



Student Name

STUDENT HANDBOOK CONTRACT

For the parent/guardian:

We have read the expectations for Forest Hills Central High School students as printed in the Forest Hills Central High School Student Handbook and agree to do our part to ensure that all students abide by the rules and expectations stated therein. We understand the guidelines are in place to assist the students in becoming the most successful individual he/she can be.

For the student:

I have read the expectations for Forest Hills Central High School students as printed in the Forest Hill Central High School Student Handbook and agree to do my part to ensure that all students abide by the rules and expectations stated therein. I understand the guidelines are in place to assist me in becoming the most successful student I can be, and I agree to dedicate myself to that goal by participating appropriately in all the areas defined in the Student Handbook. I also understand that this signed statement indicates my understanding of these expectations for the entire school year.

Student Initials

Parent/Guardian Initials

STUDENT USER AGREEMENT AND PARENT PERMISSION FORM

For the parent/guardian:

As the parent or legal guardian, I agree to the terms above and I grant permission for my child to access networked computer services including wireless access and the World Wide Web on the Internet. I waive any claims against Forest Hills Public Schools and/or its employees related to my child's use of the World Wide Web or the Forest Hills Public Schools Computer Network. In addition, I agree to fully indemnify the Forest Hills Public Schools and/or its employees or Board members, and hold them harmless for any claims made by anyone, which arise from my child's use of the World Wide Web or the Forest Hills Public Schools Computer Network. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet uses – setting and conveying standards for my child to follow when selecting, sharing, or exploring information.

For the student:

As a user of the Forest Hills Public Schools Computer Network, I acknowledge I have received the provisions of the Acceptable Use Guidelines, and fully understand their significance. I agree to comply with preceding written rules – using the network while honoring all relevant laws and restrictions. I understand the network administrators may review files and monitor communication, and I consent to such action.

Student Initials

Parent/Guardian Initials

Student Signature

Date

Parent/Guardian Signature

Date

RELEASE OF INFORMATION TO MILITARY RECRUITERS

A new federal law, the No Child Left Behind Act, requires secondary schools to provide student names, addresses and telephone numbers to military recruiters upon request. Parents and legal guardians of students, however, have the right to request that the school not release such information without prior written parental consent.

The purpose of this notice is to inform you of the law and to provide you the opportunity to request that information about your child not be released to military recruiters. To prevent the release of information, you must inform us by signing below. If you do not inform us otherwise, we will be required by federal law to disclose your child's name, address and telephone numbers to military recruiters that request the information. Please contact the high school if you need further information.

Parent/Guardian Signature for NOT releasing information

Date

FOREST HILLS CENTRAL HIGH SCHOOL

5901 Hall St. S.E.

Grand Rapids, Michigan 49546

(616) 493-8700

Mr. Steve Passinault, Principal

Mr. John DeStefano, Assistant Principal & Director of Fine Arts

Elizabeth Cotter, Assistant Principal

Clark Udell, Athletic Director

CENTRAL HIGH –OFFICE DIRECTORY

Principal.....493-8700

Athletics.....493-8715

Attendance 493-8712

Counseling.....493-8711

Community Education...493-8950

Central High –Daily Schedule

Zero Hour.....	6:40am-7:35am
First Hour.....	7:40am-8:40am
Communication Break.....	8:40am-8:50am
Second Hour.....	8:55am-9:55am
Third Hour.....	10:00am-11:00am
Fourth Hour (Lunches during this period)...	11:05am-12:35pm
First Lunch (Math, Business & Spec. Ed)...	11:05am-11:30am
Class.....	11:35am-12:35pm
Second Lunch (Second Floor & Spec. Ed)...	11:40am-12:05pm
Class.....	11:05am-11:37am & 12:07pm-12:35pm
Third Lunch (First Floor & Special Ed).....	12:10pm-12:35pm
Class.....	11:05am-12:05pm
Fifth Hour.....	12:40 pm-1:40pm
Sixth Hour.....	1:45pm-2:45pm

This handbook is to inform students and parents of school policies, regulations, and procedures. We attempted to include all relevant information. Please read this entire handbook and keep it as a reference. If you have any questions about any of the information in this handbook, please call an administrator.

Property of: _____

Address: _____

Phone#: _____

In case of Emergency, please notify

Name: _____ Phone#: _____



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ACADEMIC INTEGRITY (CHEATING)

The administrative and teaching staff believes that it is the student's responsibility to maintain integrity and honesty in the academic setting. Although teachers have a certain amount of discretion in implementing their own policy on cheating and plagiarism within their classrooms, they **MUST** report substantiated cases of cheating or plagiarism to an administrator. Upon notification by the teacher, the parents or guardians must be notified either verbally or in writing within 48 hours of the incident. A conference with the parents or guardians, the student, teacher and administrator may be established to discuss the matter, and hopefully to prevent any such action by the student in the future.

Academic dishonesty is defined as acquiring improper access to answers in a test, quiz or exam, or violating rules or agreements established by the teacher. Examples of cheating include, but are not limited to, the following:

1. Copying answers from another student's homework, test, quiz, etc.
2. Knowingly supplying another student with answers for any classroom assignment or test.
3. Plagiarism on a term paper or other written material.
4. Using notes, cheat sheets or any other device on a written response without the instructor's expressed permission.
5. Taking a copy of a test, exam, quiz, etc. from the teacher's desk and/or room without the permission of the instructor. This act may also warrant additional disciplinary action.
6. Using an on-line translator to produce work for a foreign language class.
7. Using another author's work without attribution (from hard document or internet sources).
8. Use of any unauthorized electronic device without permission.

The following disciplinary actions will occur:

1. The student will receive a grade of zero (0) on the test, assignment, paper, or project on which the cheating or plagiarism occurred.
2. The student may receive a grade of "E" for the semester in the course for the second occurrence of cheating or plagiarism within that semester.

ADDITIONS TO STUDENT CODE OF CONDUCT

1. All violations are additionally subject to the existing Athletic Code
2. Police may be contacted in any or all violations of the Student Code Conduct.
3. Suspensions may be reduced on controlled substance violations with participation in a District approved Substance Abuse Program
4. Honesty and cooperation of students will be taken into account when investigating a code violation. Self-reporting and cooperation will be considered. An administrator may have the discretion to invoke a lesser penalty.
5. Extracurricular suspension may be added in addition to any violation of the Student Code of Conduct
6. Repeated violations may result in increased penalties up through and including expulsion.
7. All appeals of Disciplinary actions will be directed to the building Principal.
Appeals must be registered within 5 days of the disciplinary infraction.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

AFFIRMATIVE ACTION STATEMENT

The policy of this District is to provide equal opportunities for all students to achieve their potential regardless of gender, 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 characteristics.

ARMED FORCES RECRUITING

The School must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information of the *high school* students as is provided to other entities offering educational or employment opportunities. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the principal that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information.

ASSEMBLIES AND OUTSIDE SPEAKERS

All scheduled programs, extracurricular activities, guest speakers and special events must be cleared through the Central High School administration.

ASTHMA INHALERS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

ATHLETICS

Central High School encourages all students to become involved in one or more sports. Athletics help meet the need for self-expression, mental alertness and physical growth. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. Organizational meeting dates and times are printed in the daily announcements.

MEN			WOMEN		
Fall	Winter	Spring	Fall	Winter	Spring
Cross Country	Basketball	Baseball	Cross Country	Basketball	Crew
Football	Bowling	Crew	Equestrian	Bowling	Cycling
Soccer	Ice Hockey	Cycling	Golf	Comp. Cheer	Lacrosse
Tennis	Skiing	Golf	Field Hockey	Gymnastics	Soccer
	Swimming	Lacrosse	Swimming	Poms	Softball
	Wrestling	Rugby	Volleyball	Skiing	Tennis
		Track & Field	Sideline Cheer	Sideline Cheer	Track & Field

ATHLETIC CONFERENCE

Central High School is a member of the O.K. White Conference. Competing schools are: Forest Hills Central, East Grand Rapids, Lowell, Caledonia, Jenison, and Grand Rapids Christian.

ATHLETIC CODE CONTRACT

The athletic code booklet has been designed to make athletes and parents aware of the rules and regulations of the Forest Hills Athletic Department. The athletic code contract states that the athlete is

aware of the rules and procedures and agrees to abide by them. Each student-athlete is issued a copy of the athletic code upon their initial participation in a high school sponsored sport.

ELIGIBILITY

It is important that each athlete realize that education is the primary goal of the school system. Academic guidelines have been established by the Michigan High School Athletic Association and Forest Hills Board of Education. These guidelines are listed in the Athletic Code.

PAY TO PARTICIPATE

The CHS Athletics is subsidized by a Pay-To-Participate program. Check with A.D.'s office for the current fees.

ATHLETIC PHYSICAL EXAMS

Physical exams are required by the Michigan High School Athletic Association and the Forest Hills Public Schools for every individual who participates in interscholastic athletics. Only physicals after April 15 are good for the next school year. The cost of the physical exam is the responsibility of each athlete. We suggest that you see your family doctor or visit a local med-center. You must use the school provided physical card. Absolutely NO athlete will be allowed to practice or participate until a physical is on file in the Athletic Director's office.

ATHLETIC TRAINING RULES AND REGULATIONS

All members of athletic teams, including cheerleading, pom pon squads and approved clubs, are bound by the athletic code at all times throughout the entire calendar year. Rules apply to off-season times and on and off school property. Upon joining a team or club, each student-athlete will receive an athletic code contract which must be reviewed, signed and returned prior to being allowed to compete.

Group I Violations:

- Use or possession of tobacco in any form

Group I Penalties:

- 1st violation will result in exclusion from competition for a minimum of 10% of the scheduled competitions in that sport. If the suspension is not completed in one sport, it will be carried over to the next sport in which the athlete participates.
- 2nd violation will result in dismissal from athletics for 25% of scheduled competitions.
- 3rd violation will result in elimination from participation in athletics for one calendar year.
- 4th violation will result in elimination from participation in athletics at Forest Hills Public Schools
- The Head Coach, in consultation with the Director of Athletics, may withdraw or remove any team honors or awards and impose penalties which do not exceed the Athletic Code.

Group II Violations:

- Use, possession or under the influence of alcohol.
- Use, possession or under the influence of a controlled substance (other than as prescribed by a physician).
- Actions, in or out of school, which would bring disfavor upon the school including hazing.
- Actions, in or out of school, which would be deemed misdemeanors under the criminal code

Group II Penalties:

- 1st violation will result in exclusion from competition for a minimum of 25% of the scheduled competitions in that sport. If the suspension is not completed in one sport, it will be carried over to the next sport in which the athlete participates.
- 2nd violation will result in elimination from athletics for one calendar year.
- 3rd violation will result in elimination from participation in athletics for Forest Hills Public Schools.
- The Head Coach, in consultation with the Director of Athletics, may withdraw or remove any team honors or awards and impose penalties which do not exceed the Athletic Code.

Group III Violation:

- Sale or distribution of a controlled substance or alcohol beverages.
- Actions, in or out of school, which would bring disfavor upon the school.
- Actions, in or out of school, which would be deemed felonies under the criminal code.

Group III Penalties:

- 1st violation will result in dismissal from the athletic program for a minimum of one calendar year from the date of the offense.
- 2nd violation will result in elimination from participation in athletics for Forest Hills Public Schools.
- The Head Coach, in consultation with the Director of Athletics, may withdraw or remove any team honors or awards and impose penalties which do not exceed the Athletic Code.

General Provisions:

- An athlete shall not play in a contest or practice with the team while suspended from school.
- Failure to complete the season in good standing will result in forfeiture of any claim to athletic awards for that season.
- In order for the penalty to be served, the athlete must complete the season or seasons in good standing as identified by the coach and Athletic Director.
- Upon completion of any penalties prescribed in this code, other conditions may be required as a condition of reinstatement. These may include counseling, restitution and/or the imposition of a probationary period.

Violations of the athletic code will accumulate throughout a student's high school career. Extenuating circumstances may allow a building administrator to reassess the punishment resulting from the offense. Portions of this code may be revised.

ATTENDANCE CONSEQUENCES

1. If a student does not attend a class and has not signed out according to the specified procedures, the absence(s) will be recorded as unexcused, and the following consequences will be imposed.

- A. A student who acquires an unexcused absence forfeits his/her opportunity to make up all work for the hour(s) or day(s) missed.
- B. After the second (2) unexcused absence, a notice will be sent home informing the student and parents of the consequences of additional unexcused absences.
- C. The third unexcused absence will require a student, parent and administrator and/or counselor contact.
- D. If a student is unexcused for one or more hours, he/she can be assigned a detention at the discretion of the administration.
- E. Teachers will be given daily notification of any unexcused absences.

Teachers will then notify students of the unexcused absence. The student will receive a "zero" for the unexcused absence. (It is the student's responsibility to clear unexcused absences.) If the unexcused absence is cleared, the students must take the notification slip, have it verified by our attendance officer, and return it to the teacher to remove the "zero" and the unexcused absence from their record.

2. Parents will receive written notification when their child accumulates excessive absences in any class. This letter allows parents an opportunity to check their own records for verification. The following conditions will also occur at the designated absences:

- A. Upon the 6th absence a contact will be made by the teacher.
- B. Upon the tenth absence, a contact will be made by the teacher. During this conversation, the parent will be informed that twelve (12) absences within a semester, he/she may be dropped from the class.

- C. Twelve absences will result in an administrator contacting the parent and student. The purpose of this contact is to discuss the student's attendance situation, any unique circumstances and attendance contract which may prevail regarding the absences. In an effort to prevent disciplinary action, parents will also be informed of impending consequences which may occur if the student accumulates twelve (12) total absences.

All students dropped from class(es) due to attendance and other disciplinary matters are assigned and expected to attend Alternative Educational Experience suspension for the remainder of the semester during the class period which was dropped.

NOTE: Students who experience long-term absence as the result of illness or a medical condition, or who experience excessive absences due to involvement with school-approved business/activities, will be dealt with on an individual, case-by-case basis.

No student will be dropped from class(es) due to excessive absences without first notifying the parent(s) or guardian(s). The decision to drop a student from class(es) with loss of credit or grade of "E" due to violation of the attendance policy may be appealed to the principal.

Excused vs. Unexcused Absences

NOTE: Assemblies, concerts, class meetings (e.g., sophomore class meeting) will not be recorded as absences. Administrator or counselor initiated meetings with students will not be recorded as absences.

ATTENDANCE POLICY AND PROCEDURES

Forest Hills Central High School has a 12-day maximum attendance policy. We do not differentiate between "Non-Counted" and "Counted" days for policy (please see chart below). For any non-verified absences, students may not be allowed to make up school work. Students who exceed 12 "counted" days and are failing the course may be dropped from that class. Students will be dropped with a grade of "E" and be assigned to the Alternate Learning Environment room during that hour. Students who exceed the 12 "counted" day and are passing will be required to make up any hours over 12 prior to receiving credit for the course. If the time is not made up prior to the issuance of a report card, a grade of "NC" will show up for that course. The "NC" may be changed to the appropriate grade when the student has made up the time.

All exceptions to this policy (serious health problems and 504 plans) will be subject to review by the building principal and /or assistant principal. Extended absences may require a medical doctor's verification.

1. Absence Policy

<u>Non-counted</u> Does Not Count toward 12 days	<u>Counted</u> Does Count toward 12 days	
<u>Excused Absence.</u> Examples of excused absences include, but are not limited to:	<u>Excused Absence</u>	<u>Unexcused Absence</u> Examples of unexcused absences include but are not limited to:
A Documentation required/ Can make-up work	B <u>Parent verification*</u> required Can make-up work	C Cannot make-up work
Funerals	<u>Pre-arranged**</u> family vacation: form	Any absence not verified

	required	
Court appearance	Excused absence due to illness	Truancy/Skipping class
Medical/dental appt.		Car trouble/running out of gas
Religious observance		Hair appointments
Extended illness w/Dr's note		Missing the bus or riding to school with another student
School field trip		College visitation without pre-arranged absence.
College visit (2 per yr.) junior/ senior: prior approval needed/ signed college form after visit		Missing one class to study or prepare for another class
In/Out of school suspension		

All Students returning from a doctor appointment must have verification or documentation from the doctor's office, otherwise it will be considered an unexcused absence.

A non-counted absence does not count toward a student's 12 day limit. These absences must have original documentation presented to the attendance office within 5 school days of the absence. Parents still need to notify the school prior to or within 24 hours of the absence and include the reason for the absence by calling attendance at 493-8712.

A counted absence is an absence that does count toward the 12 day limit.

2. SCHOOL NOTIFICATION OF ABSENCES

It is the parent/guardian's responsibility to notify the Attendance Office by phone each day of an absence to explain the reason for the absence. Please note that the administration will determine whether an absence is excused or unexcused. **(If the parent/guardian has not explained the absence by written note or phone within two (2) school days, the absence will be officially entered as unexcused.)** Credit will not be earned for the hour/s missed due to unexcused absences. A physician's note may be required when there are excessive absences.

3. LATE ARRIVAL - EARLY DISMISSAL

Students must always sign out at the attendance office when leaving the building during the school day and must always sign in when arriving late for school.

If a student leaves school property for any reason without signing out, the absence will be considered unexcused and a detention may be assigned. For funerals or any of the other above-mentioned reasons, parental permission must be secured in advance. Immediately upon returning to school, report to the attendance office to obtain an excused pass to class. Reasons other than those listed above can be excused at the discretion of the administrator. Students who become ill during the school day must report to the Attendance Office. Failure to do so could result in an unexcused absence.

4. SIGN-OUT POLICY

Any student who leaves the building for any reason during the school day must:

- Report to the attendance office
- Have an attendance secretary speak to a parent or guardian to permit the student to leave (or present a note to the attendance secretary for a parent or guardian authorizing the student to leave school premises for an appointment);
- Sign the sign-out register;
- Parents may prearrange student sign-outs by contacting the attendance office. Students must still

report to the attendance office to verify that the parent has indeed called in to prearrange the departure from school, and the students must sign the sign-out register prior to leaving.

Prearranged Absence Request

If a student is to be absent from school for an extended period of time for a family-related matter, it is necessary to obtain permission in advance of the absence. The following procedure must be used:

1. A signed written request from the parent or guardian must be presented to the attendance office five working days prior to the absence.
2. A slip will be issued to the student notifying his/her teachers of the prearranged absence. The teachers may add comments, expectations and homework assignments as they deem appropriate.
3. The form (with teachers' comments) will then be signed by the parent or guardians after the comments are viewed.
4. The completed slip will be returned to the attendance office for final approval and release before the absence occurs.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the attendance office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

Tardy Policy and Consequences

1. **Tardiness disrupts the entire class.** Students are expected to be in their assigned classrooms promptly before the starting time of each class. A student will be marked tardy if he/she enters the classroom after the bell, but within the first ten minutes of the beginning of the class period. Students should report directly to class if it is within the first ten minutes of the beginning of class (except first period, those students should report to the attendance office). **Students who are ten or more minutes late to class or are tardy due to an appointment should report to the attendance office.** Students that arrive late to class with a pass from authorized school personnel will not be considered tardy.
2. Consequences for tardies are as follows:
 - A. Teachers will notify parents/students of their individual policies.
 - B. Teachers may assign a one-half hour detention for the third tardy, served with the teacher. On the fourth tardy and every tardy thereafter per class/per semester, a one-hour after school detention will be assigned. **Failure to serve detentions may result in additional consequences as determined by the administration.**

A student arriving to class ten or more minutes late without an excused tardy pass has missed a substantial amount of classroom instruction for that period, and it may be regarded as+ unexcused absence.

Truancy Consequences

1. If a student is unexcused for one or more hours, s/he can be assigned a detention at the discretion of the administration.
2. A student who acquires an unexcused absence forfeits the right to make up all work for the hour(s) or day(s) missed, and may also receive a grade of "zero" on any test which was administered, project, paper, or assignment which was due during that period.

BUILDING HOURS

The main office is open in the morning at 7:00 a.m. and closes at 4:00 p.m. It is expected that students will depart the building at 3:00 PM. Students in the building after 3pm must either be with a teacher or in the Academic Success Center (Media Center). Parents of students who do not ride the bus are expected to have rides arranged and students picked up within 15 minutes of the completion of the school day. Students waiting for rides need to wait outside the building. Students involved with athletics, need to be in the gym lobby entrance area if not involved with a practice.

BUILDING SECURITY

- All students and staff are responsible for reporting any unknown person in the building to the main office.
- Students who prop open doors and jeopardize the security to the building will be subject to discipline as determined by the Administration.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. For detailed FHPS District policy on Bullying and other aggressive behaviors go to www.fhps.net/wp-content/uploads/2012/08/Policy-5517.01-Bullying.pdf

CLOSED CAMPUS

It is a district policy that students may not leave campus at any time during the school day without permission, including lunch periods. A STUDENT LEAVING CAMPUS WITHOUT AUTHORIZATION/SIGNING OUT WILL BE ISSUED A DETENTION OR SUSPENSION, AND MAY ALSO LOSE ON-CAMPUS DRIVING PRIVILEGES.

Correct Procedure for Student Leaving School:

Parents must call the attendance office to excuse them with time, date and reason. Or student must have a written note from parent stating the time and date of appointment. Please submit this information in the morning to the Attendance Secretary. In order to respect our closed campus policy, students will not be allowed to leave for lunch, even if a parent calls.

The attendance office will issue the student a pass with the time and date. The student can show his/her teacher the pass in order to leave on time for their appointment.

1. The student will then sign out at the attendance office before leaving the building. When the student returns to the building, they must sign-in at the attendance office.

Incorrect Procedure for Student Leaving School:

- Students leave the building without permission (either by parent phone call or written note of excuse.)
- Leave the building with other students who may or may not have permission to ride in their car.
- Leave or return without signing-in/out at the attendance office.

Liability:

- The school is not liable for any problems that may occur on or off campus when a student leaves the building.
- The school is not liable for any students that might be in the car of a student driver with or without parental permission.

To ensure the safety of all students during the school day it is imperative that the policies are followed!

COMPUTERIZED MATERIAL

The use of computerized technology in the building and in the Media Center and access to information resources and the Network is a privilege that may be revoked by the District at any time and for any reason.

Use of District and or Network resources are for the purpose of (in order of priority): support the academic program, telecommunications for authorized purposes and general information for assigned classroom activities.

Appropriate reasons for the revocation of privilege include, but are not limited to, the altering of system software or hardware, the unauthorized reading of programs to personal accounts, setting up of private files, or sending unauthorized messages. The District reserves the right to remove files, limit or deny access, and refer to the student for other disciplinary actions. Misuse of access to "Network" or account shall include, but not limited to: ("Network" includes all access and use of computerized reference materials, protocol and access, etc.)

1. Intentionally seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to others.
2. Misrepresenting other users on the network.
3. Disrupting the operation of such resources or the Network through abuse of the hardware and software by using software or setting up false or alias accounts.
4. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
5. Interfering with others use of the Network.
6. Illegal installation of copyrighted software or unauthorized Internet-received software.
7. Extensive use of non-curriculum related communication.
8. Unauthorized downsizing, copying or use of licensed or copyrighted software.
9. Allowing anyone to use an account other than the account holder.
10. Misusing privileges granted by teacher for specialized purposes, stealing, modifying, eliminating or tampering with other accounts or school installed systems.

Possession of personal laptops in school without the approval of the Administration is prohibited.

CO-OP/WORK EXPERIENCE PROGRAM

The Co-op/work experience program is:

- open to 11th and 12th grade students.

The guidance department will provide students with all necessary information and scheduling procedures. Transportation between school and the Kent Career/Technical Center is provided - a unique working relationship between the student, business, community and school.

- a way to develop some experience for future opportunities.
- designed to give credit:

Co-op = 1 credit/ semester. (must also be in a job-related class)

Work Experience = ½ credit/semester

Co-op is available for students who would like to take a full load of classes and work after school and on weekends or as a part of a bi-weekly seminar to enhance job experiences.

DAILY ANNOUNCEMENTS

Students will be informed of activities and events at Central High School by daily announcements during the "Communication Break". Students are to remain in class during announcements, and it is their responsibility to watch and listen to all the announcements. Announcements are available throughout the day on all classroom and hall monitors. Students wishing to place items in the announcements must secure a form from the front office, have it authorized by a staff member and be turned in to the office no later than 7:50 a.m.

DANCES

Dances are open to all current Forest Hills Central High School students. Students bringing a guest must obtain a guest pass in the high school office by their host prior to the dance. Hosts will be responsible for the actions of their registered guests.

GUIDELINES

1. All dances will begin at 8:00 PM and end at 11:00 PM, with the exception of Prom. Students are expected to have transportation immediately following the dance.
2. In accordance with FHPS Guiding Principles, the CHS Dance Policy states: "Acceptable behavior must be demonstrated by all students in attendance. Students will be appropriately dressed, demonstrate appropriate conduct, and show respect to all school chaperones. All dance styles must comply with the standards of modesty and safety. Dancing styles that involve intimate touching or movements are not allowed. No grinding or freak dancing will be allowed. By purchasing a ticket, students will be accepting these dance behavior expectations and the possible consequences of being asked to leave the dance if they do not cooperate with school personnel."
3. STUDENTS WHO LEAVE THE DANCE MAY NOT RETURN.
4. NO ONE WILL BE PERMITTED TO ENTER ANY DANCE AFTER 10:00 PM.
5. Guests should have student i.d. or driver's license.
6. Middle school students are NOT allowed.
7. No ticket sales at the door.

DANGEROUS WEAPONS, FALSE ALARMS, AND BOMB THREATS

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. Criminal charges may be filed for this violation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

The policy also includes as weapons such actions as bomb threats, reporting false fire alarms or other dangerous conditions.

DISCIPLINARY SANCTIONS

Behavior, which disrupts the orderly education process in the classroom or on school grounds, will not be tolerated. Since each disciplinary situation is somewhat unique, it is difficult, if not impossible, to categorize misbehavior and the consequences for that misbehavior. Nevertheless, the following will serve as a guide to anticipated disciplinary consequences for acts of student misconduct.

It is understood that a lesser or greater penalty may be imposed on any student, if, in the judgment of the administrator, the situation warrants it. The severity of the punishment will depend upon the circumstances, intent and the severity of the offense. The administration has the right to invoke any disciplinary measure

necessary to insure the safe and positive operation of the school.

1. **Social Probation is defined as:**
 - a. Offender(s) may not attend sporting events as a spectator, unless they are a participant in that sport.
 - b. Offender(s) may not attend a Drama/Musical/Orchestra performance, unless they're a participant in that performance.
 - c. Offender(s) may not attend any all school/all district dance-formal or informal.
 - d. Offender(s) many not participate in any extra-curricular school activities or functions not covered above.
2. **Before/After School Detention:** Before or after school detention of one 55 minute period at an assigned location at Central High School. If the detention is issued by the teacher, the detention may be served with that teacher. Unserved detention may result in suspension and/or Saturday school.
3. **School Bus Suspension:** Denial of school bus riding privileges based on misconduct constituting an abuse of that privilege.
4. **Driving Suspension:** Denial of driving privileges for a specified period of time.
5. **Extracurricular Suspension:** Students are not permitted to attend extracurricular activities (i.e. games, dances, plays, etc.) either at home or away.
6. **Alternate Learning Environment (ALE):** Supervised classroom that may be used for In-School Suspension (ISS).
7. **Out-of-School Suspension (OSS):** Students are not permitted to attend school for a specified period of time. This includes all extracurricular activities and school-sponsored activities both at and away from our facility.
8. **Expulsion:** Expulsion of a student can only occur through a Board of Education decision after the student has received all due process considerations.

DISCIPLINE FOR INCIDENTS INVOLVING ILLEGAL SUBSTANCES

Definition: For the purposes of this policy (as well as the substance abuse policy governing extra-curricular activities and athletics), the terms "illegal substances," or "drugs" shall include any of the following: (1) All controlled substances as so designated and prohibited by Michigan or federal statute; (2) all chemicals which release toxic vapors; (3) all alcoholic beverages; (4) drug look-a-likes; (5) all drug paraphernalia; including tobacco and/or other illegal paraphernalia and, (6) any performance enhancing substances.

The possession, use, or distribution of any of the above substances while at school or attending school-sponsored events is forbidden.

- a. First Offense: The parent(s) or guardian(s) shall be contacted immediately upon verification of the violation. When there is possession or use during such time that the will communicate all information and offer full cooperation to the police. Significant violations may result in an immediate expulsion by the Superintendent. In all other situations the student will be suspended for a maximum of five days and be given social probation for a period of three months.
- b. Second Offense: The parent(s) or guardian(s) shall be contacted immediately upon verification of the violation. When there is possession, sale, or use during such time that the student is under the control of school authorities and the situation warrants, the principal will communicate all information and offer full cooperation to the police. If a second or any subsequent offense occurs within twelve months of the first or any previous offense, the student shall be suspended for a minimum of two days, social probation for a minimum of three months, and an expulsion recommendation to the Superintendent may be made by the building administrator.

Delivery, sale or distribution of alcohol and other drugs, look-a-likes, or paraphernalia:

1. An attempt will be made to confiscate evidence. Observed behavior will be documented.
2. Law enforcement officials will be notified if, in the opinion of the building administrator, the situation warrants.
3. A mandatory meeting with the student and parent(s) or guardians(s) shall occur after they have been informed of the infraction. Suspension and/or expulsion procedures may result.
4. A recommendation to the Superintendent for an extended suspension or expulsion may be made by the building administrator.

DISCIPLINE FOR INCIDENTS INVOLVING ILLEGAL SUBSTANCES IF STUDENT PARTICIPATES IN EXTRA-CURRICULAR ACTIVITIES OR PERFORMANCE GROUPS

The possession, use, or distribution of alcohol, other unlawful drugs, drug look-a-likes, or paraphernalia by students participating in school sponsored clubs/organizations, instrumental and vocal performance groups, or other such Board approved activities shall be governed by the procedures established in a previous portion of this Student Handbook if the student is apprehended while attending school or a school sponsored event.

In addition to the consequences imposed upon students as described on the previous page, those students who participate in school sponsored clubs/organizations, instrumental and vocal performance groups, or other such Board approved activities shall be subject to the following consequences at all times during the duration of the season/event in which the student participates whether on or off school property:

- a. First Offense: Suspension from participation in the school sponsored activity for a period of time appropriate to the activity and circumstance (but not more than 25% of the season/activity). The student will also be suspended from participating in all other school sponsored clubs or activities for up to three months.
- b. Second Offense: The student will be suspended from participation in any school sponsored activity by the building administrator for up to one calendar year from the date of the offense.
- c. Third Offense: The student may be suspended from participation in school sponsored activities/organizations, instrumental or vocal performance groups, or other Board approved activities for the remainder of his/her school career.

This policy is intended to bring students who participate in extra-curricular events and performance groups in line with current consequences imposed upon our student athletes.

Discipline for incidents involving illegal substances if student is participating in athletics.

Both the Student Handbook and the Athletic Code Handbook govern students participating in school sponsored athletic teams. Student-athletes should consult Athletic Code Handbook concerning information regarding athletic participation consequences for violating the school's substance abuse policy.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUAL ENROLLMENT

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact their counselor to obtain the necessary information.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to school disciplinary procedures.

To ensure appropriate due process is provided a student, the following guidelines will be adhered to:

A. Students subject to short-term suspension

A student will be given both written notice of his/her suspension and the reason therefore and the opportunity to respond to the charges against him/her prior to the suspension. Short-term suspension (i.e., 10 days or less) may be appealed to the principal or to an assistant superintendent if appropriate.

B. Students subject to long-term suspension

A student and his/her parent/guardian will be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board of Education to answer the charges. The student and/or his/her parent or guardian will also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed and/or the athletic scheduled because of the inclement weather or other conditions, the School will notify the local radio and television stations and post the information on the District website at www.fhps.net

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or passport.
- B. Proof of residency.
- C. Court papers allocating parental rights and responsibilities, or custody (if appropriate).
- D. Proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Students may need to Test Out to meet MMC requirements.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the Forest Hills Public Schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the Forest Hills District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Forest Hills Public Schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EQUAL EDUCATION OPPORTUNITY

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Forest Hills Public School District that no person shall on the basis of race, age, color, religion, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the District, including employment.

Any questions concerning Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex, or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Assistant Superintendent of Administrative Services
Forest Hills Public Schools
6590 Cascade Road, SE
Grand Rapids, MI 49546
Telephone (616) 493-8805

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

EVENING USE OF BUILDINGS

All afternoon and evening meetings must first be approved by an administrator through the building use form process.

Regular school activities will not be displaced by outside agencies. Students participating in an activity are reminded to:

1. Complete a building use form for use of school properties (forms obtainable in main office).
2. Have a sponsor.
3. Request audio/visual equipment on the building use form.
4. Remain within the limits of activity.
5. Protect school property and clean up after the event. Every effort should be made to keep Central High looking neat and clean.

EXAM POLICY

All students are expected to take a midterm and final written exam in every class. Individual variances from this policy must be cleared by the building principal.

EXTRACURRICULAR ACTIVITIES

Clubs and Activities

Debate Team
DECA
Diversity Club
Environmental Club
Forensics
National Honors Society
Odyssey of the Mind
Robotics Club
Science Olympiad
Ski Club
Volunteer Program
Bandtasia

Drama

Musical
Senior/Junior Play
Random Acts of Talent Show

Music

District/Regionals
State Competition
Choir
Fall Concerts
Winter Concerts
Spring Concerts

FIELD TRIPS AND EXCURSIONS

It is the policy of the school to provide supervision for the any group that represents Forest Hills Central at other schools or places of interest. All members of such groups are required to travel both to and from the place visited with the coach of the team, the sponsor of the team, the sponsor of the activity, or some other faculty representative. No student may participate in any school-sponsored trip without parental consent.

FIRE, TORNADO & LOCKDOWN DRILLS

Report all fires to the nearest staff member immediately, and pull the nearest fire alarm located in the hallways. Fire drills are required by law and are an important safety precaution. It is essential when the first signal is given all students and faculty clears the building by the prescribed route as quickly as possible. During tornado drills students are to accompany teachers to the assigned area within the building. Tornado and fire instructions are posted in each classroom.

In 2006, legislation was passed which requires schools to perform a minimum of two lockdown drills per year. Drills conducted under these acts are required to include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises.

FOREST HILLS PUBLIC SCHOOLS DISTRICT VISION, MISSION AND GUIDING PRINCIPLES

VISION

Forest Hills Public Schools...all learners achieving individual potential

MISSION

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills, and experiences necessary to build meaningful and productive lives.

THE FOUR WAY TEST

As we pursue our mission together, staff and students are encouraged to always consider the following four-way test of the things we think, say or do:

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

“GO RIGHT THROUGH”

Sung to the tune of the MSU Fight Song
Go right through for FHC,
Watch the score keep growing!
Ranger teams are bound to win,
They're fighting with a vim!
RAH! RAH! RAH!
See their team is weakening!
We're gonna win this game!
Fight! Fight! Rah! Team fight!
Victory for FHC!

GRADE POLICY FOR REPEATED COURSES

Students will be allowed to repeat a course in which he/she has not demonstrated a satisfactory level of achievement (C- or lower), the following policy will apply for courses repeated at Central High School, including Summer Academy: Students may repeat a course in which his/her semester grade is C- or lower, no additional credit may be earned (unless the student had previously failed the course) the higher of the two letter grades earned will be included in the grade point average (GPA) and on the transcript designated with an asterisk (indicating that the course has been repeated).

GRADUATION REQUIREMENTS

Requirements for graduation from Forest Hills Public Schools are established to ensure that students gain a broad and diverse background of knowledge and skills enabling them to choose and pursue future goals. The purpose of graduation requirements is:

- A. To provide courses in which students will have opportunity to gain a common background to knowledge, while learning and practicing basic academic skills.
- B. To provide an opportunity for each student to plan, pursue, and complete an elective program geared to individual needs, interests, and goals.

The students must successfully complete four years of high school attendance and twenty-two and one half (22.5) credits in grades nine through twelve in order to graduate.

To participate in the graduation ceremony, the student must have earned at least twenty-one and a half (21.5) accumulative credits. Required courses are classified by clusters below. The number of required credits is noted by clusters.

- I. CORE REQUIREMENTS: All students must complete the core requirements in the four major areas listed below. This block includes 14 credits with a minimum number of credits as listed.

Math 4.0

Science 3.0

English & Communication 4.0

Social Studies * 3.0

*Social Studies - 1 credit U.S. History, ½ credit Government, ½ credit World Studies, and 1 credit in Civics and Economics.

In addition, students will complete the following requirements:

- II. HEALTH & PHYSICAL EDUCATION

All students must complete 1 credit of Physical Education and Health.

- III. VISUAL, PERFORMING, OR APPLIED ARTS

All students must complete 1.0 credit from this cluster.

V. ON-LINE LEARNING EXPERIENCE

All students will earn one credit in this area.

SUBTOTAL 16 cr.

VI. ELECTIVES 6.5 cr.

A total of 6.5 elective credits are required for graduation.

TOTAL 22.5 cr.

GUIDANCE SERVICES

The guidance program is an integral part of the total school program and involves student, teachers, parents, and administrators, as well as counselors. The goal of the guidance department is to assist each student in reaching his/her greatest potential.

The Counseling Staff is available to meet with you by appointment. Students may make appointments to see their counselors by checking with the guidance secretary before school, after school or during passing time between classes.

GUIDING PRINCIPLES

We believe Forest Hills Public Schools is a learning organization, built upon integrity, and to this end we are committed to the principles of:

- Caring
- Collaboration
- Open Communication
- Diversity and Inclusiveness
- High Expectations
- Learning
- Respect
- Trust

As we pursue our mission together, staff and students are encouraged to always consider the following four-way test of the things we think, say or do:

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build good will and better friendships?
4. Will it be beneficial to all concerned?

HALF DAY SCHEDULE

NO Zero Hour

First Hour.....	7:40am-8:10am
Second Hour.....	8:15am-8:44am
Third Hour.....	8:50am-9:20am
Fourth Hour.....	9:25am-9:55am
Fifth Hour.....	10:00 am-10:25am
Sixth Hour.....	10:30am-10:55am

HOMEBOUND INSTRUCTION

Forest Hills Public Schools shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for instruction. Applications must be approved by the Administration. Forest Hills Public Schools will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

HOMEWORK

Most courses in high school require a reasonable amount of outside preparation. Some of this work maybe done during study time in class periods, but the remainder of the homework must be done at home.

If students apply themselves to the job of studying during a set period of time that has been designated for this purpose, they will soon discover that the amount of time necessary for studying is not unreasonable.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the district nurse. If there is a documented medical reason or religious reason for not immunizing the student, a waiver may be signed by a parent/guardian. Please contact the Health/Wellness Coordinator at 493-8870, or the school registrar.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Student Services at 493-8770 to inquire about evaluation procedures and programs.

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Assistant Superintendent for Instruction at 493-8806 to inquire about evaluation procedures and programs offered by the District.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

INSURANCE

Forest Hills Public Schools offers an insurance program to supplement your personal coverage or an opportunity to sign a waiver, if you feel you are adequately covered. The firm of First Agenda provides the coverage.

INTERNET AND NETWORK CODE OF CONDUCT

1. You must agree to the terms of the "Agreement for Acceptable Use of Technology Resources".
2. Use of the network which includes the local Forest Hills Public Schools computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the district. Users of the network must comply with all applicable Board Policies, the Acceptable Use Agreement, and the following guidelines:

- a. Use the network in such a way that it does not disrupt or interfere with its use by others.
- b. Maintain the integrity of files and data. Modifying or copying files/data of other users without consent is not permitted.
- c. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
- d. Treat information created by others as the private property of the creator. Respect copyrights.
- e. Use the network to access and store only educationally relevant material.
- f. Protect your passwords from others.
- g. Computer hardware or software should not be destroyed, modified or abused in any way.
- h. "Hacking" the system is not permitted. Hacking is when a computer user breaks into a computer without authorization or exceeds authorized access.
- i. The network is not to be used for commercial purposes.
- j. Respect the privacy of others. Use only your password.
- k. Electronic Devices (EDs) may be possessed and used only in accordance with Board Policy 5136, Administrative Regulations, and the District's Technology Plan. Use of EDs is subject to the District's Acceptable Use and Internet Safety Policy and Agreement for Acceptable Use of Technology Resources.

The district reserves the right to revoke a user's account, as well as to take disciplinary or legal action, if it is determined the user is, or has, engaged in unauthorized activity or is violating, or has violated, this Internet and Network Code of Conduct.

Students violating any portion of the Forest Hills Public Schools Internet and Network Code of Conduct may face disciplinary action which could include, but is not limited to, warnings, detentions, suspensions, restrictions and/or loss of technology access and use, restitution for damages and/or network downtime, as well as possible expulsion from school based on the number of previous violations and/or the nature of the circumstances surrounding a particular violation.

KENT CAREER/TECHNICAL CENTER

The Kent Intermediate School District provides Forest Hills Central students with the opportunity to attend a technical center designed to prepare them for careers. Students are released from school during the day to attend the Kent Career/Technical Center. Three separate two-hour sessions operate to accommodate the students. Students may attend one of the three sessions. Interested students may apply for admission to the Kent Career/Technical Center usually in February and March of their sophomore year.

LOCKERS/ STUDENT VALUABLES

Lockers, including gym lockers, are the property of Forest Hills Central High School. Students are responsible to see that their locker is kept locked, clean, and in order at all times. Combinations are assigned and recorded through the Assistant Principal's office. Do not use another student's locker at any time. The school cannot assume liability for items lost, stolen or damaged. Please secure your valuables. (See Search and Seizure, page 28). Jewelry, expensive clothing, electronic equipment – particularly I-pods, money, cell phones, cameras, etc, are tempting targets for theft. Students are encouraged not to bring such items of value to school. FHC cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Report all suspected thefts to the Campus Safety Officer.

LOST AND FOUND

Lost items should be reported to a teacher or an assistant principal immediately. Items found should be turned in to the main office. Keep valuables locked away at all times or carry them with you.

LUNCH ROOM REGULATIONS

Forest Hills Central High School staff expects that all its students will conduct themselves properly during lunch periods, practice good table manners and abide by the following rules:

1. Students may eat only in the cafeteria or on the patio.
2. Students are to leave their area clean and suitable for luncheon use by other students.
3. Students must properly dispose of all waste materials.
4. Students are not to throw any object, no matter how small or how short the distance.
5. No food, pop or candy is to be taken into the carpeted areas of the building.
6. No visitors are allowed during just the lunch period.

Violations of the above rules may result in disciplinary action.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Director of Food Service at 493-8774.

MAKE-UP ASSIGNMENTS AND TESTS

It is the responsibility of the student to ask for make-up work/tests upon returning from an absence. Students with excused absences will be given "assignment make-up" days equal to the number of days absent. Homework, major projects, and tests assigned or announced prior to the absence will be due or made-up on the day of return, unless other arrangements are agreed upon with the teacher. Parents may call the Attendance Office to arrange for homework assignments if the absence is expected to exceed three (3) days. If this situation occurs, please allow at least twenty-four (24) hours advance notice in order for teachers to gather homework material.

MAKE-UP TESTS

Students are expected to be in attendance for all examinations and tests unless they are ill or the absence falls in the excused category of the school's attendance policy. Students excused from the tests are expected to make them up based on the following guidelines:

1. Students missing only the day of the exam or test are expected to make up the exam or test on the day they return.
2. Students missing a day or more immediately before the test may be given one day to review. If a teacher wishes to give additional time, this will be at his or her discretion.
3. Make-up tests will be given in the classroom under the supervision of the teacher.

MEDIA CENTER

The Media Center is an information center and students are welcome to visit and use the Center. Information is fully accessible to students who have their ID card and students may access information via computers to obtain periodical and journals, encyclopedias and Internet-based information via our Media Center Lab. This facility is open to students during the day, before and after school, and during the lunch hours unless teachers or staff schedules it for use.

The Media Center is a place to read, research topics, study, take a test or quietly converse, with hours posted outside the Center. Currently, our on-line card catalog lists all district Media Center materials, K-12 and whether the material is available for checkout or inter library loan. To visit during the instructional day, students must obtain passes from their classroom teachers according to policies established by the Media Center with teacher and administrator input. Students are expected to remain the entire hour, unless excused via a signed pass. Food or drinks are not allowed in the Media Center at any time. Students

found with such items will have them confiscated. Most books are checked out for two weeks. Reference materials can be checked out at the end of the day for overnight use. Use of computers requires a valid student ID.

As in all libraries, students must have their ID card to borrow materials. Individual students who sign out the materials are responsible for the return of Media Center materials so that other students may use them. Students may determine if they have overdue materials by checking the Patron Access Workstations by using their patron bar code number. Students may renew materials once, then must return the material so that other students may utilize them.

Overdue notices are sent out for distribution to students via their second hour teacher. Lost or damaged materials must be paid for, covering replacement costs. Until replacement or return is accomplished, no additional materials may be checked out from the Media Center and records of unresolved matters are documented.

MEDICATIONS

The guidelines for administering student medication have been developed to promote a safe and drug-free educational environment while providing for the medical needs of the students. A Medication Authorization statement must be completed by the student's health care provider and parent/guardian before **school personnel administer any medication**, or, when permitted, self-administered by the student. Prescription medication may be carried and self-administered by high-school students if authorized by both the student's health care provider and parent/guardian. Students may also carry over-the-counter medication if authorized in writing by the parent/guardian. All medication should be carried in the original container with no more than one day's dosage. Parents and students should note that FHC staff are prohibited from providing medications of any kind.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the principal or counseling office whenever such help is needed.

NATIONAL HONOR SOCIETY

NATIONAL HONOR SOCIETY ADVISOR

Ms. Patricia Richardson

The purpose of National Honor Society is to reinforce, recognize, and stimulate: an enthusiasm for scholarship, render service, the promotion of leadership, and development of character in the students of Forest Hills Central High School. All National Honor Society activities are service related. Members are required to give of their time in service to various community and school service projects (18 hours/year).

Selection Procedure

Interested students who wish to be considered for Honor Society membership must meet the following criteria: Must be an 11th or 12th grade student who has attended CHS for at least one semester, 3.50 GPA ,

must demonstrate high standards of character, leadership, service and scholarship. Being a member is a privilege and an honor; along with this comes a responsibility to our community and our school. It is expected that all members meet responsibilities, demonstrate high standards of honesty, reliability, fairness and tolerance, cooperate in a willing spirit with rules and regulations and uphold principles of morality and ethics.

Eligible candidates will be notified in the fall, they must submit requisite informational materials for consideration by the National Honor Society Advisors(s) by a day to be determined and communicated to eligible candidates. The Faculty Advisors, appointed by the principal, reviews informational materials submitted by the required date, evaluates individual candidacy, and the advisor (on behalf of the Committee) will notify candidates if they are selected to our chapter of the National Honor Society (Chapter 16136). NOTE: Membership is conferred upon selected and eligible candidates and not on the basis of grades and/or interest alone. Students who wish to be considered as a candidate for National Honor Society should be involved in service to their school and community and be active participants in activities during their high school years. There is a limited timeline for this annual review: notification of eligible candidates, consideration, selection, and notification process. Therefore, this process occurs at the beginning of the Fall Semester, occurs only once per year.

Membership Requirements

Our NHS is governed by this pledge: "I pledge myself always to seek the light of truth, to hold scholarly habits, to engage in worthy service, and to lead forward in all things that shall advance the welfare of my school."

Those selected for membership must attend the mandatory induction ceremony in December and he/she must also demonstrate a commitment to the society by maintaining the standards of the society as dictated by the pledge.

Discipline/Dismissal

The advisor, on behalf of the Faculty Council, has the ability to place an NHS member on probation or place additional requirements upon a member that has not complied with membership requirements. If a serious infraction occurs that requires a dismissal hearing. A letter of notification will be sent to the student and parent/guardian of the student involved and a date will be set up for a hearing with the Faculty Council,(five faculty appointed by the Principal). After the hearing, the Faculty Council must determine the action to be taken and this may include dismissal. Once the decision is final the student and parent/guardian of the student involved will be notified. The dismissed member may appeal the decision of the Faculty Council if the procedure for the dismissal hearing is in question. This appeal should be made to the principal. A student who is dismissed or who resigns is never again eligible for membership in NHS.

NCAA ELIGIBILITY REQUIREMENTS

(as of 2010-2011 School Year, please see Counselor for updated information)

Students who wish to play NCAA Division I or II intercollegiate athletics must be certified by the NCAA Eligibility Center. To be certified, you must:

1. Graduate from high school. You should apply for certification before graduation if you are sure you wish to participate in athletics as a freshman at the college to which you will be admitted. The Eligibility Center will issue a preliminary certification report when you have had all your materials submitted. After you graduate, the Eligibility Center will review your final transcript to make a final certification decision according to NCAA standards.
2. Earn a grade point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 16 academic courses for Division I and 14 academic courses for Division II which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for "+" or "-" grades. The

chart below shows what your core courses must include at a minimum.

Core Units Required for NCAA Certification

	Division I	Division II
English Core	4 years	3 years
Math Core*	3 years*	2 years
Science Core	2 years	2 years
Social Science Core	2 years	2 years
From English, Math or Science	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion)	2 years	2 years
TOTAL CORE UNITS REQUIRED	16	14***

***** Please note that for the class of 2013, Division II must have core units of 16.**

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 1 year of additional English, math or science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

IMPORTANT NOTE: For students enrolling as college freshmen during 2010 and thereafter, Division I certification requires 2 years of math, including at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).

3. Earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the recentered SAT (or 700 on the non-recentered SAT) on a national test date.

For Division I: The minimum grade point average in the 13 core courses and required ACT or SAT score vary according to the Initial Eligibility Index below. This index applies to students enrolling as college freshmen during 2010-2011 and thereafter who wish to participate in Division I athletics.

Core GPA above	ACT Sum	RC SAT	SAT	Core GPA	ACT Sum	RC SAT	SAT
2.568	820	700	2.250	77	920	800	
2.500	68	820	700	2.225	78	930	810
2.475	69	830	710	2.200	79	940	820
2.450	70	840-850	720	2.175	80	950	830
2.425	70	860	730	2.150	80	960	840
2.400	71	860	740	2.125	81	960	850
2.375	72	870	750	2.100	82	970	860
2.350	73	880	760	2.075	83	980	870
2.325	74	890	770	2.050	84	990	880
2.300	75	900	780	2.025	85	1000	890
2.275	76	910	790	2.000	86	1010	900

OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus activities shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to comply with the rules and regulations specified within this handbook and the Board of Education policy for Forest Hills Public Schools will result in the consequences described above.

POSSESSION OF ELECTRONIC EQUIPMENT/USING CAMERA CELL PHONES

Electronic devices, such as cell phones, iPods, camera cell phones, tape or CD players, video games, laser pointers, etc. and their earphone attachments are not permitted to be used in the classroom, unless for instructional purposes, during the school day. If seen or heard in a classroom or instructional setting, these devices will be confiscated and the student will not be able to pick up his/her device from an administrator until the end of the day. The second offense will result in the confiscation of the property until claimed by a parent. A third offense will result in confiscation of the property until the end of the school year, and/or meeting with parents, and/or one day of in-school suspension and thirty days of social probation, which prevents a student from attending dances, athletic events and other school functions at home or away. On the fourth offense, the probation is longer. Electronic devices may be used in common areas during non-instructional time.

The school prohibits the use of any video device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing in any location is also prohibited.

IMPROPER USE OF ELECTRONIC DEVICES

While on school property, participating in an extracurricular activity or attending a school event or activity, students may not use cell phones, PDA's or other electronic communication devices to bully, harass, demean, or degrade other students, school staff, teachers, administrators or other members of the community. In addition, use of electronic communication devices in a way that threatens or otherwise interferes with the District's ability to effectively educate students is strictly prohibited, regardless of whether that use occurs on or off school property.

While on school property, participating in an extracurricular activity or attending a school event or activity, students are also prohibited from using cell phones, PDA's or other electronic devices to send, receive, download or store any image in which a person is partially or completely nude. A male is considered "partially or completely nude" if any part of his genital area or buttocks is exposed, and a female is considered "partially or completely nude" if any part of her genital area, buttocks, or breast(s) is exposed. Please be aware that sending, receiving, downloading, or storing these images can have extremely serious and life-changing consequences. Student caught with nude or partially nude pictures of underage people could face felony child pornography charges, and Michigan law may require their expulsion. Also, if convicted, the student could be forced to serve time in prison/juvenile detention and would be required to register as a sex offender.

Please be aware that any cellular phone, PDA or other electronic communications device brought onto school property or to a school activity or event may be searched by school personnel if the District has a reasonable suspicion that the student has violated this policy. A student who violates this policy will be subject to discipline, up to and including expulsion.

POSTERS

Signs or posters advertising various school-related or student activities must be approved and stamped by the main office prior to posting. Signs and posters should be placed on bulletin boards, and must be removed promptly after the activity is completed.

PROCEDURE FOR THE USE OF THE BREATHALYZER

1. If a student is reasonably suspected of using or being under the influence of alcohol, based on observable behaviors such as odor, blood shot eyes, and impaired or altered coordination, the student will be so informed by an administrator and the school's policy of parent contact and student suspension will be initiated. (See Illegal Substances, page 18).
2. If a student denies alcohol use, the student will be given the opportunity to take the Breathalyzer test that could prove the student's innocence.
3. A refusal to submit to the breathalyzer test does not, and will not, automatically signify guilt on the part of the accused; an administrator has already made this determination based on observable phenomenon (see #1).
4. Only a high school administrator or designated staff member who is trained in the use of the Breathalyzer will administer the test.
5. The Breathalyzer test shall be administered in a private setting. A parent will be notified and encouraged to be present whenever possible for the test.
6. Any registration of alcohol on the Breathalyzer is considered a violation of school policy as it relates to the use of alcohol; therefore, the school will not assume the role of determining the degree of alcohol use.
7. Unless a student is proven innocent by the Breathalyzer test, school officials will proceed with the suspension procedure as stated in the "Illegal Substances" policy.
8. Administrators may refer any case involving suspected consumption or possession of alcohol to the police. Administrators may request the police to administer a breath alcohol test to a student reasonably suspected of having consumed alcohol.

PROGRESS REPORTS

Progress reports indicating a student's performance in an individual class may be issued at any time during the marking period. These reports may be issued for students who are working above potential as well as for students who may be failing. Students not working to their potential are a cause for concern which may need correction.

REPORT CARDS

Report cards are sent home with pupils at nine-week intervals. These report cards are meant to be a description of the scholastic progress a student has made. The grade reports at the end of the first and third marking periods shall be considered "in-progress grades". The semester grade is not necessarily an average of the two marking periods. Final report cards will be mailed to the parent/guardian. Any errors should be reported to the guidance office.

RESTRICTED AREAS

1. Students are not allowed to be in elevators, maintenance areas or **parking lots** without permission during the school day, including the lunch hour.
2. Students are not to be in the **gyms, cafeteria and auditorium** without permission during the school day.

RIGHTS OF NOTIFICATION

Public Act 131 of 1993 was recently passed to amend the Pesticide Control Act. This new amendment requires that schools notify parents and guardians of the right to be notified prior to application of pesticides at their school. The materials which are considered pesticides and are used at school sites are fertilizer, herbicide, and bee and ant spray. Certified technicians are used in the application process and most of it is applied during the summer months. All areas that are being treated are posted with the proper signage. Should you want to be notified prior to application, please contact the high school office.

SAFETY

Due to heavy traffic in the immediate school area, students should exercise caution at all times when walking or driving on school property. Students riding buses should be especially careful to follow all safe boarding and de-boarding practices. Students who arrive or leave in passenger cars must not interfere with the traffic flow of the school buses.

SCHEDULE CHANGES

Students who need to drop and/or add classes must see their counselor to discuss the change needed. In most cases parent permission will be required, and a change will be made only after the student obtains the required form from his/ her counselor, has the form signed by all teachers involved, and returns the form to the guidance secretary.

All Drops and Adds must occur during the first 5 days of each semester.

Classes dropped during the first five (5) school days of the semester will be dropped with no record on the student's transcript. Course level changes which are recommended by the teacher and approved by the parent or guardian and the counselor may be made outside this time limit if space allows. The student's grade at the time of the change will be transferred to the new class

SCHOOL BUSES

All students are urged to ride the school bus provided for their convenience. Riding the school bus is a privilege, not a right. Students are expected to discipline themselves and comply with the orders of the operator. Misconduct on buses will not be tolerated, and will result in forfeiture of the privilege of riding. There must be no disturbances of any kind which might distract the driver and imperil the safety of the passengers.

TO ALL STUDENTS:

1. A student should always be at the bus stop at least five minutes before the bus is scheduled to be there.
2. Bus riders must remain seated when the bus is in motion.
3. Bus riders should not move to board a bus until it is completely stopped and the door is open.
4. Bus riders should leave their seats only after the bus has come to a complete stop at their own bus stop.
5. No part of the body should be allowed to protrude from the window.
6. Shouting, screaming, smoking, vulgar talk, running, fighting, squirt guns and pushing are not permitted.
7. Any damage to the bus shall be paid for by the rider causing the damage.
8. All riders should help keep the bus clean and sanitary on the inside. Eating, drinking or smoking is prohibited on the bus at all times.
9. Be courteous and obedient to the bus driver to enable that driver to make the school bus ride safe.
10. Musical instruments must be held by the owners. Do not leave them in the aisles, at the front door, or rear emergency door.
11. No pets or animals are allowed on the bus.
12. No student is permitted to get off the bus at another school or at another student's bus stop without written permission from a parent and approved by an administrator.
13. All students must board the bus at their assigned schools, unless special permission is given from an administrator
14. The bus driver will report all misbehavior to an administrator for disciplinary action.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Care of Property

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, vehicles) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. The Board of Education authorizes the use of canines, trained in detecting the presence of drugs. This means that detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

SMOKING POLICY

Central High School is a smoke-free facility. It is illegal for students to possess tobacco products and/or smoke on school property or while attending a school-sponsored activity. Matches, lighters, or any other device used to light tobacco are prohibited. Electronic cigarettes are also prohibited on school property, or while attending school sponsored activities. (P.A. Number 314.) Students who violate the tobacco policy will be given the following consequences:

FIRST OFFENSE: One (1) to two (2) days of suspension

SECOND OFFENSE: Three (3) day suspension (and each succeeding offense)

SNAP SUSPENSION

Teachers may suspend students from a subject, class, or activity for up to one day when a student engages in inappropriate behavior that includes but is not limited to the following: 1) acts of aggression towards himself or others, 2) a student possesses a dangerous weapon as defined in Section 1313 of the Michigan Revised School Code, 3) a student makes profane or vulgar comments (oral or written) toward a classroom teacher, 4) a student engages in inappropriate physical contact of a sexual nature, or 5) a student disrupts the educational process by behaving inappropriately.

SPECIAL SERVICES

SCHOOL PSYCHOLOGIST- SOCIAL WORKERS

Forest Hills Public School provides psychological and social work services to its students. Parents requesting this service may inquire through an administrator or the counseling department. Students may request the services through their counselor, administrator or teachers. Psychological and social work services include testing, diagnosis, and placement for special education programs.

STUDENT ACTIVITIES

Forest Hills Central High School offers a variety of opportunities for student involvement. Being involved in projects and activities helps contribute to the success of the total school program, and is part of a comprehensive high school experience. (See extracurricular activities for clubs and teams.)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy each student will be expected to take the appropriate Michigan Merit Testing Out Exam.

STUDENT ASSISTANCE

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties or other crisis situations that are interfering with their academic, social or emotional progress may request assistance for help through a counselor, administrator, school psychologist, social worker or a teacher. Parents, teachers, or other students may also refer students they know are involved in a situation too difficult to handle alone. All referrals will be handled confidentially. Immunity from school discipline may be offered to students who make self-referrals provided they are not violating the schools discipline policy at the time of the referral.

STUDENT CODE OF CONDUCT

In an effort to give students a general idea of what is expected of them, we offer the following guidelines for students' conduct at school:

ATTEND school on a regular basis.

BE PROMPT in arriving to assigned places.

UNDERSTAND and follow all school policies.

RESPECT the worth and dignity of each individual.

RESPECT the rights of fellow students.

RESPECT the rights and responsibilities of faculty members as they perform their duties.

RESPECT the rights and responsibilities of non-teaching employees, such as office personnel, custodians, aides, bus drivers and food service workers.

RESPECT personal and school property.

OBSERVE the code of conduct by using proper manners in your language, etiquette and appearance.

DEVOTE all their energies toward realizing their potential.

INVOLVE themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum, media services, counseling services and student activities.

STUDENT CODE OF CONDUCT

MILDLY DISRUPTIVE

CATEGORY 1

ACT OF MISCONDUCT

- Hallway disruption
- Littering

POSSIBLE CONSEQUENCE

1. Warning
2. Detention

- Dress Code Violations
- Unacceptable displays of affection
- Unauthorized use of electronic devices
- Leaving class without permission
- Excessive Tardiness or unexcused absence(s)
- Throwing objects (snowballs, etc)
- Posting or distributing unauthorized materials on school grounds
- Harassment
- Classroom disruption
- Disruptive behavior on a school bus
- Parking violation (also see Student Driving)
- Failure to exit the building at the completion of the school day.(See Building Hours)
- Cell Phone Violation (see page 35 of the handbook)

3. ALE(Alternative Learning Environment)
4. Extracurricular Suspension

OTHER OFFENSES NOT SPECIFICALLY LISTED WHICH ARE SIMILAR TO THE ABOVE VIOLATIONS ARE SUBJECT TO CLASSIFICATION AS CATERGORY 1 INFRACTIONS.

**SERIOUSLY DISRUPTIVE
CATEGORY 2**

ACT OR MISCONDUCT

- Truancy, excessive absenteeism, skipping
- Aiding and Abetting
- Displaying disrespect toward school personnel
- Student demonstrations
- Gambling
- Possessing tobacco products
- Forgery/falsifying information
- Provoking and/or agitating a disruption
- Failure to serve detention
- Bullying/Hazing
- Insubordination
- Using or displaying profane, obscene, indecent immoral or offensive language, gestures, or materials

POSSIBLE CONSEQUENCES

1. Warning
2. Detention
3. ALE
4. OSS (Out of School Suspension)
5. Extracurricular Suspension

OTHER OFFENSES NOT SPECIFICALLY LISTED WHICH ARE SIMILAR TO THE ABOVE VIOLATIONSARE SUBJECT TO CLASSIFICATION AS CATEGORY 2 INFRACTIONS.

**EXTREMELY DISRUPTIVE
CATEGORY 3**

ACT OF MISCONDUCT

- Fighting (Minimum 3 Days of OSS)
- Vandalism (student held financially liable)
- Extortion
- Theft
- Possession and/or sale of stolen property
- False activation of fire alarms
- Threat or use of hostile action toward school personnel or a student
- Sexual, racial or ethnic harassment of other students or staff members
- Arson
- Use, possession of, and/or concealing a weapon* (see revised school code Section 1311)

POSSIBLE CONSEQUENCES

1. ALE
- 2.OSS *
3. Recommendation for Expulsion
4. Extracurricular Suspension

- Robbery
- Violation of sexual crimes or sexual activities (see revised school code Section 1311)
- Possession, concealment, or use of an explosive device
- Bomb Threat
- Assault
- Possession of drug paraphernalia
- Possession, use, manufacture, distribution of any controlled substance (alcohol, prescription drugs or "look-a-likes" etc.) (Mandatory 5 Days of OSS)

OTHER OFFENCES NOT SPECIFICALLY LISTED WHICH ARE SIMILAR TO THE ABOVE VIOLATIONS ARE SUBJECT TO CLASSIFICATION 3 INFRACTIONS.

STUDENT COUNCIL

The Student Council has a highly active role. Its purpose is not to govern students, but to serve as a coordination and discussion group regarding students activities between the student body and the administration. It is the place where problems, ideas or questions arising from either students or the administration can be presented for discussion and consideration.

STUDENT COUNCIL OFFICERS

2014 – 2015

President: Peyton Steensma

Vice President: Kevin Pope

Secretary: Caroline Kuiper

Public Relations: Sara Johnson

STUDENT COUNCIL REPS

Sarah Toppen
Logan Vredenburg

Taylor Matry
Nick Beaumier

Maura Gill
Leyla Erhan

Jordan George
Ben Finkelstein

SENIOR CLASS OFFICERS:

President-Zachary Hoiles
Vice President-John Hunt
Secretary-Mary Carlson
Treasurer-Joseph McClure

JUNIOR CLASS OFFICERS:

President-Humzah Azeem
Vice President-Tim Spurlin
Secretary-Rebecca Surman
Treasurer-Mackenzie Yob

SOPHOMORE CLASS OFFICERS:

President-Bennett Hendricks
Vice President-Mitch Miller
Secretary-Katie Knister
Treasurer-Rea Parocaran

FRESHMAN CLASS OFFICERS:

President-Ellie Matelic
Vice President-Holly Ford
Secretary-Scott Hadley
Treasurer-Dylan Matry

STUDENT COUNCIL ADVISORS: Deidre Mills and Casey Stradling

STUDENT DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Standards of dress, which clearly deal with the health, and safety of students will be upheld. Students dress should be neat, clean and not distract from the educational process. The final decision as to whether dress is inappropriate rests with the administration. The following guidelines shall be followed:

Hats or headwear are not to be worn in the building. Exceptions to this will be if hats or headwear are for safety, medical, instructional, or religious purposes.

Shoes or sandals must be worn.

Students are not to wear clothing or any item, which advertises alcoholic beverages, tobacco products, illegal substances, or those with obscene print, symbols, pictures, or innuendos. No clothing or jewelry or any other items are to be worn which are defamatory, potentially dangerous, discriminatory, disruptive; promote anarchy, harassment, abuse or violence.

If the dress of any student is distracting and/or disruptive to the normal classroom procedure, or is determined to be unsafe for the individual or others, he/she will be asked to change into something more appropriate. No midriff skin is to show at any time.

Sunglasses are not to be worn in the school building unless teacher/administrative approval has been given.

Girls are not allowed to wear spaghetti strap tops or ones that let bra straps show. Tops worn need to cover both shoulders with a minimum strap no less than one inch in width. "Transparent or see-through" tops are not acceptable. Tops must cover both shoulder blades in the back with no skin showing down the entire backside. Gentlemen are not allowed to wear tank tops.

Shorts/skirts, etc., will be a length so that when you stand in a relaxed fashion with your arms down to your sides with fists closed. Jeans, slacks, or shorts are not to be a style, which allows skin to show at the waistline.

Students cannot wear sagging pants, pants with inappropriate holes or showing underwear, or shirts with ripped out sleeves.

Students are not permitted to wear pajamas, sleepwear or slippers to school.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? e.g. "Johnson" "Co-ed Naked", or "Hooter's" t-shirts (no)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

Are any undergarments showing? (no)

Would I interview for a job dressed like this? (yes)

If your child is found to be in violation of the dress code, they will be asked to change their attire. If they do not have additional attire, they may be asked to call home and have clothing brought to school for them. Subsequent violations may be subject to disciplinary.

We hope you understand that these actions are not intended to be punitive in nature, but rather to protect the school environment and allow it to remain a place of learning. Anything that distracts from the educational process also detracts from learning.

STUDENT DRIVING RULES

Driving to school is a privilege at Forest Hills Central reserved for Juniors and Seniors. If there is a request by a Sophomore to drive to school, it must be in writing by a parent/guardian showing support for the student's need to drive and addressed to the Assistant Principal.

Students who drive must register their vehicle. Registration should be done during orientation. Those who may not be able to attend orientation have the first two weeks of school to register their car before it will be considered not registered and will be ticketed. One permit sticker will be issued for the vehicle driven most frequently.

All FHC permit stickers must be attached to the lower left-hand side of the front windshield ONLY. If the student drives a different vehicle other than the one registered, they will need to remove the sticker and transfer it to the vehicle being used. When a vehicle is sold or transferred, that information must be supplied to the Main Office and a new application must be filed. Vehicles without the appropriate permit sticker will be ticketed and violations may result in suspension of parking privileges. Having more than one parking ticket issued to you may result in the application of the "immobilizer". Removal of the immobilizer will cost \$25.00.

FIRE LANES AND HANDICAPPED AREAS ARE PATROLLED BY ADA TOWNSHIP. THAT AUTHORITY ISSUES TICKETS REGULARLY TO VEHICLES IN VIOLATION. FOREST HILLS CENTRAL DOES NOT HAVE JURISDICTION IN THE MATTER! THESE TICKETS ARE COSTLY AND STUDENTS ARE ADVISED TO STAY CLEAR OF THESE VISIBLY MARKED AREAS.

STUDENTS ARE PROHIBITED FROM PARKING IN FRONT OF THE SCHOOL, IN THE STAFF LOT OR TRANSPORTATION (BUS GARAGE) PARKING LOT.

FOREST HILLS CENTRAL IS A CLOSED CAMPUS.

Definition of off campus violation:

- Failure to follow proper sign out procedure.
- Driving off campus without proper authorization
- Driving or attempting to drive another student off campus
- Being a passenger in a vehicle that is driving or attempting to drive off campus

CONSEQUENCES:

- **First Offense:** Loss of driving privileges for both driver and passenger(s) for 10 school days.
- **Second Offense:** Loss of driving privileges for both driver and passenger(s) for 20 school days.
- **Third Offense:** Loss of driving privileges for both driver and passenger(s) for the remainder of the semester.

Please note that any violation or combination of violations will result in escalating consequences. Also understand that if it is determined that the driving privilege has been abused, his/her driving permit will be revoked by the school administration.

Students with permit stickers must park in designated areas:

- Students with off-campus classes should park in the front SW parking lot.
- Students may not park in the Transportation parking lot or any teacher/visitor lot.
- Failure to park in the specified student areas could result in an “immobilizer” application to the car. Removal of the “immobilizer” will cost \$25.00.

Students will not be allowed to “visit” vehicles during the school day without permission. All student should lock their vehicles upon arrival at school and will not be allowed to return to their vehicles until the conclusion of the school day. **STUDENTS ARE NOT ALLOWED TO DRIVE FROM THE SCHOOL GROUNDS DURING THE LUNCH PERIODS.**

Students are expected to follow all sign-out procedures if they leave school properly for specified appointments (see Student Handbook). Leaving the building without permission, or not following appropriate sign-out procedures, or transporting any student off campus, or failure to comply with the rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

Students are expected to operate motor vehicles in a safe and cooperative manner at all times and to allow school buses the right of way. (Note: School buses whose red or AMBER flashers have been activated may not be passed for any reason. It is the law!).

EXCESSIVE TARDINESS, TRUANCY, SKIPPING CLASS, AND OTHER INFRACTIONS ARE GROUNDS FOR REVOKING A STUDENT’S DRIVING PRIVILEGES. THIS WILL REQUIRE THE STUDENT TO RIDE THE SCHOOL BUS OR TO ARRANGE ALTERNATE TRANSPORTATION.

STUDENTS WHO DRIVE TO SCHOOL WHILE THEIR DRIVING PRIVILEGES ARE SUSPENDED WILL LOSE DRIVING PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR.

Speeding, reckless negligent driving or driving over any curbs on the premises may result in suspension of or permanent loss of on campus driving privileges.

The Forest Hills Public Schools are not responsible for damage, theft or loss incurred to vehicles parked in district lots. Any claims arising from the same while on school property should be made upon the policy held by the vehicle owner.

The 2013-2014 Parking Permit fee is \$35.00...DON'T FORGET-the speed limit in the parking lot is 10 miles per hour!!!!

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

Students may not participate in any fund-raising activity on school property without submitting a fund raising request form and receiving the approval of the Principal.

STUDENT I.D./DATA CARD

Students are required to have their ID cards in their possession during the school day or at any school activity. ID cards may be used for the computer lab and media center, and as a debit card in the cafeteria. A one-dollar fine will be charged for a one-day temporary ID card. Replacement cost for lost ID cards is \$5.00. Students must present their ID when requested by school personnel.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Parents may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law.

Students and parents have the right to review and receive copies of all educational records. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the parent(s) to submit to or participate in any survey, analysis, or evaluation.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he **must** notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

TELEPHONES

No calls should be made during class periods. Students who become ill during the school day should use the phone in the Attendance Office.

TESTING OUT

Any high school student who wishes to test out of a course in which s/he is not enrolled may take the final examination for the course but must receive a grade of at least C+ (77%). In a case where a final

examination is not given, a basic assessment may be used to determine mastery. Completion of a course earned by a student through this process may be used to satisfy a course or course-sequence requirement and may be counted towards the required number of credits for graduation, but not to determine the student's GPA. Testing-out opportunities are offered in June, July, August and November. Deadlines for applications are no later than two weeks before the test is administered.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled with care. Damage or loss of the textbook, other than normal use, will become the financial responsibility of the student.

TRANSCRIPT REQUESTS

When a student submits a college or scholarship application to the counseling secretary for processing, a transcript will be prepared and mailed with the application. A yearly, one-time processing fee of \$10.00 per student is recommended when the first copy of a transcript is requested. There is no additional charge for sending mid-year reports or final transcripts after the initial application. As provided by the Board of Education Policy and federal law, the high school will provide the information from a student's records requested by the institution to schools and colleges in which a student seeks to enroll.

Secondary School Reports and transcripts accompanying applications for admission to colleges will include information requested from the student's academic and personal record. ACT and SAT scores will be reported unless the student completes a form requesting that no test scores be reported; the student then assumes the responsibility of requesting score reports from the testing companies. Exact class rank will not be reported.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Forest Hills Central High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the Registrar for specific details.

TWO HOUR DELAY SCHEDULE

NO Zero Hour

First Hour.....	9:40am-10:20am
Communication Break.....	10:20am-10:30am
Second Hour.....	10:35am-11:10am
Third Hour.....	11:15am-11:50am
Fourth Hour.....	11:55am-1:25pm
First Lunch.....	11:55am-12:20pm
Class.....	12:25pm-1:25pm
Second Lunch.....	12:30pm-12:55pm
Class.....	11:55am-12:27pm & 12:57pm-1:25pm
Third Lunch.....	1:00pm-1:25pm
Class.....	11:55am-12:55pm
Fifth Hour.....	1:30pm-2:05pm
Sixth Hour.....	2:10pm-2:45pm

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

All students wishing to bring a visitor must submit a completed visitor permission slip no later than two days prior to the visit. The visitor must remain with the host student all day. No visitors are permitted in the days immediately preceding holidays or exams. The administration reserves the right to deny approval for visitation.

WEAPONS EXPULSION FOR DANGEROUS WEAPONS

Revised School Code (Sec. 1311)

- “If a pupil possesses in a weapon free school zone a weapon commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5). However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:
 - a. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
 - b. The weapon was not knowingly possessed by the pupil.
 - c. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
 - d. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or policy authorities.
- The pupil’s expulsion must be entered on the pupil’s permanent record.
 - a. The pupil is expelled from all Michigan school districts unless placed in an appropriate alternative education program.
 - b. The program must be operated in a manner, which ensures that the expelled pupils are “physically” separated at all times during the school day from the general pupil population.
 - c. If the pupil is not placed in an alternative education program, the school district may provide or arrange appropriate instructional services for the pupil at home.
 - d. The school district is not required to expend more money educating expelled student than the district receives as a foundation allowance.
- Within three days of the expulsion, a school official must refer the expelled student to the county department of social services (DSS) or community mental health agency.
 - a. Note the additional federal requirement to refer students to the criminal justice or juvenile delinquency system following an expulsion.
 - b. In order to assure consistency of referrals statewide, the Department of Education suggests that districts use the “School Expulsion Form” and send it to the county DSS office and community mental health agency. Notify the student’s parent/guardian or the 18-year old student of this referral, within three days of the expulsion.

- Accept a petition for reinstatement from the expelled student’s parent/guardian or the student if at least age 18 or an emancipated minor.
 - a. Grade 5 and below: Accept petition 60 school days after expulsion. Possible reinstatement 90 days after expulsion. (For a firearm expulsion, which involves neither a firearm nor threatening a person with a dangerous weapon, a petition may be submitted at any time, but reinstatement may not occur before the expiration of 10 school days after expulsion).
 - b. Grade 6 and above: Accept petition 150 school days after expulsion. Possible reinstatement 180 school days after expulsion.
 - c. Within 10 school days of receiving the petition, a school board must appoint a committee composed of two school board members, one school administrator, one teacher and one parent of a student in the district to review the petition and related information. The superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
 - d. Within 10 school days after the committee is appointed, the committee must review the petition and any information provided by the superintendent. The committee must make a recommendation to the school board for unconditional reinstatement, conditional reinstatement, or against reinstatement (together with reasons for the recommendation) based on all of the following factors:
 - i. Risk of harm to other students and staff
 - ii. Liability risk
 - iii. Age and maturity of the student
 - iv. Prior school record
 - v. Student’s attitude regarding the incident that caused the expulsion
 - vi. Behavior since expulsion and prospects for remediation
 - vii. Parental support and cooperation, if applicable
 - e. Not later than the next regularly scheduled board meeting after receipt of the committee’s recommendation, the board shall decide to unconditionally reinstate, conditionally reinstate, or deny reinstatement to the student.
 - f. The student and/or the parent/guardian may be required to agree in writing to specific conditions before reinstatement including but not limited to:
 - i. Agreement to a behavior contract which may involve the student, parent/guardian, outside agency
 - ii. Participation or completion in an anger management program or other appropriate counseling
 - iii. Periodic progress reviews
 - iv. Specific immediate consequences for failure to abide by conditions

* The school board or school administrator who complies with this section is not liable for damages for expelling a student.

Definitions:

- a. Dangerous weapon-is a firearm, a dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device, iron bar or brass knuckles.
- b. Firearm-means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer; or any destructive device, such as any explosive incendiary or poison gas bomb, grenade, rocket, missile, or similar device. The term firearm does not include an antique firearm.

- c. Weapon free school zone means school property (building, playing field or property used for school purposes to impact instruction to children or used for school-sponsored events, and includes the area up to 1,000 feet surrounding school property), or a vehicle used by the school to transport students to or from school property.
- d. Arson-means a felony violation of chapter X of the Michigan penal code, Act. Np. 328 of the Public Acts of 1931. being sections 750.71 to 750.80 of the Michigan Compiled Laws.
- e. Criminal Sexual Conduct-means a violation of section 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g of the Michigan Compiled Laws.

Weapons-Report and Confiscation of Dangerous Weapons (section 1313/School Code)

- If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is enroute to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, immediately shall report that finding to the pupil's parent or legal guardian and the local law enforcement agency.
- If a school official finds that a dangerous weapon is in the possession of a pupil as described in subsection (1), the school official may confiscate the dangerous weapon. If a school official confiscates a dangerous weapon under this subsection, the school official shall give the dangerous weapon to a law enforcement agency and shall not release the dangerous weapon to any other person, including the legal owner of the dangerous weapon. A school official who complies in good faith with this section is not civilly or criminally liable for that compliance.
- A law enforcement agency that takes possession of a dangerous weapon under subsection (2) shall check all available local and state stolen weapon and stolen property files and the national crime information center stolen gun and property files to determine the legal owner of the dangerous weapon. If the dangerous weapon is a pistol, the law enforcement agency also shall check the state pistol registration records to determine the legal owner. If the law enforcement agency is able to determine the legal owner of the dangerous weapon, and if the legal owner did not knowingly provide the dangerous weapon to the pupil or lawfully provided the dangerous weapon to the pupil but did not know or have reason to know that the pupil would possess the dangerous weapon while in attendance at school or a school activity or while enroute to or from school on a school bus, the law enforcement agency shall send by certified mail to the owner a notice that the agency is in possession of the dangerous weapon and that the legal owner has 90 days from receipt of the notice to claim the dangerous weapon.
- As used in the section, "dangerous weapon" means firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

WORK PERMITS

The law requires students under the age of 18 to have work permits completed by their employer. These permits may be obtained from a secretary in the main office.