about school related matters regardless of the student's age.

RESPONSIBLE THINKING PROCESS

The Responsible Thinking Process is a discipline process used to teach students who are acting as a disturbance within the school environment, how to think of ways of reaching their goals without violating the rights of others.

DISCIPLINE PHILOSOPHY

Students have the right to learn and teachers have the right to teach in a safe environment. No one has the right to disrupt, to prevent other students from learning, or to violate the rights of others.

DISRUPTIONS

A disruption is classified as any disturbance that violates the rights of others by inhibiting the learning process. This includes disturbing the class by coming in late, talking, laughing, arguing or any other action that may distract the teacher from teaching and other students from learning. This also includes choosing not to follow classroom/school rules, policies and procedures.

RESPONSIBLE THINKING CLASSROOM

Students choose to go to the Responsible Thinking Classroom (RTC) by causing a disruption or choosing not to follow school or classroom rules and/or procedures. In order for a student to return to class or the area in which he/she caused a disruption or chose not to follow school rules, the student must complete a student plan. The plan asks the student to describe in detail exactly what happened and if his/her description matches that of the person in charge. If the description does not match it asks how the student will resolve the difference when he/she negotiates. The plan asks what rule or procedure was not followed and how his/her choice of behavior affected what others were trying to do. It then asks the student to come up with a specific plan if

the student should have this problem again. Students are to identify measurable goals and how he/she will know if his/her plan is successful. Students also identify other problems that he/she is having that would make it difficult for the student to succeed at solving the problem. **It is the student's responsibility to negotiate the plan with the adult in charge when the adult has indicated that he/she is available for negotiating. A student who has gone to RTC may not return to class or the area they disrupted until this process is complete. The student must then return the signed plan to the RTC Coordinator.**

While in RTC it is the student's choice as to whether or not he/she works on plan to return to class or other areas of the school. However, students are not allowed to make noise or be disruptive in RTC. **If a student chooses to disrupt in RTC, the student has chosen to go home for the day. A parent/student conference must be held before the student is allowed to return to school.**

CONDUCT WARRANTING DISCIPLINARY ACTION

The majority of students at Chippewa Hills High School are responsible, well-mannered students that respect their classmates, teachers, and other school employees. However, some students have trouble adapting to the high school environment and find themselves testing the limits of the rules and procedures. Students that choose to engage in misbehavior, at school or at after school functions, reduces the quality of education for others, and therefore will face consequences for their actions.

The following behaviors shall be grounds for disciplinary actions any time the student is under the jurisdiction of the school. Infractions are divided into two categories: Level 1 and Level 2. Level 1 offenses are considered very serious and shall typically result in suspension from classes or after school activities. Level 2 offenses result in the student choosing to go to RTC for which there are limits set to the number of RTC visits allowed in one school year. **This policy is cumulative throughout the school year and is not limited to single rooms or staff members. These lists are not exclusive.**

Level 1 Misconduct infractions include but are not limited to the following:

1. ACADEMIC DISHONESTY – Plagiarism, sharing answers, copying others' work, etc.
2. ALCOHOL OR MALT BEVERAGES – Possession or consumption, regardless of the alcoholic content.
3. AGGRESSIVE BEHAVIOR – Horseplay or pushing that is intentional and results in injury.
4. ARSON – Purposely setting fire on school property.
5. BOMB THREATS
6. BULLYING - It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

A. Prohibited Conduct.

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;

- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis on an anonymous report.

C. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each verified incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. Consequences and Appropriate Remedial Action. Remedial measures shall be designed to correct problem behavior, prevent future occurrence of the behavior, and protect victims. Each school shall develop a written plan to address bullying at an age appropriate level including a rubric of bullying offenses and the associated consequences. All plans must adhere to established beliefs within this policy as adopted by the Chippewa Hills Board of Education.

F. Annual Reports. At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

G. Responsible School Official. The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

H. Posting/Publication of Policy. Notice of this policy will be annually circulated to all students and staff and incorporated into the teacher, student, and parent/guardian handbooks.

I. Prevention Task Force. Within 180 days of adoption of this policy, the Responsible School Official shall form a bullying prevention task force. The task force shall identify, develop and/or recommend written materials, training programs and initiatives for implementation. In its discretion, the task force may involve school staff, students, school clubs, or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

J. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
 - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
 - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
 - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
 - c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.
7. DISRESPECT OR DEFIANCE OF SCHOOL PERSONNEL – Persistently and/or profusely disrespecting or defying any staff member.
 8. DRUG POSSESSION/DISTRIBUTION – Any substance/drug, illicit, prescription, or over-the-counter medication that is given to or in one’s possession.
 9. EXPLOSIVES, USE OR POSSESSION – Firecrackers, flares, etc.
 10. EXTORTION – Obtaining any items of value by the use or threatened use of violence.
 11. FALSE ALARMS – Issuing, by word or act, a false or misleading report of fire or other danger.
 12. FIGHTING – Participating in a physical confrontation by purposefully inflicting or attempting to inflict bodily harm, regardless of instigator.
 13. GANG RELATED SYMBOLS – Graffiti, activity, clothing, or other known gang related items, are prohibited.
 14. GROSS MISBEHAVIOR OR PERSISTENT DISOBEDIENCE – Deliberate or willful conduct detrimental to the normal functioning of a program or activity. Examples:
 - a. Use of profane and obscene language
 - b. Persistent skipping of classes during the school day
 - c. Continual disruptive conduct in the classroom, library, cafeteria, or other parts of the building or grounds.
 15. HARASSMENT – Sexual Harassment
 1. Verbal: Written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
 2. Nonverbal: Placing sexually suggestive objects, pictures, commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and the like.
 3. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, or pushing the body.Gender/Ethnic/Religious/Disability/Height/Weight Harassment
 1. Verbal: Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender national origin, religious beliefs, etc. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
 2. Nonverbal: Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures.
 16. HAZING - Indoctrination activities resulting in injury/serious injury/death
(Public Act 111 of 2004)
 - Establishes criminal penalties for “hazing” by students or employees in schools and colleges.
 - Makes activity resulting in injury a misdemeanor and a felony if it results in serious injury or death.

- Exempts any activity that is normal and customary in an athletic, military training, or similar program.
 - Establishes that the consent of the victim is no excuse.
17. INSTIGATING A FIGHT – Using words or actions that could possibly, or do lead to a physical confrontation.
 18. LOOK-ALIKE SUBSTANCES – Any substance/object deemed illegal that, although it is not real, it is passed as the real thing.
 19. OBSCENITY – Vulgar acts by pupils in verbal or written form, pictures, gestures or caricatures in or on school property.
 20. PERSONALLY OFFENSIVE BEHAVIOR – When a student uses language or engages in behavior, which reduces the worth and dignity of another person in a discriminatory or negative stereotyping manner. Unacceptable personally offensive behaviors shall include but are not limited to: insensitivity to race, ethnicity, gender, religion, disability, or socio-economic condition, be it in oral or written form, in pictures, caricatures, or gestures.
 21. PHYSICAL ASSAULT – Intentionally causing or attempting to cause physical harm to another through force or violence.
 22. SABOTAGING or TAMPERING WITH COMPUTERS – Intentional introduction of viruses or hacking to damage or disrupt the use of programs, networking or files.
 23. SKIPPING - Leaving school without signing out and/or missing class without valid authorization.
 24. SMOKING, CHEWING – Possession or use of any tobacco/nicotine products including e-cigarettes.
 25. STEALING – Dishonestly acquiring the property of others.
 26. THREATS OF VIOLENCE TO STUDENTS OR SCHOOL PERSONNEL – Are illegal and will be dealt with very seriously.
 27. VANDALISM – Any willful verbal threat to inflict injury upon person, under such circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury.
 28. VERBAL ASSAULT – Using derogatory, inflammatory language to insult another.
 29. WEAPONS – Possession, using or transferring of any weapon, by state law, is considered grounds for expulsion.

Level 2 Misconduct infractions include but are not limited to the following:

1. DISINTERESTED ATTITUDE/REFUSING TO WORK IN CLASS – Not working to complete assignments to the best of the student's ability. Having an attitude toward schoolwork, which adversely affects the attitude and behavior of classmates. This includes being unprepared for class.
2. DISOBEDIENCE (INSUBORDINATION) – Not following the directions given by school personnel.
3. DISRUPTIVE BEHAVIOR – Actions that disrupt learning in a classroom.
4. DRESS CODE VIOLATION – See guidelines under Miscellaneous Information
5. DRIVING IN AN UNSAFE MANNER – Parking privileges may be suspended or revoked.
6. FORGERY – Fraudulently using the written name of another person or falsifying times, dates, grades, addresses, or other data used by the school.
7. GAMBLING – All forms of gambling are prohibited on school property.
8. HORSEPLAY – Physical interaction that can lead to injury.
9. INTERNET VIOLATIONS – The use of technology (computer) for anything other than school related purposes.
10. LIGHTERS/MATCHES – Possession or use is prohibited.
11. LITTERING – Not placing trash in a proper receptacle.
12. LOITERING – Loitering shall be defined as being in the bathroom, standing or sitting, and not using the facilities for which it is intended. Sitting in an automobile before school is also considered loitering.

13. MISBEHAVIOR – Behavior not covered by other terms listed in this section.
14. MISSING DETENTION – Not attending an assigned detention or Suspension After School may result in further disciplinary action.
15. NO PASS OR INVALID PASS – Being out of class without a valid pass.
16. PARKING LOT VIOLATION – Parking in an unauthorized area or driving recklessly in the lot, including loudly revving the engine or squealing tires.
17. RIDING OF SKATEBOARDS/SNOWMOBILES – Skateboards and snowmobiles are prohibited on school grounds at all times. Doing so may result in disciplinary action.
18. POSSESSION OF CONTRABAND – Bags and coats and electronic devices are not permitted in class. Food and drinks (except bottled water) are to be consumed during assigned lunch only and shall not be brought to class. Other items inappropriate for school shall not be allowed.
19. PROFANITY/VULGARITY – Inappropriate language or gestures or actions
20. PUBLIC DISPLAY OF AFFECTION – Holding hands is allowed – kissing, prolonged hugs and close bodily contact are prohibited.
21. TARDINESS – Failure to be in class and/or seated and ready to learn at the conclusion of the tardy bell.
22. TRESPASSING/UNAUTHORIZED AREA – Entering an area or using other's materials without authorization.
23. WRITING INAPPROPRIATELY – Writing notes during class, marking on desks, walls, or other school property.

CONSEQUENCES

Teachers deal with inappropriate behaviors by using various strategies within their classrooms. Some of these strategies might include but are not limited to: parent contact, referral to counselor, verbal reprimand, loss of credit for daily work, assigned seating, holding student after class or after school, having student clean desks, or sending the student out of the class and/or to the office for a snap suspension. Snap suspensions require parental contact by the teacher and additional documentation which is also recorded in central office with the superintendent.

However, the use of the Responsible Thinking Classroom requires teachers and students to use the RTP questions and responses. When a student disrupts or chooses not follow classroom/school rules and procedures the adult in charge will ask the student the following sample questions: What are you doing? What are the Rules? What happens when you break the rules? (Student goes to RTC.) Is this what you want to happen? What do you want to do now? What will happen if you disrupt again? (Student will go to RTC.) If the student chooses to disrupt again, the adult in charge will ask: What are you doing? What did you say would happen the next time you disrupted? Where do you need to go now? (Student reports to RTC.) It is not necessary that all questions in the series are asked and can be modified by the teachers.

Any adult may ask the RTP questions of students they encounter misbehaving throughout the building during passing time, before or after school, or lunch. The adult in charge will complete a RTC Referral form. Upon reviewing the referral, the principal may meet with the student, parents and/or teachers, to discuss the situation and make a timely determination of the appropriate disciplinary action. A plan for correcting the inappropriate behavior will also be developed.

The goal of the discipline procedure is to deter students from making poor decisions regarding their behavior. Referred students shall progress through the discipline procedure upon each additional referral. **Misconduct is cumulative, with each consequence more severe than the previous.** Students that are unable to adjust their behavior over time could face long-term suspension or expulsion. Discipline is administered sequentially unless the nature of the violation(s) warrants more severe action. The building principal or designee may suspend a maximum of 5 days for a specific offense. Suspensions of 6 or more days and expulsions must go through the superintendent and/or the Board of Education.

In case of such misconduct as stated above, both the student and his/her parents or legal guardian will be informed of the offense and conditions of punishment verbally or in written form.

Activity Suspension – Students that violate school rules at a dance and/or athletic event will be banned from those activities for up to one calendar year. Seniors violating school rules at the end of the school year may be excluded from the graduation ceremony.

Athletic Suspension – Suspended from any school athletic event as designated but not from school classes. See the Athletic Code for specific information.

Detention – Up to one hour after school as determined by the teacher or principal to be spent working on assignments. Students who are late or miss a detention may be assigned Suspension After School (SAS).

Expulsion – Long term removal from school by action of the Board of Education.

Out-of-School Suspension (OSS) – Suspended from all classes and activities. The student must remain off school property during the assigned suspension. A conference with the student, parents, and the principal may be required before returning to school. Daily schoolwork may not be made up. Long-term assignments, chapter or unit tests may be made up, but the teacher has the option to lower the grade achieved in proportion to the time missed due to OSS.

Parking Suspension – Student may not park on school property. Violation will result in vehicle being towed at the student's expense.

3 Strikes Program – Students that accumulate persistent discipline/tardy referrals will be placed on this program as a drastic attempt to correct misbehavior. If the student is referred to the office three more times, then the high school administration will suspend the student pending a board of education and/or superintendent hearing to remove the student for the remainder of the trimester of school year on the grounds of incorrigibility.

RTC Referral Procedures

Student that fails to report to RTC and instead go to the principal/assistant with his/her problem will be sent home. This is the same as failing to report to RTC.

The RTC Coordinator will let the teacher know if a student is in RTC from his/her class for three days without attempting to negotiate a plan. The classroom teacher will then notify the student's parents.

We will use the following procedure for students that are frequently disruptive:

2nd Disruption - Notification to parents by teacher

3rd Disruption - Notification to parents by RTC teacher

5th Disruption - Notification to parents by Assistant Principal

7th Disruption - Intervention Team Meeting

8th Disruption - Parent/Student/Administrator conference set up by Principal/Assistant

10th Disruption - Meeting with Superintendent

13th Disruption - Board Hearing

These procedures are accumulative over the school year.

Any student that is sent home after 4th period (2:03), with the exception of tardies, will remain home the following school day. A Re-entry Conference with a parent will be necessary before student can return to school. Students will only be allowed back in school when accompanied by a parent. Make-up work will be accepted upon their return at the discretion of individual teachers.

Students that are in RTC must remain there until the teacher can negotiate the student plan or the bell rings. They are not allowed the privileges of student meetings, band performances, assemblies or any other extras activities.

Students in RTC must negotiate a student plan with the teacher in their current class before changing classes at trimester.

If a student disrupts at the very end of class and chooses RTC the student will then be expected in RTC the next day to complete his/her student plan before returning to class.

If a chronically disruptive student is failing a class with no hope of passing that class, at the next disruption the student will be given one last chance to make a better choice. Students will be advised during negotiation that if they disrupt again they will remain in RTC with no chance of completing a plan and returning to class. If a student has no chance of passing that class, they can either stay in class without disrupting, go to RTC after disrupting with no chance of completing a plan and returning to class, or go home.

Students will only be allowed to work on and complete a student plan in RTC during the class time when they were referred. Students are not allowed to take blank plans with them or work on student plans during other classes, other RTC referral times or lunch.

The following RTC referrals are marked by trimester dates. Anytime a student is sent home, a re-entry conference must be held with the student, parent and administrator before the student may resume attending school. Student must then report to RTC to complete student plan and negotiate with administrator.

OFFENSE	FIRST	SECOND	THIRD
Hall Violations – PDA, profanity, running, horseplay, food/drink outside cafeteria, music media use	RTC referral slip sent to RTC and kept on file for six-week period.	RTC referral for same behavior as first referral – student completes plan during lunch, negotiates with referring adult before resuming regular lunch privileges.	Student is sent home for the day and every similar infraction for remainder of the trimester.
Dress Code Violation	RTC – correct violation – complete plan during lunch – negotiate before resuming regular lunch privileges.	RTC – correct violation – complete plan during lunch – negotiate before resuming regular lunch privileges.	Student is sent home for the day and every similar infraction for remainder of the trimester..
Safety Violations	RTC – negotiate with referring adult.	RTC – negotiate with referring adult. Adult contacts parent.	Student is sent home for the day and every similar infraction for remainder of the trimester.
Tardy	Warning by Teacher	RTC – complete plan, negotiate with referring teacher.	Student is sent home for the day and every similar infraction for remainder of the trimester.

The following behaviors warrant out-of-school suspension. A re-entry conference must be held with the student, parent and administrator before the student may resume attending school. Student must then report to RTC to complete student plan and negotiate with administrator.

Gross Profanity	1 day OSS	Progressive Disc.	Progressive Disc.
Drug Paraphernalia	1-3 days OSS	3-5 days OSS	5-10 days OSS - Superintendent hearing
Possession of Contraband	1 day OSS	2-3 days OSS	3-5 days OSS
Verbally Aggressive Behavior –toward student	2-3 days OSS	4-5 days OSS	6-10 days OSS Superintendent hearing.
Verbally Aggressive Behavior – toward staff	5 days OSS - Superintendent hearing.		
Destruction of school employee property	5 days OSS – Superintendent/ B.O.E. hearing.		
Extortion	3-5 days OSS	5 days OSS – Superintendent hearing.	5 - 10days OSS – B.O.E. hearing
Gang Related symbols	1-3 days OSS	3-5 days OSS	5 –10 days OSS – Superintendent hearing.
Personally Offensive Behaviors	Conference with student	1-3 days OSS – reported to Superintendent	5-10 days OSS – B.O.E. hearing.

The following are Board of Education Discipline Guidelines for student behavior, which occurs on school property, at a school event or on a school bus. Behaviors are accumulative and do not start over at the beginning of a new school year or when entering high school from the Intermediate.

OFFENSE	FIRST	SECOND	THIRD
Alcohol Possession/Use	5 days OSS w/ drug assessment. 8 days without drug assessment. Law Enforcement contact.	Recommendation for expulsion - Board of Education (B.O.E.). Law Enforcement Contact.	

Alcohol Distribution	Recommendation for expulsion before the B.O.E. Law Enforcement contact.		
Over the Counter/ Non-prescription Medications:	Discipline progressive in nature at the discretion of administrator, up to 10 days OSS or referral to superintendent.		
OTC-Non-prescription Medications Distribution	1- 10 days OSS based on administrator's evaluation of situation, or referral to Superintendent.	Superintendent or B.O.E. hearing.	
Prescription Medication Possession / Use	Discipline will be progressive in nature at the discretion of the administrator, up to 10 days OSS or referral to the Superintendent.		
Prescription Medication Distribution	1-10 days OSS, or referral to Superintendent or B.O.E hearing. Law Enforcement contact.	Superintendent or B.O.E. hearing. Law Enforcement contact.	
Illegal Drugs Possession/ Use	5 days OSS with drug assessment, 8 days OSS without drug assessment. Law Enforcement contact.	Recommendation for expulsion before the B.O.E. Law Enforcement contact.	
Illegal Drugs – Distribution	Board of Education hearing for expulsion. Law Enforcement contact.		
Tobacco Possession/Use (including E-cigarettes and fluid vials.)	1-3 days OSS	3-5 days OSS – A tobacco enforcement form will be submitted to Mecosta County Courts for 2nd offense and all infractions thereafter.	5-10 days OSS

Firearm possession/distribution or weapon with intent	B.O.E. hearing – expulsion. Law Enforcement contact.		
Knife (less than 3” blade) or other weapon possession/distribution	1-10 days OSS Law Enforcement contact.	Up to 120 days OSS/ Superintendent/designee hearing.	B.O.E. hearing.
Knife (3+ inch blade)	B.O.E. Hearing Law Enforcement contact.		
Intentional destruction of school property	Up to 10 days OSS – Restitution. Law Enforcement contact.	Up to 120 days OSS – Restitution and prosecution/ Superintendent/designee hearing. Law Enforcement contact.	B.O.E. hearing – expulsion. Law enforcement contact.
Arson	B.O.E. hearing – expulsion. Law Enforcement contact.		
Assault	B.O.E. hearing – expulsion. Law Enforcement contact.		
Criminal Sexual Conduct	B.O.E. hearing – expulsion. Law Enforcement contact.		
Bomb Threat	B.O.E. hearing – expulsion. Law Enforcement contact.		
Fighting	1-3 days OSS	4-5 days OSS	6-10 days OSS/Superintendent/designee hearing. 4th offense – B.O.E.

			Hearing.
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OUT-OF-SCHOOL SUSPENSION PROCEDURE

1. The student shall be informed of the specific charges that could be the basis for disciplinary action.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended (OSS), the administrator will notify the parent/guardian as soon as possible relating the reasons, and the steps necessary to effectuate the student's return.
4. If an out-of-school suspended student is on school property or at a school function, the student's suspension may be extended.

EXPULSION PROCEDURE

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against the student shall be supplied to the student and his/her parent/guardian. Included within this notice shall be a statement of the times and place for the hearing that shall be reasonable for the parties involved.
2. Parent/guardian shall be present at the hearing.
3. Legal counsel may represent the student and parent/guardian.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her and shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct stated and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent/guardian.
10. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

DUE PROCESS APPEAL PROCEDURE

The constitutional rights of individuals assure the protection of due process of law; therefore, this system's procedures are developed with regard to the administration of discipline in the schools of Michigan.

1. Disciplinary authority shall be exercised with reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through use of school district resources in cooperation with the student and his/her parent/guardian.
3. Students must be given an opportunity for a hearing with the appropriate school administrator if they or their parent/guardian indicates the desire for one. A hearing shall be held to allow the student and par-

ent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and parent/guardian allege prejudice or unfairness.

4. If the parent/guardian is dissatisfied with this action, they may appeal to the principal to review the decision.
5. If the suspended student's parent/guardian is dissatisfied with the administrative action, they may request a review of the action by the superintendent or his designee (not from the administration of the school in question).

DISCIPLINE OF STUDENTS WITH DISABILITIES

The discipline of students with disabilities shall be conducted in accordance with IDEA, Section 504, and State guidelines.

MISCELLANEOUS INFORMATION

ACCIDENTS

Any student, who is injured, no matter how minor the accident may seem, is required to report this occurrence to the staff member in charge. A report must be filled out with pertinent details as soon as possible. Parents will be notified if further treatment is deemed necessary. For this reason it is imperative that emergency phone numbers be available in the high school office.

ACTIVITIES/CLUBS/ORGANIZATIONS

The Central States Activity Association (CSAA) is the league our school belongs to. There are many opportunities to participate in league activities. Examples include, but are not limited to: the Talent Review and Language Arts Competition. Visual Arts students can also get their work displayed. Students are encouraged to participate in student activities as much as they are able. Not all clubs may be offered every year due to a lack of interest. Contact the office to get a list of the clubs/organizations and the advisor's name so you can attain further information. **Students must attend school all day on the day of a game, dance or other activity unless appropriate medical/court documentation is provided in order to participate in the activity. Any exceptions to this rule must be cleared in advance with the principal.**

ANNOUNCEMENTS – STUDENT BULLETIN

Announcements to be read must be sent from the advisor via e-mail by 3:30 the day prior to the announcement being read. **Students are responsible for knowing the information printed in the Student Bulletin. Students that do not hear the announcements can read them on the bulletin board across from the office.** For students who are not present at the time announcements are read copies are faxed daily to MSTC and MOCC.

AFTER-SCHOOL ACTIVITIES RULES

School sponsored activities are open to all high school students. Unless otherwise specified, they are not open to the public. All activity at such events will be confined to the approved areas. Students must attend school all day on the day of a game, dance or other activity unless appropriate medical/court documentation is provided in order to participate in the activity. Any exceptions to this rule must be cleared in advance with the principal.

The following rules and regulations will be in effect at all approved activities:

1. All plans for the activity must be made under the supervision of the sponsor.
2. The principal or designee must approve dates for all school-sponsored activities at least two (2) weeks prior to the requested date.
3. Proper activity arrangements are to be completed at least one (1) week in advance and are to include committee chairs, names of chaperones, and a signature of the sponsor or advisor of the sponsoring group.

4. Chaperones must include at least two (2) school employees; at least one of which must be the sponsor or advisor of the sponsoring group.
5. Requests for days and times outside of the normal working hours of the custodial staff will result in the organization assuming responsibility for payment of required services.
6. **Intermediate school students will not be allowed at high school sponsored activities, other than athletic contests.**
7. Activities are to end by 11:00 p.m. unless prior permission has been received from the principal.
8. For special school dances such as Homecoming, Snowball, and Prom, guests of Chippewa Hills High School students are welcome. Students must complete a dance guest application that will be available prior to the event. One guest will be allowed per student with advanced permission. No guests over the age of 20 will be permitted into school dances. Anyone coming within the first hour and a half will be allowed to enter. After this time, students will not be allowed to enter. Student identification will be needed to enter the dance.
9. Dances other than those listed in #8 will be open to Chippewa Hills High School students only. No guests will be permitted.
10. A student who sponsors a guest is responsible for their guest's conduct.
11. Regular school day regulations relating to student conduct will be strictly enforced by the chaperones.
12. Anyone leaving the activity may not return.
13. Students suspected of being under the influence of alcohol or drugs will not be allowed to enter the activity and parental contact will be made. Suspected students may be subject to breath tests administered by law enforcement personnel. Further disciplinary action may be taken.

AFTER SCHOOL HOURS

Students are not permitted to loiter in/around the building after school hours. Authorized school personnel must accompany any student wishing to access the gym and/or other school facilities. If not participating in an after school event students must leave school grounds within a half hour of dismissal.

AUTHORIZED AREAS

For students who drive, parking is provided in the student lot at the bottom of the hill. Cars and the parking lot are off-limits during school hours, except as students arrive late or leave early. During the lunch hour students may be in the student lounge area, cafeteria, the library when available, or out front of the building on the sidewalk. However, classroom halls are off limits during lunchtime. During their assigned lunchtime, students are to use the bathrooms in the student lounge area.

BAGS AND COATS

Outerwear and school bags need to be stored in the student's locker. Bags are not to be taken to classrooms or assemblies. Outdoor coats are not to be worn in the classrooms except when special circumstances require them. These items can create an unsafe situation. Be prepared for a cool classroom by having a sweater or sweatshirt stored in your locker.

BUS PASSES

Students must submit their written request for a bus pass to the principal's office before noon the day the pass is needed with the entire address listed. Passes may be picked up at lunch and between classes. Students are not allowed to pick up bus passes during class time. (Bus passes are not issued the first two weeks of school.)

BUS TRANSPORTATION

Bus transportation is a privilege not a mandate. Students are reminded that the bus driver is in charge at all times. Disruptive conduct on the bus will not be tolerated. Students who continually create disturbances will

lose the privilege of riding the bus.

CAFETERIA

Nutritious, well-balanced meals are served daily. There are no requirements to purchase a breakfast or hot lunch. However, for the sake of general health, it is recommended that students either participate in the hot lunch program or bring an adequate sack lunch from home.

The purchase of breakfast, lunch and a la carte items, is done by maintaining an account into which funds must be deposited prior to 9:30 a.m. Students may deposit lunch money by inserting cash or checks into marked envelopes that may be found in the cafeteria. Food and drink purchases are subtracted from this account balance. A student's account must have a positive balance in order to purchase a meal except for those receiving free lunch.

The following rules will be in effect during all lunch periods in the cafeteria:

1. Students are required to leave their areas clean and return trays and uneaten food to the disposal counter.
2. Milk cartons and other trash should be placed in the proper receptacles, silverware in separate containers, and the lunch tray left at the window.
3. Milk and other drinks are available for purchase. A microwave is provided.
4. Eating outside the cafeteria is a privilege and the school reserves the right to amend this luxury at any time. Students will lose the privilege if garbage becomes a problem.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Students are required to immediately notify the high school office of any changes of their address or telephone numbers any time during the school year. **This change must be supplied to the office in writing and signed by the parent.** This cannot be done over the telephone.

CLASS RINGS

Sophomores are given the opportunity to order class rings, each fall at the school. They will be delivered following a reasonable period of time for manufacturing. A deposit is required at the time of order.

CLOSED CAMPUS

Students are to remain in the school building or outside in authorized areas from the time the school day convenes until school is dismissed. Students will not be permitted to leave the school grounds unless they have complied with the early sign out procedure. The parking lot is off limits during the school day. Students who leave for lunch will not be allowed back on school grounds.

CLUB MEETINGS

Clubs and organizations meet before or after school. All meetings must be cleared through the principal's office to avoid duplication in scheduling. Meetings should be announced through student announcements.

COMPUTER USE GUIDELINES

Any of the following acts or behaviors are violations of the Student Code of Conduct and/or state and federal laws:

1. Any unauthorized use of the school's computers, including, but not limited to: "hacking", tampering, physical abuse or vandalism.
2. Unauthorized copying or downloading of software, music, or information from or to the network, local hard drives or floppy drives.
3. Viewing, altering or copying student or teacher files, other than viewing or editing one's own files.
4. Use of an assigned password other than one's own.
5. Use or possession of food and/or beverages at a computer station.

COUNSELING OFFICE

The counseling department assists students with course selections, career planning, personal planning, personal problems, and test results. Counselors also consult with parents and teachers and make referrals to other social agencies. Students are assigned to a counselor alphabetically by last name. Students may see a counselor by signing up in the counseling office. If a counselor is not readily available, the student is to return to class and wait to be called back to the counseling office. Only in case of an emergency, as determined by the counseling secretary or principal, will a student be allowed to sit and wait.

CORRESPONDENCE COURSES

1. Correspondence courses may be taken through a recognized accredited Michigan Merit Curriculum school that offers such courses at any time during high school. Credits will be counted toward credits for graduation. A correspondence course may not be taken in place of a required course unless the required course has already been taken and failed.
2. Registration for correspondence/home study course(s) must be completed and approved through a counselor.
3. Credit for successful completion of a correspondence/home study course will be recorded in the student's transcript by the guidance office upon receipt of an official grade report.

DAMAGE AND/OR LOSS

Students who experience damage or loss of personal property must report it to the Principal's Office. When reporting such loss, the student will be asked to complete a report on a form provided. The information requested in this report will be used to identify the lost article, establish patterns of occurrence to assist in apprehending the offender, and to prevent or reduce incidences. Students are encouraged to mark personal property with their name. Valuable personal property should be left at home or be locked in the student's locker. Student lockers should be locked at all times.

DANCES

The three (3) major dances of the year are Homecoming in the fall, Snowball in the winter and Prom in the spring. Students must complete a guest pass to bring a guest to one of the big 3 dances. Guests must be between the ages of 14 and 20. Only CHHS students are allowed to attend other dances. Intermediate students are not allowed to attend any dances. Organizations that wish to sponsor dances must schedule through the principal. Anyone coming within the first hour and a half will be allowed to enter. After this time, students will not be allowed to enter. Student identification will be needed to enter the dance.

DISTRIBUTION OF NON-SCHOOL MATERIALS

There will be no distribution of written or illustrative non-school material on school property without obtaining permission from the principal.

DRESS CODE

It is the school's responsibility, as well as the parents', to promote the highest level of student behavior in all areas including dress. If the clothing is unhealthy, unsafe, or disruptive to education, the student will be excluded from school until his/her dress is corrected. Specific regulations include, but are not limited to, the following:

HATS/HEADGEAR

É Hats/ headgear on males or females are not allowed and must be stored in lockers from the first bell until the last bell of the day.

PHYSICALLY REVEALING OR SUGGESTIVE CLOTHING IS NOT ALLOWED.

SHIRTS:

É Upper body clothing on males or females must not reveal or expose waist, midriff, torso, or bare shoulders.

É Upper body clothing on males or females must not reveal cleavage or back that reveals undergarments.

É Upper body clothing on males or females must not be strapless or contain straps less than 2 ½ inches wide.

É Upper body clothing on males or females containing advertisements of alcoholic beverages, tobacco products including Ecigs, or slogans/symbols related to substance abuse are not allowed.

É Upper body clothing on males or females containing racially suggestive, sexually suggestive, or profane statements in writing, pictures, graphics or symbols are not allowed.

PANTS/SHORTS/SKIRTS/DRESSES:

É Leggings are not pants and must have upper body clothing, skirt, or shorts, fingertip length to be allowed.

É Rips, tears, or holes in jeans, slacks, or shorts may not expose skin above fingertip length.

É Pajama pants/sleepwear is not allowed.

É Sagging pants are not allowed.

É Clothing made of spandex is not allowed as an outer garment.

É Dresses must meet upper and lower body requirements to be allowed.

FOOTWEAR:

É Shoes or boots must be worn at all times.

É Slippers with cloth soles are not allowed.

É Socks or bare feet are not allowed.

ASSESSORIES:

É Coats and backpacks are not allowed in classrooms and are to be stored in student's own locker from first bell to the last bell of the day.

É Gang-related apparel is not allowed. This includes the manner of wearing such items that would indicate affiliation with a gang or similar group.

É Noisy or distractive accessories on clothing are not allowed.

É Chains of any kind, including wallet chains, are not allowed.

É Spiked wristbands, neck-ware, etc., are not allowed.

*The appropriate dress code for extra-curricular activities and P.E. Classes will be determined and enforced by the teacher, coach, or adviser. Spandex (running, aerobic, yoga, or biking) clothing may be allowed as a part of these extra-curricular activities, but may not be allowed into the regular classroom during the day.

***The school reserves the right to amend the dress code at any time.**

DUAL ENROLLMENT

Students with eligible test scores as determined by the State of Michigan may enroll in college courses. Failure to maintain a passing grade will result in the student's responsibility to pay the tuition bill. If a student must drop a class it must be completed by the full refund deadline or the student will be responsible for remaining tuition costs. See the Curriculum Guide for more information. Students who dual enroll must do so for the entire school year. Dual enrolled students must report to designated area during periods for which the student does not have a class on-site. If arriving after, or leaving before the regular school day, dual enrolled students must sign-in/out in the office. Cell phone use is not allowed for periods during which the student is dual enrolled. All school rules apply during period of dual enrollment.

DUES

Some classes have nominal dues for its members. If payment of dues would result in creating a family hardship the class will waive them (dues). If dues are not paid it will result as a fee/fine. **Students may not complete registration or attend classes until their balance is paid. Seniors will not receive their cap and**

gown until balance is paid in full.

EARLY SIGN-OUT PROCEDURE

If a student must leave the building during the course of the normal school day, he/she must first receive permission to leave from the principal's office. Parents/guardians must send a note with the student or telephone the school prior to the student leaving. Any student who leaves the building during the day without first receiving permission from the office may be considered "skipping" and will be subject to the appropriate disciplinary action. Students who have reached the age of 18 must continue to receive parental permission to leave the building unless the parent has provided the principal's office with a note that states it is okay for the over-18-year-old to sign themselves out.

ELECTRONIC COMMUNICATION DEVICES POLICY

In the following guidelines, the acronym ECD refers to students' personal electronic communication devices that are not authorized for use on school grounds during the school day, such as, but not limited to: cell phones, pagers, digital phones/cameras, and Personal Digital Assistants (PDA's).

"Using" an ECD shall mean: Making or receiving a call, taking/sending/receiving a picture, instant messaging, beaming information, or electronically communicating in any other manner.

1. Students may use an ECD at school during the school day for school purposes.
2. Students may carry ECD's with them during the school day.
3. ECD use in restrooms and locker rooms is prohibited at all times.
4. Students will not be allowed to connect their tablets to any wireless internet connection.
5. Students that participate in extracurricular activities must abide by the ECD use rules determined by the coach, advisor, or sponsor. Coaches, advisors, and sponsors will enforce the consequences involving misuse of these devices during practices, meetings, or competitions.
6. The school district is not responsible for loss, theft, or damage to ECD's. Students are encouraged to leave the devices in secure locations. A school district employee that stores an ECD for a student is not responsible for its loss, theft, or damage.
7. Violation of the policy will result in disciplinary action in accordance with the school building's code of conduct.

Any ECD used or heard during class time and not used for educational purposes will be confiscated. Cameras, including cell phone cameras, shall not be used without specific prior consent from the building principal or his/her designee. Students violating this policy will have items confiscated and will face progressive discipline including up to out-of-school suspension. The building principal or designee shall have the discretion to determine the amount of time the phone will be confiscated, but this shall not exceed thirty (30) days. Students having items confiscated may be prohibited from bringing ECD's to school.

EXTRA-CURRICULAR ACTIVITIES SUSPENSION

The use and/or possession of alcohol, tobacco products, or any other drug or narcotic are prohibited on school grounds or at school events held on campus or off. Students violating this rule may be excluded from all extra-curricular activities for a period to be determined by staff members directly involved and the administration per Student Athlete Agreement. A discipline referral may be given as well.

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Those rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official

will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The only directory information that will be supplied by the school to any organization concerning students will be their name and address. Parents may reject the release of this information if they do so in writing to the principal. If you have more questions regarding FERPA, please refer to the pamphlet in your student's fall registration packet.

FEES AND FINES

From time to time a student may incur a library fine, lunch charge, book assessment, parking tickets, etc. The student is expected to pay promptly. **Failure to provide prompt payment may result in the student being unable to remove projects, receive schedules/cap and gown, etc., until such payment is made.**

FIELD TRIPS

Occasionally, field trips of an educational interest will be approved for individual and/or multiple class sections. Signed permission slips from a parent/guardian will be required. At times, the individual student may be asked to pay an admission fee if applicable. The sponsors and/or chaperones will enforce general school conduct rules and bus regulations.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire drills are conducted during the school year. Fire drill procedures are posted in each classroom. Teachers will explain these regulations early in the year. During these drills, students are expected to follow directions and leave the school as quickly and safely as possible. The fire drill signal is an intermittent signal. Tornado drill procedures are followed as recommended by the county. Bulletins will be available to students

during the tornado season and tornado procedures will be explained each year. The tornado drill signal is a constant signal. Lockdown drills are precautionary drills that are mandated by the state and must take place twice a year. These drills are signaled by instruction given over the PA system. Procedures are in place and will be followed according to the internal/external code.

FLOWER AND GIFT DELIVERIES

Although receiving flowers and gifts on a special day is a nice thing, the school office is too busy to bear the added responsibility of getting these items delivered or contacting the students to pick them up. Therefore, the office will not accept any deliveries for students from commercial businesses.

FOOD AND DRINKS

At the secondary level the only consumable drink that will be allowed during the school day, with the exception of during lunch, will be water. Water may be brought to school as long as the bottle is sealed when entering the school. Anything brought into the secondary school that is opened must be disposed of immediately. No energy or monster drinks are allowed at any time.

Students at the secondary level may bring drinks in their lunch bags or backpacks for lunch or for after school activities. However, the drink must be sealed by the manufacturer and opened only in the cafeteria or at the activity. No drinks may be brought into athletic events with the exception of those needed for infants. Drinks are available for purchase at the events. (Board Policy 5135)

Soft drinks, chips, and candy are too often the diet of many students at school. These extra liquids often result in increased visits to the restroom. The high amounts of sugar are unhealthy and contribute to hyperactivity. In addition, students have continuously littered the school with empty bottles and wrappers, and stained the carpet with spilled drinks. For these reasons, FOOD & DRINKS (except for bottled water) ARE NOT PERMITTED in the classroom. Candy is also not permitted. Teachers will determine if gum is allowed in their classes. On special occasions, teachers may allow food. Exceptions may be made for students that provide the office with documentation for a medical condition that requires snacking.

FUND RAISING ASSESSMENTS

Fund Raising – Students involved in fund raising for clubs or organizations have a responsibility to turn in all funds that he/she has raised to the appropriate sponsor or advisor. Failure to turn in money raised places undue burden on clubs or organizations. Parents of students who fail to turn in money from fund-raisers will be notified and the student will be excluded from all future fund-raising activities until all past due funds have been turned in. **Students may not complete registration or attend classes until their balance is paid.**

GRADUATION CEREMONY

If a senior has fulfilled all academic requirements, as listed below, and has paid all fees and/or fines, then he/she is welcome to participate in the graduation ceremony at the end of the year. However, depending on the severity, school code violations near the end of the school year could preclude a senior's participation.

GRADUATION RECOGNITION

Chippewa Hills High School honors and values high academic achievement at Senior Honors Night and the Commencement Ceremony.

The following honors will be recognized in this fashion at graduation:

Summa Cum Laude – (GPAs 3.9 – 4.00) will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in the graduation program.

Magna Cum Laude - (GPAs 3.75 – 3.89) will receive a silver cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in the graduation program.

Cum Laude – (GPAs 3.5 – 3.74) will receive a red cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in the graduation program.

Honors – (GPAs 3.25 – 3.49) will be noted in the graduation program

GRADUATION REQUIREMENTS

Twenty-seven (27) credits are required for graduation from Chippewa Hills High School. Successful completion of one trimester of a one period course earns one half (.5) of a credit. See the on-line curriculum documents or contact the guidance office for more details.

A student who completes all high school graduation requirements prior to the end of his/her senior year may petition the Principal to be allowed to withdraw from school and return for graduation.

HONOR ROLL

Students achieving a 3.25 or above grade point average for a trimester will be reported on the Honor Roll. The school reports to the local newspapers all students achieving 3.25, 3.5, and 4.0.

IDENTIFICATION OF PERSONAL PROPERTY

Students are strongly recommended to record their name on all personal items -gym bags, PE or athletic equipment, and school-issued items (textbooks, etc.). Any student not being able to account for his/her textbook will be required to reimburse the school at a fair market replacement value.

IMMUNIZATIONS

Parents/guardians must furnish proof of proper immunizations in order for a student to be admitted to school. The main office will provide a list of the immunizations needed upon request. **The State of Michigan requires students with incomplete immunization records to be excluded from attending school.**

INCOMPLETE GRADES

In cases of absences of such nature that work cannot be completed by the end of the marking period, an "I" (Incomplete grade) is entered on the report card. Such incomplete grades must be made up before a letter grade is issued, but within two weeks of the end of the marking period. A teacher may also issue incomplete grades as an alternative means for a student to complete the required work and receive credit for the course.

Incomplete grades appearing on the student's record when the grade point averages are being computed and qualifications for graduation are being determined will be counted as "E's". Grade point averages will be recomputed when the student makes up the Incomplete.

Incomplete grades at the end of the school year must be taken care of in the office before the teacher leaves for the summer. Incomplete grades must be made up within two weeks of the end of the trimester.

INSURANCE

An opportunity is provided at the beginning of the school year to purchase a student insurance policy. This procedure is recommended if a particular family does not have its own medical insurance. Brochures will be sent home with every student explaining the various optional plans.

INTERMEDIATE SCHOOL

The intermediate school is off limits to high school students unless escorted by and supervised by school personnel. This includes before and after school hours unless there is a public event. Unauthorized students will be assigned RTC during the student's lunch.

INTERNET GUIDELINES – NETWORK USER AGREEMENT

Students using school-provided Internet access must first submit the Internet Policy Agreement signed by the student and parent/guardian. On each occasion, students must have the permission of and be supervised by professional staff. Students using school-provided Internet access are responsible for good behavior on-line

just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers are always private. Electronic messages and files stored on school-based computers will be treated as school property just as lockers are. Administrators and staff may review files and messages to maintain system integrity and to insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, sexually explicit, or other inappropriate material as determined by the supervising adult.
2. To transmit abusive, obscene, racist, sexually explicit, slanderous or threatening language.
3. To violate any local, state, or federal statute.
4. To vandalize, damage, or disable school equipment or the property of another individual or organization.
5. To access another individual's materials, information, or files without permission.
6. To violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
7. Purchase of goods or services without parental permission.
8. To participate in chat rooms unless authorized by a supervising adult for instructional purposes only.
9. To use the network for any commercial purpose or financial gain.
10. To use the network for political campaigning.
11. To use the network for any advertisement or solicitation without approval from the superintendent.
12. To use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
13. To attempt to access material or sites, which are blocked by the district, or attempt to use the network while access privileges are suspended.

Refer to the Internet Policy Agreement for further details.

LIBRARY/MEDIA CENTER

1. No book is to be taken from the library until it is checked out.
2. Magazines and most reference books are for library use only. Back issues of magazines are in the stacks. Students may use these in the library by making requests to the librarians. The fine for overdue reference books is one (1) dollar per day not to exceed the cost of the book.
3. No reference book, including encyclopedias, is to be removed from the library without special permission from the librarian.
4. Most books may be signed out for a two- (2) week period. Books may be renewed. There is a five (5) cent fine per school day for overdue books. No fine will exceed the cost of the book.
5. If a student loses a book or magazine, she/he is expected to pay for it.
6. Anyone willfully destroying books or magazines will be charged for replacing them.
7. Students who have not returned overdue books and paid fines may not check out any more books until these obligations are met.
8. Anyone misusing the library privileges will be prohibited from the library.
9. Coats, bags, backpacks, food or drink, etc. are not allowed in the library.

LOCKERS

Each student is assigned his/her own hall locker. Lockers are the property of the school and only assigned for student use. The school reserves the right to search student lockers at any time. Students are responsible

for the contents and care of their lockers, and must bear the cost of any damage that they inflict. Students are encouraged to keep lockers closed and locked. Lockers should not be shared with other students. For sanitation and health reasons, students may not leave food in their lockers. All lockers must be completely cleaned out at the end of the school year. Damage to lockers by others should be reported immediately to the Principal's Office. The school is not responsible for items left in or taken from lockers. Students using PE lockers are required to rent a school issued lock with a deposit of \$5.00. Personal locks will not be permitted on the P.E. or Athletic lockers. The school district is not responsible for items lost or stolen from lockers. **Sports locker rooms are off-limits during the school day.**

LOST AND FOUND

Students who find articles that may belong to others are directed to deposit such items at the Principal's Office. Those who lose articles are asked to come to the Principal's Office to identify and reclaim such items.

MAKE-UP WORK GUIDELINES:

1. Those students with excused absences shall be allowed to make up their work to receive a grade. Teachers are not required to give full credit for work turned in late due to unexcused absences. Students and parents need to comply with the procedures for getting absences excused. Those students with Out-of-School-Suspensions (OSS) are encouraged to make up any daily work missed for their own benefit, but will not receive full credit. Projects or chapter or unit tests that happen to come due during an OSS may be completed upon their return to school. The teacher may however reduce the grade on such projects or tests in proportion to the amount of time spent on OSS.
2. If course work is allowed to be made up:
 - a. Work that is to be made up is best done immediately if it is to benefit the student. Therefore, at minimum, students shall have the number of school days equaling the absence, plus one, to turn in any course work for credit. Students are encouraged to contact others in their classes to bring them books and/or assignments during an absence so that upon return he/she has the benefit of what happened during the absence for the purpose of better understanding the material being presented on the day of return.
 - b. Homework requests: It is the student's responsibility upon return to find out what work he/she missed. Parents may contact the Principal's Office to request homework for their student if the student will be out of school AT LEAST THREE CONSECUTIVE DAYS. A 24-hour time span is necessary in order to insure time enough for school personnel to gather the work.
 - c. Work made up by students with excused absences shall be graded the same as if the absence had not occurred. If the work to be made up is turned in late, the same guidelines shall apply as those that apply to any student's work that is turned in late.
 - d. Unique consideration may be given to special education students. The special education teacher who is responsible for the student shall, on an individual basis, determine whether special consideration need be given based upon that student's needs per the IEP.
 - e. Students absent due to school-sponsored activities (field trip, band, athletic events, etc.) are required to make up their course work without penalty.
 - f. If a project or test date is announced prior to the student's absence, the student should plan to turn in the project or take the test upon returning. The timing in letter (a) from above does not apply to term papers, trimester projects, or exams.

Pre-assigned work shall be due on or before the assignment due date. Make-up work shall be due on the day the student returns, unless prior arrangements are made between the student and the teacher. Under unusual circumstances and with the approval of the building administrator time lines may be adjusted.

MARKING PERIODS

An evaluation of student progress will be done at approximately six (6) week intervals during the school year.

Report cards will be issued approximately five (5) days after the completion of a marking period or at parent teacher conferences.

MECOSTA-OSCEOLA CAREER CENTER

Instruction is outlined as a two-year plan available from the counseling office. Participating students spend one-half of their school day at the Career Center, the other half in their home school. The school district provides bus transportation to and from the Career Center for both the morning and afternoon sessions. Students suspended from bus transportation will be required to arrange permission for parent transportation to and from the Career Center or the absence will be counted as a suspension absence from the Career Center.

Students may not drive or ride in a personal vehicle unless the appropriate paperwork has been completed and prior approval has been granted through the principal's office. If a student chooses to not comply with the driving requirements he/she may be pulled from the career center and may lose the privilege of attending Chippewa Hills High School for the remainder of the trimester. Career Center students are to report to their classes as soon as they arrive at school.

MEDIA CENTER

The media center serves as a resource for accessing information. Students must sign in upon entrance and will not be admitted without a valid pass (unless escorted by a teacher or tutor). Students that wish to go to the media center during lunch must use the north hallway. To minimize traffic in the hallway, students may not leave the media center until the bell sounds signaling the end of the lunch period.

MEDICATIONS

Prescription and over-the-counter medications: Only medication in its original container/packaging labeled with the date, the student's name, and exact dosage will be administered with written consent of the physician and/or parent to ensure proper dispensing. It is vital that students never bring medication (prescription or over the counter) with them to school or keep it in their locker or possession. Students having medication are subject to disciplinary action.

***Misuse or distribution of medications is strictly prohibited and will result in a discipline referral and/or criminal prosecution.**

MICHIGAN VIRTUAL HIGH SCHOOL

See the Curriculum Guide and/or HS counselor for more information. Students must report to designated area during periods for which student is enrolled in MVHS. Cell phone use is not allowed for periods during which the student is enrolled in MVHS. All school rules still apply.

MOSAIC SCHOOL

Students may enroll in the district's alternative education program should they find themselves struggling in the high school program. Transfers to Mosaic can occur at the beginning of each trimester provided seats are available. Before transferring, the student must meet with his/her counselor and complete a "Petition to Transfer" form. After the parent/guardian, counselor, and student have signed the form, it should be submitted to the high school principal. A screening committee of Mosaic and CHHS staff will decide if the transfer will occur.

NEW STUDENTS

Any student transferring to Chippewa Hills High School will complete registration in the Counseling Office and get class and locker assignments along with other supplies needed for regular schoolwork. All new students are required to have a medical and immunization record and proof of legal residency on file for the current school year. Classroom teachers will complete individual class orientation and issue textbooks in the classroom.

NCAA: See the Curriculum Guide for more information.

NON-GRADUATING SENIORS

Any student who wants to participate in graduation ceremonies but remains a credit or less short of meeting graduation requirements must file a request in writing to the principal. The opportunity to return to complete work and participate will be at the discretion of administration.

PASSES

Students are not to be out of class during class time without a pass from a teacher or the office. Restroom passes should only be issued in emergency situations. Passes must be written in a student's own Student Handbook, the teacher's handbook, or be issued by the office. Someone else's handbook, or a single page, is not valid. Lost Student Handbooks can be replaced for the cost of \$5.00. Students that choose to display inappropriate images or writing on or in their handbook will have their books confiscated and may face further discipline consequences.

Passes are issued when students sign in to school. This pass admits a student to class, but does not excuse tardiness. **White passes** are issued by office/counseling personnel, and do excuse tardiness.

PERSONALLY OFFENSIVE BEHAVIORS

Acts of harassment or discrimination on the basis of race, ethnicity, gender, religion or disability are violations of state and federal law, and may result in potential legal liability for damages and/or fines against persons who engage in such conduct. The Chippewa Hills School District is actively cooperating with both the Michigan Department of Civil Rights and the Federal Office for Civil Rights to ensure that all necessary steps are taken to ensure that all acts of harassment by students result in appropriate disciplinary consequences to students determined to have engaged in such conduct.

Unacceptable personally offensive behaviors shall include but are not limited to: insensitivity to race, ethnicity, gender, religion, disability, or socio-economic condition, be it an oral or written form, in pictures, caricatures, or gestures. Any known personally offensive behavior shall be reported to a supervising adult as soon as possible.

PICTURES

Pictures will be taken of all students at registration for the production of the yearbook picture, student ID card, and student record. Students may purchase a packet of pictures at that time. Additional opportunity to purchase pictures is available at special events and on picture make-up day.

PICTURES – SENIORS

Photographic services by the school photographer are made available at the school for those seniors wishing to take advantage of these services or may be taken at the studio of your choice. Submit photos to the yearbook advisor so they may be printed in the yearbook.

PROMOTION TO NEXT GRADE LEVEL

Students will be classified according to their year of entry as freshmen into high school. Students may be moved ahead or back based on the number of credits earned. In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

6.5	credits earned	sophomore status
13.5	credits earned	junior status
19.5	credits earned	senior status

PUBLIC DISPLAY OF AFFECTION (PDA)

While it is not the intent of this policy to discourage the development of healthy relations between boys and girls, it maintains that open, or overt displays of affection (kissing, close bodily contact, hugging) exceeds the bounds of appropriate and acceptable school behavior. Students involved in this type of behavior will follow the RTP process.

RECORDS

Student records are filed in the Counseling Office. Grades and attendance are permanently kept for each student and are available for review. Release of student records can be accomplished by signing the "Confidentiality Release Form".

dential Release” form. The signing of this form permits the Counseling Office, to forward records to prospective employers, credit bureaus and educational institutions.

REPEATING COURSES

At times it may be desirable for a student to repeat a course in an attempt to earn a higher grade. Successful repetition of a course in which a student initially earned a D or E is an effective way of raising that student's grade point average. When a Chippewa Hills High School course is repeated, only the credits of the last grade earned will be counted toward credits for graduation and grade point average calculation, although the earlier record of the course and grade will remain part of the student's transcript as elective credit. Incomplete (I) and/or No Credit (N) grades will not replace an earlier grade. Some Chippewa Hills High School courses may be taken more than one time for credit. An example is Band. Courses that can be repeated for credit will be identified in the curriculum guide. The policy on repeating courses does not apply to courses that can be repeated for credit.

RESTROOMS

Restroom facilities are available for the proper use by students and guests of the building. The following guidelines will be in effect:

1. Students are expected to limit the use of these facilities to before and after school, and during class period changes. Teachers have been instructed not to issue passes to students during class periods unless there is an emergency.
2. Physical educational restroom facilities are to be used only by PE students and athletes participating in practice sessions or scheduled contests.

SCHEDULING OF SCHOOL FACILITIES

Arrangements for the use of school facilities by school organizations or community groups must be scheduled through the principal's office. A building use form must be submitted for final approval. Student organizations that use school facilities must be properly supervised.

SCHOOL BUILDING AND GROUNDS

Students are asked to remember that the school buildings and grounds are community property. Damage due to carelessness or any other cause is an added cost to school operation. Students can add to school and community morale by treating the property with all due respect and by taking pride in keeping the buildings and grounds neat and clean.

SCHOOL CLOSING – BAD WEATHER

The superintendent and the transportation director are in constant contact with civil defense agencies, road commission crews, and law enforcement agencies during severe and inclement winter weather. In the event that fog, severe ice, or snow conditions, prohibits the opening of school, this information will be relayed to students and parents over WCEN – Mt. Pleasant; WBRN – Big Rapids; WCFX – Clare and WWTV – Channel 9 – Cadillac as soon as a decision has been made. Students and parents are asked not to call the school buildings requesting such information.

In the event that conditions get worse once students have arrived at school, the schools will close as soon as transportation arrangements can be made. Radio stations will be notified immediately of dismissal procedures and will broadcast this information as a public service. Additionally, automated notifications may also be sent out via EDULink. Therefore, it is important that your contact information is accurate in Skyward.

SEARCH AND SEIZURE

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students

are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition and the school discipline process will be followed. Trained canine units may be used to conduct locker, building, parking lot and ground sweeps at any time to help ensure the safety of all students.

SEXUAL CONDUCT

Students willingly engaging in sexual conduct while at school, at any school function, in connection to or with any district sponsored activity or event, or while in route to or from school, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of sex related incidents.

SUMMER REGISTRATION

Students are mailed registration packets in the beginning/middle of August each year. The information contained in that packet must be completed and brought with them to summer registration. A student will not be allowed to receive a schedule or attend classes until his/her registration process has been completed. Students unable to attend summer registration will be expected to register on the first day of school and may not be able to attend classes that day.

STANDARDIZED TESTING

1. The Preliminary Scholastic Aptitude Test (PSAT – usually taken by 11th graders) is administered in the fall. It is the qualifying test for the National Merit Scholarship Program giving the student verbal and math scores that can be used to predict SAT scores. The PSAT is a two-hour version of the three-hour SAT test.
4. Some Michigan Colleges and many out-of-state colleges require the Scholastic Aptitude Test (SAT) and Achievement Test Program (ATP). They are offered five times a year.
5. Many two-year and four-year colleges in Michigan, as well as many out-of-state colleges require the American College Test (ACT). It is the basis of the State of Michigan Scholarship Program and should be taken by all students planning to attend a two-year college or a four-year college.
6. The Michigan Merit Exam will be administered to all juniors and/or seniors. These tests are required since schools are graded based on student test scores. It is made up of the SAT, Work Keys and Michigan Science and Social Studies assessments.

STUDENT ATHLETES

Student athletes are expected to adhere to the Student Athlete Academic and Citizen Agreement. Academic eligibility checks will be done multiple times during the sports seasons. Student athletes may not participate in a sport until their equipment and/or uniforms are turned in from the previous season.

SUSPENSIONS FROM CLASSROOMS

A teacher may suspend a student from class for a limited period of time when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable.

Teachers may give snap suspensions to exclude a student for not more than one class period or activity without agreement of the building principal. The teacher must contact the parent or guardian and immediately

notify the office in writing of the parental contact and the reason for the suspension. (Snap Suspension – SB 183, Sec. 1309)

TELEPHONES

The use of the school telephones, except in an emergency situation or for official class or school business, will not be allowed. **Only emergency** messages will be taken by the office secretaries and delivered at the close of 1st and 5th class periods. No student will be called from class to answer the telephone. People not listed on the student's enrollment form will not be permitted to leave a message.

TESTING OUT OF CLASSES

The State of Michigan mandates that high schools provide students a method of "testing out" of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas. All students have this opportunity to "test out" of classes. Students may not "test out" of a class once they begin that class. "Testing out" allows a student to go on to higher levels or additional courses available to them. Students must exhibit mastery of course content by attaining 78.5% on a comprehensive final examination. Students may also be required to demonstrate mastery through basic assessments used in class, which may include but are not limited to; portfolios, performance, papers, projects and/or presentations. Credit earned for "testing out" of classes may apply toward the credits required for CHHS graduation.

Credit earned will be based on successful mastery of the required assessment and recorded as CR "credit." The student's cumulative grade point average will not be impacted. **(Credits earned in this manner may have a negative impact on NCAA Clearing House eligibility GPA.)** Credit will be accepted as fulfillment of a required course sequence. Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.

1. Parents and students can get further information and registration forms in the Counseling Office.
2. There is no charge to students for "testing out."

TRANSPORTATION RULES FOR SCHOOL ACTIVITIES

The following list of rules and regulations will apply equally to all students' use of any extra-curricular school-provided transportation. Failure to adhere to these policies will result in the loss of such privileges.

1. Only students in grades 9 – 12 will be allowed to travel by school bus to activities off the school premises.
2. Students must ride the same bus back from the activity that they rode to the site.
3. Students are not to board the bus during the activity unless the driver is present and grants his/her permission to do so.
4. Students are not to leave the area or school building at away activities.
5. The sponsor/advisor/coach will be responsible for all students on their bus.
6. Written parental requests, if approved by the principal or designee, will permit a student to ride home with his/her parent, the parent of another student, or a school employee, providing that the driver of the car reports in person to the sponsor in charge of the original bus. Absolutely no exceptions will be made for the above rule. Failure to comply with this policy may result in the forfeiture of the right by the students to be included as a part of any school sponsored activity for the balance of the school year.
7. Spectator buses for school activities may be occasionally scheduled. There will be a charge for this service. However, a minimum number of 35 participants are necessary in order to justify being able to send the bus. Refunds will be made in the event there are an insufficient number of riders.

VEHICLES AND PARKING

1. All motor vehicles driven to school must be registered in the principal's office and have a parking permit decal obviously displayed. Parking permits are part of the STOPPED program and registered with the Michigan Sheriff's Department. If a vehicle with a STOPPED sticker is pulled over for any reason, parents are notified by the Sheriff's Department.

2. Such decals may be obtained only after the completion of the registration form with parent/guardian signature and payment of the established fee.
3. Students are not to drive their cars at any time during the school day except by special permission from the office.
4. When an unregistered vehicle is to be parked in the lot for only a day or two, the office must be given the license number and description.
5. **Loitering in cars before or after school, at lunch, or during class time is prohibited.**
6. Students are required to park their vehicles in the large lower lot. During the school day, student vehicles may not be parked behind the school, or in the upper lot. Students may not park in the Intermediate school parking lots. Legal parking spaces are designated with lines, while non-parking spaces are marked with diagonal yellow lines. Students may not park on the grass, sidewalks, or block the drives.
7. Parking in unauthorized areas, failure to properly register vehicles, and/or reckless driving, may result in the suspension of parking privileges, immobilization, ticketing, and/or towing.
8. Any confirmed report of reckless driving on the way to or from school or on school grounds may result in loss of driving privileges and a report of the incident will be filed with the Mecosta County Sheriff's Department.
9. Any report from a bus driver regarding pulling in front of a bus or driving carelessly near a bus at any location in our community will result in loss of driving privileges and a report may be filed with the Mecosta County Sheriff's Department.
10. Vehicles parked on school property are subject to search if the administration has reasonable suspicion to believe illegal substances and/or items are inside. Student vehicles are subject to random canine searches as well.
11. Stickers/objects displayed on vehicles, which contain profanity, reference/promote alcohol/drug use, sexual comments, or may be construed as personally offensive are prohibited and may result in disciplinary action if parked on school grounds during the school day.
12. The school prohibits the use of tractors, ORV's, snowmobiles, skateboards and/or any other unlicensed mode of transportation on school property during or after school hours.
13. In order to park on school grounds, students 18 or under must obtain a STOPPED program sticker before October 1st. Pamphlets are in the high school office.

VENDING MACHINES

All vending machines will be turned on before and after school. Change IS NOT available from the office. Students having problems with a vending machine should visit the athletic director's office.

VISITORS

All visitors (non-students or employees) must check in with the principal's office immediately upon entering the building. Students may not have guests come to spend the day with them in school.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school or transferring to another school district during the school year must secure a withdrawal form from the school and proceed as follows:

1. Return all textbooks and school materials to the person who issued them and be credited for each item.
2. Pay all fines and school obligations along with returning all library books, equipment and school issued property.
3. Clean out hall and gym lockers assigned and have them approved.
4. Leave new address at the office, if known.
5. Have completed form signed by building principal or assistant principal.

Any student who drops out-of-school prior to the end of a trimester will be marked “**dropped**” on school records and will receive no credit for any class for the trimester.

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

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise
Poor Concentration	Pressure in the Head	Double Vision
Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness
Confusion	Slow Reaction Time	Dizziness
Sensitive to Light	Fogginess	“Feeling Down”
Sleep Problems	Grogginess	

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or

second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- *Appears dazed or stunned
- *Answers questions slowly
- *Is unsure of game, score, or opponent
- *Forgets instruction
- *Shows mood, behavior, or personality changes
- *Can't recall events prior to or after a hit or fall
- *Is confused about assignment or position
- *Loses consciousness (even briefly)
- *Moves clumsily

CONCUSSION DANGER SIGNS:

- *One pupil larger than the other
- *Becomes increasingly confused, Restless or agitated
- *Slurred speech
- *Convulsions or seizures
- *Cannot recognize people/places
- *Loses consciousness (even a brief loss of consciousness should be taken seriously.)
- *Repeated vomiting or nausea
- *A headache that gets worse
- *Is drowsy or cannot be awakened
- *Has unusual behavior
- *Weakness, numbness, or decreased coordination

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.