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CHIPPEWA HILLS

HIGH SCHOOL

2021-2022

STUDENT HANDBOOK

3226 ARTHUR ROAD

REMUS, MI 49340

PHONE: (989) 967-2100

FAX: (989) 967-2109

THIS HANDBOOK BELONGS TO: \_\_\_\_\_

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!

WARRIORS! We Are Ready to be Respectful, Interdependent, Organized, Responsible Students and Staff!

**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 an 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

### WE WILL FOLLOW ALL CURRENT COVID REQUIREMENTS. ABSENCES DUE TO COVID PROTOCOLS WILL NOT COUNT TOWARD THE TOTAL ABSENCE LIMIT.

### 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** – Five 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.
3. **Medical/Funeral Absence** – An absence due to medical/dental reasons or funeral DOES COUNT toward the absence limit of 5. To be considered a MEDICAL 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.
4. **Perfect Attendance** – Being in attendance for **every class period** every day. (School related absences count as being present in school.)
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. **Parent/Guardian Absence Verification** – An absence that has been verified by parents/guardians within 2 school days of the student's return COUNTS toward the absence limit of 5. An absence that has not been verified by parent/guardian may result in discipline for skipping. Just one absence without parent/guardian contact 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. **Parent/Guardian absence verification** – 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 of an upcoming 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 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.
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 going to the Warrior Hub.
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 time in the Warrior Hub. 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. 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.**

### **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 two (2) absences in any class.
2. A letter will be mailed to parents upon the first occurrence of four (4) absences in any class.
3. A letter will be mailed to parents upon the first occurrence of five (5) 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 absences unverified by parent/guardian 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 time in Warrior Hub 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 the Warrior Hub during his/her lunch period (student will go to the front of the line to get lunch and report directly to RTC.) If student has already had lunch that day, he/she will report the following school day.
3. Third tardy – student will report to Warrior Hub, Warrior Hub staff will then contact the office to let them know the student will be coming to make a call and go home.
4. Students caught in a Hall Sweep will be assigned to the Warrior Hub during lunch.

### **CODE OF CONDUCT**

#### **STUDENT DISCIPLINE – BOARD POLICY 5206**

##### Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;

3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled %Suspension from Class, Subject, or Activity by Teacher.+

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.

## **WARRIOR HUB – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

The Warrior Hub is a place where students will be honored for exhibiting Warrior behaviors and/or to review Warrior behavior expectations of being respectful, interdependent, organized and responsible.

### **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.

### **CLASSROOM MANAGED VS. WARRIOR HUB/OFFICE MANAGED BEHAVIORS**

Teachers will do their best to manage behaviors within the classroom to keep students in the learning environment. When classroom management plans (matrix) has been exhausted or the student exhibits major behavior violations, students may be referred to either the Warrior Hub to review Warrior behavior expectations or to the office for discipline from administration following administrative guidelines and policies.

### **WARRIOR HUB**

Students choose to go to the Warrior Hub when not exhibiting Warrior behavior expectations of being respectful, interdependent, organized and responsible. When a student enters the Warrior Hub for behavior purposes, the student will make a phone call home to inform his/her parent/guardian. In order for a student to return to class or the area in which he/she chose to not exhibit Warrior behavior expectations, the student must review the Warrior behavior expectations with the staff in charge in the Warrior Hub. The student will identify which of the Warrior behavior expectations he/she was not meeting and come up with appropriate alternative options for his/her behavior. The student will also identify any other problems that he/she is having that would make it difficult for the student to succeed at meeting the Warrior behavior expectations. **If a student chooses to disrupt in the Warrior Hub, 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. When appropriate, Restorative Justice practices will be considered.

The following behaviors shall be grounds for disciplinary actions any time the student is under the jurisdiction of the school. Infractions may be staff managed or administrator managed depending on the infraction and severity of behavior. The continuum of responses may include teacher intervention, RTC, office referral, out-of-school suspension and or administrator recommendation to Superintendent/Board of Education hearing following board policies. **This list is not exclusive.**

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 –BOARD POLICY

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### 1. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

1. substantially interfering with a student's educational opportunities, benefits, or programs;
2. 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;
3. having an actual and substantial detrimental effect on a student's physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

## 2. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

## C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

## D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

## E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

## F. Responsible School Official

The Superintendent is the Responsible School Official for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

## G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

## H. 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 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 control of the District.

2. **%Telecommunications access device+**means any of the following:

1. 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; or

2. 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 any of the following:

1. 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;

2. 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; or

3. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

MCL 380.1310b; MCL 750.157m, 750.219a

**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.

7. **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.

8. **DISRESPECT OR DEFIANCE OF SCHOOL PERSONNEL** – Persistently and/or profusely disrespecting or defying any staff member.

9. **DISOBEDIENCE (INSUBORDINATION)** – Not following the directions given by school personnel.

10. **DISRUPTIVE BEHAVIOR** – Actions that disrupt learning in a classroom.

11. **DRESS CODE VIOLATION** – See guidelines under Miscellaneous Information

12. **DRIVING IN AN UNSAFE MANNER** – Parking privileges may be suspended or revoked.

13. **DRUG POSSESSION/DISTRIBUTION** – Any substance/drug, illicit, prescription, or over-the-counter medication that is given to or in one's possession.

14. **EXPLOSIVES, USE OR POSSESSION** – Firecrackers, flares, etc.

15. **EXTORTION** – Obtaining any items of value by the use or threatened use of violence.

16. **FALSE ALARMS** – Issuing, by word or act, a false or misleading report of fire or other danger.

17. **FIGHTING** – Participating in a physical confrontation by purposefully inflicting or attempting to inflict bodily harm, regardless of instigator.

18. **FORGERY** – Fraudulently using the written name of another person or falsifying times, dates, grades, addresses, or other data used by the school.

19. **GAMBLING** – All forms of gambling are prohibited on school property.

20. **GANG RELATED SYMBOLS** – Graffiti, activity, clothing, or other known gang related items, are prohibited.

21. **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.

22. **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.
23. 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.
24. HORSEPLAY – Physical interaction that can lead to injury.
25. INSTIGATING A FIGHT – Using words or actions that could possibly, or do lead to a physical confrontation.
26. INTERNET VIOLATIONS – The use of technology (computer) for anything other than school related purposes.
27. LIGHTERS/MATCHES – Possession or use is prohibited.
28. LITTERING – Not placing trash in a proper receptacle.
29. 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.
30. LOOK-ALIKE SUBSTANCES – Any substance/object deemed illegal that, although it is not real, it is passed as the real thing.
31. MISBEHAVIOR – Behavior not covered by other terms listed in this section.
32. MISSING ASSIGNED RTC – may result in OSS.
33. NO PASS OR INVALID PASS – Being out of class without a valid pass.
34. OBSCENITY – Vulgar acts by pupils in verbal or written form, pictures, gestures or caricatures in or on school property.
35. PARKING LOT VIOLATION – Parking in an unauthorized area or driving recklessly in the lot, including loudly revving the engine or squealing tires
36. 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.
37. PHYSICAL ASSAULT – Intentionally causing or attempting to cause physical harm to another through force or violence.
38. RIDING OF SKATEBOARDS/SNOWMOBILES – Skateboards and snowmobiles are prohibited on school grounds at all times. Doing so may result in disciplinary action.
38. 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.
40. PROFANITY/VULGARITY – Inappropriate language or gestures or actions
41. PUBLIC DISPLAY OF AFFECTION – Holding hands is allowed – kissing, prolonged hugs and close bodily contact are prohibited.
42. SABOTAGING or TAMPERING WITH COMPUTERS – Intentional introduction of viruses or hacking to damage or disrupt the use of programs, networking or files.
43. SKIPPING - Leaving school without signing out and/or missing class without valid authorization.
44. SMOKING, CHEWING – Possession or use of any tobacco/nicotine products including e-cigarettes.
45. STEALING – Dishonestly acquiring the property of others.
  - TARDINESS – Failure to be in class and/or seated and ready to learn at the conclusion of the tardy bell.
46. THREATS OF VIOLENCE TO STUDENTS OR SCHOOL PERSONNEL – Are illegal and will be dealt with very seriously.
47. TRESPASSING/UNAUTHORIZED AREA – Entering an area or using other's materials without authorization.
48. VANDALISM – action involving deliberate destruction of or damage to public or private property.
49. VERBAL ASSAULT – Using derogatory, inflammatory language to insult another.
50. WEAPONS – Possession, using or transferring of any weapon, by state law, is considered grounds for expulsion.
  - 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. Students may also be referred to the Warrior Hub for behavior support.

The goal of the discipline procedure is to assist students in making good 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 discipline 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.

**Expulsion** – Long term removal from school by action of the Superintendent/Board of Education. (Any suspension of 60+ days is classified as an expulsion by the State of Michigan.)

**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.

#### **Check In-Check Out Behavior Intervention**

Students with three or more referrals to the Warrior Hub for not exhibiting Warrior behavior expectations may be assigned to Check In-Check Out behavior intervention support. Students will begin/end their day with a mentor and adults helping the student to monitor his/her behavior throughout the day. Short and long-term goals will be established and rewarded when met.

**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.

Any student that is sent home after 4<sup>th</sup> 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 who are in the Warrior Hub must remain there for the remainder of the period. They are not allowed the privileges of student meetings, band performances, assemblies or any other extras activities.

If a student disrupts at the very end of class and by his/her behavior chooses to go to the Warrior Hub the student will then be expected to go to the Warrior Hub the next day to review behavior expectations and complete a plan for success.

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 the behavior reiew that if they disrupt again they will remain in the Warrior Hub 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 the Warrior Hub 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 the Warrior Hub 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 Warrior Hub referral times or lunch.

### **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 parent/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 (if the action is a 10 day out-of-school suspension) 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 – LOCKERS WILL ONLY BE ACCESSED BEFORE/AFTER SCHOOL – STUDENTS MAY CARRY BAGS TO CLASS**

## **BUS PASSES – THERE WILL BE NO BUS PASSES ISSUED FOR THE 21-22 SCHOOL YEAR**

### **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. With the exception of Chippewa Hills Mosaic on-line students, Virtual or home-schooled students will not be approved to attend Chippewa Hills High School dances.

### **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/STUDENT APPEARANCE – BOARD POLICY 5204**

Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. The Superintendent or designee will develop and publish specific dress code regulations consistent with this Policy.

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Chippewa Hills High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored events. Although the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s), the school district is responsible for seeing that student attire does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating atmosphere for any student. These dress code guidelines shall apply to regular school days as well as while on the school bus, at any school-related events and activities, such as graduation ceremonies, dances and prom.

1. Students must wear a shirt (with fabric in the front, back, and on the sides under the arms) and pant/jeans or the equivalent (for example, a skirt, sweatpants, a dress or shorts.)
2. Appropriate footwear must be worn at all times.
3. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, drugs, drug paraphernalia, violent behavior, hate speech, profanity, pornography, images or language that creates a hostile or intimidating environment or other inappropriate images.
4. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols or representation.
5. Students may not wear any clothing that reveals visible undergarments. (visible straps are allowed.)
6. Students are not allowed to wear swimsuits.
7. Accessories that could be considered dangerous or could be used as a weapon may not be worn.
8. Any item that obscures the face or ears (except as a religious observance).
9. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.

If there is any doubt about dress and appearance, school administration will make the final decision. Student whose dress violates the dress code and/or causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students may also be asked to put on their own alternative clothing, if already available at school, or may be provided with temporary school clothing for the remainder of the day, or students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of 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**

Personal electronic devices including cell phones are to be stored in lockers and not accessed during class time, including PRIDE. As the school provides instructional technology for all students, personal devices are not needed at school and should only be used when given permission by a staff member of the school. Failure to do so will result in confiscation of the personal electronic device. (See Board Policy 6120.)

## **EXTRACURRICULAR AND ATHLETIC TRIPS**

The Superintendent or designee will annually publish in the student handbook(s) procedures for student transportation to and from extracurricular and athletic events. The procedures will comply with Policy 3105.

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

## **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 hyper-activity. 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.**

## **Academic Credits and Graduation – BOARD POLICY 5409**

### **Graduation Requirements**

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

### **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 – BOARD POLICY 5102 (LOCKERS WILL BE ACCESSED BEFORE AND AFTER SCHOOL ONLY. STUDENTS WILL BE ALLOWED TO CARRY BACKPACKS WITH ALL THEIR COURSE MATERIALS TO CLASS)**

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy. The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians. Legal authority: MCL 380.1306. Student is assigned his/her own hall locker. 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. 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 students, 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 spend time in the Warrior Hub.

### **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 "Confidential 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 SCHOOL – BOARD POLICY 5414**

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences.

The Superintendent or designee will establish and implement procedures for the District's summer school program, if offered, which will be included in the applicable student handbook(s).

## **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.

## **STUDENT DRIVING AND PARKING – BOARD POLICY 5803**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. The building principal or designee will annually publish rules and criteria for student driving and parking in the applicable student handbook(s).

A student who drives to school must register any vehicle driven to school consistent with the rules in the applicable student handbook.

## **STUDENT HANDBOOKS – BOARD POLICY 5205**

The Superintendent or designee will ensure that each school develops, publishes, and regularly updates a student handbook, the content of which must be consistent with these Policies. Each student handbook must contain a student code of conduct. A student handbook has the force and effect of Board Policy.

## **SUSPENSION FROM CLASS, SUBJECT, OR ACTIVITY BY TEACHER –BOARD POLICY 5206E**

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

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- C. was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed. Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to

discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference. Legal authority: MCL 380.1309. 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 5<sup>th</sup> 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.

## Unlawful Discrimination, Harassment, and Retaliation Against Students –BOARD POLICY 5202

The Superintendent or designee will include in student handbooks a statement explaining the District's policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

## USE OF DETECTION DOGS – BOARD POLICY 3107

The District will provide written notice to students and staff about this Policy as soon as practicable after its adoption by the Board and at the beginning of each school year.

## 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
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.

## 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](http://www.cdc.gov/concussion).

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