

FOREST HILLS PUBLIC SCHOOLS
6950 CASCADE ROAD, SE
GRAND RAPIDS, MICHIGAN 49546
(616) 493-8800

ADMINISTRATION

Mr. Daniel Behm, Superintendent
Ms. Julie Davis, Assistant Superintendent
(Finance and Operations)
Ms. Margaret Fellingner, Assistant Superintendent (Instruction)
Mrs. Christine Annese, Assistant Superintendent (Human Resources)

FOREST HILLS BOARD OF EDUCATION

Mr. Douglas C. Josephson
Mrs. Mary Vonck
Mrs. Marti Atwater
Mr. Walter F. Perschbacher III
Ms. Suzanne Callahan
Mrs. Susan Lenhardt
Mr. Michael Seekell

FOREST HILLS EASTERN HIGH SCHOOL

2200 PETTIS AVENUE, NE
ADA, MICHIGAN 49301
Office Phone: 493-8830
Main Office (Fax): 493-8839
Athletic Office Phone: 493-8838
Athletic Office (Fax): 493-8837
Attendance Office Phone: 493-8836

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.

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**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.

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?

EQUAL EDUCATION OPPORTUNITY

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, including athletic issues, 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:

Mrs. Christine Annese
Assistant Superintendent
Forest Hills Public Schools
6590 Cascade Road, SE
Grand Rapids, MI 49546
Telephone #: (616) 493-8805

WELCOME

Welcome to Forest Hills Eastern High School!

Forest Hills Public Schools has a long-standing tradition of academic and co-curricular success. You are encouraged to be an active participant this year and throughout your high school career.

Eastern High School is here to provide an opportunity for students to challenge themselves through their studies. The faculty and staff of Eastern are here to assist and provide each of its student's unique opportunities that will be rewarding and memorable.

Enclosed in this handbook are the procedures and policies that we need to adhere to so we have a school that offers a safe, healthy and friendly environment for all students, staff and visitors.

The expectation for Eastern students is very high. We expect you to stretch yourself academically, to appreciate the value of learning, to get involved in school activities, to contribute to your community, to be respectful and to care about who you are and what you aspire to become. This is your school. Work hard, get involved and be open to different ideas and experiences. Eastern High School is here because of you.

In the spirit of Eastern,

FHE Staff & Administration

INDIVIDUALS WITH DISABILITIES

The Americans 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 students, but also 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 (616) 493-8770 to inquire about evaluation procedures and programs. Because limited proficiency in the English language should not be a barrier to equal educational participation, students identified as having limited English proficiency can contact the Assistant Superintendent for Instruction at 493-8806 to inquire about evaluation programs offered by the District.

EASTERN HIGH-DAILY SCHEDULE

Zero hour	6:35 – 7:30 a.m.
First hour	7:35 – 8:35 a.m.
Second hour	8:40 – 9:40 a.m.
Third hour	9:45 – 10:40 a.m.
Fourth hour	10:45. – 12:20 p.m.
Fifth hour	12:25 – 1:25 p.m.
Communication Break	1:25 - 1:40 p.m.
Sixth hour	1:45 – 2:45 p.m.
*Early lunch	10:45 – 11:15 a.m.
*Late lunch	11:50 – 12:20 p.m.

EASTERN HIGH – OFFICE DIRECTORY

MAIN OFFICE	493-8830 – phone	493-8839 – fax
ATHLETIC OFFICE	493-8838 – phone	493-8837 – fax
ATTENDANCE OFFICE	493-8836 – phone	
GUIDANCE OFFICE	493-8830 – phone	

ADVERTISING/POSTING

An administrator must approve signs advertising various school related or student activities. The advertising must be removed promptly after the activity has ended. No posters are to be taped to outside windows.

AGE OF MAJORITY

When a student reaches the age of majority (18), s/he is afforded all the rights and privileges of adulthood. It is imperative the students who reach this status realize schools are given the right to establish rules governing their operation. A student attending Eastern High School, regardless of age, is expected to adhere to all school policies. Responsibility to the school does not change upon reaching the age of majority or by becoming an emancipated minor. **Students applying for age of majority status must show proof of voter registration, and males must have registered for the Selective Service.** Age of majority students are required to sign out before leaving the building and must call in for themselves before the end of his/her first class of the day.

ATHLETICS

Eastern 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 and enhances educational maturity. Student athletes are expected to read and abide by the Athletic Code outlined in the Athletic Handbook available in the Athletic office. All athletes must refer to this booklet to familiarize themselves with the rules governing student athlete behavior and expectations.

The following sports are offered for your participation:

FALL	<u>MEN</u>	<u>WOMEN</u>
	Football	Spirit Cheer
	Soccer	Golf
	Cross Country	Cross Country
	Tennis	Volleyball
	Swimming & Diving	
	Equestrian Team (club)	
WINTER	<u>MEN</u>	<u>WOMEN</u>
	Basketball	Spirit Cheer
	Wrestling	Competitive Cheer
	Swimming & Diving	Basketball
	Skiing	Skiing
	Hockey	Gymnastics
	Bowling	Bowling
		Pom/Dance (club)
SPRING	<u>MEN</u>	<u>WOMEN</u>
	Track	Track
	Golf	Softball
	Cycling (club)	Cycling (club)
	Baseball	Water Polo
	Rugby (club)	Soccer
	Crew	Crew
	Lacrosse	Lacrosse
		Tennis

ATHLETIC CONFERENCE

Forest Hills Eastern is a member of and participates in the Bronze Division of the OK Conference.

CLUBS, GROUPS, SERVICE AND EDUCATIONAL ORGANIZATIONS

CO-CURRICULAR ACTIVITIES

Forest Hills Eastern offers its students a variety of service and educationally oriented organizations for participation. Students are encouraged to join these various clubs or organizations. A school staff member must sponsor all student groups/clubs. Some of the clubs and organizations available to students are: Honor Society, Mock Trial, Student Government, Peer Listening, Ski Club, Debate, Volunteer Program, Odyssey of the Mind (OM), Science Olympiad, and Diversity Leadership. For more information see the Principal, Assistant Principal, or a Counselor. Watch the announcements for organizational meetings.

DAILY ANNOUNCEMENTS

Students will be informed of activities and events at Eastern 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 office, have it authorized by a staff member, and be turned in to the office no later than 7:50 a.m.

DRAMA, MUSICAL, AND VARIETY SHOW

A blend of cultural or performing arts and academics is highly recommended for all students. A play will be performed in the Fall and a musical will be presented in the Spring. Open auditions are conducted for the variety of roles required in these performances.

The Variety Show spotlights student talent in a variety of short performances. All students are encouraged to get involved and participate in the Variety Show -- even if it is a "behind the scenes" role!

ENROLLING IN SCHOOL

State law requires students to enroll in the school district in which the parent or legal guardian resides. Out of district transfer requests are approved only after interested students submit applications to Administration and are approved by the Principal. When enrolling, parents must provide to the Registrar copies of: 1) a birth certificate or similar document, 2) court papers allocating parental rights and responsibilities (if appropriate), 3) proof of residency, and 4) proof of immunizations. Students enrolling from another school must have an official transcript from their previous school in order to have their credits transferred. 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.

FIELD TRIPS AND EXCURSIONS

It is the policy of the school to provide supervision for any group that represents Eastern High School at other schools or places of interest. All members of such groups are expected to travel together with a coach, sponsor, or faculty representative both to and from the place visited.

Students taking field trips other than regularly scheduled music or athletic trips must complete parental permission forms for such trips. By Board policy, every student must have an Emergency Medical Authorization Form completed and signed by the parent in order to participate in any activity off school grounds. These forms are available in the Attendance Office. Students on authorized school trips are considered 'in attendance' at Eastern High School and are expected to make up any missed classroom assignments.

LOCKERS/ STUDENT VALUABLES

Lockers, including gym lockers, are the property of Forest Hills Public Schools. 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. FHE 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.

MEDICATION

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 school administration, 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 FHE staff are prohibited from providing medications of any kind.

SCHOOL DELAYS AND CLOSING

When unforeseen events dictate a delay of school opening or other changes in the school day schedule, radio and television stations are notified immediately. Parents are encouraged to use these as sources of information. This information also is posted on our district website at www.fhps.net. Family emergency plans for changes in the school day should include before, during, and after school arrangements. When the start of school is delayed, zero hour does **not** meet.

STUDENT ACTIVITIES/DANCES

Students who wish to initiate a school-sponsored activity or club should obtain an Activity Request Form from the Main Office. Students are encouraged to become involved in club, class, and school activities of all types.

Regulations for students attending a dance or school activity:

1. All Forest Hills Public School's rules apply at school sponsored social events.
2. In accordance with FHPS Guiding Principles, the EHS 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 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. Only current Eastern High School students are admitted to school dances. If a current Eastern student wishes to bring a guest or an alumni s/he may do so only if prior permission is granted by an administrator during normal school hours. A Guest Attendance form, available in the

Main Office, must be completed before purchasing a ticket for the guest. Permission will not be granted at the door.

4. No smoking or drinking will be permitted at any school sponsored activity (home or away). If students or guests have been suspected of drinking, their parents will be notified, and, if the situation warrants, available information will be promptly communicated to the police. Students under the influence of alcohol or drugs will not under any circumstances be permitted to drive home. Students may be subjected to a Breathalyzer Test conducted by an administrator. Discipline will be imposed independently of any possible police action.
5. No students will be permitted to enter a dance after 9:00 p.m.
6. Dances will terminate promptly at 11:00 p.m. Exceptions will be made for special occasion dances.
7. No student will be permitted to leave and re-enter a dance.
8. Loitering in the parking lot is not permitted.

STUDENT CONCERNS, SUGGESTIONS, AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to any administrator, counselor, teacher, or student government representative.

STUDENT RESPONSIBILITIES

Students will be expected to follow teachers' directions and obey all school rules. Should a student be aware of any dangerous situation or accident, s/he **must** notify any staff member immediately. State law requires all students to have an emergency medical card completed, signed by a parent/guardian, and filed in the school office.

STUDENT DRIVING AND TRANSPORTATION

Students who do not reside in the Forest Hills School district must utilize private transportation both to and from school. The parents of the attending student must assume full responsibility for this transportation. Unless a student is involved in a school-sponsored activity, it is expected students will depart promptly at the end of the school day. Applications for a permit to drive may be obtained from the Campus Safety Officer. Students are reminded that driving to, and parking on, school property is a privilege, which can be revoked at any time. All students who drive to school must register their cars. A district sponsored parking fee of \$35.00 will be charged each student who parks his/her vehicle on school grounds. Forest Hills Eastern High School parking stickers are to be displayed on the lower left corner of the driver's side windshield.

Students who drive to school are expected to adhere to the following policies:

1. Students who drive vehicles on campus must register all vehicles.
2. Students who drive vehicles on campus must park in the area designated for student parking. **PARKING IN THE AREA DESIGNATED FOR FACULTY/STAFF MAY RESULT IN A TEMPORARY LOSS OF DRIVING PRIVILEGES.**
3. Students should lock their vehicles on arrival, and **must remain out of the vehicle until the conclusion of the school day** (which INCLUDES LUNCH). Students are not to linger within vehicles upon arrival at school.
4. Any vehicle brought on District premises by a student may

be searched when the administrator has reasonable suspicion to justify the search.

5. **Students are not allowed to drive off campus during the lunch period.**

6. Students who must drive to school on an occasional basis are required to register their vehicles.

7. Students are required to operate the vehicle in an entirely legal and safe manner at all times. Please observe the posted speed limit of 5 mph at all times on school property.

- RECKLESS OR NEGLIGENT DRIVING MAY RESULT IN IMMEDIATE AND PERMANENT LOSS OF ON-CAMPUS DRIVING PRIVILEGE.

- PENALTIES FOR VIOLATIONS OF STUDENT DRIVING AND PARKING REGULATIONS MAY RESULT IN TEMPORARY OR PERMANENT LOSS OF DRIVING PRIVILEGES AND/OR DETENTION TIME AND/OR "THE BOOT."

Removal of the boot will only be initiated after consequences have been assigned or fees charged.

STUDENT GOVERNMENT

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

STUDENT RECORDS

Students have the right to examine their own discipline files and transcripts under proper supervision. A student must make an appointment with the proper school official in order to examine his/her disciplinary file or transcript.

No information regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student. **FHE will provide directory information to official representatives of the Armed Forces and their reserve components and the U.S. Coast Guard, except when the Principal receives a written request from the parent/guardian(s) denying access to that information by official recruiting representatives.**

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.

TEXTBOOKS

All required textbooks are loaned to students for their use during the school year. Textbooks should be kept clean and handled with care. Damage to the textbook, other than resulting from normal use of the textbook, will become the financial responsibility of the student. Students must turn in all textbooks at the close of the academic term. Students who lose textbooks will be required to pay full replacement cost of the book.

VISITORS

Any student wishing to bring a visitor must submit a completed visitor permission slip no later than one day 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.

VOLUNTEER SERVICE

Volunteer service is defined as outreach to the community for which no pay is received, no recognition given, and directly benefits someone other than the student. It consists of helpful acts assisting individuals beyond family, school, or community connections. This volunteer service does not include any performances, co-curricular participation, or fund-raising. It must be for service beyond the personal interest of the volunteer. To receive credit for volunteer service, students must complete the Volunteer Service Form located in the Main Office. Completed forms are to be returned to the main office by the requisite date.

VOTER REGISTRATION

Anyone 18 years of age or who turns 18 during the school year should register to vote. Registration applications are available in the Main office.

WORK PERMITS

Work permits are obtained from, and endorsed, in the Main office.

AFTER SCHOOL DETENTION

Students may be required to remain after school for inappropriate behavior. Such detentions must be served within two (2) school days of the violation. Detention time will be supervised by a staff member and can be used for study or work around the building. Students who refuse to serve a detention may be suspended from school or suspended from class until the detention is served.

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.

CAFETERIA / GREAT HALL REGULATIONS

The cafeteria is available to all students during their assigned lunch period. **Any student who eats at school must eat in the cafeteria.** Students are expected to properly dispose of refuse in the appropriate containers and leave their area clean and suitable for lunch use by other students. Food is to remain in the cafeteria, and is not to be eaten in hallways or classrooms. Applications for the school's Free and Reduced-Priced Meal program are available to all students. Any questions regarding this program should be directed to the District Director of Food Service.

CHEATING POLICY

Cheating is defined as acquiring improper access to answers on 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 electronic devices 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).

In an effort to establish a uniform school policy regarding cheating as it applies to academic achievement in the classroom, the following policy is applicable.

After verification of cheating:

The first incident may result in a grade of "zero" on the assigned project, report, term paper, test, quiz or assignment. The parents are notified by verbal and/or written verification within 48 hours of the incident. Parents and students are informed that if the incident should occur again, a failing grade for the nine-week period may be given. The student may be required to repeat the assignment, project, paper, etc.

The second incident of cheating within the semester or year may result in a failing grade ("E") for the nine-week period in which the student was caught cheating. Any subsequent incident in which the student is caught cheating may result in a failing grade for the semester.

CLASSROOM POLICY

Although each instructor has the flexibility to establish his/her own classroom policies and procedures, the following serves as a guideline for students regarding what is expected:

A. LEARNING ENVIRONMENT

1. Use of electronic devices in class must be under the guidance of the teacher.
2. Keep food and drinks out of the classroom.
3. Be on time.
4. Use appropriate language. Swearing or vulgar language will not be tolerated.
5. Be respectful to adults and classmates at all times.
6. Remain in your seats until the teacher dismisses class.

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.

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:

1. Students leave the building without prior permission (either by parent phone call or written note of excuse.)
2. Leave the building with other students who may or may not have permission to ride in their car.
3. 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!

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.

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

KNOWLEDGE OF DANGEROUS WEAPONS/THREATS/VIOLENCE

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to a staff member or administrator. Failure to report such knowledge may subject the student to discipline.

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 student is under the control of school authorities and the situation warrants, the administrator 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.

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.

Students are not to wear heavy and/or long coats to class.

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.

Shorts/skirts, etc., will be a length so that when you stand in a relaxed fashion with your arms down to your sides, they reach your fingertips or have less than a 3" inseam. 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 a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

DUE PROCESS

The administration of this school and this district recognize the importance of safeguarding student's constitutional rights, particularly when those students are subject to school disciplinary procedures. Disciplinary procedures are designed to insure a fair hearing before a student is removed because of his/her behavior. Any discipline decision allowing the student to remain in school (informal discipline) is not open to appeal (Detention, In-School Suspension). Removing the student from school (formal discipline) is open to appeal. (See below.)

Students Subject to Short –Term Suspension (Less than 10 Days)

When a suspension of 10 days or less is being considered for a student by an administrator, the student must be notified of the charges against him/her and given the opportunity to respond prior to the implementation of the assigned disciplinary action. The principal or assistant principal is then responsible for making the suspension decision. Parents will be notified of the suspension within one day. The decision may be appealed to the principal within two days of the suspension notification. The student may not remain in school during the appeal process. The student may make up work missed while on suspension.

Students Subject to Long-Term Suspension (More Than 10 Days)

A student and his/her guardian must be given notice of the intention to suspend or expel and for what reasons and be notified to appear with a representative before the Board of Education or the Superintendent. The student and/or his /her guardian must be provided a brief description of the student's rights, the hearing procedure and a list of witnesses who will provide testimony. When choosing the option of a hearing before the Board, the hearing may be private, but the Board must act publicly.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary actions as well as to action by the community's legal system. These are separate jurisdiction and do not constitute double jeopardy (being tried twice for the same crime.)

ELECTRONIC DEVICES

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.

EXPECTED FAN BEHAVIORS

Everyone attending an Eastern athletic event is expected to conduct themselves in a sportsmanlike manner in keeping with the rules of the MSHAA and the District Athletic Policy. Disrupting an event or other violation of the creed of Sportsmanship may result in expulsion from the event. Repeat offenders may be barred from attending athletic events. Examples of inappropriate behavior include, but are not limited to:

- Verbally abusing players, coaches, officials, or opponents
- Displaying signage with inappropriate messages
- Throwing anything, or entering onto, the playing field.

EXPECTED STUDENT BEHAVIORS

Each student attending Eastern High School will be expected to:
Respect the rights of others.
Act courteously to adults and fellow students.

Work cooperatively with others regardless of gender, race, religion, height, weight, disability or ethnic background.
Help maintain a school environment that is safe, friendly, and productive.
Follow teacher's directions and obey all school rules.
Act at all times in a manner that brings pride to self, family, and school.

GOVERNMENT AGENCIES

A reasonably cooperative effort will be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

MEDIA CENTER PASSES

Media Center passes are signed by the teacher and will outline the specific proposed activity of the student during their time in the media center.

IN-SCHOOL SUSPENSION

The in-school suspension room is an alternative for students who might ordinarily be suspended from school or for those who are experiencing behavioral difficulties in one or more classes. All privileges are suspended; no classes are attended. Students are placed in a room designed for corrective purposes, and will be supervised while completing assignments. They will receive full credit for assignments completed, including tests and exams. Students are encouraged to arrive at school early on the day of their in-school suspension to receive directions and assignments from their teachers.

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 obey the rules and regulations will result in the consequences outlined above.

POTENTIAL DISCIPLINARY ACTION

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.

ACTS OF MISCONDUCT AND CONSEQUENCES

MILDLY DISRUPTIVE, COMMITTED WITHOUT MALICE, AND NOT PURPOSELY DISRESPECTFUL

- Running and/or making excessive noise in the hall or building Minimum: Conference with teacher and/or Administrator
- Littering
- Improper dress (e.g., bare feet; immodest, extreme or exhibitionistic dress, clothing displaying obscene messages) Maximum: In-school suspension for flagrant or repeated violations
- Participating in unacceptable physical contact (e.g., kissing, rough play, etc.)
- Failure to carry out directions
 - Unauthorized use of electronic equipment

DELIBERATELY DISRUPTIVE AND/OR PURPOSELY DISRESPECTFUL BEHAVIOR

- Tardiness or unexcused absence(s) Minimum: Conference with teacher and/or Administrator, and or detention
- Throwing objects
- Posting or distributing unauthorized materials on school grounds
- Leaving school grounds without permission
- Using or displaying profane, obscene, indecent, immoral or offensive language, gestures, or materials
- Harassing other students Maximum: In-school suspension or out of school suspension for flagrant or repeated violations
- Bullying other students
- Cheating (see "Cheating Policy")
- Loitering
- Displaying any behavior which is disruptive to the process of instruction, including disobedience
- Disruptive behavior on a school bus
- Parking violation (see "Student Parking")
- Gambling
- Being in restricted areas

SERIOUSLY DISRUPTIVE AND/OR CLEARLY DEFIANT OF AUTHORITY

- Truancy Minimum: In-school suspension
- Using profane, obscene, indecent, immoral or offensive language and/or gestures; making propositions
- Interfering with school authorities or programs through walk-outs, or "sit-ins" Maximum: Out of school suspension for flagrant or repeated violations
- Displaying disrespect toward school personnel
- Possessing tobacco products
- Forgery/falsifying information

- Exhibiting any hostile actions
(i.e., inciting a fight or other disruptive behavior)
- Failure to identify self or present student ID to school personnel

EXTREMELY DISRUPTIVE AND/OR ILLEGAL BEHAVIOR

- Fighting Minimum: In-school suspension
- Vandalism/criminal damage to property suspension
- Use of intimidation, coercion, or force
- Theft
- Trespassing
- Possession and/or sale of stolen property Maximum: Expulsion and/or arrest
- False activation of fire alarms, bomb threats, etc.
- Threat or use of hostile actions toward school personnel
- Arson
- Possession, use or distribution of illegal or dangerous substances or drug look-a-likes (see also Student Assistance Policy)
- Use, possession of, and/or concealing a weapon or item which may be considered to be used as a weapon
- Extortion or robbery
- Violations related to sexual crimes or sexual activities
- Possession, concealment, or use of an explosive device
- Possession, concealment, or use of an authorized electronic device

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 **area east of the gyms and auditorium** without permission during the school day.

SCHOOL BUSES

The school bus is an extension of the classroom. Behavior required in the classroom will be expected of students on buses. All students are urged to ride the school bus provided for their convenience. Riding the school bus is a privilege, not a right. **Misconduct on buses will not be tolerated, and could result in forfeiture of the privilege of riding.** There must be no disturbances of any kind that might distract the driver and imperil the safety of the passengers. A student who wishes to ride a bus other than their own **must** submit a **written request** from a parent to an administrator in advance.

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on will be conducted on a random basis.

If a student misbehaves on a bus and his/her actions are recorded on 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.

SCHOOL BUS RULES

1. A student is expected to be at his/her stop at least five minutes before the bus is scheduled to be there.
2. Bus riders must stay in their seats and in a sitting position 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 bus stop.
5. No part of the body should be allowed to protrude from the window.
6. Shouting, spitting, vulgarity, profanity, running, fighting, and the possession of tobacco products are not permitted.
7. Any damage to the bus shall be paid for by the rider inflicting the damage.
8. All riders should help keep the bus clean and sanitary. Eating and drinking are prohibited on the bus at all times.
9. Be courteous and obedient to your bus driver. Your help will enable your driver to make your school bus ride safer.
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. All students must board the bus at their assigned school unless special permission is given from an administrator.
13. No students are allowed to get off the bus at other schools or stops other than the one assigned, once boarded, without a signed-note from a parent/guardian that is also signed by an administrator.
14. Lighting matches and/or cigarette lighters is illegal and prohibited on the bus and on school grounds.

Depending upon the nature and frequency of the offense(s), violations of the above rules will result in a warning, temporary loss of riding privileges, or permanent loss of bus riding privileges.

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) and vehicle 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

Eastern High School is a smoke-free facility. It is illegal for students to possess or distribute tobacco products, e-cigarettes, or e-cigarette fluid and/or smoke on school property or while attending a school-sponsored activity. Matches, lighters, or any other device used to light tobacco are also prohibited. (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.

STUDENT ASSISTANCE POLICY

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations interfering with academic, social, or emotional progress may request assistance through a counselor, administrator, social worker, or teacher. Parents, teachers, or other students may also refer a student who they know is involved in a situation too difficult to handle alone. All referrals will be handled sensitively and confidentially. Immunity from school discipline will be offered to students who make self-referrals provided they are not violating the school's disciplinary policy at the time of the referral (i.e., not using, possessing, or distributing alcohol or other illegal drugs, drug look-a-likes, or paraphernalia).

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 DISCIPLINE

In compliance with the Statewide School Safety Act, the Kent County Prosecutor's office and the various courts with Kent County are now required to provide all school districts with periodic updates of juvenile offenders. Names that appear on the list are sent to the principal of the building s/he attends. Principals may talk with these students, offer appropriate counseling services, and notify them of the discipline measures required by the Student Code of Conduct and the Athletic Code. All students are expected to obey the laws of the State of Michigan. Depending on the severity, frequency, and nature of the offense, a student who disrupts the orderly educational process in the classroom or on school ground (i.e., see "Potential Disciplinary Action" below) will face one or more of the following consequences.

1. Before or after school detention. IF THE DETENTION IS ISSUED BY THE TEACHER, IT MAY BE SERVED WITH THAT TEACHER.
2. Work Assignments: Supervised activities related to the upkeep and maintenance of school facilities. Work assignments will not interfere with a student's regular class schedule.
3. Voluntary Restitution: Repayment agreed to by the student of the cost or expense incurred by the school district or others arising out of the student's misconduct.
4. School Bus Suspension: Denial of school bus riding privileges based on misconduct constituting an abuse of that privilege.
5. Driving Suspension: Denial of on-campus driving privileges for a specified period of time.
6. Co-curricular suspension: Students are not permitted to attend co-curricular activities (i.e., games, dances, plays, etc.).
7. Saturday School: A student must attend a school on Saturday, from 8:00 a.m. until 11:00 a.m.
8. In-School Suspension: Provision of tutorial services in a restricted environment.
9. Suspension from school: Students are not permitted to attend school for a specified period of time. This includes all extra-curricular activities.

The student is responsible for making up all work lost due to the suspension.

10. Expulsion: Expulsion of a student can only occur through a Board of Education decision, and after the student has received all due process considerations.

STUDENT HARASSMENT AND BULLYING

Bullying and Other Aggressive Behavior toward Students

Please visit our website or go to: <https://foresthillsps.org/wp-content/uploads/2015/09/po5517.01-Bullying-Policy-approved-9-21-15.pdf> for the most current anti-bullying policy (5517.01) information.

SUBSTITUTE TEACHERS

Substitute teachers are employed by the school district to carry on the educational program during the absence of the regular classroom teacher. Substitute teachers at Eastern High School are the teacher of record during the school day. It is the expectation of the faculty and administration that students will be cooperative with, courteous to, and supportive of the substitute teacher.

THE CO-OP/WORK EXPERIENCE PROGRAM

The Co-op/Work Experience program is:

- open to 11th and 12th grade students
- a unique working relationship between the student, business community, and school
- a way to develop employment experience for future opportunities
- designed to give students high school credit

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

Work Experience = 1/2 credit/semester

DUAL ENROLLMENT

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets established criteria. Students should contact the school counselors for information.

EXAM POLICY

1. Students are expected to take a final exam. The building principal must clear individual variances from this policy.

2. Students who fail to turn in their textbooks may not be able to take their exams and may also receive an "incomplete" grade on their report card.
3. Exams will constitute 15% of a student's final semester grade.

GRADUATION HONORS

SUMMA CUM LAUDE: Seniors who have a cumulative 4.0 G.P.A. and above after **seven semesters** receive this recognition.

CUM LAUDE: This is awarded to seniors who have a cumulative 3.8 – 3.999 G.P.A. after **seven semesters**.

GOLD AWARD: This is awarded to seniors who have a cumulative 3.25 – 3.799 G.P.A. after **seven semesters**.

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-two (22) cumulative credits. Required courses are classified by clusters below. The number of required credits is noted by clusters.

CORE REQUIREMENTS – Beginning with the graduating class of 2011, the following requirements have been established. 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 & Geography, 1 credit Government, 1 credit World History & Geography, and 1 credit in each Civics and Economics.

In addition, students will complete the following requirements:

- II. HEALTH & PHYSICAL EDUCATION
All students must complete .5 credit Phy Ed and .5 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 & COUNSELING SERVICES

Registration Process: Counselors meet with all students individually or in small groups to help them with course selections. Students should consult with their present language arts, math and science teachers to ensure appropriate course selections in those areas. Students should also discuss course selections with their parents. The initial course requests turned in by students are very important because they determine which courses and the number of sections of each course will be offered. If courses are not scheduled because of low demand, students who requested them will be scheduled into their alternate choices or will be asked to make another selection.

Schedule Changes:

After the registration process, all drops/adds must occur during the first 5 days of each semester. Any course dropped will be graded or recorded on the student's permanent record/transcript according to the following:

1. Any course dropped by the 5th day of the semester will be dropped without record.
2. Any course dropped after the 5th day of the semester will be recorded with an "E" for the semester.
3. Any course dropped without proper authorization from the Guidance Office will be recorded as an "E" for the semester.
4. When a student is removed from a course after the 5th day by administrative action (for misbehavior, unexcused absences, etc.), the recorded grade will be an "E" for the semester.

Teacher-initiated requests for deviation from this policy may be granted upon approval of the Principal or his/her designee.

HONORS AND ADVANCED PLACEMENT COURSE OFFERINGS

Forest Hills Eastern High School offers courses for students who desire a more rigorous academic challenge. They are:

Honors Biology	AP World History
Honors English 9	AP Computer Lit
Honors English 10	AP Spanish
AP Environmental Science	AP French
AP Language	AP Studio Art
AP U.S. History	AP Chemistry
AP Government	AP Biology
AP Psychology	AP Micro/Macro Economics
AP Physics	AP Statistics

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to reinforce, recognize and stimulate:

- an enthusiasm for scholarship
- a desire to render service
- the promotion of leadership, and
- the development of character in the students of Forest Hills Eastern High School

(adapted from the Constitution, National Honor Society, 1997.)

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 EHS for at least one semester.
- 3.50 GPA
- Must demonstrate high standards of character, leadership service and scholarship.

Eligible candidates will be notified in the Fall, must submit requisite informational materials for consideration by the National Honor Society Faculty Committee and by a date to be determined and communicated to eligible candidates. Materials include an inventory of activities during high school years, (the Student Activity Information Form) a resume, a teacher recommendation form and a sponsor recommendation. The Faculty Committee 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. There is a limited time line 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 a year and should be completed by the first week of December (at the latest). Students who wish to be considered as candidates for Honor Society should be involved in community service and be active participants in activities during their high school years. A reconsideration process allows students to appeal selection decision of the Faculty Committee and apply for reconsideration within one week of the actual Fall Induction. (Advisor can explain appeal process and provide requisite forms according to that established process. Exact date of Induction will be published in the Eastern High School Newsletter.)

PROGRESS REPORTS

Progress reports indicating a student's performance in an individual class may be issued at any time throughout the marking period.

GRADE POLICY FOR REPEATED COURSES

To encourage a student to repeat a course in which he/she has not demonstrated a satisfactory level of achievement the following policies will apply:

If a student repeats a course, with the principal's approval, only the higher grade will be included in the grade point average (GPA).
A student will receive credit only once for each semester passed.

REPORT CARDS

Report cards are issued at the end of each semester. Letter grades are used to designate a pupil's progress. Semester report cards will be mailed to the student's home. Any mistakes or incorrect information on the report card should be reported to the Guidance Office.

REVIEW OF INSTRUCTION

Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State Standards and District Policies. Each student will be expected to take the appropriate Michigan Standardized Tests.

TESTING OUT

PA 451, passed in 1993, allows students to test out of courses. PA 123 and PA 124, passed in 2006, add to existing law by providing students the option to demonstrate that they meet or exceed the Michigan Merit Curriculum (MMC) content expectations associated with the subject areas. In the MMC, the instruction needed to test out does not necessarily have to be delivered in a traditional "course sequence."

- All interested students must have the opportunity to test out.
- The law allows students to test out of **any and all** of the credit areas required for graduation.
- All content expectations need to be reasonably covered in whatever assessment or assessments are used for testing out.
- A student is granted credit if the student earns a qualifying score, as determined by the school district, on one or more assessments developed or selected by the district that measure a student's understanding of the subject area content expectations for guidelines that apply to the credit.
- This could include a series of smaller tests, used by the teacher over the course of the class, which taken together, cover all the content expectations.
- An assessment consisting of semester exams used by the teacher.
- If a final exam is used to measure proficiency, a student must attain a grade of not less than C+ (77%).
- If there is no final exam, the student needs to exhibit mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, projects, or presentation.
- Credits earned through testing out may not be included in computation of the grade point average (GPA).
- Credits earned through testing out shall be counted toward graduation.

Testing out opportunities are offered in June, August and November. Deadlines for applications are no later than two weeks before a test is

administered. A deposit for textbooks is required as well as a processing fee.

TRANSCRIPT REQUESTS / COLLEGE APPLICATIONS

When a student submits a college or scholarship application, using *Naviance*, the Counseling Secretary will process the transcript and send it electronically to the institution. A yearly, one-time processing fee of \$10 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.

A student's transcript will normally include the following test scores: PLAN, PSAT, ACT, SAT I, SAT II, Advanced Placement Examination. Using a form available from the Counseling Secretary, a student may make a written request that **no** scores be included with the transcript sent to a particular college/program, and that **no** scores be reported in the counselor section of the application. It is then the **student's** responsibility to arrange with the testing company to report whichever scores are desired. A separate form must be submitted with **each application** from which scores are to be omitted.

GRADES

Individual grades for each course, including A.P. courses will earn points as follows:

A = 4.000	C = 2.000
A- = 3.700	C- = 1.700
B+ = 3.300	D+ = 1.300
B = 3.000	D = 1.000
B- = 2.700	D- = 0.700
C+ = 2.300	

Awarding additional weight for Advanced Placement courses recognizes the added rigor of these courses and provides incentive for students to undertake challenging courses.

Students who have taken Advanced Placement courses will have 0.042 added to the cumulative grade point average for each yearlong course.

At the end of each semester, when final grades are reported, the adjustment will be made to the cumulative G.P.A.

PROCEDURE FOR WITHDRAWING FROM SCHOOL

1. The withdrawal of students from school is a function of the Registrar. Student withdrawal forms are available in the Registrar's office.
2. **STUDENTS ARE NOT PERMITTED TO WITHDRAW FROM SCHOOL WITHOUT WRITTEN PARENTAL PERMISSION AND MUST HAVE THE WITHDRAWAL APPROVED BY THEIR COUNSELOR OR ADMINISTRATOR.**
3. Students are required to take a withdrawal form to all of his or her teachers for signatures and withdrawal grades. **Students are required to return textbooks to the teachers.**
4. Students must empty their lockers and bring the completed withdrawal form to the Registrar.
5. Transfer will be authorized and school records released only after all school materials have been returned and any fees or fines paid.

ATTENDANCE POLICY AND PROCEDURES

PHILOSOPHY

Consistent and regular school attendance is a major factor related to academic achievement. It is imperative that students be in attendance each school day. Individual study away from school cannot replace active participation in the classroom and other co-curricular school activities. When students are absent they may fail to earn credit for the class period(s) missed. We do, however, recognize those occasions when it is necessary for a student to be absent.

Forest Hills Eastern High School has a 12-day maximum absence policy. We do differentiate between "Non-Counted" and "Counted" days for the policy (please see chart below). For any non-verified absence, students may not be allowed to make up schoolwork. 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 in-house suspension room during that hour. Students who exceed the 12 "counted" days 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 note.

Non-counted Does Not Count Toward 12 days	Counted Does Count Toward 12 days
Excused Absence <i>Documentation required</i> <i>Can makeup work</i>	Excused Absence <i>Parent verification required</i> Can make up work
Funerals	Pre-arranged family vacation**
Court Appearance	Excused absence due to illness
Medical/dental appointment*	Unexcused Absence Cannot Make up Work
Religious observance	Any absence not verified
Extended illness w/Dr. Note	Truancy/skipping class
School Field Trip	
College visit (2 per yr.) junior/senior	
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.

**Pre-arranged absence forms may be picked up in main office

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 493-8610.

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

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.

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.

SIGN-OUT POLICY

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

- a. Report to the attendance office
- b. 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);
- c. Sign the sign-out register;
- d. 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.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

The school's professional staff has the authority to remove or isolate a student or students who have been ill or exposed to a communicable disease or a highly transient pest.

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.

PRE-ARRANGED ABSENCE REQUESTS

If a student is to be away for one or more days due to vacation, medical or family emergencies, or other administrator-approved absences, a note from the parent or guardian is required in advance. A permission form must be obtained from the Attendance Office so that a student may notify his/her teachers. This form must be returned to the Attendance Office no less than five (5) days prior to the scheduled absence if the absence is to be excused. When a pre-arranged absence is requested, the student must arrange to make up assignments, tests, or quizzes prior to leaving.

TARDY POLICY

In any given class during a marking period, a student may accumulate up to two (2) unexcused tardies with no penalty (providing s/he is not more than ten (10) minutes late). On the third (3rd) unexcused tardy, a penalty will be assigned by the teacher. On the fourth (4th) unexcused tardy, and every unexcused tardy thereafter within a marking period. Additional consequences will be assigned up to and including administrative referral. If the student arrives to class more than ten minutes late without a valid pass, it will be considered an 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.

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.

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 boarding buses should be especially careful to follow all safe boarding practices. Should a student be aware of any accident or dangerous situation, s/he should notify any staff member immediately. **Students and parents are requested to utilize the designated pick-up and drop off areas.**

TORNADO POLICY

Tornado Watch – When the NWS issues a tornado watch, the District will do the following:

- Continue a normal school day schedule.

- Move recess and other scheduled outdoor activities to inside the building.
- Ensure that a staff member in each building monitors official weather bulletins and local radar.
- Consider the impact of storm fronts and squall lines on the transportation of students; transportation times may be altered to avoid transporting students during a thunderstorm when a tornado watch is in effect.
- Cancel or postpone after-school activities and athletic events if the watch is issued prior to the start of these activities.
- Designate a staff member to monitor weather bulletins and local radar if a watch is issued during after-school activities and athletic events (these events may be halted at the discretion of the on-site supervisor).

Tornado Warning – When the NWS issues a tornado warning for any region encompassed by the geographical area of the Forest Hills Public Schools, the District will do the following:

- Issue the tornado warning alert/alarm/ announcement.
- Move people to designated shelter areas.
- Continuously monitor weather bulletins and local radar.
- Suspend all routine operations until the warning has expired (this may include delay of the starting and ending of the school day).

We urge parents to refrain from coming to school to pick up their child during a tornado warning. The process of checking a child out of school diverts the attention of staff when their presence is needed to perform other important tasks during a warning.

Please do not call the school inquiring about tornado procedures during a watch or warning, as telephone lines must remain open for emergency communication. Be sure your family has a plan for your students if no one is home upon their arrival.

All after-school activities will be canceled whenever tornado watches or warnings are in effect. If an “all clear” is announced two hours prior to the start of the activity, it will meet as scheduled.

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, 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.

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.

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.

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.

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 the 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 and returning this form to the high school main office. 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

