

## **CHEBOYGAN AREA HIGH SCHOOL**

### **Grades 8-12**

*In this section, specific procedures and policies for Cheboygan High School (CHS) are described. Additional procedures and policies for the entire district, which also apply to CHS, are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the Handbook. Academic and curricular information is found in the Curriculum Guide.*

### **ACTIVITIES AND CLUBS**

A variety of age appropriate activities are available for students. Participation in these activities is encouraged at all levels, as they can have a very positive impact on the career of a student in high school. Some activities for 8<sup>th</sup> grade students will be coordinated with the Middle School. All school rules and policies apply during all school-sponsored activities on and off campus. Failure to comply with these policies may result in loss of attendance privileges to school activities for the remainder of the current school year, including prom and graduation. The district reserves the right to require a participation fee for all athletics, extra-curricular activities, and clubs.

### **ADULT STUDENTS (AGE 18)**

Policies and procedures apply to all students regardless of attainment of the legal age of majority. Adult students who sign a release form are given the responsibilities for educational decisions that were previously made by a parent. While parents of dependent children may still receive educational records, released 18 year olds may access their records, represent themselves during discipline conferences, receive grade reports and may sign themselves in and out of school and verify absences. The release form is available in the main office and must be approved by an administrator.

### **ATHLETICS**

Cheboygan Area High School is committed to providing equal opportunity to compete in interscholastic athletics for both male and female students. All interscholastic activities recognized and approved by the Board of Education shall follow the guidelines established by the Michigan High School Athletic Association. The following are general rules and procedures that are to be followed:

- An athlete will not be able to play another sport if he/she is removed from a team for disciplinary reasons. If a player is out for reasons other than disciplinary, he/she may participate in another sport.
- All rules of the Michigan High School Athletic Association must be adhered to.
- Athletic facilities may be used on Sundays for school sponsored athletic activities with the approval of the principal or designated authority.
- Athletic awards are to be presented at a school sponsored function where practical (i.e. banquet or assembly)
- The school shall provide transportation for all contests. Coaches are responsible for the behavior of athletes on the bus and during the trips.
- After away contests, team members may be released directly to their parents by the coach.
- After away contests, team members wishing to ride with another team member's parent must have submitted to the office prior to the athletic contest a note from their parent requesting their child to ride with another parent AND permission must be granted by the principal or designee prior to the athletic event.
- Behavior/Discipline - When an alleged offense that brings negative exposure to the school, community, coach, team, or the student athlete occurs, the student athlete(s) may be suspended by the athletic director until completion of the athletic director's investigation. The outcome of the investigation will be reported to the committee consisting of the building principal, athletic director and coach. This committee's disciplinary decision will be communicated to the student athlete(s), and their parent/guardian.
- If an athlete shall come under the jurisdiction of the probate court as the result of an alleged delinquent act or under the jurisdiction of the district or circuit court as a result of a criminal act, he/she may be suspended by the athletic director from all athletics until the athletic director has completed an investigation. The administrator, athletic director and coach involved shall determine when the athlete

may be reinstated or a hearing granted. The outcome shall be determined by a majority vote of the athletic director, coach and administrator. The coach can suspend any athlete up to 14 calendar days without a hearing; any suspension over 14 days requires a hearing and a student can request a hearing on any suspension.

- 8<sup>th</sup> grade students will participate on teams at the Cheboygan Middle School.

#### More Serious Violations and Penalties

- a. Any student athlete charged with the commission of a felony will be in violation of the Cheboygan Area Schools handbook and will result in an investigation and decision by the Athletic Director and administration.
  - b. Any student athlete found guilty of a felony will be suspended from co-curricular activities for a period of one year (12 months) from the date that the Athletic Director becomes aware that the offense has occurred, whichever comes first. Any student athlete that “pleads guilty” to a felony in order to enter into a training or deferment program will be considered the same as a student athlete who has been “found guilty” of a felony.
  - c. Any student athlete charged by a law enforcement agency with an offense that is in violation of the student/parent handbook may be prohibited from participation in interscholastic activities until the charge has been resolved or until the specified number of suspension dates for that offense has been reached.
  - d. Any student athlete charged by a law enforcement agency with an offense that is in violation of the student/parent handbook should contact the Athletic Director.
  - e. One year after a suspension has been served, the student athlete must come before the school board for review
- Dress when representing the school is determined by coaches. Athletic uniforms are not to be worn unless specified by the coaches.

#### Athletic Attendance

On the day of a scheduled athletic event, student athletes must attend all hours of the school day. If an absence occurs, the student may be ineligible for the day’s contest. If it is necessary to attend an appointment on a game day, verification must be provided upon returning to the school. It is expected that the athlete will attend as much school, both before and after appointment, as able. The athlete is expected to be in school for a full day following an athletic contest or he/she may be ineligible for the next contest. All situations are subject to administrative discretion.

#### Eligibility

All incoming freshmen are eligible to participate in athletics. All 8<sup>th</sup> grade students are eligible to participate in athletics at the Middle School. All athletes must be passing four classes after six and twelve week grade checks for each semester to remain eligible to participate in athletics. If the athlete is not eligible after the six and twelve week grade checks, a weekly progress report will be completed. The athlete is ineligible for a minimum of one week and may become eligible if he/she is passing four classes one week following the six and twelve week grade checks.

A student that fails three or more classes in a semester is ineligible for 90 school days. Exception to the 90-day rule is after second semester the student completes summer school, correspondence or on-line courses that result in eligibility being restored.

#### Dual Sport Participation Policy

Cheboygan Area High School seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular season and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

#### **Student Participation in Two Activities During the Same Season**

1. Students are allowed to participate in two co-curricular activities during the same season. Students wishing

to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sports participation.

2. Students are not allowed to participate in "open gym" as well as other non-school competition in another sport, on the same day they are participating in a school sponsored co-curricular sports activity, without permission of the head coach of the sport in which they are currently participating and the building principal.

### **Rules of Dual Sport Participation**

1. A student who wishes to participate in two sports during the same season must designate a primary sport.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all scheduling conflicts. If one sport has a contest and the other has practice, the contest will take precedence.
3. Both coaches **MUST** agree and both coaches must sign a contract of dual sport participation.
4. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
5. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
6. The student and parents or legal guardians must sign a contract of dual sport participation before the first practice sessions he or she attends.
7. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.  
For example-Student A is suspended 25% of a season for drug use. That suspension is to be served for both the primary sport and secondary sport.
8. The High School Athletic Director and the High School Principal will serve in the capacity of advisors and final judgments on matters concerning dual sports participation.

Fees - Athletic fees are set at \$75 per sport for students in grades 9-12.  
Athletic fees are set at \$50 per sport for students in grade 8.

### Hazing

Hazing is defined as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual done for the purpose of affiliation with, participation in or maintaining membership in any organization.

The coach, athletic director and administrator will investigate any suspected hazing. If it is determined that an athlete has participated in hazing, he/she will be suspended for 1/3 of the sporting season plus school consequences under the harassment policy. If the season is at the end, the suspension will continue into the next season in which the student participates.

Per the Michigan High School Athletic Association there is no such thing as a school team outside the interscholastic season of practice and competition. It is further stated that schools cannot require or sponsor activities in the name of the school team outside of the season for the sport involved. However, bona fide summer team camps are subject to all athletic policies and guidelines.

### Injuries/Medical Conditions

When the athletic trainer refers a student athlete to follow up with a doctor, and that doctor holds the student athlete from participation, the student athlete needs a clearance letter from said doctor to return to athletic participation.

### Parental Concerns or Grievances

Concerns or grievances must be directed first to the coach, second to the athletic director, third to the building administrator, fourth to the superintendent and then to the school board if the matter has still not been resolved.

### Banned Drugs

The use, sale or distribution of banned drugs and other performance enhancing drugs is strictly prohibited. Any student who possesses, uses, or sells/distributes banned substances violates Michigan law as well as the Cheboygan Area High School Student Code of Conduct. Any violation of banned substances will be subject to the consequences under the Cheboygan Area High School Code of Conduct. The following classes of drugs (and any substance chemically related to these classes) are banned:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers
- d. Diuretic and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens h. Beta-2 Agonists

Although there is no complete list of banned drugs, a listing of some drugs within each classification outlined above is available on the NCAA drug testing website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

### Training Rules

Individual head coaches will have specific rules for each sport. These rules will be stated and explained to each athlete at the beginning of that specific season and will be on file with the athletic director. The illegal consumption and/or possession of alcoholic beverages, drugs, chemicals, smoking or chewing tobacco, electronic cigarettes, are considered violations of the training rules for all athletic teams.

**First Offense** – The coach, athletic director and administrator will determine if the violation has occurred.

If the violation is smoking or possession of tobacco, or electronic cigarettes, the punishment will be a 1-date suspension for football and a 2-date suspension for all other sports. If the violation is the consumption or possession of alcohol, drugs or chemicals, the punishment will be a suspension of one-third of the athletic dates during the season in which the athlete is currently participating:

Golf 5 dates	Bowling 2 dates	V/JV Volleyball 6 dates
V Baseball/Softball 5 dates	Varsity Soccer 6 dates	Cross Country 5 dates
Hockey 8 dates	Fall Cheer 3 dates	Football (all levels) 3 dates
V/JV Basketball 7 dates	Track 5 dates	JV Baseball/Softball 4 dates
JV Soccer 4 dates		

These numbers may be amended if the number of dates in a certain sport changes. Amendments will be made by the athletic director. The punishments are to be carried out consecutively and including any play-off games or events that occur simultaneously with a contest (i.e. parent's night). If the season ends before the one-third penalty is served, the punishment will carry over to the next sport. The number of dates will be determined by the coach of the new sport, the athletic director and the administrator. If the athlete does not incur any training rule violations during a one calendar year period beginning the first day of the first suspension, the athlete will have the violation dropped from the record.

**Second Offense** – If determined that a second violation occurred less than one calendar year from the first training rule violation in or out of season, the athlete will be removed from the team for the remainder of the season and be on suspension for one-third of the next sport season he/she participates in. The athlete will have 180 days from the date of the second suspension to have the violation dropped from the record.

**Third Offense** – If determined that a third violation occurred less than one calendar year from the second training rule violation, principal, athletic director and head coach of the sport will determine the length and scope of suspension.

**Off-Season Offense** - If a training rule violation occurs during the off-season (defined as any time during the calendar year), the consequences will be decided by the athletic director and principal, consistent with the training rules previously described.

**Alternative Disciplinary Actions for Substance Abuse** – If a parent/guardian or an athlete self-reports the use of an illegal substance or alcohol to the principal, athletic director or coach prior to school involvement, alternative suspensions may be imposed.

Alternative suspension dates per sport/season:

JV Baseball/Softball up to 3 dates	Golf 2 dates
V Baseball/Softball 3 dates	Hockey 3 dates
V/JV Basketball 3 dates	JV Soccer up to 3 dates
Bowling 1 date	Varsity Soccer 3 dates
Fall Cheer 1 1/2 dates	Track 2 dates
Cross Country 2 dates	V/JV Volleyball 3 dates
Football (all levels) 1 1/2 dates	

In all cases involving suspension, the superintendent will be informed and consulted. The athletic director will notify the suspended athlete and his/her parent in writing of the reason for the suspension and the right to a hearing with administration. Either party may provide witnesses or legal counsel as necessary.

## **ATTENDANCE AND ABSENCES**

### **Attendance and Absences**

The school day for students in grades 8-12 begins at 8:02 am and ends at 3:02 pm.

It is the belief at Cheboygan Area Schools that there is a direct correlation between academic achievement and regular attendance. Good school attendance is part of the self-discipline that CAHS works to instill in every student. Meeting the daily responsibilities of school will benefit students throughout their future education and employment. Through the cooperative efforts of parents, students and the school, each student will develop these positive attendance practices. All absences, excused or unexcused, will count towards the ten (10) total allowable absences. If you have any questions, or would like further information with regard to the changes, please contact the school secretary or building administrator. At 15 absences a meeting with the school, the parent, and the school resource officer will be requested.

**Students** are expected to be in school and on time to class every day. Students must be aware that class discussions are integral to many courses and foster critical thinking. These discussions cannot be replicated. Students must be attentive and prepared with the appropriate materials to contribute to these discussions.

Students must sign in to the office if they do not arrive at the regularly scheduled time. Students who leave school prior to the day's regular end time, must sign out in the main office before they leave the building. It is the responsibility of every student to follow the sign in/sign out policy to ensure accurate attendance records and to ensure student safety.

**Parents** are expected to notify the school of an absence within 24 hours. Every effort should be made to schedule appointments outside of school hours. In addition, family vacations should be planned during holidays and vacations outlined on the school calendar. Parents are expected to encourage regular and prompt attendance to school.

**Teachers** are expected to maintain accurate daily attendance records. Teachers have the professional responsibility to begin class on time and provide a consistent classroom environment. In addition, teachers are expected to communicate with counselors and administrators to help detect attendance problems early.

**Administrators** are expected to coordinate the efforts of students, parents and staff when student attendance is adversely affecting school success. Administrators will work with the School Resource Officer to enforce the necessary steps and procedures as described in this handbook.

### **Definition of Absences**

**Excused Absences** are verified by a parent and include, but are not limited to:

- Illness (Prolonged illness will require verification from the doctor)
- Appointments with verification from the professional
- Required court attendance or appointments
- Funeral or death
- Observation or celebration of a bona fide religious holiday

**School Related Absences** are those related to a school activity, class or athletic team. Students must have written parent permission to attend a field trip and are responsible for obtaining assignments and making arrangement for make-up work. In order to participate in these school events, students must be passing four out of six classes. When students attend extracurricular events or field trips, they are expected to be in school on time the next morning.

**Unexcused Absences** are not verified by a parent and include, but are not limited to:

- Leaving school during the day without permission or without signing out in the office
- Skipping class
- All other absences not listed specifically as excused absences

**Suspensions (In-school or Out-of-school)** are counted as excused absences and are assigned for disciplinary reasons. Work may be made up during the period of suspension at full credit. In some situations, teachers may be unable to provide work during the period of suspension. In these cases, it is the responsibility of the student to meet with the teacher and make up the work.

### **Tardies**

Students are allowed four minutes of passing time between each class. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts learning. The specific tardy policy is described below:

- 1<sup>st</sup> Tardy:** Verbal warning from the teacher
- 2<sup>nd</sup> Tardy:** 2 closed campus lunch periods assigned by office
- 3<sup>rd</sup> Tardy:** 2 closed campus lunch periods assigned by office; Teacher calls home
- 4<sup>th</sup> Tardy:** 1 week of closed campus lunch assigned by Assistant Principal; AP calls home
- 5<sup>th</sup> Tardy:** Saturday school assigned by Assistant Principal; AP and Teacher call home
- 6<sup>th</sup> Tardy:** Closed Campus for two (2) weeks and three (3) points assessed

Tardies beyond the 6<sup>th</sup> tardy will be treated on an individual basis and consequences will be subject to administrative discretion. The number of total tardies resets at the- beginning of each new trimester.

A student who is up to 10 minutes late to class will be marked as 'Tardy' by the teacher. Anything beyond 10 minutes will be counted as an absence.

### **Absence Verification and Communication**

**Notification to the school:** When a student is absent from school, the parent must notify the office by phone or by note within a twenty-four hour period of time. If no contact to the school is made one school day after the

absence, the absence will be considered unexcused. Prolonged absences due to illness will require specific documentation from the attending physician.

**Notification to the parent:** When a student is absent from school and the absence is still unverified, parents will be contacted by Cheboygan Area Schools. Parents will also receive attendance letters after 10 and 15 cumulative absences from the administrator and /or resource officer. Parents may be required to meet with the school and resource officer as necessary. A student will be considered “truant” after ten (10) unexcused absences and will be referred to the Cheboygan County Family and Probate Court.

### **Consequences for Violations of Attendance Policy**

Any unexcused absences exceeding 10 will result in a petition to the school resource officer for truancy. Additional consequences for violations of the attendance policy may include but are not limited to the following:

- Saturday school
- Closed campus
- In-school suspension
- Loss of credit due to poor participation and lack of work
- After school detention
- Discipline points and subsequent action per the Student Behavior Code

### **CELL PHONES**

Cell phones must be turned off to eliminate classroom disruptions, and they may not be used in bathrooms, locker rooms, or other locations where inappropriate photographs and /or videos may be taken. Students are allowed to use their cell phones between classes and at lunch. Cell phones are to be silent and not seen in the classroom unless used as part of the educational process as directed by the classroom teacher. Parents may leave messages on their student's phone, but if an emergency requiring immediate notification of the child occurs, parents are encouraged to call the school office at 627-7191. It is an expectation that parents and their students not communicate during class as this would create a classroom disruption, and also be in violation of the cell phone policy. Students may not text their parents during class or Final Exam time as this would create a classroom disruption.

Failure to follow the cell phone guidelines, such as disruption of the classroom, use of the cell phone in prohibited areas, or failure to shut off a cell phone as requested by school personnel, will result in confiscation of the phone. The disciplinary consequences for cell phone issues are as follows:

#### **Offenses**

##### **1<sup>st</sup> Offense**

Phone is confiscated and turned in to the office. The phone will be released to the student at the end of the day.

##### **2<sup>nd</sup> Offense**

Phone is confiscated and turned in to the office. The phone must be picked up by a parent and/or guardian.

##### **3<sup>rd</sup> Offense**

Phone is confiscated and turned in to the office. Three (3) points will be assessed and one (1) week of closed campus will be assigned. The phone must be picked up by a parent and/or guardian.

Any additional offenses may have the same consequences as the 3<sup>rd</sup> offense. However, points may accumulate due to insubordination, and could result in more serious disciplinary consequences, up to and including suspension. The school will not be responsible for loss, theft, or damage to any personal property, including cell phones.

### **DANCES**

High school dances are for students in grades 9-12. Selected high school dances for students in grades 8-12 will be announced and communicated to staff, students, and parents. Dances are sponsored and operated by a school club, class or organization and authorized through the Student Council and the Principal's Office.

All rules of conduct that are in effect during the regular school day are in effect at all school dances whether those in attendance are students at Cheboygan Area High School or guests in our school. Some variations in dress are permitted on special occasions and with approval of the principal. Organizations sponsoring the dances will be responsible for providing sufficient chaperones.

The following rules pertain to dances:

1. Students are not allowed to wear coats.
2. Students are not allowed to wear shoes. Socks must be worn on dance floor.
3. Drinking or being present under the influence of alcohol is strictly prohibited.
4. The use or distribution of illegal drugs or substances is strictly prohibited.
5. Smoking or vaping will not be allowed.
6. Any non-CAHS student must have prior approval of an administrator— no exceptions.
7. When you are in, you're in — when you are out, you're out.
8. If you violate any dance rules, you forfeit the privilege to attend all future dances for the remainder of the current school year. This includes the prom.

## **DRIVING**

All vehicles must be registered. Registration cards are available in the main office. A parking fee will be charged for each student vehicle that is driven to school and parked on school property. Students who drive to school must use the Loomis Street entrance and exit only, and park in designated student parking located on the east and south sides of the building. The front (north) parking lot is reserved for staff and visitors and the west parking lot is used for bus traffic only. Parking directly behind the Drift Inn is reserved for Middle School staff. Students are not to park or enter the building through the north or west ends of the building. Safe driving procedures must be followed at all times. In addition to legal driving regulations, the following rules apply to all drivers:

- No loitering in the parking lot or use of the vehicle from arrival to dismissal, unless approved by an administrator.
- No driving through/crossing parking space lines.
- The east-west (along the building) line has the right of way. Merge only when appropriate and allowed. Do not force your way into the line. Do not drive through or cross parking space lines.
- No riding in the beds of pick-up trucks.
- The search and seizure policy applies to student driven vehicles on school property.
- Speed limit in the school parking lots is posted at 5 mph.

Driving violations will result in loss of driving privileges and may result in additional disciplinary action/points per the Student Behavior Code. A violation during lunch will result in loss of driving privileges and closed campus. The following chart lists possible violations and consequences. While it is thorough, it is not inclusive. The discretion of the administrator may allow a deviation from these consequences depending on the severity of the violation. Multiple offenses may result in a permanent loss of driving privileges.

### **LEVEL 1 – LOSS OF DRIVING 10 SCHOOL DAYS**

- Vehicle not registered or falsely registered
- Loitering in lot or vehicle
- Cutting through parking space or driving out of designated lanes
- Loud, disruptive noise

### **LEVEL 2 – LOSS OF DRIVING 20 SCHOOL DAYS**

- Forcing into line
- Using wrong entrance or exit
- Failure to obey traffic signs/signals
- Parking in unauthorized spaces including staff lot and outside of parking lines
- Excessive speed
- Littering



### LEVEL 3 – LOSS OF DRIVING 90 SCHOOL DAYS

- Illegal activity/possessions in vehicle
- Reckless/careless driving and /or public damage

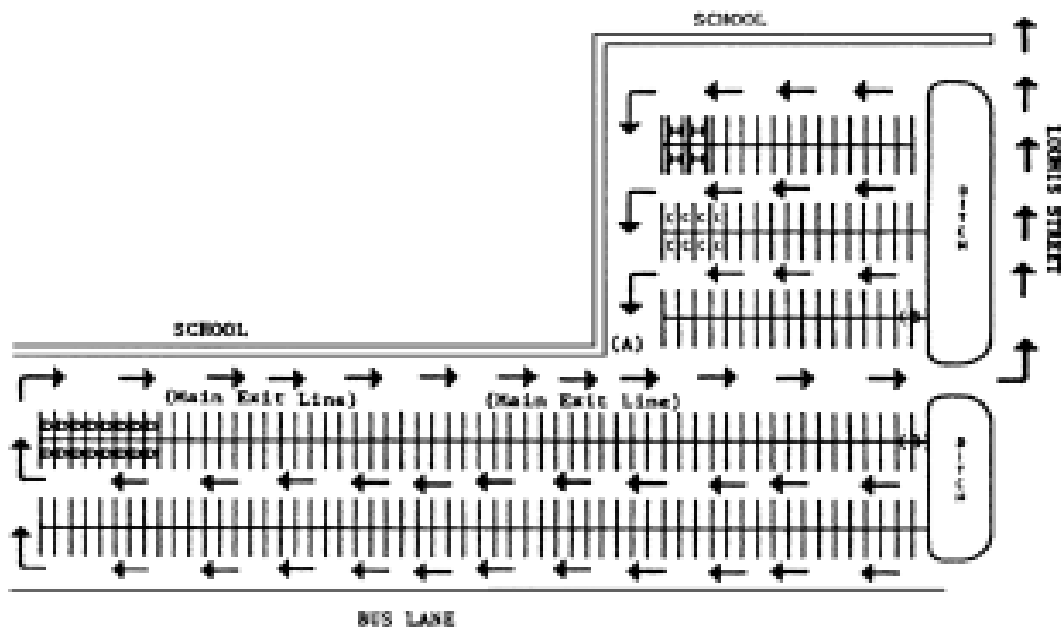
### LEVEL 4 – LOSS OF DRIVING 180 SCHOOL DAYS

- Illegal activity/possessions in vehicle
- Reckless/careless driving and /or public damage
- Failure to comply with disciplinary action from levels 1, 2 or 3 – may include towing of vehicle at owner's expense

This code may later be amended to include any other violation not specified. The school administrator has discretion to make exceptions in extreme circumstances.

Listed below are the specific rules for students choosing to use the school parking lot. Please reference the map of the parking lot shown below.

1. Do not cross any Parking Space Lines
2. East-West Line (along Building has the right of way. Merge only when appropriately let in. Do Not Force Your Way in! Do not drive through or cross parking space lines.
3. Left turn only at (A). Single file line
4. No parking in areas marked (C)



### GRADUATION ACTIVITIES AND CEREMONIES

Graduation activities and ceremonies are student privileges, not rights. Students may be prohibited from participation in these activities due to school behavior and discipline, credit deficits and/or illegal behavior in or out of school. Diplomas will be issued to students who have completed all graduation requirements. No student will be able to participate in the commencement ceremony if he/she has not earned the minimum credits for graduation. The top ten scholars will be recognized at the commencement ceremony.

### LOCKERS

Lockers are subject to search at any time. Two students will be assigned to a locker whenever possible. Combination locks are available for lockers in the main office. The school will not be responsible for any items missing from lockers.

## **NATIONAL HONOR SOCIETY**

A minimum grade point average for membership is 3.50. The GPA used to determine eligibility includes the cumulative total of those grades that count toward graduation. The National Honor Society advisor will check records provided by the counseling department. In addition, NHS provides ballots to a committee of teachers to rate scholastically qualifying sophomores and juniors on character, leadership and service. The rating system is based on a 1 (low) to 4 (high) scale. Candidates are rated on the basis of personal contact with the faculty in the classroom, in extracurricular activities and through general activities in and out of school. All points are averaged in each category; then all four categories (scholarship, leadership, service and character) are averaged for each candidate. Students selected are notified before the induction ceremony.

## **OPEN CAMPUS LUNCH**

Students in grades 9-12 are not allowed to leave the building without administrative permission, except during their lunch period. All school rules apply during open campus lunch. Open campus privileges may be revoked for violations of the behavior code during lunch, or if a student returns to school late from lunch. 8<sup>th</sup> grade students have a closed campus lunch and they are not allowed to leave the building without parent and administrative approval.

## **PARENT INVOLVEMENT**

Parents are encouraged to get involved in their student's school career. Please contact teachers, administrators and counselors with questions or ideas you have concerning your student's academic progress. The High School Academic Booster Club meets on the 3<sup>rd</sup> Monday of each month @ 7:00PM in the High School Library.

## **STUDENT BEHAVIOR**

In all activities, on and off of campus, students are expected to conduct themselves as mature high school students. Common sense, courtesy and good taste shall be the standards by which actions will be evaluated. Individual teachers will assign specific classroom rules and procedures. All points will be assessed by the principal or assistant principal.

The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct that will subject the student to disciplinary action.
2. Notice of the specific charge against the student and the nature of evidence supporting the charge.
3. Notice of date of hearing sufficiently in advance to permit preparation of the defense.
4. Notice of student's procedural rights at the disciplinary hearing.

## **Zero Tolerance & THE 7 FACTORS**

Revisions to Michigan's Zero Tolerance laws took effect August 1, 2017. These changes require school districts to conduct a thorough review of local student discipline policies and procedures. In particular, our school district will consider the seven (7) factors that must be considered prior to suspending or expelling a student in all cases, except in the case of firearms:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

## **The levels of dispositions are as follows:**

1. After any suspension of 3 or more days, a parent meeting must be held before the student can return to school.

2. At three (3) points, the parents will be contacted by phone or mail.
3. At six (6) points, the parents will be contacted by phone or mail.
4. At nine (9) points, a student can be suspended until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved. (All teachers of students accumulating nine points will be involved in the conference.)
5. At twelve (12) points, a student may be suspended for up to 10 days. Parents and/or student and school personnel will work out the problems at hand. Police, courts, and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension.
6. At fifteen (15) points, a student may be suspended for up to ten (10) days and may be recommended to the superintendent for long-term suspension or expulsion. Students who return from long-term suspension or expulsion will have a minimum of nine (9) points (June to September included).
7. Students who do not accumulate additional points for any 6-week period will have his/her point total reduced by three points.
8. Students who end the year with points will lose 6 over the summer. Any points assessed during the final two weeks of school may be held over to the following school year on the individual's point record.
9. Students referred for discipline for any 15-point offense, will be immediately suspended and expulsion proceedings before the superintendent will be initiated. Possession or use of weapons; possession, use of, or sale of drugs/alcohol; arson; and assault (physical and verbal) are grounds for mandatory expulsion per state law.
10. At the nine (9) and twelve (12) point levels during final exam week, the administrator will decide the disposition of suspensions. Generally, if a student is suspended, he/she may be allowed in school only for the specific exam times.

## Points

- 15 Arson (defined as deliberately setting a fire)
- 15 Assault of anyone on school property (physical/verbal/sexual)
- 15 Delivery of drugs and/or look-a-likes
- 15 Use/possession of combustibles and incendiary devices
- 15 Use of, under the influence of, possession or solicitation of alcohol or illegal drugs on school property and/or misuse of, or under the influence of OTC or prescription medication on school property
- 15 Criminal Sexual Conduct/Criminal Conduct
- 15 Unauthorized sale, possession, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, any object that can cause bodily harm or which may be used as a weapon that could inflict bodily harm), or look-a-likes
- 9-15 Bomb Threats/False fire alarms/False reports
- 9 Willful destruction of property not belonging to the student over \$100 damages - restitution made
- 9 Possession of drug paraphernalia on school property
- 6 Extortion or physical threats
- 6 Fighting or provoking a fight (1-5 day suspension)
- 6 Possession of firecrackers and all other incendiary devices
- 3-6 Theft/Possession of property not belonging to student
- 6 Willful destruction of property not belonging to the student less than \$100 damages - restitution made
- 3-6 Academic dishonesty
- 3-6 Misuse of technology equipment
- 3-6 Harassment
- 3-6 Bullying
- 3 Failure to comply with disciplinary consequences
- 3 Abusive language/Inappropriate language/Profanity
- 3 Misuse of permits
- 3 Possession of electronic devices
- 3 Possession of a knife or box cutter of less than three inches in length
- 3 Use, distribution, or possession of tobacco or electronic cigarettes
- 3 Safety violations/Driving infractions
- 3 Dress code violation

- 3 Inappropriate location/Out of bounds area
- 3 Inappropriate behavior
- 3 Disrespect/Disruption/Disorderly conduct
- 3 Insubordination/Non-Compliance/Defiance
- 3 Obscene or lewd behavior and/or language
- 3 Skipping one day/6<sup>th</sup> Tardy
- 1 Skipping one class
- 1 Failure to sign out

The following is the procedure for classroom insubordination and disorderly conduct:

1<sup>st</sup> offense – Redirection of desired behavior by teacher

2<sup>nd</sup> offense – A warning by the teacher

3<sup>rd</sup> offense - Parents contacted by the teacher

4<sup>th</sup> offense - Referral to administration by the teacher

No points will be assessed on the first three offenses unless an administrator has been involved. A teacher may involve an administrator for any serious violation.

**This code may later be amended to include any other violation not specified.**

**The school administrator has discretion to make exceptions in extreme circumstances.**

### **Detention, Closed Campus, Saturday School and Suspension**

Detention, Closed Campus, Saturday School, and/or suspension (In-school or Out-of-school) may be utilized in disciplining students who violate policies established by the school. Detention/suspension will not replace the point system, but act as a supplement and hopefully, a deterrent to further improper behavior.

### **STUDENT ACTIVISM**

It is the policy of the Board of Education to encourage students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a health or safety hazard. Students may advocate change of law or school regulations and pursue their advocacy by due process means.

Students may not use obscenity, slanderous, or libelous statements, or disruptive tactics, or advocate violation of the law or school regulations.

Students may not leave school grounds during the school day without permission per the attendance policy. Leaving school without permission is prohibited by the student handbook and students who leave campus without permission during the school day may be counted tardy or absent. Students may also receive additional consequences in accordance with the Student Code of Conduct.

The rules above are not meant to be an all-inclusive list; they are meant to be guidelines to help school administration deal appropriately with student activism as it applies to the health and safety of every student, the general order of the school system, and the proper functioning of the educational process. Students are to conduct themselves in a manner that is not distracting or disruptive to the educational process.

### **STUDENT DRESS CODE**

Clothing and dress should be appropriate, safe, and should not distract from the educational process. If you are unsure about an article of clothing or an outfit, bring it to the office and check before you wear it to school. Personal expression through dress and general attire must be positive, non-violent and promote educational growth. Students in violation of the dress code will be asked to change or turn the article of clothing inside out when appropriate.

Students shall not dress or wear clothing that:

1. Presents a safety or health hazard to either themselves or others.
2. Displays disruptive symbols or slogans that either represent illegal substances or contraband; that depict violence, racism, or hate messages; that is sexually revealing; that is sexually explicit; or is sexually harassing.
3. Causes excessive wear or damage to school property.
4. Violates community standards.

Students must follow CTE class guidelines as it applies to individual CTE classes and they must conform to the safety standards and professionalism exhibited in each individual CTE class.

Students who represent the school at an official function or public event may be required to follow specific dress requirements.

Examples of clothing and dress that are not appropriate for school are as follows:

- Absolutely no alcohol, tobacco, or drug advertising. No lewd, sexual or suggestive wording or clothing. For example, "Hooters" shirts are not permitted.
- Shoes, not slippers, must be worn.
- There should be no holes in clothing any place where shorts would normally cover. Students will be required to change clothes if location of holes is deemed to be inappropriate by administration. Rips and tears that could be considered a safety hazard will not be allowed.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses and exposed midriffs are not acceptable.
- No jewelry that is deemed dangerous or disruptive.
  
- All pants must be worn at the waistline.
- Clothing with metallic rivets/spikes or metallic cleats on shoes are not allowed.
- No pajama pants.
- No sunglasses, unless of a medical exception for the student's health.
- Extremely tight, revealing or see-through clothing is not permitted. No undergarments are to be visible.
- Coats, windbreakers, jackets and other outdoor apparel may not be worn in the building.
  
- Hats may be worn in the morning until the first bell that starts the day and after the last bell which ends the day. Hats may not be worn during the school day.
- All shorts, pants, skirts and dresses must extend below the fingertips of the student when standing with arms extended downward or within four (4) inches of the knee.
- Leggings must be covered with appropriate length shorts, pants, skirts, or dresses.
- No gang symbols or colors are allowed. This includes bandanas, wristbands, laces, etc.
- No disruptive symbols or slogans that depict violence, racism, or hate messages are allowed.

The dress code section above covers most issues in regards to student dress. The rules above are not meant to be an all-inclusive list; they are meant to be guidelines to help school administration deal appropriately with dress code as it applies to the health and safety of every student, the general order of the school system, and the proper functioning of the educational process. Students are to dress in a manner that is not distracting or disruptive to the educational process.

### **STRING BACKPACKS AND BACKPACKS**

Backpacks and string backpacks are to remain in a student's locker during the school day. Backpacks and string backpacks are not to be carried to class without prior administrative approval.

**SUPPORT SERVICES**

Support services are available for general education students in all academic and Career and Technical Education programs. Students who fall in to the categories of economically disadvantaged, academically disadvantaged, handicapped or have limited English proficiency may qualify for further assistance. For more information contact Ed Jeannotte, building principal, Cheboygan Area High School, 801 W. Lincoln Avenue, (231) 627-7191.

**TELEPHONE USE AND NOTES TO STUDENTS**

The office telephone is available on a limited permission basis. Messages will not be delivered to students unless there is an emergency. Students are advised to stop in the office at the end of the day to see if a message has been left for them.

**TEXTBOOKS AND SUPPLIES**

Students will receive all required materials from his/her teachers. Textbooks will be issued at the start of each course, or when a new student enters the class, and must be returned at the end of each course. Students will be charged for damaged or lost books and non-consumable supplies. While the district does not require a Rental fee for materials, some courses may have a cost to students. For example, if a student chooses to make a non-required project in woods, art, metals etc. he/she must bring in his/her own purchased materials.