

CHELSEA HIGH SCHOOL STUDENT HANDBOOK 2024-2025



INFORMATION

Address:	Chelsea High School 740 North Freer Road Chelsea, MI 48118-1104
Web Address:	www.chelseaschools.org
Phones:	433-2201 (Student Office) 433-2211 (fax) 433-2244 (Athletic Office) 433-2243 (Counseling Office) 433-2246 (Cafeteria Office)
Attendance Phone:	433-2242 (4:00 PM -7:30 AM)
Enrollment:	Approx. 757 students Class "B"
Colors:	Blue and Gold
Mascot:	Bulldog
School Song:	O Chelsea High O Chelsea High We're out to cheer for you No matter if we face defeat We'll stay and see you through In every game, be this our aim V-I-C-T-O-R-Y So give a cheer that all may hear For dear old Chelsea High.

DAILY SCHEDULE

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1ST	8:00 - 9:12	8:00 - 9:04	8:00 - 9:12	8:00 - 9:04	8:00 - 9:12
2ND	9:17 - 10:29	9:09 - 10:13	9:17 - 10:29	9:09 - 10:13	9:17 - 10:29
BULLDOG BLOCK		10:18 - 10:49		10:18 - 10:49	
	A LUNCH 10:29-10:59 CLASS 11:04-12:19	A LUNCH 10:54-11:24 CLASS 11:29-12:34	A LUNCH 10:29-10:59 CLASS 11:04-12:19	A LUNCH 10:54-11:24 CLASS 11:29-12:34	A LUNCH 10:29-10:59 CLASS 11:04-12:19
3RD	B LUNCH 11:09-11:39 CLASS 10:34-11:09 11:44-12:19	B LUNCH 11:29-11:59 CLASS 10:54-11:29 12:04-12:34	B LUNCH 11:09-11:39 CLASS 10:34-11:09 11:44-12:19	B LUNCH 11:29-11:59 CLASS 10:54-11:29 12:04-12:34	B LUNCH 11:09-11:39 CLASS 10:34-11:09 11:44-12:19
	C LUNCH 11:49-12:19 CLASS 10:34-11:49	C LUNCH 12:04-12:34 CLASS 10:54-12:04	C LUNCH 11:49-12:19 CLASS 10:34-11:49	C LUNCH 12:04-12:34 CLASS 10:54-12:04	C LUNCH 11:49-12:19 CLASS 10:34-11:49
4TH	12:24-1:36	12:39-1:43	12:24-1:36	12:39-1:43	12:24-1:36
5TH	1:41-2:52	1:48-2:52	1:41-2:52	1:48-2:52	1:41-2:52

NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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

With "Bulldog" pride,

Amanda Clor, Principal

Andrea Franco, Assistant Principal

Matt Cunningham, Athletic Director/District Title IX Coordinator

Jason Morris, Assistant Athletic Director & Dean of Students

CHELSEA HIGH SCHOOL MISSION STATEMENT

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

CHELSEA HIGH SCHOOL 2024-2025 FACULTY

Beck, Katherine	French
Bertoni, Colleen	Spanish
Bickel, Daniela	Counselor
Blomquist, Todd	Physical Education
Bolakowski, Wendy	Science
Davis, Kenneth	Choir
Davis, Kim	Special Education
Dillon, Erin	Social Studies
Embury, Darren	Speech/Language
English, Rachel	Spanish
Fillion, Katy	Special Education
Findlay, Anne	Technology/Science
Finger, Art	Special Education
French, Adam	Mathematics
Grasman, Lyndsay	Science
Hillis, Carrie	Art
Hugg, Heather	Mathematics
Johnson, Valerie	English
Kent, Ellen	School Psychologist
Knupp, Alyssa	English
Kurcz, Karen	Mathematics
Lutz, Laura	Social Studies
Maines, Andrea	Social Studies
Mann, Tim	Counselor
Mattias, Molly	Science
McKale, Jill	Special Education
McLone, Michael	English
Mitchell, Lonnie	Mathematics
Moss, Duane	Technology
Orlandi, Christopher	Mathematics
Pedlow, Matthew	Social Studies
Phelps, Kurt	Special Education
Popovich, Claire	Art
Putnam, Dawn	English
Ratliff, Betsy	Special Education
Reiser, Holly	Science
Rickli, Jason	Math/Computers
Rittenhouse, Jeff	SWWC
Roberts, Alison	Band
Santoro, Tyler	Social Studies
Scheese, Mark	Business/Social Studies
Sinacola, Shawn	Multi-Lingual Learner Coordinator
Stephens, Greg	Special Education
Suiter, Rebecca	Health Occupations
Sylvester, Phillip	Orchestra

Taylor, Adam
Taylor, Melissa
Thomas-Hill, Dorvia
Waldo, Martha
Welt, Dawn
Welton, Joe
Wismont, Rachael
Woodruff, Laura
Yee, Emma
Zainea, John

Physical Education
Science
Counselor
Life Management
Health Occupations
Health/Physical Ed.
Instructional Coach
Social Studies
English
English

CENTRAL ADMINISTRATION

Superintendent
Assistant Superintendent
Director of Special Education
Director of Technology
Director of Curriculum and Instruction
Principal
Assistant Principal
Athletic Director/District Compliance Officer
Assistant Athletic Director/Dean of Students
Operations Manager
Transportation Director

Michael Kapolka
Marcus Kaemming
Lisa Nickel
Ryan Spencer
Michelle Hilla
Amanda Clor
Andrea Franco
Matt Cunningham
Jason Morris
Ross Potgiesser
Corrina Horton

BOARD OF EDUCATION

Kate Henson – President
Eric Wilkinson – Vice President
Glenn Fox – Secretary
Michelle Craig – Treasurer
Scott Moore – Trustee
Erin Hunt-Carter – Trustee
Heidi Reyst – Trustee

SUPPORT STAFF

Administrative Assistant to the Principal
Asst. Principal Administrative Assistant/Bookkeeper
Administrative Assistant/Attendance
Counseling Office Administrative Assistant
Athletic Director's Administrative Assistant
District Nurse
Auditorium Director
Instructional Technology
Technology Engineer
Media Aide
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
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Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional

Vanessa Fisk
Brianna Berry
Kim Lancaster
Amy Kay
Angie Root
Marijane Nelson/Kelsey Russell
Rachel Slupe
Alex Stacy
Gary Dosey/Steve Hollis
Shannon Krug
Danielle Engel
Gary Galvin
Heather Hopkins
Amy Marsh
Katie Minnick-Trembath
Robin Prodin
Demi Straub
Leslie Young
Jamie Baxter
Alec Woods
John Seto
Ryan Houle
Crystal Hayduk

ACADEMIC INFORMATION

Graduation Requirements		
<p>27 credits must be earned for graduation</p> <p>One-half credit is granted for the successful completion of a one-period one-term course. Listed below are requirements for specific credits within the total credits.</p>		
Curriculum Area	Number of Credits	Required Content & Notes
English Language Arts	4 Credits	<ul style="list-style-type: none"> • Required content: the equivalent of four full two-term courses that meet state course/credit guidelines
Mathematics	4 Credits	<ul style="list-style-type: none"> • Required content: Algebra I, Geometry, and Algebra II. • One Math course must be taken in grade 12. • See notes in math department section for various options.
Science	3 Credits	<ul style="list-style-type: none"> • Required content: Biology; Physics or Chemistry; and, one additional Science credit. • See notes in science department section for potential other options.
Social Studies	3.5 Credits	<ul style="list-style-type: none"> • Grade 9 - 0.5 Civics • Grade 10 - 1.0 credit of World History • Grade 11 - 1.0 credit U.S. History Class (also includes Geography content) • Grade 12 – 0.5 Government & 0.5 Economics
Physical Education/ Health	1 Credit	Physical Education/Health required in grade 9.
Visual, Performing, Applied Arts	1 Credit	CHS courses meeting state Dept. of Education guidelines for the earning of this credit include: all art courses; all music courses, except for Music Seminar; all technology education courses; Web Design; Advanced Computer Topics; and Business Foundations. Additional courses including some or all consortium classes may also be approved as meeting these guidelines in the future.
Total Credits	16.5	
Additional Graduation Requirements		
Requirement	Explanation	
On-line Learning Experience	Students will meet this requirement both through the on-line learning components in Physical Education/Health class and through on-line learning experiences incorporated into each of the required credits of the Michigan Merit Curriculum.	
M-STEP, SAT Testing	Students must complete all portions of the appropriate state high school assessment (currently, M-STEP, SAT or MI-ACCESS) when scheduled during the 11th grade year.	
Strong Recommendations		
World Language	2 Credits	Students planning to attend college should plan to take at least two years of a language other than English at the high school level. This will be a requirement for all students beginning with the graduating class of 2016.

SPECIAL EDUCATION AND 504 ACCOMMODATIONS

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

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

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

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

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

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

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

504 ACCOMMODATION PLAN:

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

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

STUDENT SECLUSION AND RESTRAINT:

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Ref: MBE Standards for the Emergency Use of Seclusion and Restraint (2006) For the entire document, please refer to https://www.michigan.gov/documents/mde/StandardsforSeclusion-Restraint_247533_7.pdf

PERSONAL CURRICULUM ALTERNATIVE:

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan's Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or guardian of a student who has completed 9th grade (or the student if at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting your student's high school counselor. A group that includes the student; the student's parent or guardian; and a teacher, guidance counselor, or person acting in a counseling role, will consider the request. If the personal curriculum request is made by a student who is at least 18 or who is emancipated, or by a parent or guardian, the group will grant the request and will develop a personal curriculum for the student. For all other requests, the group will develop a personal curriculum if the group determines one is appropriate. For most students, the group that develops the personal curriculum may make only certain modifications to the Merit Curriculum. For students with disabilities under the Individuals with Disabilities Education Act and for certain students transferring to the District from a nonpublic school or from out of state, the group may make additional modifications. For all students, a personal curriculum must incorporate as much of the Michigan Merit Curriculum content expectations as is practicable for the student, must include measurable goals for the student to achieve while in high school, must include a method to evaluate whether the student met those goals, and must align with the student's educational development plan. Before a personal curriculum becomes effective, the District's Superintendent or designee and the student's parent or guardian (or the student if at least 18 or emancipated) must agree to its terms. Once effective, the student's parent or guardian (or the student if at least 18 or emancipated) must communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals. A student

who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements. For more information on personal curricula, including what may and may not be modified, please visit the Michigan Department of Education's Personal Curriculum page at:
http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html

ACADEMIC INFORMATION

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

END-OF-TERM GRADE CALCULATION INFORMATION:

Final Exam Grading Policy:

Credit is granted based upon receiving a passing (D- or higher) final grade in a class. Final grades are computed based upon a combination of marking period grade plus final exam, which could be between 5-20% of total grade.

Common Grading Scale:

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

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

TRANSFER POLICY:

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

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

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

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

STUDENT CLASSIFICATION:

Students will not be retained in a grade the first four years of high school even if short credits. Fourth year students needing more than seven and one-half credits to graduate need to: Create an acceptable plan to earn the necessary credits for June graduation.

The plan must adhere to all school policies and be approved by both their high school counselor and principal prior to implementation.

Fourth year students who do not develop a plan as in part B will be considered “seniors unable to graduate.”

Students who are deficient 2 or fewer credits, will be given their diploma when all make-up credits are completed - if done within two years of their date of normal graduation. Students who exceed the 2 credits or the 2-year limit should pursue a diploma through adult education.

PARTICIPATION IN COMMENCEMENT:

A senior may participate in graduation exercises only if he/she has completed ALL requirements for graduation.

Students with serious disciplinary infractions near the end of their senior year may be disciplined up to and including exclusion from the commencement exercises.

Students with unpaid fines may be excluded from the commencement exercises.

Chelsea students attending the ECA or WAVE program may participate in commencement with their graduating class if all Michigan Merit Curriculum requirements have been met as determined by the principal. These students will receive a Chelsea School District diploma.

INCOMPLETES:

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

COUNSELING:

The Chelsea High School counseling department mission is to ensure that all students are self-sufficient, and knowledgeable of their choices. The professional school counselors at Chelsea High School provide a comprehensive school counseling program based on the ASCA National Model that prepares and inspires all students to become responsible, effective, and meaningfully engaged citizens in a global community.

We collaborate with students, parents, teachers, and the CHS administration to address the academic, social/emotional and college/career preparatory needs of our student body.

We empower and encourage all students to open their minds, explore possibilities, and work towards achieving their goals.

We advocate for equity, access, and success for every student.

We encourage student self-advocacy and accountability, and we promote the development of citizenship that embraces excellence of character.

Unless it is an emergency, students are seen by appointment. Students can request an appointment in one of three ways:

- Scan a QR code in the counseling office and fill the form
- Access the counseling page on the students' learning management system to find the link to the form
- Email their counselor directly

Please refer to the Course Offering booklet for in-depth description of counseling services.

DROP-AND-ADD POLICY:

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

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

Level Two: From day four (4) through day eight (8) in each term, only the following procedures apply: If the request is initiated by the teacher who feels the student is misplaced and the parent and student agree, the schedule will be changed with no additional approval needed.

If the request is initiated by the student or parent the following applies:

The parent must submit a written request with educational reasons to the teacher with a copy to the counselor.

The teacher will discuss the request with the parent as soon as possible and/or simply sign the request indicating approval of the drop. If the teacher agrees, the schedule will be changed with no additional approval needed. However, if the teacher disagrees, the steps that follow will be taken.

The counselor will schedule a meeting with the student, parent, current teacher and possibly the potential receiving teacher.

If all parties agree with the change at this meeting, the schedule will be changed with no additional approval needed.

If all parties do not agree at this meeting, all will provide written input to the principal stating their position on the change and the principal will make the final decision.

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

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

HIGH SCHOOL GUIDELINES FOR ONLINE LEARNING:

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

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

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

Credit Recovery: Students may recover up to two (2) additional CHS credits per school year using school-approved online options. Such credits may not be used for early graduation and must be

completed by June 1 of the 12th grade year. Students may only enroll in an online course after having taken and failed the corresponding CHS course. Credit earned to meet graduation requirements must be pre-approved by the designated high school administrator. The cost for these classes may be the responsibility of the student or his/her family.

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

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

END OF TERM TEST POLICY:

1. All 9-11th grade students must take their final exam/authentic assessment.
2. 12th grade students may be required to take their final per teacher discretion of the class' expectation. If a student has an A- (90%) or higher, at the discretion of the teacher, they may not have to take the exam/assessment. Attendance cannot be the criteria for a student to take or not take the assessment.
3. Students may not leave the classroom during the defined exam time. They may not be "called out" by parents, as this causes a testing room disturbance.

ACADEMIC AWARDS:

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

Cum Laude Guidelines:

Seniors who have achieved a 3.667 unweighted cumulative grade point average or better, at the conclusion of the 2nd Trimester of their senior year may graduate with one of the three Cum Laude levels from Chelsea High School. Special rules apply to transfer students as indicated below.

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

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

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

ACADEMIC LETTERS:

Juniors, sophomores, and freshmen that have a 3.667 unweighted cumulative GPA or better at the end of their previous academic year, will earn academic letter recognition for that school year. Students will receive only one letter during their high school career; students will receive a pin for each year they are recognized; and students will receive a plaque if they maintain academic-letter status all three years.

ATTENDANCE POLICY

It is our expectation that all Chelsea High School students will attend school every day school is in session. We expect parents to support us in reaching this goal. We urge students to make full use of the opportunities afforded them by the school schedule and to achieve their potential. Regular uninterrupted attendance is an essential ingredient in the learning process. Credit will be awarded based upon academic performance.

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

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

THE POLICY:

Part A – A student must be PRESENT in class for a minimum of 62 minutes in order to be documented as PRESENT for attendance purposes.

Part B – All absences will be coded as follows: Unverified - UNV, Unexcused - UNX, College - COL, Field Trip - FT, School Activity – SAT, In-School Suspension - ISS, Skipping - SKP, Office Related - OFF, Religion - REL, Out-of- School Suspension - OSS, Tardy - TDY, Vacation - VAC, Excused – EXC, Bereavement - BRV.

Note: To participate in the activities, etc., of a club or organization, the student must be in attendance all day on the day of the activity. The only exceptions are pre- arranged (special) excuses, with the permission of an administrator, or under emergency circumstances with permission from an administrator to participate. If a student violates the above policy, he/she is held out of the group's next activity.

ATTENDANCE RESPONSIBILITIES:

Students:

- Be present and on time every day, unless you have a valid reason to be absent and your parents are aware of your absence in advance.
- Be on time for all classes.
- Secure assignments whenever absent.
- Make sure your parents call or submit the online attendance form within 24 hours of the absence.
- Make sure your parent calls in a tardy or submits the online attendance form before arriving at

school for it to be considered excused. Any tardy called in after arriving at school may be considered an unexcused tardy, which could lead to a disciplinary consequence after three or more unexcused tardies.

Inform your teachers in advance whenever you know you will be gone from school (vacation form needed for more than one day).

Students must be in classroom attendance all day to dress and participate in a competition or event that day unless excused by a prearranged special excuse. Under emergency circumstances, exceptions to this rule **may be granted** by the Principal or designated school administrator prior to the event. The advisor/coach is to be notified of the granting of the waiver. Documentation, such as a doctor's note **will be** required for approval and must be given to the principal or designated school administrator.

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

STUDENTS MUST ALSO REPORT TO THE OFFICE AND CHECK TO MAKE SURE YOU ARE EXCUSED AND SIGN OUT WHENEVER DEPARTING BEFORE THE END OF THE DAY.

Failure to appropriately sign in or out in the main office will result in the following consequences:

- 1st Offense: Warning
- 2nd Offense: After-School Detention and phone call to parents
- 3rd Offense: Saturday Detention and phone call to parents
- 4th Offense: Insubordination

Teachers:

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

Parents:

- Make sure your child is in school and on time every day unless there is a valid reason.
- Call the office (433-2201) within 24 hours if your child is absent or you may call the attendance line (433-2242) before the absence or submit the online absence reporting form found on the CHS website.
- Failure to report an absence as excused within 24 hours will result in the absence being unexcused and will affect the student's ability to gain proper time and credit for completing missing work.
- Any excused tardy should be called in or submitted online prior to the student arriving to school. Otherwise, the tardy may be considered unexcused.

Office:

- Contact parents after 4 and 8 absences and alert Administration and Counseling office if any further follow-up is needed.
- Contact parents who have not excused their child.
- Monitor students with attendance problems.
- Make juvenile referrals, if needed.

EXCUSED ABSENCES:

Parents are requested to contact the school 24 hours of the absence. Parents may call the attendance answering machine (433-2242) or submit the online absence form for a student's absence.

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

School-Related Absences:

- Office Excused
- Field Trip
- Suspension
- College Visits

PRE-ARRANGED ABSENCES:

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

COLLEGE VISITS:

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

VACATION ABSENCES:

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

Procedure:

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

MAKE-UP WORK GUIDELINES:

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

Absences – (Excused, School Related & Vacation):

- Absences must be reported by a parent or legal guardian within 24 hours to be considered excused. After 24 hours the absence is considered unexcused.
- The student is responsible for all work missed during an absence regardless of reason.
- For routine assignments, the student will be given 2 days per day missed up to one full week to complete assignments.
- Long-term assignment due dates need not to be adjusted and tests announced in advance need not be postponed.
- If there is no new learning on a test or quiz day, the student will take the assessment the day they return.
- The expectation is that the student will communicate with their teacher the first day upon their return to develop a plan for their missing work.

Athletics:

- Pre-arranged absences for Athletics needs to be communicated with the teacher in advance and all work is due upon the return to class the following day.
- *Students may have unique circumstances that will require flexibility and understanding beyond handbook guidelines. A member of the administrative staff or counseling staff will communicate with teachers & school staff when that is the case.

In-School Suspension:

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

Out-of-School Suspension:

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

Skipping or Unexcused Absences:

- It is the teacher's choice whether to accept, not accept, or accept with a grade adjustment all homework, quizzes, tests, etc. missed due to skipping.

Pre-Arranged Absences:

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

Homework Collection:

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

ATTENDANCE INFRACTIONS:

Skipping:

Skipping is missing part of a class, all of a class, or multiple classes without the **prior approval** of parents and/or the office staff or individual teacher whose class is being missed. Arriving more than 10 minutes late to a class without a pass from the main office or another staff member will be considered skipping. Students may never leave the building without a.) having a parent notify the main office prior to the dismissal and b.) signing out in the main office prior to leaving. Anytime a student leaves school without prior permission from the office staff he/she is skipping. If a parent does not call the school within two school days of an absence, unverified absences may be considered skipping.

Consequences for Skipping:

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

Tardiness:

A student must be in the area assigned by the teacher at the end of the bell ringing. Each teacher must define to the students what the assigned area is for that class. The defined area must be given to every student in writing. Teachers must record all tardies in their attendance records. The following discipline is based upon unexcused tardies in each individual class and is cumulative over each marking period.

NOTES: Excessive excused tardies may lead to academic consequences.

- 1st and 2nd offense: Warning by teacher to student
- 3rd offense: One 25 minute office after-school detention plus teacher will contact parent or 25-minute detention with teacher starting 30 minutes before the start of first hour plus teacher will contact parent. (Teacher choice, not student's choice)
- 4th offense: Referral to office, one-hour detention
- 5th offense: 2 hour Saturday detention (8:00-10:00 AM)
- 6th offense: 4 hour Saturday detention and parent conference
- 7th offense and beyond: ISS/OSS with a possibility of additional consequences

SCHOOL POLICIES

PHILOSOPHY STATEMENT:

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

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

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

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

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

MISCELLANEOUS RULES AND REGULATIONS

ASSEMBLIES:

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

AUDIO EQUIPMENT AND OTHER ELECTRONIC DEVICES:

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

Airpods and other types of headphones must be removed from the ears of students during class unless given permission from the teacher. Failure to do so may lead to an office referral for insubordination or disrespect to staff.

BACKPACKS:

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

Purses or other bags carried to classes by students to carry books and materials as a substitute for a backpack will be treated as a backpack. An over-sized purse may be considered a backpack at the administration's discretion. Backpacks are permitted to be used for classes at the WSEC Campus and for the Physical Education Wing of the building.

Backpacks that are found in classrooms or in the hallway will be subject to the following discipline:

- 1st Offense: Warning
- 2nd Offense: After-School Detention and phone call to parents
- 3rd Offense: Saturday Detention and phone call to parents
- 4th Offense: Loss of backpack privileges at CHS

BUILDING ACCESS:

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

CHAPERONE EXPECTATIONS:

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

DANCE RULES:

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

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

Formal (Prom): Formal attire

Semi-Formal (Homecoming and Winter Carnival): Semi-formal attire

School rules and regulations apply to all dances. **If a student leaves the building during a dance, he or she MAY NOT RETURN.** Loitering outside the building, or in the parking lot is not permitted.

Inappropriate dancing that is sexually suggestive in nature is not allowed and may lead to the student being removed from the dance. If a student is removed from a dance, he or she will be prohibited from attendance at all future dances.

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

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

	Start Time	End Time	Last Student Admitted
Homecoming and Winter Carnival	8:00 PM	10:00 PM	9:30 PM
Prom	8:00 PM	11:00 PM	10:30 PM

ELEVATOR RULES:

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

EMERGENCY SCHOOL CLOSING:

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

District website: www.chelseaschools.org

Twitter: @ChelseaSchools

District Phone #: 433-2275

FOOD AND BEVERAGES:

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

HALL PASSES:

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

IDENTIFICATION CARDS:

All students will be issued a Chelsea High School Student Identification Card. This student identification card will serve as the student's media center card and food services debit card. These cards are the responsibility of the student. ***There will be a \$5 replacement fee for students who lose their cards.*** Students must carry their student identification with them at all times they are on school property or at school events. Students may be asked to show their student identification as a condition of admittance to school events (for example, dances) and may be denied admittance if they do not have it. Students shall identify themselves and show identification to staff members upon request. Failure to do so may be considered insubordination (see code of conduct).

LASER POINTERS:

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

LOCKERS:

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

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

The following rules apply to lockers:

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

8. Students will be fined for failure to clean their locker at the year's end.

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

LOST AND FOUND:

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

MEDIA CENTER GUIDELINES (Hours of Operation: 7:15am-3:15pm):

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

Media Center Conduct:

Proper respect for others using the media center, furniture, and all materials is expected.

Circulation and Fines:

All materials that circulate must be checked out and returned at the circulation desk. Lost books and materials must be paid for at a reasonable standardized replacement rate or today's book market price.

Computer Use:

During the regularly scheduled school day, computers are to be used for conducting school-related work only.

Numerous websites helpful to your research are listed on the homepage in the Media Center DESTINY Card Catalog. These links have been chosen to accompany the assignments that teachers have brought their classes to the Media Center to complete. Media Center staff will be adding links on a continuous basis. You are also able to access your personal checkout information in Destiny using your school log-in. Destiny can be accessed at home from the CHS homepage under Departments/Instruction.

Responsibility:

It is the responsibility of each student to be aware of the needs of fellow students. Overdue materials, materials not properly checked out, and improperly cared for materials will have an adverse effect on others. Please show that you care about your Media Center and fellow students.

MEDICATION:

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

child's physician accompanied by the written authorization of the parent, is required. Self-medication by the student requires physician and parent authorization. Only medication in its original container, labeled with the date, the student's name, and exact dosage will be administered.

See Board policy #5330 - Use of Medications

PARKING/DRIVING PRIVILEGES:

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

1. All students must register their vehicles. Permits will be free of charge-Students must complete a vehicle registration form to receive the permit. Permits may be transferred to other family vehicles. All vehicles that the student drives must be registered. Replacement permits or additional permits will cost \$5. Failure to register your vehicle by the end of the second week of the school year will result in a ticket/fine being issued moving forward and a meeting with a school administrator.
2. Parking checks by school officials will begin the third week of school.

Vehicle Registration:

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

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

- Trinkle Road Lot
 - Art room/Band lot on the north side of the building
 - Visitor/Staff parking at the front of the building between the drive and the main office
 - Neighboring residential streets
 - WSEC Parking Lot
6. Once students enter the parking lot they are not allowed to leave without the permission of the administration. Student vehicles are not to be in the visitor/staff parking areas and drop-off

points on the west or southeast sides of the building during these hours. Students are not to park on neighboring residential streets.

- Students parking in improper areas will be fined \$5.00.
 - Students parked in designated visitor spaces, staff parking, the WSEC campus or in the Trinkle Road lot will be fined \$10.00.
 - Students who continue to park in restricted areas may have their vehicle towed and impounded. Students will be financially responsible to retrieve their vehicle.
7. Any driving violations, including speeding (over 15 MPH), careless driving, reckless driving, failure to yield right of way, failure to stop, etc., will lead to a possible police report, plus:
 - 1st offense – Warning
 - 2nd offense – Loss of driving privileges for a minimum of one week
 - 3rd offense – Up to permanent loss of driving privilege
 8. All parking fines will go to the Student Council to be spent as they deem appropriate.
 9. All fines paid within 24 hours (one school day) of their issue will be reduced 50%.
 10. Two unpaid fines will result in a student losing his/her driving and parking privileges until the fines are paid.
 11. Students who drive to school and park on school property agree to the search of their vehicles by administrators who have “reasonable suspicion” that the student’s vehicle contains drugs, alcohol, weapons, or other items not permissible at school.

SCHOOL PHONE:

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

SKATEBOARDS/ ROLLERBLADES:

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

TEXTBOOKS AND MATERIALS:

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

TRANSPORTATION INFORMATION (BUSSING):

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

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

VISITORS:

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

WORK PERMIT:

By Michigan law, all students under 18 must file a work permit prior to actually working. The work permit may be picked up in the office. It has three parts: Section 1 the student fills out, Section 2 the employer fills out, and Section 3 the school gives approval and must sign. After the student and employer parts are completed, the student needs to bring back the permit to the office for final approval. Once final approval is granted, the work permit should be returned to the Employer. Allow 24 hours for approval.

CODE OF CONDUCT AND STUDENT CONSEQUENCES

The following rules and consequences will govern inappropriate behavior:

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

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

- Students may expect to get a more severe punishment for repeated offenses of a rule.
- Students who have a history of violating several rules may face suspension or expulsion for their total disciplinary record.
- For extremely inappropriate behavior, a student may be disciplined at a higher level than the offense he or she is currently on, or more severely than the stated discipline for the offense.
- Where a range of possible disciplines is possible, the administrator will determine the appropriate punishment based upon the severity of the incident.

- The Student-Parent Handbook rules including the following Code of Conduct will take precedence over any and all Chelsea High School individual classroom rules, program rules and athletic rules.
- Students are reminded that these rules are applicable at any time the student is on any school property, en-route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school or school officials.

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

Disruption of Class:

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

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

Disruption of the Normal School Day:

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

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

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

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

Cell Phones/iPads/Electronic Devices:

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

- 1st offense: The student will receive a warning from the teacher.
- 2nd offense: Will be treated as insubordination and the following consequences will apply:
 - 1st offense: Up to 1 day ISS or OSS
 - 2nd offense: 1 to 2 days ISS or OSS
 - 3rd offense: 3 days ISS or OSS

Use of Radio Frequency Identification (RIFD):

Any device capable of hacking, copying, and/or emulating Radio Frequency Identification (RFID) information is not permitted in the building or on school property. These devices will be confiscated immediately, and the use of these devices in school will result in immediate disciplinary action and potential involvement by law enforcement.

Insubordination:

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

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

Disrespect Toward Staff:

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

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

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

Verbal Assault Against Staff/Bomb Threats:

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

- All offenses: up to and including expulsion.

Physical Assault Against Staff:

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

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

Disrespect Toward Another Student:

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

- 1st offense: Warning with documentation, parent contact, and up to one day of ISS or OSS.
- Additional or first time severe offenses may be treated as bullying or harassment.

Bullying:

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful

individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

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

- 1st offense: Parent conference plus 1-3 days ISS and/or OSS.
- 2nd offense: 2-5 days ISS and/or OSS.
- 3rd offense: Up to recommendation for expulsion.
- *Severe bullying may be treated as harassment.*

Hazing:

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

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

Harassment:

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Such conduct is disruptive of the educational process and, therefore, harassment is not acceptable behavior and is prohibited.

- 1st offense: Up to expulsion

Fighting:

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

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

Physical Assault Against Another Student:

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

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

Profanity, Obscenity, and Vulgarity:

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

- 1st offense: 1 detention
- 2nd offense: 1 detention plus parent conference
- 3rd offense: 1 day ISS or OSS

The use of racial, ethnic, religious, or sexual orientation language in a derogatory manner will not be tolerated. (including hate symbols, at the discretion of Administration).

A violation in this area may result in a disciplinary consequence and also may fall under harassment which include a restorative session with administrative and/or counseling staff.

- 1st offense: Warning up to 1 day suspension
- 2nd offense: 2-5 day ISS or OSS plus a parent meeting
- 3rd offense: 5-10 day ISS or OSS plus a parent meeting

Closed Campus:

Chelsea High School is a “Closed Campus”. It is a violation of this rule for any student to leave the building without direct permission from the principal or his designee during the school day, unless under the direct supervision of a teacher or other staff member. Being in any parking lot during a student’s school day is a violation of this rule. Parents are NOT permitted to call their child out of school during lunch hours unless it is a pre-arranged appointment or arranged ahead of time with an Administrator.

Part A - If no car is involved

- 1st offense: 1 detention
- 2nd offense: 2 detentions
- 3rd offense: 1 day ISS or OSS

Part B - If a car is involved

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

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

Lunch Period Rules:

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

- 1st offense: Student will be kept after the lunch period to clean the commons and their late arrival to class will be counted as an unexcused tardy.
- Subsequent offenses: Students may be assigned to sit at a designated table, assigned detention and/or assigned to eat lunch in ISS for a period of time.

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

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

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

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

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

- 1st offense: Assigned table or office for one week.
- 2nd offense: 1 detention
- 3rd offense: 1 day ISS or OSS

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

Tobacco, Vape products, Alcohol and Other Drugs (Including Marijuana):

Part A – Tobacco/Vape

These offenses are cumulative for the entire high school career. Students shall not use or possess any tobacco products or tobacco look-alikes at school or at any school activity. In all cases the tobacco products, lighters, e-cigarettes, vapor cigarettes, etc., will be confiscated plus:

- 1st offense: 1 day ISS or OSS
- 2nd offense: 2 day ISS or OSS
- 3rd offense: 3 to 5 days ISS/OSS.

A parent conference will be held before the student returns to school. Furthermore, in all cases of minor in possession of tobacco products, a violation of state law, a referral may be made to the police.

Part B – Alcohol and Drugs:

These offenses are cumulative for the entire high school career.

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

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

- A. Parents and police will be notified, and
- B. Chemical use assessment required and treatment recommendation followed, and
- C. A parent conference will be held before the student returns to school, and
 - 1st offense – 5 Day Suspension OSS and/or ISS (up to 2 days of which may be served by attending two Saturday Detentions). However, if the treatment recommendation required in part B. is not fully followed the consequence may be up to expulsion.
 - 2nd offense – Long term suspension up to expulsion. Conditions will be established during the suspension that must be followed for readmission. This may include attendance and participation in school programs that promote positive decision making.
- D. Students will not be permitted to attend any extra-curricular activities, including dances, athletic events, music performances, etc. during the suspension.
- E. If a student is in possession, buys, sells, distributes or is under the influence at any school dance they will be unable to attend any future dances for the rest of the school year.

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

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

- A. Parents will be notified immediately, the police will be contacted, and a formal complaint filed with the police.
- B. Chemical use assessment required and treatment recommendation followed, and
- C. A parent conference will be held before the student returns to school, and
 - Long term suspension up to a recommendation for expulsion. Conditions will be established during the suspension that must be followed for readmission. This may include attendance and participation in school programs that promote positive decision making.
- D. Students will not be permitted to attend any extra-curricular activities, including dances, athletic events, music performances, etc. during the suspension.
- E. If a student is in possession, buys, sells, distributes or is under the influence at any school dance they will be unable to attend any future dances for the rest of the school year.

Cheating:

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

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

- 1st offense: Zero (0) on test or assignment
- 2nd offense: Zero on the test or assignment/parent meeting/ISS or OSS
- 3rd offense: Fail the term (not eligible to take end-of-term test)

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

Artificial Intelligence:

Policies and practices relating to the use of artificial intelligence are highlighted in the district's acceptable use policy. Please consult this for any questions or concerns regarding this.

Lying:

Lying by a student to any staff member is unacceptable.

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

Public Displays of Affection:

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

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

- 1st offense: Report incident to the administration with a disciplinary referral
- 2nd offense: Parent contact by administration
- 3rd offense: Parent conference with both students involved and their parents.

Dress Code:

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

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

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

- Dress or grooming which is disruptive to the educational process is prohibited.
- Clothes should not call attention to the body of the wearer because of design or cut of clothing
- Shoes must be worn at all times.
- Clothing that reveals undergarments (bras/underwear/boxer shorts) will not be permitted.
- Any item with vulgarity or profane imprinting, sexual innuendo/harassing imprinting (which supports alcohol, tobacco or other drug usage, is not permitted.
- In shops, labs, and food areas, health and safety regulations, as well as usual occupational dress requirements will determine the dress code.
- Coats and blankets are not permitted in classrooms

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

For other violations:

- 1st offense: Withheld from class until dress is acceptable.
- 2nd offense: Same as first offense, plus parent contact
- 3rd offense: Same as first offense, plus parent contact
- 4th offense: Student will remain in ISS or OSS until parents comes to school to take student home for remainder of the day

Forgery:

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

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

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

Fireworks:

The use, possession, or distribution of any sort of fireworks is not permitted.

In all cases the police will be notified, plus:

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

Loitering:

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

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

- Coming to an athletic contest, dance, concert, or other event, but not paying and/or entering and joining the crowd,
 - Being in a locker room at any time while not involved in a physical education class or athletic activity, and
 - Hanging around the parking lot before or after school.
 - Being present in the commons after school past 3:15 p.m. without a specific appropriate intent (for example waiting for a late practice or working on a group project).
 - Being present in hallways, including those in the athletic wing, past 3:05 p.m., without a specific appropriate intent (coming or going from a supervised activity).
 - Eating food or drinking any beverage except water in the hallways.
- 1st offense: Parents/guardians will be contacted to pick up students who are loitering at school.

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

Vandalism:

No student will intentionally damage or deface any school building, school-owned property, or personal property located at the school. In all cases a police report may be filed, plus full restitution will be required, plus:

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

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

Acceptable Use Policy/Computers/Internet Safety and Acceptable Use Agreement:

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

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

Unacceptable Computer Use:

- Adding any software or program (downloading files off the Internet)
- Making any change to the computer set-up including background, wallpaper, resolution, etc.
- Running any software that is not on the computer desktop (You may not go behind the scenes to access anything)
- Using another student’s login ID and/or password
- Sharing your login ID or password with another student
- Giving Network rights to your folder to any other person.

- Cheating: This will result in a zero for the assignment and a loss of computer privileges for a minimum of 1 week.
- Sending any type of Instant Message
- Providing access with your password to a student removed from computer usage

Unacceptable Internet Use:

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

Typical Consequences Include:

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

PLUS:

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

Theft or Possession of Stolen Property:

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

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

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

Gangs:

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

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

Possession of a Weapon:

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

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

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

- All offenses: Up to expulsion

Legal Infractions:

In general, anything that is a violation of public law is a violation of school rules. In all cases the parents will be contacted, plus a police contact made, plus:

- All offenses: Up to expulsion

After-School and Saturday Detention Guidelines:

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

You must be on time! No one will be admitted late.

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

Progressive detention discipline policy:

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

In-School Suspension (ISS) Rules:

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

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

Progressive ISS or OSS Discipline Policy:

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

- 3rd time assignment to ISS: A conference will be held to discuss the entire discipline/behavior of the student. The following may be involved: Student, parent, counselor, administrator, appropriate teachers. The following progression will be explained:
- 4th time due to be assigned to ISS: minimum five-day suspension (OSS and/or ISS).
- 5th time due to be assigned to ISS: minimum ten-day suspension (OSS normally) - during the ten-day suspension, a meeting involving the superintendent may be held to discuss the situation.
- 6th time due to be assigned to ISS: recommend expulsion or long-term suspension to superintendent of schools.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of the programs. The school principal assumes responsibility for establishing and enforcing procedures necessary to ensure that student rights are preserved, and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming the concurrent responsibility. (Conversely, an appeal process has been established, and is outlined in the appropriate section of the guidelines, for those students who feel their rights have been infringed.)

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

STUDENT CONDUCT:

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

Recent state legislation requires local schools to take certain actions when a student commits certain acts. The Board designates the Superintendent and the building principals to suspend/expel students on behalf of the Board for up to ten days for behavior legally requiring suspension/expulsion for physical or verbal assault. Recommendations for longer suspensions or expulsion shall be subject to Board action.

SUSPENSION/EXPULSION:

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

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

Procedures for Suspension:

- The principal or assistant principal will give notice to the pupil of the intention to suspend and the reasons why. The student will have the opportunity to appear at an informal due-process hearing before the principal or assistant principal to challenge the reasons for the intended suspension or otherwise explain his/her actions. If the student is to be suspended, he/she will be told of the suspension and its length.
- The parent or guardian shall be notified of the suspension within 24 hours. This notice must include the reason(s) for the suspension. The parent or guardian, together with the student, can be requested to come to the school for a conference with the administrator. This conference should be no later than the date the student is scheduled to re-enter school. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student may be removed from the premises. A due-process hearing must be held as soon as possible after such removal is ordered. The student may not return to school until the hearing is held.

Removal from Class:

- If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then a teacher may remove the student from curricular or extra-curricular activities under his/her supervision. Removal from class for more than one day may be taken only by the administration.

Procedures for Expulsion or Suspension in Excess of Ten Days:

- The Board may expel a student from school. The Superintendent will give the student and his/her parent or guardian written notice of the recommendation for expulsion. This notice is to include reasons for the recommendation.
- Upon request, the student and/or parent, and/or representative, will have an opportunity to appear before the Superintendent to present information, explain the student's actions, or make requests. The administrator cannot order such a hearing in the event the student and parent(s) choose not to attend.
- The written notice of recommendation for expulsion to the Board must state the time and place for the hearing. Students have the right to counsel at the hearing and may request the hearing be held in an open or closed session of the Board. By law, decisions by the Board must be made in open session.
- The official notice of the Board's decision will be mailed to the parent or guardian within 72 hours.

APPEAL OF DISCIPLINARY ACTION(S):

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

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

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

SEARCH AND SEIZURE:

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

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

AGE OF MAJORITY:

Upon reaching the age of 18, students who wish to exercise their age-of-majority rights may get more information in the office. The students will be directed to an online form which must be completed by both the student and Parent/Guardian. Upon exercising age-of-majority rights, only the principal or assistant principal may excuse a student from school. This privilege may be revoked if misused as determined by administration and will be revoked if the student exceeds 8 absences in a trimester.

WRITTEN, VERBAL AND SYMBOLIC EXPRESSION:

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

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

- No signs in the curve after the carpet except:
- A student's locker may be appropriately decorated on the student's birthday
- On game or event days one sign per participant may be placed on each participant's locker including his or her name or number
- Signs may be posted in the Commons and the halls adjacent to the Commons
- Signs may not be placed on wood doors or "speckled" paint or showcases
- Signs may not be attached with masking tape
- Signs must be removed the day after the event
- School copiers may not be used to make personal signs
- A maximum of 10 signs may be posted for any individual event

STUDENT ACTIVITIES:

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

STUDENT COUNCIL:

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

CLASSES:

Each of the classes (Freshmen, Sophomores, Juniors and Seniors) shall have elected offices to organize class activities and fund-raisers. Their respective classes will elect class presidents, vice-presidents, and secretaries. All elections will be held on secret ballots, and petitions shall be used for nominations. Student Council will help organize class elections. All of the classes are involved with Homecoming, Winter Carnival, and the Community Fair. General class meetings will be held during the school year to plan the above activities. Individual class meetings will be held as necessary for other activities (i.e.,

planning of the Junior-Senior Prom; graduation preparations, etc.). All class and club treasurers are appointed by the groups' advisors.

NATIONAL HONOR SOCIETY:

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

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

EXTRA-CURRICULAR ELIGIBILITY FOR CLUBS AND ORGANIZATIONS:

1. School Attendance

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

2. Suspensions from School Activities

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

3. Other Regulations

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

SPECIAL POLICIES OF THE CHELSEA SCHOOL DISTRICT

ACCEPTABLE USE POLICY:

- All students must conform to the District’s “Computer Resources - Acceptable Practice Agreement” when using technology to access the internet and in all other applications. Students and parents must both read and sign the agreement prior to use of the technology. The complete agreement is available in the office. (Also see Rule #26)

DIRECTORY INFORMATION:

- Under the Family Educational Rights and Privacy Act (“FERPA”) the Chelsea School District is authorized to designate certain personally identifiable information contained in education records as “directory” information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.
- The district designates the following personally identifiable information contained in a student’s education record as directory information:
 - Student name, address, photograph, e-mail address, telephone number, date and place of birth, major field of study, grade level, participation in officially-recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.
 - Unless a parent or eligible student advises the district in writing within 15 days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent. Written objections to the release of directory information should be submitted to the building principal.

MILITARY RECRUITING REPRESENTATIVES:

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

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

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

NON-DISCRIMINATION POLICY:

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

within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District. See District Policy 2260.

SCHEDULING OF STUDENT ACTIVITIES POLICY:

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

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

HARASSMENT:

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

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

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