

SCHOOL INFORMATION

Address: Chelsea High School
 740 North Freer Road
 Chelsea, MI 48118-1104
Web Address: www.chelsea.k12.mi.us
Phones: 433-2201 (Student Office)
 433-2211 (fax)
 433-2244 (Athletic Office)
 433-2243 (Counseling Office)
 433-2246 (Cafeteria Office)
Attendance Phone: 433-2242 (4:00 PM -7:30 AM)
Enrollment: Approx. 835 students
 Class "B"
Colors: Blue and Gold
Mascot: Bulldog
School Song: O Chelsea High
 O Chelsea High
 We're out to cheer for you
 No matter if we face defeat
 We'll stay and see you through
 In every game, be this our aim
 V-I-C-T-O-R-Y
 So give a cheer that all may hear
 For dear old Chelsea High.

DAILY SCHEDULE

HOURL	SCHEDULE
1	8:00 a.m. – 9:12 a.m.
2	9:17 a.m. – 10:29 a.m.
3	10:34 a.m. – 12:19 p.m. A Lunch 10:29 – 10:59 Class: 11:04 – 12:19 B Lunch 11:09 – 11:39 Class: 10:34 – 11:09, 11:44 – 12:19 C Lunch 11:49 – 12:19 Class: 10:34 – 11:49
4	12:24 p.m. – 1:36 p.m.
5	1:41 p.m. – 2:52 p.m.

NON-DISCRIMINATION AND ACCESS TO EQUAL

EDUCATIONAL OPPORTUNITY

The Chelsea School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, or other legally protected characteristic, in its program, activities or employment. See District Policies 2260, 3122, and 4122. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of sex, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District. See District Policy 2260.

If a student has needs that affect his/her school performance, concerns about the student's progress is brought to the building principal and/or the building's problem-solving team. As appropriate, interventions are provided to support progress as part of differentiated instruction. In some cases, the student may appear to need additional interventions, accommodations or modifications, specialized instruction and/or other types of support to make reasonable progress. If it is suspected that a student may have a disability that may be affecting performance, a referral to request additional evaluation may be made. Anyone considering the need for a referral would first be encouraged to contact the teacher(s), related services staff and/or the building principal with questions/concerns. When a referral is made, per District procedures, a formal evaluation process may be initiated.

Based upon eligibility criteria that indicate "an impairment that substantially limits one or more major life activities", the development and implementation of an accommodation plan, per Section 504 of the federal Civil Rights Act, may be appropriate. This is called "a 504 plan" and it outlines the accommodations that must be provided to support the student. "504" is a general education component.

Based upon other, more narrow and specific federal and state criteria, some students may be found eligible to receive special education services. In these cases, an Individualized Education Program (IEP) may be developed to outline goals/objectives, accommodations and/or services.

Both Section 504 and federal/state laws demand that the school district, in collaboration with parents, must decide upon (1) possible student eligibility and, (2) if found eligible, whether there is a need for accommodation or special education.

With "Bulldog" pride,

Mike Kapolka, Principal

Brad Bush, Assistant Principal/Athletic Director

Luman Strong, Assistant Principal

[Jason Morris, Assistant Athletic Director](#)

CHELSEA HIGH SCHOOL

MISSION STATEMENT

The mission of Chelsea High School is to create independent thinkers who act with integrity and who are invested in the global community.

CHELSEA HIGH SCHOOL
SCHOOL INFORMATION - ~~2018-2019~~2019-2020 FACULTY

Andrews, Jon	Counselor
Arons, Bil	Special Education
Bareis, Andrea	Social Studies
Bickel, Daniela	Counselor
Blomquist, Todd	Physical Education
Catherman, Rick	Band
Conklin, Heather	Instructional Specialist
D'Ettorre, Vincent	French
Davis, Kim	Special Education
deGracia, Robin	Science
Dillon, Erin	Social Studies
Dunn, Sandra	Special Education
Fillion, Katy	Special Education
Finger, Art	Special Education
French, Adam	Mathematics
Fritzemeier, Jed	Orchestra
Hagood, Matt	Building Trades
Helberg, Melissa	Science
Hinz, Steve	Choir
Hugg, Heather	Mathematics
Kent, Ellen	School Psychologist
Kofahl, Arlene	Health Occupations
Knop, Amanda	English
Kurecz, Karen	Mathematics
Learman, Marta	Social Studies
Lindemer, Christa	Social Work
Lucas, Josh	Health/Physical Education
Lutz, Laura	Social Studies
Mattias, Molly	Science
McIntosh, Melissa	Math/Computers
McKale, Jill	Special Education
Mitchell, Lonnie	Mathematics
Morris, Jason	Social Studies
Moss, Duane	Technology
Murphy, Jason	Counselor

Naar, Laura
Orlandi, Christopher
Pedlow, Matthew
Phelps, Kurt
Popovich, Claire
Putnam, Dawn
Reiser, Holly
Rodriguez, Shane
Scheese, Mark
Schilt, Adam
Segal, Marlene
Sinacola-Rodriguez, Shawn
Swagger, Eric
Taylor, Adam
Waldo, Martha
Wismont, Rachael
Woodruff, Laura
Zainea, John

Art
Mathematics
Social Studies
Special Education
Art
English
Science
English/Spanish
Business/ Social Studies
English
Social Studies/English
Spanish/English
Science
Physical Education
Life Management
English
Social Studies
English

CENTRAL ADMINISTRATION

Superintendent
Assistant Superintendent of Instruction, Curriculum and Human Resources
Assistant Superintendent of Business and Operations
Director of Special Education
Director of Technology
Principal
Assistant Principal
Assistant Principal/Athletic Director
Assistant Athletic Director
Operations Manager
Transportation Director

Dr. Julie Helber
Mr. Marcus Kaemming
Mrs. Michelle Cowhy
Mrs. Lisa Nickel
Mr. Scott Wooster
Mr. Mike Kapolka
Dr. Luman Strong
Mr. Brad Bush
Mr. Jason Morris
Mr. Tim Courtright
Mr. Rick Boham

BOARD OF EDUCATION

~~[Ms. Anne Mann](#)~~

~~[Mr. Jason Eyster](#)~~

Ms. Tammy Lehman

Ms. Laura Bush

Ms. Dana Durst

~~[Ms. Keri Poulter](#)~~

~~[Mr. Greg Rhodes](#)~~

Mr. Shawn Quilter

Ms. Kristin van Reeseema

SUPPORT STAFF

Administrative Secretary

Asst. Principal Secretary/Bookkeeper

Asst. Principal/ Attendance Secretary

Counselor's Secretary

Athletic Director's Secretary

Auditorium Director

Media Aide

ISS Supervisor

Para Professional

Para Professional

Para Professional

Para Professional

Para Professional

Para Professional

Para Professional

Para Professional

Para Professional

Para Professional

Mrs. Gretchen Steele

Mrs. Shandra Bremer

Mrs. Judee Lonnemo

Mrs. Shelley Weber

Mrs. Tracie Stoffer

Mr. Cole Miller

Mrs. Shannon Krug

Mrs. Constance Eder

Susanna Bucholz

Amy King

Karen Cooperrider

Carol Ford

Gary Galvin

Callie Jerant

Audrey Lodewyk

Katie Minnick

Patti Mitchell

Tamra Montgomery

Para Professional
Para Professional
Para Professional

Robin Prodin
Mary Jo Stofflet
Cathy Timberlake

ACADEMIC INFORMATION

Graduation Requirements		
<p>27 credits must be earned for graduation</p> <p>One-half credit is granted for the successful completion of a one-period one-term course. Listed below are requirements for specific credits within the total credits.</p>		
Curriculum Area	Number of Credits	Required Content & Notes
English Language Arts	4 Credits	<ul style="list-style-type: none">Required content: the equivalent of four full two-term courses that meet state course/credit guidelines
Mathematics	4 Credits	<ul style="list-style-type: none">Required content: Algebra I, Geometry, and Algebra II.<ul style="list-style-type: none">One Math course must be taken in grade 12.See notes in math department section for various options.
Science	3 Credits	<ul style="list-style-type: none">Required content: Biology; Physics or Chemistry; and, one additional Science credit.See notes in science department section for potential other options.
Social Studies	3.5 Credits	<ul style="list-style-type: none">Grade 9 - 0.5 Civics credit and 0.5 Economics credit are earned in 1.0 credit CHS Civics class<ul style="list-style-type: none">Grade 10 - 1.0 credit of World HistoryGrade 11 - 1.0 credit U.S. History Class (also includes Geography content)Grade 12 – Senior Seminar (one-term course) 0.5 Government & 0.5 Economics

Physical Education/ Health	1 Credit	Physical Education/Health required in grade 9.
Visual, Performing, Applied Arts	1 Credit	CHS courses meeting state Dept. of Education guidelines for the earning of this credit include: all art courses; all music courses, except for Music Seminar; all technology education courses; Web Design; Advanced Computer Topics; and Business Foundations. Additional courses including some or all consortium classes may also be approved as meeting these guidelines in the future.
Total Credits	16.5	
Additional Graduation Requirements		
Requirement	Explanation	
On-line Learning Experience	Students will meet this requirement both through the on-line learning components in Physical Education/Health class and through on-line learning experiences incorporated into each of the required credits of the Michigan Merit Curriculum.	
M-STEP, SAT Testing	Students must complete all portions of the appropriate state high school assessment (currently, M-STEP, SAT or MI-ACCESS) when scheduled during the 11th grade year.	
Strong Recommendations		
World Language	2 Credits	Students planning to attend college should plan to take at least two years of a language other than English at the high school level. This will be a requirement for all students beginning with the graduating class of 2016.

SPECIAL EDUCATION AND 504 ACCOMMODATIONS

If a student has needs that affect his/her school performance, concerns about the student's progress is brought to the building principal and/or the building's problem-solving team. As appropriate, interventions are provided to support progress as part of differentiated instruction.

Every school in the Chelsea School District has a team that discusses student concerns and support options. At the elementary level, the support team is the Problem-Solving Team; at the secondary level the support team is the Student Services Team. These teams meet regularly. They are for any struggling student including general education students, students on 504 Plans, and students on IEPs.

In some cases, the student may appear to need additional interventions, accommodations or modifications, specialized instruction and/or other types of support to make reasonable progress. If it is suspected that a student may have a disability that may be affecting performance, a referral to request additional evaluation may be made. Anyone considering the need for a referral would first be encouraged to contact the teacher(s), related services staff and/or the building principal with questions/concerns. When a referral is made, per district procedures, a formal evaluation process may be initiated.

Based upon eligibility criteria that indicate “an impairment that substantially limits one or more major life activities”, the development and implementation of an accommodation plan, per Section 504 of the federal Civil Rights Act, may be appropriate. This is called “a 504 plan” and it outlines the accommodations that must be provided to support the student. “504” is a general education component.

Based upon other, more narrow and specific federal and state criteria, some students may be found eligible to receive special education services. In these cases, an Individualized Education Program (IEP) may be developed to outline goals/objectives, accommodations and/or service.

When a disability is suspected, information is gathered as a part of an evaluation process to determine if the student meets eligibility criteria for special education services (IEP). Disability areas include the following, as specified by the State of Michigan: (1) cognitive impairment, (2) emotional impairment, (3) hearing impairment, (4) visual impairment, (5) physical impairment, (6) other health impairment, (7) speech and language impairment, (8) early childhood developmental delay, (9) specific learning disability, (10) severe multiple impairment, (11) autism spectrum disorder, (12) traumatic brain injury, and (13) deaf-blindness. In order to be eligible for services, a student must meet special education eligibility and require skill remediation.

Parents or school staff members may refer a student with a suspected disability. Upon receipt of a referral, the team meets to discuss the concerns in a timely manner. Following the referral, a team gathers and discusses available information which could result in an intervention plan being developed, referral for outside services, or a comprehensive, initial evaluation. If a comprehensive evaluation is proposed and agreed upon by the team, the school is required to complete the evaluation and meet to discuss the results within 30 school days upon receipt of consent in a manner consistent with the Michigan Administrative Rules for Special Education and IDEA 2004 Federal Regulations.

504 Accommodation Plan:

Students who do not meet criteria for special education services may be eligible for a 504 Plan. Section 504 of the Rehabilitation Act of 1973 is designed to provide equal access and fairness to general education students with disabilities, thereby leveling the playing field for them through a 504 Plan. It is not a plan designed to enhance a student’s performance. It is a plan to provide fairness and equal access to education.

The student must be evaluated and meet the Section 504 identification criteria in a process similar as the special education evaluation process described above. A student is entitled to a 504 Plan if they have been identified and the evaluation shows that the individual (1) has a mental or physical impairment that substantially limits one or more major life activities; or (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This determination is made by a team of knowledgeable individuals, including the parents, who are familiar of the student and his/her disability. The 504 team must draw upon a variety of sources in interpreting evaluation data and making placement decisions.

STUDENT SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.

All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2006) For the entire document, please refer to https://www.michigan.gov/documents/mde/StandardsforSeclusion- Restraint_247533_7.pdf

PERSONAL CURRICULUM ALTERNATIVE

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan's Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or guardian of a student who has completed 9th grade (or the student if at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting your student's high school counselor. A group that includes the student; the student's parent or guardian; and a teacher, guidance counselor, or person acting in a counseling role, will consider the request. If the personal curriculum request is made by a student who is at least 18 or who is emancipated, or by a parent or guardian, the group will grant the request and will develop a personal curriculum for the student. For all other requests, the group will develop a personal curriculum if the group determines one is appropriate. For most students, the group that develops the personal curriculum may make only certain modifications to the Merit Curriculum. For students with disabilities under the Individuals with Disabilities Education Act and for certain students transferring to the District from a nonpublic school or from out of state, the group may make additional modifications. For all students, a personal curriculum must incorporate as much of the Michigan Merit Curriculum content expectations as is practicable for the student, must include measurable goals for the student to achieve while in high school, must include a method to evaluate whether the student met those goals, and must align with the student's educational development plan. Before a personal curriculum becomes effective, the District's Superintendent or designee and the student's parent or guardian (or the student if at least 18 or emancipated) must agree to its terms. Once effective, the student's parent or guardian (or the student if at least 18 or emancipated) must communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals. A student who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements. For more information on personal curricula, including what may and may not be modified, please visit the Michigan Department of Education's Personal Curriculum page at: http://www.michigan.gov/mde/0,1607,7-140- 6530_30334_49879---,00.html

ACADEMIC INFORMATION

1. 27 credits must be earned for graduation. A half-credit is earned by the successful completion of one term of a class.
2. No more than 1.5 credits may count toward the credits for graduating from Cadet Teaching or from any other “miscellaneous” course, excluding the Academic Collegiate Transitions (ACT course).
3. A student must be enrolled for four full years to receive a diploma. However, a student with an overall “B” average and having fulfilled all other requirements may, upon written request by his/her parents or guardians, and approval of the high school principal and Superintendent, be graduated from Chelsea High School after the winter term of the senior year.
4. Unless approved for “Dual Enrollment” credit, college credits are generally not acceptable toward a high school diploma.
5. In special circumstances students may be allowed to attend school on a reduced program. The usual minimum is 3 periods.
6. The results of the General Education Development Tests will not be accepted as fulfilling the graduation requirements of the Chelsea High School.
7. Students may not repeat for additional credit a class they have previously passed without special approval unless indicated in the course description.
8. Students who meet all current conditions may qualify for “Dual Enrollment” credit for college- level work. This always requires approval by the principal prior to enrollment in the class.
9. We will accept from transfer-in students a maximum of seven and one-half (7.5) credits per year toward graduation requirements.
10. Typically, the maximum number of credits a student can earn during a single school year (September – August) from all sources including online courses, correspondence school, night school, etc. is 9.5. (A student may earn up to two credits during a single summer from summer school, online courses, correspondence school, night school, etc.) Exceptions may be made with administrative approval.

END-OF-TERM GRADE CALCULATION INFORMATION:

80/20 Grading Policy:

Credit is granted based upon receiving a passing (D- or higher) final grade in a class. Final grades are computed based upon 80% of the marking period grade and 20% from the end-of- term test grade.

• If a student receives an “F” for the marking period but has earned 50% or better, he or she will pass the course by earning a C- (70%) or better on the end of term test. (A minimum grade of D- will be recorded.)

• If a student receives an “F” for the marking period and has earned BELOW 50%, he or she will pass the course by earning a B- (80%) or better on the end of term test. (A D- grade will be recorded.)

No-Credit (NC) Grading:

Any student who misses more than 8 days of a class in a term will not earn credit. (A grade of “NC” will be recorded.) This grade is treated as an “F (59%)” when calculating a final grade.

• Any student who receives an “NC” grade must earn a C- (70%) or better on the end of term test to pass the course. (A minimum grade of D- will be recorded.)

Common Grading Scale:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

• All percentages will be rounded to the nearest whole number.

TRANSFER POLICY

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board establishes the following policy and criteria regarding the acceptance of credits from non-public schools whether they are by state-approved, non-approved, or home schools.

For credit or course work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the state must be provided.

Recognition of credits or course work shall be granted when the proper assurance and the student's transcript have been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the knowledge and skills, which are prerequisite to a placement.

Although credits from non-public schools may be granted and placed on a student's transcript, no grades will be considered for class ranking.

STUDENT CLASSIFICATION

- A. Students will not be retained in a grade the first four years of high school even if short credits.
- B. Fourth year students needing more than seven and one-half credits to graduate need to:
 1. Create an acceptable plan to earn the necessary credits for June graduation.
 2. The plan must adhere to all school policies and be approved by both their high school counselor and principal prior to implementation.
- C. Fourth year students who do not develop a plan as in part B will be considered "seniors unable to graduate."
- D. Students who are deficient 2 or fewer credits, will be given their diploma when all make-up credits are completed - if done within two years of their date of normal graduation. Students who exceed the 2 credits or the 2-year limit should pursue a diploma through adult education.

PARTICIPATION IN COMMENCEMENT

- A senior may participate in graduation exercises only if he/she has completed ALL requirements for graduation.
- Students with serious disciplinary infractions near the end of their senior year may be disciplined up to and including exclusion from the commencement exercises.
- Students with unpaid fines may be excluded from the commencement exercises.
- Chelsea students attending the ECA or WAVE program may participate in commencement with their graduating class if all Michigan Merit Curriculum requirements have been met as determined by the principal. These students will receive a Chelsea School District diploma.

INCOMPLETES

Students who receive an incomplete (I) grade on a report card should make up the work and get the grade changed as soon as possible. In the event the grade has not been changed within two weeks of the term, the incomplete will be changed to the grade earned based upon work completed unless other arrangements have been made with the administration.

COUNSELING

The Guidance Department exists to assist the students with the many facets of their educational opportunities and their vocational choice. The counselors make available, to each student, services in testing for college, help in finding areas of vocational interest, and guidance with matters of a personal nature. Please refer to Course Offering booklet for in-depth description of counseling services.

1. Students should sign up to see the counselors. This should be done before, after school, or between classes. The counselors will send for the student. Except in emergency situations, students are not to go to the guidance office during class time without first receiving permission from their classroom teacher.
2. Students who miss a class without arranging to do so in advance may be considered skipping.

DROP-AND-ADD POLICY

Students and parents are responsible for establishing a satisfactory class schedule prior to the start of each term. Whenever a student changes a class, the new teacher may require the student to make up all work from the first day of the term. All schedule change requests will be made only upon a written request from the parent clearly stating the change requested and the educational reason for the request. Furthermore, the guidance office will issue to the students deadlines for making such requests. The master schedule is built based upon the original schedule requests, which means all change requests are not possible. All third term schedule changes must be made during the 1st and 2nd terms only. Schedule changes will not be permitted during the third term.

Level One - First five days of term: Requests for a schedule change must be in writing and received by the counselor by the end of the third (3rd) day of each class each term. **For all full year classes the "last day to drop a class" during second term is the end of the third (3rd) day of the second term.**

Level Two - From day four (4) through day eight (8) in each term, only the following procedures apply:

- A. If the request is initiated by the teacher who feels the student is misplaced and the parent and student agree, the schedule will be changed with no additional approval needed.
- B. If the request is initiated by the student or parent the following applies:
 - a. The parent must submit a written request with educational reasons to the teacher with a copy to the counselor. The teacher will discuss the request with the parent as soon as possible and/or simply sign the request indicating approval of the drop. If the teacher agrees, the schedule will be changed with no additional approval needed. However, if the teacher disagrees, the steps that follow will be taken.
 - b. The counselor will schedule a meeting with the student, parent, current teacher and possibly the potential receiving teacher.
 - c. If all parties agree with the change at this meeting, the schedule will be changed with no additional approval needed.
 - d. If all parties do not agree at this meeting, all will provide written input to the principal stating their position on the change and the principal will make the final decision.

*Note: In levels one and two once a student has made a schedule change he/she should not expect an additional change unless it is initiated by the teacher due to misplacement.

Level Three - After day eight (8) students are committed to completing the class unless a medically-related situation as verified by the principal justifies withdrawal in which case a "W" will be recorded as the marking period and final grades.

HIGH SCHOOL GUIDELINES FOR ONLINE LEARNING

Students may earn Chelsea High School course credit for online courses according to the following guidelines:

Courses Taken During the Normal School Day & Year: Up to two (2) credits per year may be earned. Credit will only be granted for courses not offered on site at CHS, except in cases of a schedule conflict and as approved by the designated high school administrator. The cost of these classes may be the responsibility of the student or his/her family.

Courses Taken Outside the Normal School Day: Students enrolled in a full CHS schedule may earn up to two (2) additional CHS credits per school year. Such credits may not be used for early graduation. Credits earned to meet graduation requirements must be pre-approved by the designated high school administrator. The cost for these classes could be the responsibility of the students or his/her family.

Credit Recovery: Students may recover up to two (2) additional CHS credits per school year using school-approved online options. Such credits may not be used for early graduation and must be completed by June 1 of the 12th grade year. Students may only enroll in an online course after having taken and failed the corresponding CHS course. Credit earned to meet graduation requirements must be pre-approved by the designated high school administrator. The cost for these classes may be the responsibility of the student or his/her family.

Grading/Credit: Grades earned in all online classes will be recorded on transcripts but will not be counted in the student's cumulative G.P.A.

Withdraw Policy: The Drop-And-Add Policy stated in the student handbook will also apply to online classes. Also, online vendor refund policies will also be applicable. Students/parents should check with the online vendor for refund policies.

END OF TERM TEST POLICY

1. All students who have two or fewer absences for the term will receive bonus points or bonus questions on the test. The teacher determines the specific option.
2. The test will be a written test, final paper, project, speech or test of skill.
3. The expectation is that all students will take end of term exams on the assigned testing days. Students who need to re-schedule exams due to a family emergency need to contact the office and re-schedule their exams with the approval of the principal.
4. Students in grades 9, 10 and 11 may not waive tests due to grades or attendance.
5. Any senior may waive exams **with department approval:**
 - a. If a term grade of C+ (77%) or better with One or Zero absences for any term.
 - b. If a term grade of A- (90%) or better with two or fewer absences for any term.
(Term grade is defined by the class grade prior to the exam grade.)
 - c. Three (3) unexcused tardies will count as one (1) absence for the purpose of waiving the final.
6. The number of absences includes all absences except: Field Trips, College Visits, School Approved Activities, Bereavement and Office Excused absences.
7. Students who stop attending school at the end of the term may not return to take the end of term test unless prior arrangements have been made with the principal's approval. Such students will receive an "F" on the end of term test grade for purposes of computing the final grade for the term.

ACADEMIC AWARDS

To be eligible for academic awards, students must be enrolled as a Chelsea High School student on a diploma path and must attend Chelsea High School as a full-time student.

CUM LAUDE GUIDELINES

Seniors who have achieved a 3.667 unweighted cumulative grade point average at the conclusion of the 2nd Trimester of their senior year for their high school career may graduate with one of the three Cum Laude levels from Chelsea High School. Special rules apply to transfer students as indicated below. Cum Laude status will be determined at the end of the second term of a student's senior year.

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- Summa Cum Laude - 3.889 or higher
- Magna Cum Laude - 3.778 or higher
- Cum Laude - 3.667 or higher

The following applies to transfer students who have not been enrolled all four years at Chelsea High School:

- Transfer grades will be evaluated based upon Chelsea GPA computation standards
- Must have at least three terms at Chelsea High School including the final term
- Must have taken at least 15 classes at Chelsea High School with at least a 3.667 average in these classes
- Will be honored at one of the three levels based upon the lower of their overall GPA or their Chelsea classes' GPA

HONOR ROLL

At the end of each term the honor roll is posted, based upon all cumulative grades at the end of the term.

There are two levels of Honor Roll - "High Honors Honor Roll" and "Honor Roll." The criteria for these are:

High Honors Honor Roll = 3.700 unweighted GPA or better

Honor Roll = 3.000 unweighted GPA or better

ACADEMIC LETTERS

Juniors, sophomores, and freshmen that have a 3.70 unweighted GPA or better for each of the three terms, will earn academic letter recognition for that school year. Students will receive only one letter during their high school career; students will receive a pin for each year they are recognized; and students will receive a plaque if they maintain academic-letter status all three years.

STUDENT RECOGNITION

THANKS FOR BEING YOU

In May, each faculty member will select one student for the annual "Thanks for Being You" luncheon. This is an opportunity for each faculty member to express appreciation to one student who has demonstrated qualities of good citizenship and positive behavior; has exhibited a positive attitude toward class, school, him/herself, and others; has shown a good effort toward studies; and has demonstrated good attendance.

"TOP DOG" AWARD

Each staff member will be given a limited number of "Top Dog" awards each month. Teachers may award these to any student who demonstrates excellent performance or behavior at school in any of the behaviors we strive to foster at school. While the awards may be given for academic or extra-curricular achievement, they are primarily aimed at rewarding excellent effort, behavior, citizenship, service, consideration of others, and an all-around positive impact upon the school community. The award entitles its recipient to either a free admission to a regular athletic contest, free admission to a regular dance or to one regular lunch or one trip at the ala-carte line up to the cost of a regular lunch.

ATTENDANCE POLICY

It is our expectation that all Chelsea High School students will attend school every day school is in session. We expect parents to support us in reaching this goal.

We urge students to make full use of the opportunities afforded them by the school schedule and to achieve to their potential. Regular uninterrupted attendance is an essential ingredient in the learning process. Credit will be awarded based upon attendance and academic performance.

Furthermore, the State of Michigan also recognizes the value of regular attendance, in that the General School Law reads, "Every parent... shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

The purposes of the following policy are to establish guidelines for attendance, to clarify terms used in the process, to identify who is to assume the necessary responsibilities for attendance and, primarily, to foster regular attendance for all students.

THE POLICY

- **Part A** - *A student must be PRESENT in class for a minimum of half the class period in order to be documented as PRESENT for attendance purposes.*
- **Part B** - All absences will be coded as follows: Unverified - UNV, College - COL, Field Trip - FT, School Activity – SAT, In-School Suspension - ISS, Skipping - SKP, Office Related - OFF, Religion - REL, Out-of- School Suspension - OSS, Tardy - TDY, Vacation - VAC, Excused – EXC, Bereavement - BRV.
- **Part C** - Any student who exceeds 8 absences in a given term may lose credit in the course. Students may then submit an official appeal to the assistant principal who may consult with the counselors, teachers, or others prior to making a decision. The appeals form must be completed by the designated date each marking period. Students with multiple skips, unverified and/or unexcused absences should not expect to be granted an appeal. **Additionally, a student who exceeds 8 absences; fails to submit an appeal, but is academically passing a class, will receive a 59% F, but will earn credit in the class by receiving a "P" on their transcript. If the student is not satisfied with the decision, he or she may appeal to the principal.**
- Note: In order to participate in the activities, etc., of a club or organization, the student must be in attendance all day on the day of the activity. The only exceptions are pre- arranged (special) excuses, with the permission of an administrator, or under emergency circumstances with permission from an administrator to participate. If a student violates the above policy, he/she is held out of the group's next activity.

ATTENDANCE RESPONSIBILITIES

Students

- Be present and on time every day, unless you have a valid reason to be absent and your parents are aware of your absence in advance.
- Be on time for all classes.
- Secure assignments whenever absent.
- Make sure your parents call in by 2:00 PM on the day of the absence.
- Inform your teachers in advance whenever you know you will be gone from school (vacation form needed for more than one day).

STUDENTS SHOULD REPORT TO THE STUDENT OFFICE AND SIGN IN WHENEVER ARRIVING LATE TO SCHOOL OR RETURNING FROM AN APPOINTMENT.

REPORT TO THE OFFICE, CHECK TO MAKE SURE YOU ARE EXCUSED, AND SIGN OUT WHENEVER

DEPARTING BEFORE THE END OF THE DAY.

Teachers

- Keep accurate attendance records and report accurate information to the office.
- Notify the office of suspected skipping or other attendance irregularities.
- Give assignments to students in a timely manner whenever informed by the student of any prearranged absence and to the office whenever requested by office personnel.

Parents

- Make sure your child is in school and on time every day unless there is a valid reason.
- Call the office (433-2201) by 2:00 PM on the day your child is absent or you may call the attendance line (433-2242) prior to the absence.

Office

- Contact parents after 4 and 8 absences
- Contact parents who have not excused their child
- Monitor students with attendance problems.
- Make juvenile referrals if needed.
- See that teachers enforce this policy, including loss of credit.
- Conduct appeals for loss-of-credit situation, if requested.

EXCUSED ABSENCES

Parents are requested to contact the school by 2:00 PM on the day of the absence. Parents **may call the attendance answering machine (433-2242) from 3:00 PM until 7:30 AM prior to a student's absence.**

If no parent contact is made, the student may be considered skipping.

School-Related Absences

- Office Excused
- Field Trip
- Suspension
- College Visits

SCHOOL ACTIVITY PRE-ARRANGED ABSENCES

Any time a student knows in advance that he is going to be absent for more than one day, the student and parent should have the absence pre-arranged. The parent should send in a note or call in advance of the absence. The student is responsible for getting all assignments from the teachers in advance and should not expect any extended time to complete work.

COLLEGE VISITS

For attendance purposes, College Visits are only those arranged with and approved by the student's counselor well in advance of the visit. College visits will be considered school-related absences. College visits are limited to three (3) days per year during the junior and senior years only. Students will need to provide documentation from the college Admissions Office as informed by the counselor.

VACATION ABSENCES

Absences for vacation will be charged toward the eight-day limit. All vacation absences of more than one day should be pre-arranged at least five (5) school days before the absence, so that the student has time to complete homework prior to vacation.

Procedure:

- A. The student picks up a pre-arranged form in the office and has his/her teachers sign it.
- B. Teachers must initial, indicate approximate grade, and may make comments on the form.
- C. Student's parents must sign the form and the student must return it to the office.
- D. The office will check the form and may discuss the vacation with the parents if the vacation

may cause the student to fail a class.

MAKE-UP WORK GUIDELINES

Students will be held accountable for all work missed, based upon these guidelines:

Excused Absence - The student is responsible to get all work the first day back. For routine assignments, the student will be given 2 days per day missed up to one full week to complete assignments. Long-term assignment due dates need not be adjusted and tests announced in advance need not be postponed. For extremely long absences, other arrangements may be made. This procedure also applies to unexcused absences.

In-School Suspension - The student must do all assigned work and turn it in prior to leaving on the day of suspension.

Out-of-School Suspension - The student is responsible to get all work that is missed. The work must be made up and is due the first day back in class.

Skipping - It is the teacher's choice whether to accept, not accept, or accept with a grade adjustment all homework, quizzes, tests, etc. missed due to skipping or a 2% deduction per skip from the course grade prior to the final exam.

Pre-Arranged Absences - All work due will be submitted on the day of return unless prior arrangements have been made agreeable to the teacher.

Vacation Absences - All work, unless the teacher approves otherwise, should be completed and given to the teacher before leaving on vacation. Conditions of making up other work shall be arranged with individual teachers before the absences. **This procedure also applies to school-related absences.**

Homework Collection - All students should establish "homework buddies" in each class to call and to obtain assignments on days of absence. Parents and students should also utilize e-mail and websites in obtaining homework assignments. If a student is absent for more than one day, parents may contact the school office for help in obtaining homework. If this contact is made before 9:00 AM, the office staff will make efforts to have the homework available at the end of that school day.

ATTENDANCE INFRACTIONS

1. Skipping

Skipping is missing part of a class, all of a class, or multiple classes without the **prior approval** of parents and/or the office staff or individual teacher whose class is being missed. Arriving more than 10 minutes late to a class without a pass from the main office or another staff member will be considered skipping. Anytime a student leaves school without prior permission from the office staff he/she is skipping. If a parent does not call the school within two school days of an absence, unverified absences may be considered skipping.

Consequences for skipping:

- 1st offense - After-School and/or Saturday Detention. Total detention time assigned will be equal to the amount of class time skipped rounded up to the nearest whole hour. It is the teacher's choice whether to accept, not accept, or accept with a grade adjustment all homework, quizzes, tests, etc. missed due to skipping or a 2% deduction per skip from the course grade prior to the final exam.
- 2nd offense - Same as 1st offense **plus** call to parents
- 3rd offense - Same as 1st offense **plus** parent conference
- 4th offense - Saturday Detention **plus** possible referral to Juvenile Court. Also, alternative forms of discipline will be used to attempt to correct the problem.

2. Tardiness

A student must be in the area assigned by the teacher at the end of the bell ringing. Each teacher must define to the students what the assigned area is for that class. The defined area must be given to every student in writing.

Teachers must record all tardies with their attendance records. The following discipline is based upon unexcused tardies in each individual class and is cumulative over each marking period.

NOTES: Excessive excused tardies may lead to academic consequences.

- 1st and 2nd offense - Warning by teacher to student
- 3rd offense - One 25-minute office after-school detention plus teacher will contact parent or 25-minute detention with

teacher starting 30 minutes before the start of first hour plus teacher will contact parent. (Teacher choice, not student's choice)

- 4th offense - Referral to office, one-hour detention
- 5th offense - 2 hour Saturday detention (8:00-10:00 AM)
- 6th or more - 4 hour Saturday detention and parent conference
- 7th or more - ISS/OSS with a possibility of additional consequences

SCHOOL POLICIES

PHILOSOPHY STATEMENT

The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration - the greater the mutual respect, the less the need for rules and disciplinary procedures.

The building principal is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

1. Assign detention
2. Arrange in-school suspension
3. Recommend to the Superintendent for expulsion
4. Restrict privileges
5. Suspend out-of-school
6. Cite to Juvenile Court
7. Arrange pupil conference
8. Ask parents to remove their children from school for the protection of the youngsters involved, pending investigation of a situation, which may be disruptive to the school program.
9. Notify police
10. Suspend driving privileges as they relate to school property
11. Prescribe other acceptable disciplinary measures

MISCELLANEOUS RULES AND REGULATIONS

ASSEMBLIES

Students are to report directly to the gym or auditorium and sit in their assigned area. There is to be no loitering. When excused, students are to proceed directly back to the assigned class following the assembly. Students are to remain quiet during all assembly programs and/or while speaker is speaking.

AUDIO EQUIPMENT AND OTHER ELECTRONIC DEVICES

Because of the potential for theft and the potential for possible disruption of the educational process, it is highly recommended that these items be left at home. In no case will the school be responsible for the loss or theft of such items. If brought to school, these items may be played on the bus, before and after school, as long as the volume does not disturb others. Teachers may deny these items in their classes. (If an electronic device is confiscated by a staff member, the consequences for cell phone usage will apply.)

BACKPACKS

The carrying of backpacks by students poses health risks to the students, crowding problems in the hallways, and security problems for the school community. Students may use backpacks to carry books to and from school. Student backpacks are not to be used to carry books and materials between classes. Backpacks must be kept in student lockers after the beginning of the student's first class of the day until after the student's final class of the day. Students who carry backpacks during the school day will be directed to return them to their school lockers. Students who are late to class because they needed to return a backpack to their locker will receive an unexcused tardy. Continued usage of backpacks during the school day may be treated as insubordination.

Purses or other bags carried to classes by students to carry books and materials as a substitute for a backpack will be treated as a backpack. An over-sized purse may be considered a backpack at the administration's discretion.

BUILDING ACCESS

Students are only to enter and exit the building through three primary entrances - the main entrance opposite the office on the second level, the cafeteria entrance on the south side of the cafeteria, or the northeast diagonal hall entrance. Students may use other doors when accompanied by and given permission to by staff members. At the end of the day, students may exit from either end of the curve.

CHAPERONE EXPECTATIONS

- It is necessary to check in with a staff member upon your arrival and check out when you depart from this field trip.
- In case of an injury, consult with staff if medical attention is required. Never transport an injured person in your own vehicle.
- The consumption of tobacco, alcohol, or other drugs while in the role as a chaperone is prohibited.
- If the field trip requires you to stay overnight, the expectation is to stay with the students for the entire trip. If you need to leave the students for any reason, please discuss this with the supervising teacher or administrator prior to the trip.
- This field trip for the student in this class, therefore; we ask that you do not bring other siblings. Pets are not allowed.

DANCE RULES

Dances are open only to currently enrolled Chelsea High School students and their approved guests. Middle School students are not permitted. Students may have a maximum of 1 guest per dance. Guests must be at least in 9th grade and be registered in the office by the end of the day of the dance, are the responsibility of the host students, must follow all school rules, and may be excluded by the administration or chaperons. The age limit for non-CHS guests to attend dances sponsored by CHS is 20. Only the administration may approve non-registered guests. Additionally, a student's behavior throughout the school year will determine eligibility to attend dances at Chelsea High School or other academic institutions. Final determination for eligibility will be made by high school administration.

Student Council has established and is responsible to enforce their dress code for high school dances as follows:

- **Formal (Prom)** young men - tuxedo or suit and tie; young women - formal or dress
- **Semi-Formal young men (Homecoming and Winter Carnival)**- dress slacks, dress shirt and tie, sweater or sports coat; young women - dress suit or skirt ensemble
(NO JEANS, NO T-SHIRTS, AND NO GYM SHOES)
- **Casual Dances** students are to dress appropriately/determined by administration

School rules and regulations apply to all dances. **If a student leaves the building during a dance, he or she MAY NOT RETURN.** Loitering in the lobby, outside the building, or in the parking lot is not permitted. Inappropriate dancing that is sexually suggestive in nature is not allowed and may lead to the student being removed from the dance. If a student is removed from a dance, he or she may be prohibited from attendance at future dances.

Current Student ID cards are needed for prompt entry into dances. Students without a current student ID card may be admitted with other picture ID or with administrative approval, after current ID holders are admitted.

Unless individuals or groups have made prior arrangements with the administration, these are the dance/time regulations:

	<u>Start Time</u>	<u>End Time</u>	<u>Last Student Admitted</u>
Homecoming and Winter Carnival	8:30 PM	10:30 PM	9:30 PM
Prom	9:00 PM	12:00 AM	11:00 PM

ELEVATOR RULES

The elevators are off limits to all students unless given specific permission by the office staff. Students who ask and are given permission for legitimate reasons must abide by all rules given to him or her at the time. At times, a student with elevator permission will be allowed to have a classmate assist them with books. In these cases, only one other person may ride the elevator with the student having permission to ride. Students who use the elevators without permission will receive a disciplinary referral for insubordination.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, school closing is available at these locations:

District web site: www.chelsea.k12.mi.us

Twitter: @ChelseaSchools

District Phone #: 433-2275

Radio Stations:

WJR 760 WAAM 1600
 WWJ 950 WITL-FM 100.7
 WFMK-FM 99.1 WKQI-FM 95.5
 WJIM 97.5 WTKA-FM 10.50AM, 107.1FM, 102.9FM, 1290AM

Television Stations:

WXYZ-TV Channel 7 WILX-TV Channel 10 WJBK-TV Channel 2 WDIV-TV Channel 4

FOOD AND BEVERAGES

Because of the fragile nature of glass bottles and the danger of broken glass to students, glass bottles are not to be brought on campus by students. Glass bottles are also not permitted in the parking lot area. The consumption of any food or beverage is restricted to the cafeteria area. Water will be allowed in halls, provided the water is in a clear, spill-proof container. Water will be allowed in classrooms with individual teachers' permission only. Teachers may occasionally have in-class activities with food or beverages, but only with administrative approval. Students should expect to have any open or visible food or beverage confiscated except in the designated cafeteria area. Violation of this rule may lead to restriction to cafeteria, detentions or in repeated cases, to discipline for insubordination.

HALL PASSES

Students leaving their classroom must have a hall pass. A student seen in the hall should be expected to show his pass when asked by any teacher.

IDENTIFICATION CARDS

All students will be issued a Chelsea High School Student Identification Card. This student identification card will serve as the student's media center card and food services debit card. These cards are the responsibility of the student. There will be a \$5 replacement fee for students who lose their cards.

Students must carry their student identification with them at all times they are on school property or at school events. Students may be asked to show their student identification as a condition of admittance to school events (for example, dances) and may be denied admittance if they do not have it. Students shall identify themselves and show identification to staff members upon request. Failure to do so may be considered insubordination (see code of conduct).

LASER POINTERS

Laser pointers are not to be brought to school. If brought, they will be confiscated and returned to only the student's parent. In the event of a second violation, the laser pointer will not be returned until the end of the school year.

LOCKERS

Each student will be issued an individual locker so he/she will have a secure place to store school supplies and personal items needed at school. Only the student and office staff will have access to the combination. For the students' own security, the following suggestions are made:

1. Never reveal your combination to another student.
2. Do not store valuables/money in your locker.
3. If your locker is not working properly or you feel someone has tampered with it, inform the office.

The following rules apply to lockers:

1. Do not deface or damage any part of your locker (only stick items inside doors that are easily removed).
2. Do not switch lockers with another student.
3. Do not double-up and place two or more persons' belongings in one locker
4. Do not leave food, pop cans, etc. in lockers overnight
5. The administration retains the right to periodically inspect lockers for cleanliness.
6. The student assigned a locker will be held responsible for all contents of that locker.
7. Students are not to "jam" their locker in an open position. Repeat offenders will be subject to disciplinary action.
8. Students will be fined for failure to clean their locker at the year's end.

Students are reminded that lockers are the property of the school. Student lockers may be searched if there exists a "reasonable suspicion" that the locker contains any item that is either illegal or inappropriate to be in the locker.

LOST AND FOUND

Books, keys, and other articles, which are found on school grounds, are turned in to the high school office. When you lose items on school property, check with the high school office or on the table in the Commons.

MEDIA CENTER GUIDELINES (Hours of Operation: 7:25 AM to 2:53 PM)

Admittance to the Media Center is by pass-only while classes are in session, except when accompanied by their teacher. No pass is required before 1st hour, between classes, or after school. Students who are in the Media Center during lunch must remain there the entire lunch period. All students not accompanied by a teacher are required to sign in and out after presenting their pass to the media center staff.

Media Center Conduct:

The Media Center must be used for reference work, research, and reading on an **individual basis**. Quiet is expected at all times. Proper respect for furniture and all materials is also expected. Food and beverages are not permitted in the Media Center. Personal electronics will not be permitted when they interfere with others in the Media Center.

Circulation and Fines:

All books that circulate must be checked out and returned to the book-return slot in the circulation desk. All fines are levied and paid here. Overnight reference materials are charged \$.30 for each school day overdue. All other materials are charged \$.05 for each school day overdue. Fines will not exceed \$5.00 for returned material. Lost books and materials must be paid for at a reasonable standardized replacement rate or today's book market price.

Computer Use

The Media Center staff will establish rules for the use of the computers in the media center. These may include restrictions on who can use the computers, when they are available. During the regularly scheduled school day, computers are to be used for conducting school-related work only.

Congressional Digest Debates Online, Pro & Con@online service The CHS Media Center's subscription to the Congressional Digest Debates Online information service allows CHS students to access this database from home.

Web address: www.congressionaldigestdebates.com

Home ID: 26948

Password: Novchrk

CQ Researcher Plus Archives

Web address: <http://library.cqpress.com/cqresearcher>

Username: chelsea

Password: researcher

Please check in the Media Center for information about additional reference on-line databases available for student access.

Grolier Online

The Chelsea School District's subscription to the Grolier online database allows students to access three encyclopedias from home.

Web Address is: <http://go.grolier.com>

Username is: chelseasd

Password is: chelseasd

Chelsea District Library

ID number to access their database is: 2908200000001

Class Assignment Research Web links

There are numerous web sites that will be helpful to your research listed on the homepage in the Media Center DESTINY Card Catalog.

These links have been chosen to accompany the assignments that teachers have brought their classes to the Media Center to complete. Media Center staff will be adding links on a continuous basis. You are also able to access your personal checkout information in Destiny using your school log-in. Destiny can be accessed at home from the District homepage through Useful Links

Responsibility:

It is the responsibility of each student to be aware of the needs of fellow students. Overdue materials, materials not properly checked out, and improperly cared for materials will have an adverse effect on other students. Please show that you care about your Media Center and fellow students. Parents will be notified of fines and lost books. No materials will be checked out to students having fines and/or overdue books.

MEDICATION

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. Before any medication may be administered to any student during school hours, a written prescription from the child's physician accompanied by the written authorization of the parent, is required. Self-medication by the student requires physician and parent authorization. Only medication in its original container, labeled with the date, the student's name, and exact dosage will be administered.

See Board policy #5330 - Use of Medications

PARKING/DRIVING PRIVILEGES

Students are reminded that driving to school is a privilege, not a right. The following rules apply to the parking lot and student driving:

1. All students must register their vehicles. Permits will be issued at a cost of \$20. Permits issued after January 31, will cost \$10 and after May 1, the cost will be \$5. Students must complete a vehicle registration form to receive the permit. Permits may be transferred to other family vehicles. All vehicles that the student drives, must be registered. Replacement permits or additional permits will cost \$5.

Vehicle Registration:

- o Go to www.chelsea.k12.mi.us and click on the Chelsea High School Page
 - o Click the iPark tab on the left
 - o Enter username and password (both are bulldog)
 - o Complete vehicle registration information
 - o Bring payment to lunch in the Commons on Wednesdays to receive permit.
2. The current year's permit must be located on the rear view mirror so that the number is visible from the outside.
 - o Failure to properly display the permit on a registered vehicle will result in a \$2.00 fine.
 - o After the first two weeks of school, any vehicle owner without a current-year permit will be fined \$5.00 and may be required to remove the vehicle from campus and be considered "unexcused" while doing so.
 3. Vehicles must be parked on the paved area within the lines.
 - o Students improperly parking will be fined \$5.00.
 4. All vehicles must be parked in the designated student lot, which is northeast of the building between the hours of 7:00 AM and 3:00 PM. After Marching Band season, students may park in the marching band practice lot, but NOT between the driveway and the building.

Students are NOT permitted to park in the following areas between 7:00 AM and 3:00 PM:

- o Trinkle Road Lot
- o Art room/Band lot on the north side of the building
- o Visitor/Staff parking at the front of the building between the drive and the main office
- o Neighboring residential streets
- o WSEC Parking Lot

Once students enter the parking lot they are not allowed to leave without the permission of the administration. Student vehicles are not to be in the visitor/staff parking areas and drop-off points on the west or southeast sides of the building during these hours. Students are not to park on neighboring residential streets.

- Students parking in improper areas will be fined \$5.00.
 - Students parked in designated visitor spaces, staff parking, the WSEC campus or in the Trinkle Road lot will be fined \$10.00.
 - Students who continue to park in restricted areas may have their vehicle towed and impounded. Students will be financially responsible to retrieve their vehicle.
5. Any driving violations, including speeding (over 15 MPH), careless driving, reckless driving, failure to yield right of way, failure to stop, etc., will lead to a possible police report, plus:
 - 1st offense - Warning
 - 2nd offense - Loss of driving privileges for a minimum of one week
 - 3rd offense - Up to permanent loss of driving privilege
 6. All parking fines will go to the Student Council to be spent as they deem appropriate.

7. All fines paid within 24 hours (one school day) of their issue will be reduced 50%.
8. Two unpaid fines will result in a student losing his/her driving and parking privileges until the fines are paid.
9. Students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's vehicle contains drugs, alcohol, weapons, or other items not permissible at school.

PHONES

The office phone is available during office hours with permission for local calls only.

SKATEBOARDS/ ROLLERBLADES

Skateboard use on high school property, day or night, seven days a week, is strictly prohibited due to the potential danger to the users. Students who skateboard or rollerblade to school must carry their skateboard or rollerblades while on school property and place them in their locker during school hours. Rollerblades are never to be worn in the buildings or used on tennis courts. Rollerblades should not be used on school walkways prior to 4:00 PM on school days or at other times when there are large numbers of people on campus. Improper use of rollerblades may result in their confiscation. With principal approval limited exceptions to this rule may be granted.

TEXTBOOKS AND MATERIALS

Students are provided with the necessary books, paper and pencils for their courses. Textbooks and other reusable materials are the property of the school. Students are responsible for the care of the books and other materials assigned to them. Replacement costs, rebinding costs, or other fines will be charged to students for lost, destroyed, or damaged books or materials. Students should record their name in each of their books.

TRANSPORTATION INFORMATION (BUSSING)

1. Prior to transporting students to any location (home with a friend, daycare, grandparents, etc.) other than their home stops, students must have proper documentation from both their parent and an adult at the location they are requesting to be transported to.
2. Daycare forms must be submitted prior to transporting students to the daycare program.

Reminders:

1. Emergency forms must be completed each year and returned immediately to the bus driver or garage.
2. Kindergartners and 1st graders must be accompanied at the bus stop by an adult (or designated 6th grade or older student). Be sure to let the transportation department know whenever someone different is meeting your child.
3. Parents of both students must contact the transportation office when male and female students request to be transported to one another's homes. Written requests are not honored.
4. Transportation forms can be found on the school website, www.chelsea.k12.mi.us, under the Transportation Department.
5. Contact the transportation department: (734) 433-2274 (office); (734) 433-2217 (fax)

VISITORS

Students may not bring visitors to school except during their own lunch hour with prior approval by the administration. Approved lunch visitors must sign-in and sign-out in the office. Students who are contemplating moving to the District and wish to visit the school need to make arrangements for such visits through the guidance office.

WORK PERMIT

By Michigan law, all students under 18 must file a work permit prior to actually working. The work permit may be picked up in the office. It has three parts - the student fills out part one, the employer fills out the second part, and the school gives approval on the third part. After the student and employer parts are completed, the student needs to bring back the permit to the office for final approval. Allow 24 hours for approval.

CODE OF CONDUCT AND STUDENT CONSEQUENCES

The following rules and consequences will govern inappropriate behavior:

- **While an effort has been made to write a complete code, the following rules are not considered to be a complete list. Students may be disciplined for inappropriate behavior not specified in these rules.**

Unless otherwise stated, all offenses are cumulative over the current school year only.

- Students may expect to get a more severe punishment for repeated offenses of a rule.
- Students who have a history of violating several rules may face suspension or expulsion for their total disciplinary record.
- For extremely inappropriate behavior, a student may be disciplined at a higher level than the offense he or she is currently on, or more severely than the stated discipline for the offense.
- Where a range of possible disciplines is possible, the administrator will determine the appropriate punishment based upon the severity of the incident.
- The Student-Parent Handbook rules including the following Code of Conduct will take precedence over any and all Chelsea High School individual classroom rules, program rules and athletic rules.
- Students are reminded that these rules are applicable at any time the student is on any school property, en route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school or school officials.

Please note... for these rules ISS means In-School Suspension and OSS means Out-of-School Suspension. Students need to be aware that since we do not employ an ISS supervisor every day, sometimes an OSS will be assigned instead of an ISS and ISS assignments may be two or three days later than normal due to staffing.

1. **Disruption of Class**

A student shall not continuously and/or intentionally interfere with the teacher's ability to conduct his/her class. The teacher will deal with such disruptions in an efficient and appropriate manner so as to maintain a positive classroom environment.

1st offense -	Teacher-imposed discipline, parent contact by teacher, and teacher report to the administrator
2nd offense -	Same as 1st offense with greater teacher imposed discipline
3rd offense -	Up to 1 day ISS or OSS
4th offense -	1 to 5 days of ISS or OSS

2. Disruption of the Normal School Day

Part A - A student shall not continuously and/or intentionally do anything that will interfere with the normal operation of the school.

- 1st offense - Up to a 5-day suspension (ISS and/or OSS)
- 2nd offense - Up to a 10-day suspension (ISS and/or OSS)
- 3rd offense - Up to a recommendation for expulsion

Part B – A student who creates a major interruption that interferes with learning in multiple classes or for multiple class periods will face more severe discipline.

- 1st offense – 5-day suspension up to recommendation for expulsion

3. Cell Phones/iPads/Electronic Devices

Students' devices must be turned off during the school day with the following exceptions: in class with the teacher's permission, during his/her own lunch in the commons area and during the passing of classes. Devices may be used at other times during the school day **only** with the permission of an administrator. If a cell phone, iPad or other electronic device is used in the classroom without teacher permission or if its use disrupts the educational process, following consequences apply:

1st offense: The device will be confiscated and turned over to the office. Parents will be notified by written referral and the phone will be returned to the students at the end of the school day.

2nd offense: The device will be confiscated and turned into the office. The device will only be returned to a parent or guardian who appears at school to claim the device.

3rd offense: The device will be confiscated and held in the office for 10 school days.

4th offense: The device will be confiscated and held in the office for 30 school days.

5th or more offenses: Same as 4th offense

4. Insubordination

A student shall comply with directions of teachers and all other school personnel. Failure to identify oneself when requested by any staff member is Insubordination.

- 1st offense - Up to 1 day ISS or OSS
- 2nd offense - 1 to 2 days ISS or OSS
- 3rd offense - 3 days ISS or OSS

5. Disrespect toward Staff

A student shall not be disrespectful toward any staff member. The use of obscenity directed toward a staff member would be considered a severe form of disrespect. Threats or implied threats will be treated as verbal assaults.

In all cases the student may be suspended for the remainder of the day plus:

- 1st offense- Up to 3-days ISS or OSS
- 2nd offense- 3-5 days (ISS and/or OSS)
- 3rd offense- 5-10 days (ISS and/or OSS)

6. Verbal Assault Against Staff/Bomb Threats.

A verbal assault is defined as a real and credible threat, verbal, written or otherwise, which denotes possible harmful bodily contact or intimidation. Students who commit verbal assault against school staff, or make bomb threats or similar threats directed at a school building, other school property, or a school-related event, will face the following consequences:

All offenses: up to and including expulsion.

7. Physical Assault Against Staff

A student shall not physically assault a staff member. Physical assault means “intentionally causing or attempting to cause physical harm to another through force or violence.” If a student commits assault against a staff member, a volunteer, or a contractor employed by the school, the following consequence applies:

All offenses: Police contact and a recommendation for expulsion. (See section 380.1311a of Michigan Revised School Code, Act 451 as amended.).

8. Disrespect Toward Another Student

Students shall behave in a respectful manner toward other students. Students shall not be belligerent or threatening toward other students. Put-downs, name-calling and racial, sexual, and ethnic remarks are all forms of disrespect.

1st offense: Warning with documentation, parent contact, and up to one day of ISS or OSS.

Additional or first time severe offenses may be treated as bullying or harassment.

9. Bullying

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

“Bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior may be considered harassment or bullying whether it takes place on or off school property, during school hours, or after school hours, at any school-sponsored function, or in a school vehicle. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and is prohibited.

1st offense: Parent conference plus 1-3 days ISS and/or OSS.

2nd offense: 2-5 days ISS and/or OSS.

3rd offense: Up to recommendation for expulsion.

Severe bullying may be treated as harassment.

10. Hazing

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen this prohibition.

1st offense: Warning with documentation, parent contact, communication with class, group or organization sponsor and members, and up to five days ISS and/or OSS.

Subsequent offenses: Up to expulsion.

11. Harassment

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, or unwelcome touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance of public duties.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal

digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Such conduct is disruptive of the educational process and, therefore, harassment is not acceptable behavior and is prohibited.

1st offense - Up to expulsion

12. Fighting

A student shall not be involved in any physical contact that could result in injury to another person. A student who does not "fight back" will not be disciplined under this rule unless he/she provoked the fight. In all cases, the student will be suspended for the remainder of the day and the police may be notified: *based upon the severity of the fighting infraction, a student may be disciplined at a higher level than the offense that he/she is currently on, or more severely than the stated discipline for the offense.

1st offense - 1 to 3 Days ISS or OSS

2nd offense - 3 to 5 Days ISS and/or OSS

3rd offense - 10 days suspension (ISS and/or OSS) up to a recommendation for expulsion

13. Physical Assault Against Another Student

A student shall not physically assault another student. Physical assault means "intentionally causing or attempting to cause physical harm to another through force or violence."

All offenses: A police contact will be made and the student shall be suspended from school. Depending upon the severity of the assault, a student may be expelled for up to 180 days. (See section 380.1310 of Michigan Revised School Code, Act 451 of 1976).

14. Profanity, Obscenity, and Vulgarity

The use of profane language (swearing), obscene gestures, or vulgar behavior will not be tolerated.

1st offense - 1 detention

2nd offense - 1 detention plus parent conference

3rd offense - 1 day ISS or OSS

15. The use of racial, ethnic, religious, or sexual orientation language in a derogatory manner will not be tolerated. A violation in this area may result in a disciplinary consequence and also may fall under harassment which include a restorative session with administrative and/or counseling staff.

1st offense - Warning up to 1 day suspension

2nd offense - 2-5 day ISS or OSS plus a parent meeting

3rd offense - 5-10 day ISS or OSS plus a parent meeting

45.16. Closed Campus

It is a violation of this rule for any student to leave the building without direct permission from the principal or his designee during the school day, unless under the direct supervision of a teacher or other staff member. Being in any parking lot during a student's school day is violation of this rule.

Part A - If no car is involved

1st offense - 1 detention

2nd offense - 2 detentions

3rd offense - 1 day ISS or OSS

Part B - If a car is involved

1st offense - 1 day ISS or OSS

2nd offense - Parent conference plus loss of driving privileges for a period of time determined by the administration and/or 1 day ISS or OSS

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3rd offense - Parent conference **plus** loss of driving privileges for 4 weeks and/or 1 day ISS

46.17. Lunch Period Rules

Part A: Students are responsible for the cleanliness of their eating area. All trash is to be disposed of properly and trays returned to the proper place. Students who do not clean up after themselves face the following consequences:

1st offense: Student will be kept after the lunch period to clean the commons and their late arrival to class will be counted as an unexcused tardy.

Subsequent offenses: Students may be assigned to sit at a designated table, assigned detention and/or assigned to eat lunch in ISS for a period of time.

Part B: Under no circumstances will the throwing of food or other items be tolerated. Students who throw food will face disciplinary action.

All offenses: Up to suspension (ISS or OSS).

Part C: Students may be at their lockers only during the first five minutes or the last five minutes of their normal passing time between lunch and classes. Students must make every effort to not disturb classes in session when at their lockers during this time. During a student's lunch period, the student must remain in the following areas:

- a. The cafeteria or on the patio or
- b. To the server doors, but not beyond or
- c. To either first floor cafeteria area bathroom, but not beyond or
- d. To the media center after receiving permission from a lunch supervisor or
- e. To the office after receiving permission from a lunch supervisor.

Any student outside of the above areas must have a pass or be in the direct supervision of a staff member.

First offense: Assigned table or office for one week.

Second offense: 1 detention

Third offense: 1 day ISS or OSS

Part D: Students are not allowed to leave campus for lunch. However, parents may pick up their child for lunch after speaking with office staff. These students must sign in and out. Under no circumstances may students drive from campus for lunch. See Closed Campus rule.

47.18. Tobacco, Alcohol and Other Drugs (Including Marijuana)

Part A - Tobacco

These offenses are cumulative for the **entire high school career**.

Students shall not use or possess any tobacco products or tobacco look-a-likes at school or at any school activity.

In all cases the tobacco products, lighters, e-cigarettes, vapor cigarettes, etc., will be confiscated **plus**:

1st offense - 1 day ISS or OSS

2nd offense – 2 day ISS or OSS

3rd offense - 3 to 5 days ISS/OSS.

A parent conference will be held before the student returns to school.

Furthermore, in all cases of minor in possession of tobacco products, a violation of state law, a referral may be made to the police.

Part B - Alcohol and Drugs

These offenses are cumulative for the **entire high school career**.

1. The use or possession or being under the influence of alcohol, drugs, or other chemicals including drug paraphernalia and look-a-likes is strictly prohibited. Misuse of prescription or over-the-counter medications may also be considered a violation of this policy. Drug testing may be required of a student if school authorities have reasonable, individualized suspicion to believe that a student is under the influence of drugs or alcohol (see Board Policy 5771, Searches of

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Students and Their Property).

In all cases, all of the following actions will take place:

- A. Parents and police will be notified, and
- B. Chemical use assessment required and treatment recommendation followed, and
- C. A parent conference will be held before the student returns to school, and
- D. 1st offense – 5 Day Suspension OSS and/or ISS (up to 2 days of which may be served by attending two Saturday Detentions). However, if the treatment recommendation required in part B. is not fully followed the consequence may be up to expulsion.

2nd offense - Long term suspension up to expulsion. Conditions will be established during the suspension that must be followed for readmission. This may include attendance and participation in school programs that promote positive decision making.
- E. Students will not be permitted to attend any extra-curricular activities, including dances, athletic events, music performances, etc. without permission from the administration for 30 calendar days. If the student is a member of an extra-curricular activity or if they are a student-athlete, they must attend and participate in all practices and meetings during the 30-calendar-day period. The student-athlete may attend the contest on game days but **MUST** be dressed in street clothes and may not participate in any manner.

2. The selling, buying, distribution, or intent to sell alcohol, drugs, chemicals, look-a-likes, or drug paraphernalia to others is strictly prohibited.

In all cases, all of the following actions will take place:

- A. Parents will be notified immediately, the police will be contacted, and a formal
- B. complaint filed with the police.
- C. Chemical use assessment required and treatment recommendation followed, and
- D. A parent conference will be held before the student returns to school, and
- E. Long term suspension up to a recommendation for expulsion. Conditions will be established during the suspension that must be followed for readmission. This may include attendance and participation in school programs that promote positive decision making.
- F. Students will not be permitted to attend any extra-curricular activities, including dances, athletic events, music performances, etc. without permission from the administration for 30 school days. If the student is a member of an extra-curricular activity.

18-19. A. Cheating

This act may occur in a variety of forms. Usually it is defined as the use of another person's work to be used to represent one's own work or efforts. In general, any effort to take an "unfair advantage" over other students is cheating, and may include such things as using cheat sheets, plagiarism, copying another student's work, giving or receiving specific test information to or from another student and altering a Scantron answer sheet."

A person who gives information to another to assist the other person is guilty of cheating.

In all cases, the **teacher** will inform the parents **and** report the action to the administration, **plus**:

- 1st offense - Zero (0) on test or assignment
- 2nd offense - In the same class - "F" for the term grade (still eligible to take end-of-term test)
- 3rd offense - Fail the term (not eligible to take end-of-term test)

A student caught cheating in a class, in which they are not registered, will face a day of ISS or OSS in lieu of the zero (0). Any students caught cheating on the end of term test will receive an F for the term test grade.

B. Lying

Lying by a student to any staff member is unacceptable.

- 1st offense - Minimum 1 detention
- 2nd offense - Minimum 1 day ISS or OSS

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19-20. Public Displays of Affection

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than holding hands, walking arm-in-arm, or an occasional hug. Any sitting on one another’s lap, long embraces, or “making out” is unacceptable.

In all cases, staff will confront the couple and direct them to cease the behavior, **plus:**

1st offense - Report incident to the administration with a disciplinary referral

2nd offense - Parent contact by administration

3rd offense - Parent conference with both students involved and their parents.

20-21. Dress Code

To establish the best possible climate in the classroom for learning and to provide a clear focus and direction for students, the following dress code has been established:

• Decency as interpreted by the administration and staff is to be maintained at all times.

All clothing must be neat, so as to present the best possible appearance.

- Dress or grooming which is disruptive to the educational process is prohibited.
- Clothes should not call attention to the body of the wearer because of design or cut, and clothing must provide coverage with an appropriate neckline.
- Shoes must be worn at all times.
- Hats may be worn before school, after school and in common areas. Hats in the classroom may be allowed at the discretion of the teacher. However, students are not permitted to have “hoodies” pulled over their head.
- A two-inch wide shoulder strap minimum is required on all garment tops.
- Tops that expose the midriff, immodest shorts, shorts with slits, and all other types of questionable clothing will not be permitted.
- Shorts and skirts must be appropriate length and fit as determined by the administration.
- Clothing that reveals undergarments (bras/underwear/boxer shorts) will not be permitted.
- Any item with vulgarity or profane imprinting, sexual innuendo/harassing imprinting (which supports alcohol, tobacco or other drug usage, is not permitted.
- In shops, labs, and food areas, health and safety regulations, as well as usual occupational dress requirements will determine the dress code.
- Coats and blankets are not permitted in classrooms

The dress code will be applied as appropriate at all school-sponsored events and activities.

Consequences:

For other violations:

1st offense: Withheld from class until dress is acceptable.

2nd offense: Same as first offense, plus parent contact

3rd offense: Same as first offense, plus parent contact

4th offense: Student will remain in ISS or OSS until parents comes to school to take student home for remainder of the day

21-22. Forgery

Falsifying records including, but not limited to, a parent signature, staff signature, misrepresentation on the phone, etc., will be treated as forgery.

In all cases, the person being misrepresented will be notified, **plus:**

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- 1st offense - 1 day ISS or OSS **plus** loss of privileges such as hall passes
- 2nd offense - 2 days ISS or OSS **plus** parent conference
- 3rd offense - 5 days ISS and/or OSS **plus** parent conference

22-23. **Fireworks**

The use, possession, or distribution of any sort of fireworks is not permitted.
In all cases the police will be notified, **plus:**

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- 1st offense - Up to a 5 day ISS and/or OSS
- 2nd offense - Up to a recommendation for long-term suspension

23.24. Loitering

Part A - Students who wish to ‘hang around’ during zero hour and other times are to do either in the cafeteria area or in a classroom with the teacher’s permission. We discourage students from sitting in the hallway prior to the start of school as it crowds the hallways and makes it difficult for students and staff to easily move through the halls.

Part B - Students are always welcome at the high school whenever they have a valid reason for being here. However, the high school is not a place to “hang around” unsupervised. Students at the school without direct supervision or a reason for being at the school can expect to be asked to leave. Examples of unacceptable loitering include, but are not limited to:

- Coming to an athletic contest, dance, concert, or other event, but not paying and/or entering and joining the crowd,
- Being in a locker room at any time while not involved in a physical education class or athletic activity, and
- Hanging around the parking lot before or after school.
- Being present in the commons after school past 3:15 p.m. without a specific appropriate intent (for example waiting for a late practice or working on a group project).
- Being present in hallways, including those in the athletic wing, past 3:05 p.m., without a specific appropriate intent (coming or going from a supervised activity).
- Eating food or drinking any beverage except water in the hallways.

1st offense: Parents/guardians will be contacted to pick up students who are loitering at school.

Subsequent offenses: Students who continue to loiter after being asked to leave or who have to be asked to leave repeatedly may be referred to the police for criminal trespassing.

24.25. Vandalism

No student will intentionally damage or deface any school building, school-owned property, or personal property located at the school.

In all cases a police report may be filed, **plus** full restitution will be required, **plus**:

- 1st offense - Minimum of 1 day ISS or OSS and/or a 4- hour work detail at the administration’s discretion
- 2nd offense - 3 days ISS or OSS
- 3rd offense - Up to a recommendation for expulsion

Note: In the event a student unintentionally damages school property or personal property at school while misbehaving, he/she will be responsible for full restitution.

25.26. Acceptable Use Policy/Computers

Internet Safety and Acceptable Use Agreement

The Internet Safety and Acceptable Use Agreement is designed to provide guidelines for using the District’s technology resources including its computer devices and network resources. The guidelines establish rights and responsibilities for students and staff. All users are expected to follow the guidelines or risk loss of equipment and/or network privileges. The annual signatures on the Agreement for Acceptable Use of Technology Resources are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning. Users of the Internet will be advised to adhere to specific guidelines and will be made aware of their responsibilities in using the technology available to them. Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

- You are responsible for your own actions on the network and for following the specific rules established for the use of hardware, software, labs, and networks throughout the District.
- If you fail to adhere to the requirements, you may lose network privileges and will be subject to other disciplinary action. Never share your password, account or school assigned device with anyone. You have full responsibility for the use of your account and device.
- Do not use another’s account or represent yourself as someone else. Access to network resources which facilitate learning and enhance educational information exchange is available to all authorized students and staff. The extent of the access varies according to the level of responsibility of the individual. Some uses, such as assigned class work, have priority as determined by system administrators and teachers.

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Users violating any of these policies face disciplinary action in accordance with the disciplinary policies at each level and enforced in conjunction with District policy.

Unacceptable Computer Use:

- Adding any software or program (downloading files off the Internet)
- Making any change to the computer set-up including background, wallpaper, resolution, etc.
- Running any software that is not on the computer desktop (You may not go behind the scenes to access anything)
- Using another student's login ID and/or password
- Sharing your login ID or password with another student
- Giving Network rights to your folder to any other person.
- Cheating: This will result in a zero for the assignment and a loss of computer privileges for a minimum of 1 week.
- Sending any type of Instant Message
- Providing access with your password to a student removed from computer usage

Unacceptable Internet Use:

- Entering any chat room
- Entering pornographic sites (MAJOR OFFENSE), other inappropriate sites, and all other sites that are not directly related to work for courses you are currently enrolled in
- Downloading or installing any files including music, games, and other programs
- Playing games on the Internet
- The use of any social networking sites (Facebook, Twitter, Instagram etc.)
- By-passing district firewall settings
- Using e-mail in a manner inconsistent with the teacher's guidelines

Typical Consequences Include:

1st minor offense-	Loss of computer privileges and/or internet access in either the room or the entire District for up to 10 school days
2nd minor offense-	Loss of computer privileges and/or internet access throughout the District for up to one month. A parent phone contact will be made by the administrator.
3rd minor offense-	Loss of computer privileges and/or internet access throughout the District for up to the rest of the term or two months whichever is longer. A parent phone contact will be made by the administrator.
4th minor offense-	Permanent loss of computer privileges and/or internet access throughout the District. A parent phone contact will be made by the administrator.
Major offense-	Any major offenses as determined by the administration could start the discipline at any level up to the 4th offense level above.

PLUS

In addition, students who cause any need for the computers or network to be repaired will be financially responsible for the repair. This will be at a minimum of \$30.00 to \$50.00 per hour for District technicians and more if outside vendors are used

26-27. Theft or Possession of Stolen Property

The theft of school or personal property or the possession of stolen property is not permissible.

In all cases the police may be notified, **plus** the parent contacted, **plus** full restitution will be required, **plus:**

1st offense -	1 to 3 days ISS or OSS
2nd offense -	5 days ISS and/or OSS plus mandatory police contact
3rd offense -	Up to a recommendation for expulsion, plus mandatory police contact

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27.28. Gangs

Gang affiliated clothing, jewelry, insignias, bandanas or other paraphernalia will not be allowed. Students will be required to remove these items and their parents will be contacted.

- 1st offense - Warning and parents contacted
- 2nd offense - 3 days ISS/OSS with parent conference before returning to school
- 3rd offense - 3 to 5 days ISS/OSS with police contacted

28.29. Possession of a Weapon

The possession, use, or threatened use of any weapon or dangerous object capable of inflicting bodily harm including, but not limited to, guns, knives, etc., is strictly prohibited.

Students should also be aware State law mandates suspension or expulsion in certain situations.

In all cases the item will be confiscated, **plus** parents will be notified, **plus** a police report may be made, **plus**:

- All offenses - Up to expulsion

29.30. Legal Infractions

In general, anything that is a violation of public law is a violation of school rules.

In all cases the parents will be contacted, **plus** a police contact made, **plus**:

- All offenses - Up to expulsion

30.31. After-School and Saturday Detention Guidelines

- Saturday 8:00 AM to 12:00 PM
- Weekdays 3:00 PM to 4:00 PM

You must be on time - no one will be admitted late.

- You must bring schoolwork to do. Also work may be assigned by the supervisor. Failure to do work results in removal from detention and two detentions will be assigned.
- No food or beverages permitted.
- No audio equipment allowed.
- No talking allowed.
- A student may reschedule an individual detention one time with prior office approval. A missed detention will result in a warning, and the student will be reassigned to the next available detention. If the re-assigned detention is missed, a 2-hour Saturday detention will be assigned.
- Scheduled Saturday detentions may only be changed by parental request with administrative approval. A missed Saturday detention will result in In/Out of School Suspension.

Progressive detention discipline policy

- After four detentions, when the administrator determines that serving detentions is not correcting the student inappropriate behavior, the student may be given one day ISS instead of the detention for each detention that would normally have been given.

31.32. In-School Suspension (ISS) Rules

- In general, ISS will be assigned for the next school day when administered before lunch and two school days later when administered after lunch. As ISS does not meet daily, students may receive OSS instead of ISS, may have nonconsecutive days of ISS or may have ISS delayed beyond the next day.
- ISS times are the same as the regular school day.
- Students who are late will serve one hour for each hour or part of an hour late up to three hours the following day.
- Students must bring all of their books and supplies to ISS.
- Students must work only on assigned work until all work is completed.
- There is to be no talking between students for the entire day.
- There is to be no eating or drinking during the entire day except for the designated lunch period.
- Students should bring their school-issued iPad and keep their other personal electronic devices at home.
- Students are not allowed to sleep during ISS.

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- There are to be no visitors nor receiving or passing of notes in ISS.
- Students will be given a one-half hour quiet, supervised lunchtime in ISS. Students may not order lunch out, have parents bring lunch or leave for lunch. They will only have these two options
 - bring a brown bag lunch from home or
 - give the ISS supervisor the full amount for a school provided lunch at the start of ISS.
- ISS is a form of suspension and students may not participate in any school activities on the day of ISS and are not to be on any school property or at any school event the day of ISS except for attendance at ISS. This includes, but is not limited to, games, dances, concerts, etc.
- If a student is absent on the day of ISS, he/she will automatically report to ISS on the first day of his/her return to school and continue reporting to ISS until all assigned days are served.

• ***Progressive ISS or OSS Discipline Policy:***

After being assigned to ISS two times, the following procedure will be implemented:

- Third-time assignment to ISS:

A conference will be held to discuss the entire discipline/behavior of the student. The following may be involved: Student, parent, counselor, administrator, appropriate teachers. The following progression will be explained:

- Fourth time due to be assigned to ISS - minimum five-day suspension (OSS and/or ISS).
- Fifth time due to be assigned to ISS - minimum ten-day suspension (OSS normally) - during the ten-day suspension, a meeting involving the superintendent may be held to discuss the situation.
- Sixth time due to be assigned to ISS - recommend expulsion or long-term suspension to superintendent of schools.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education shall, in compliance with State law, provide for the education of all residents between the ages of six and twenty-one within the District. The schools shall abide by all the legal rights guaranteed to the students. Each student has a right to all educational resources necessary to operate an instructional and extra-curricular program, and the Board of Education shall not discriminate against any student on the basis of race, creed or sex.

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of the programs.

The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that student rights are preserved, and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming the concurrent responsibility. (Conversely, an appeal process has been established, and is outlined in the appropriate section of the guidelines, for those students who feel their rights have been infringed.)

Finally, students 18 years of age and older are considered by law to be adults. As such, they are entitled to function in place of their parents in matters concerning personal CA-60 records, test scores, report cards, disciplinary action files and attendance and tardiness. An age-of-majority form must be completed including a parent signature, for an 18-year-old to assume such responsibility. However, in any serious matter, the school administration will assume the parent(s) or guardian(s) will want to know and will notify them.

STUDENT CONDUCT

Students are expected to conduct themselves in such a way as to not interfere with their own educational success or adversely affect the educational experience of others. Students are expected to abide by state and federal laws, Board policies, and with student codes of conduct. The building principals shall provide all students student codes of conduct and provide access to Board policies.

Recent state legislation requires local schools to take certain actions when a student commits certain acts. The Board designates the Superintendent and the building principals to suspend/expel students on behalf of the Board for up to ten days for behavior

legally requiring suspension/expulsion for physical or verbal assault. Recommendations for longer suspensions or expulsion shall be subject to Board action.

SUSPENSION/EXPULSION

Suspension is the removal from school for a defined period of time. The administration may suspend for up to and including ten (10) school days. Only the Board of Education may suspend for more than ten (10) school days. Expulsion is the permanent removal from school. Only the Board may expel a student, except for expulsion under Policy 5610.01. This policy does not apply to suspensions under the Athletic Code of Conduct.

Students who are suspended or expelled may not be on school property or at any school activity during the time of their suspension without principal or superintendent approval. Students who are on school property during a suspension may be given additional suspension.

Procedures for Suspension:

The principal or assistant principal will give notice to the pupil of the intention to suspend and the reasons why.

The student will have the opportunity to appear at an informal due-process hearing before the principal or assistant principal to challenge the reasons for the intended suspension or otherwise explain his/her actions.

If the student is to be suspended, he/she will be told of the suspension and its length.

The parent or guardian shall be notified of the suspension within 24 hours. This notice must include the reason(s) for the suspension.

The parent or guardian, together with the student, can be requested to come to the school for a conference with the administrator. This conference should be no later than the date the student is scheduled to re-enter school.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student may be removed from the premises. A due-process hearing must be held as soon as possible after such removal is ordered. The student may not return to school until the hearing is held.

Removal from Class:

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then a teacher may remove the student from curricular or extra-curricular activities under his/her supervision.

Removal from class for more than one day may be taken only by the administration.

Procedures for Expulsion or Suspension in Excess of Ten Days:

The Board may expel a student from school. The Superintendent will give the student and his/her parent or guardian written notice of the recommendation for expulsion. This notice is to include reasons for the recommendation.

Upon request, the student and/or parent, and/or representative, will have an opportunity to appear before the Superintendent to present information, explain the student's actions, or make requests. The administrator cannot order such a hearing in the event the student and parent(s) choose not to attend.

The written notice of recommendation for expulsion to the Board must state the time and place for the hearing. Students have the right to counsel at the hearing and may request the hearing be held in an open or closed session of the Board. By law, decisions by the Board must be made in open session.

The official notice of the Board's decision will be mailed to the parent or guardian within 72 hours.

APPEAL OF DISCIPLINARY ACTION(S)

In all disciplinary matters, a student maintains the rights of "due process" which include the right to present his/her side of the issue, the right to challenge the evidence, the right to present witnesses, the right to remain silent, and the right to appeal the decision. Cross examination of witnesses or being informed of who the witnesses are by administrators is NOT a student right in school disciplinary matters. The process of appeals is outlined below.

If a student feels that he/she is innocent, or the discipline given when variable was too severe, the student may appeal the decision.

1. Teacher-imposed discipline may be appealed to either the principal or assistant principal. Students must request a meeting with the administrator within one school day of the teacher discipline being imposed.
2. Discipline imposed by the assistant principal may be appealed to the principal. Such appeals must be given to the principal in writing, stating the grounds for the appeal. The appeal must be initiated within one school day of the assistant principal's decision on the matter. The Principal will meet with the student and all other involved parties as soon as possible, and give a written decision to the student within one school day of such meetings.
3. Discipline imposed by the principal or an appeal decision made by the principal may be appealed to the superintendent. Such appeals must be given to the superintendent in writing, stating the grounds for the appeal. The appeal must be initiated within one school day of the principal's decision on the matter. The superintendent will meet with the student and others to investigate as soon as possible and give a written decision to the student within one school day of such meetings, unless more time is needed for investigation. In this case, the student will be informed within one school day after a decision made by the superintendent.
4. The decision made by the superintendent may be appealed to the Board. Such appeals must be given to the superintendent's office in writing, stating the grounds for the appeal. The appeal must be initiated within one school day of the superintendent's decision. The Board will place the appeal on the next agenda or call a special meeting as the Board feels appropriate. Following the Board-level appeal hearing, the Board will issue a written statement of their decision to the student within two school days.
5. During an appeal, the student will not have to serve any assigned discipline except in the case where a clear and present danger to the student or others exists. In this case, the administration may suspend a student during the appeal process.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker or other possessions may be searched in the event "reasonable suspicion" dictates the administration take such action. Canine searches may also be conducted. Drug testing may be required of a student if school authorities have reasonable, individualized suspicion to believe that a student is under the influence of drugs or alcohol (see Board Policy 5771, Searches of Students and Their Property).

In addition, students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's car contains drugs, alcohol, weapons, or other items not permissible at school. Canine searches may also be conducted.

AGE OF MAJORITY

Upon reaching the age of 18, students who wish to exercise their age-of-majority rights must complete the appropriate form, which is available in the office. Parents must sign the age-of-majority form. Upon exercising age-of-majority rights, only the **principal** or **assistant principal** may excuse a student from school. This privilege may be revoked if misused as determined by administration and will be revoked if the student exceeds 8 absences in a trimester.

WRITTEN, VERBAL AND SYMBOLIC EXPRESSION

Students have the right to form and hold their own ideas and beliefs, and to express these through written, verbal and symbolic means. The encouragement of this right requires that each student be permitted to disclose or express an idea in the course of academic dialogue without penalty, embarrassment, or any reflection in academic evaluation.

However, the school retains a responsibility to maintain an appropriate educational environment. As such, posting or distribution of any written material including, but not limited to, advertising, community events, etc., must receive administrative approval prior to its dissemination. After being approved signs may only be posted as follows:

-No signs in the curve after the carpet except:

-A student's locker may be appropriately decorated on the student's birthday

-On game or event days one sign per participant may be placed on each participant's locker including his or her name or number

- Signs may be posted in the Commons and the halls adjacent to the Commons
- Signs may not be placed on wood doors or “speckled” paint or showcases
- Signs may not be attached with masking tape
- Signs must be removed the day after the event
- School copiers may not be used to make personal signs
- A maximum of 10 signs may be posted for any individual event

STUDENT ACTIVITIES

To provide a total educational experience for the students, various clubs, organizations and athletic programs have been established. Students are encouraged to become active participants and leaders in the extra-curricular programs. The opportunities and experiences made available through the high school’s extra-curricular programs can be very rewarding. The school administration hopes that each and every student can avail himself/herself of the activities offered. All student activity groups must have a staff sponsor and follow the rules, accounting procedures, etc., established by the school. The Athletic Director and Assistant Principal have supervision over athletics and student activities, respectively.

2018/2019 STUDENT COUNCIL EXTRA-CURRICULAR ACTIVITY ADVISORS

Freshman Class	Mrs. McIntosh
Sophomore Class	Mrs. Hugg
Junior Class	Mrs. Waldo
Senior Class	Mrs. Kurez
Band Director	Mr. Catherman
Bleu Print	Mr. Schilt
Choir /Company C	Mr. Hinz
Fall Musical	Ms. Paige Conway
Drama “One-Act”	Ms. Paige Conway
World Languages Club	Mrs. Sinacola-Rodriguez
GSA	TBD
Art Club	Ms. Naar
Interact	Mrs. Reiser
Key Club	Mrs. Segal
National Honor Society	Mrs. Mattias
Orchestra/CHO	Mr. Fritzemeier
Prom Advisor	Mrs. Sinacola-Rodriguez

Robotics
Student Council
Yearbook

Mr. Findlay
Ms. Johnson/Mr. Schilt
Mrs. Woodruff

STUDENT LEADERSHIP
2018/2019 STUDENT COUNCIL

Cabinet Officers

Student Body President: Drew Vanderspool
Student Body Vice President: Jack Conlin
Student Body Secretary: Sophie Sjogren
Student Body Treasurer: Niko Fannin

Jacqueline Taylor, Payton Doan, Mallery Bee, Lilian Maynard, Owen Smith & Maddie Dunlap

Senior Class

Class President: Clara Dobos
Payton Doan
Caitlin Dusenbury
Briana Hay
Madilynn O'Hara
Alayna Seaberg
Spencer Smith
Remy Sturt
Jacqueline Taylor

Junior Class

Class President: Thea Higgins
Mallery Bee
Emily Chizek
Owen Fahle
Daniel Golding
Jaron Iannelli
Lilian Maynard
Kyra Van Batavia
Gabriel Vowles

Sophomore Class

Class President: Kate Vanderspool
Vice President: Sierra Martinez-Kratz
Secretary: Peggy Smith
Treasurer: Andrea Kowalski
Maddie Dunlap
Evan Eidt
Jordan Fansler
Owen Smith
Robert Stump

Freshman Class

Class President: Michael Struk
Vice President: Erin Dusenbury
Secretary: Stella Moore
Treasurer: Nina Faupel
Isobel Alford
Lily June
Sophie Mitchell
Jessica Neff
Parker Olk

STUDENT COUNCIL

The Chelsea High Student Council is comprised of elected members from each of the classes. The purpose of Student Council is to: promote school pride and sportsmanship, to improve relations and communications among school groups, to help provide entertainment for groups, and to foster courtesy and good citizenship. Elections are held in April-May for the next school year. The constitution of the Student Council, as approved by the Council and administration, shall be the governing doctrine for that organization. In addition, Student Council and Student Council members are covered by the extra-curricular regulations.

CLASSES

Each of the classes (Freshmen, Sophomores, Juniors and Seniors) shall have elected offices to organize class activities and fundraisers. Their respective classes will elect class presidents, vice-presidents, and secretaries. All elections will be held on secret ballots, and petitions shall be used for nominations. Student Council will help organize class elections. All of the classes are involved with Homecoming, Winter Carnival, and the Community Fair. General class meetings will be held during the school year to plan the above activities. Individual class meetings will be held as necessary for other activities (i.e., planning of the Junior-Senior Prom; graduation preparations, etc.). All class and club treasurers are appointed by the groups' advisors.

NATIONAL HONOR SOCIETY

The national honor society is a national organization created to recognize outstanding students. The purpose of N.H.S. is to develop character, to promote leadership, to create an enthusiasm for scholarship, and to stimulate a desire to render service. A student with an unweighted career grade point average of 3.667 or above or a weighted grade point average of 3.8 or above as of his or her junior year, is a candidate for the N.H.S. By national rules, students do not apply for membership. Rather, names of eligible students are submitted to the faculty for evaluation. To be eligible for N.H.S., students must be enrolled as a Chelsea High School student on a diploma path and must attend Chelsea High School as a full-time student.

The faculty advisory council reviews these evaluations in order to make the final selection for membership. Equal consideration is given to each of the four qualities: character, leadership, scholarship, and service. Membership in the National Honor Society is an honor bestowed upon students by the school. Students elected to membership are expected to continue to demonstrate the qualities of N.H.S. membership. Membership in the National Honor Society is an honor bestowed upon students by the school. Students elected to membership are expected to continue to demonstrate the qualities of N.H.S. membership. Attendance at N.H.S. meetings and participation in N.H.S. activities are mandatory. If N.H.S. members do not maintain high standards or fail to participate in the organization, they will be given a warning and subject to loss of membership.

EXTRA-CURRICULAR ELIGIBILITY FOR CLUBS AND ORGANIZATIONS

1. School Attendance

All members of a school-sponsored organization must be currently enrolled at Chelsea High School. In order to participate in the activities, etc., of a club or organization, the student must be in classroom attendance all day on the day of the activity. The only exceptions are pre-arranged (special) excuses, with the permission of an administrator, or under emergency circumstances with permission from an administrator to participate. If a student violates the above policy, he/she is held out of the group's next activity. Athletics also have academic requirements, as stated by the MHSAA and the Chelsea Board of Education.

2. Suspensions from School Activities

Anytime a student is suspended from school because of a rules violation that occurs while he/she is involved with an extra-curricular activity, that student may be removed from the activity with advisor recommendation and administrative support. If there are repeated violations of school rules while with an extra-curricular group, a student may be removed from the activity. Parents are to be notified by the activity advisor of rules violations, and the normal school appeal code applies.

3. Other Regulations

Individual extra-curricular organizations may have additional rules and regulations that apply specifically to their groups; i.e. Musical, Student Council, Forensics, etc. These regulations must conform to the school rules, and a copy is to be approved and on file with the administrator in charge.

SPECIAL POLICIES OF THE CHELSEA SCHOOL DISTRICT

ACCEPTABLE USE POLICY

All students must conform to the District's "Computer Resources - Acceptable Practice Agreement" when using technology to access the internet and in all other applications. Students and parents must both read and sign the agreement prior to use of the technology. The complete agreement is available in the office. (Also see Rule #2526)

DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act ("FERPA") the Chelsea School District is authorized to designate certain personally identifiable information contained in education records as "directory" information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.

The district designates the following personally identifiable information contained in a student's education record as directory information:

Student name, address, photograph, e-mail address, telephone number, date and place of birth, major field of study, grade level, participation in officially-recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

Unless a parent or eligible student advises the district in writing within 15 days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent. Written objections to the release of directory information should be submitted to the building principal.

MILITARY RECRUITING REPRESENTATIVES

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed, written request to that effect to the building principal.

DISCIPLINE OF STUDENTS FOR BEHAVIOR OFF/AWAY FROM SCHOOL DISTRICT PROPERTY OR EVENTS

Because student behavior may have an adverse impact on the proper operation and conduct of school programs, students may be disciplined for inappropriate behavior which occurs on or off school property or before, during, or after school hours if the behavior is related to other pupils, staff members, employees, or property of the Chelsea School District and is likely to adversely impact the proper operation of the District's educational program. Discipline for such behavior shall follow all applicable laws and Board policy.

NON-DISCRIMINATION POLICY

The Chelsea School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, or other legally protected characteristic, in its program, activities or employment. See District Policies 2260, 3122, and 4122. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of sex, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District. See District Policy 2260.

SCHEDULING OF STUDENT ACTIVITIES POLICY

It is the policy of Chelsea High School to avoid all scheduling conflicts between student activities wherever and whenever possible. This is based upon the philosophy that students should be able to participate in the activities of their choosing to the greatest extent possible. Particular care will be given not to schedule other school activities on those dates during which District, Regional or State competition is scheduled. In the event that it is impossible to avoid such a conflict, the final decision will be made by the administrator after consulting all involved.

It is the policy of Chelsea High School that there will be no practices, rehearsals, meeting or work sessions involving students on Sunday. It is felt that there is sufficient time in the remainder of the week in which to provide the quality programs that our students and community deserve. This policy is in force for all student activities sponsored by Chelsea High School and over which Chelsea High School has scheduling control.

HARASSMENT

It is the policy of the District to provide a safe and nurturing educational environment for all students, and a safe and positive work environment for its entire staff, including volunteers. Harassment is contrary to this commitment and will not be tolerated.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, physical or emotional well-being, or impact a staff member's ability to perform her or his job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a student or staff member. This would include such activities as stalking, name-calling, taunting, teasing, intimidation, or other disruptive behaviors. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. See District Policies 3362, 4362 and 5517.