

FOREST HILLS NORTHERN HS

2015-2016

3801 LEONARD, NE
GRAND RAPIDS, MICHIGAN 49525

Office: 493-8600

493-8644 - Main Office Fax

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Mr. Jon Gregory - Principal

Mr. John Dolce, Assistant Principal

Mrs. Stephanie Hare, Assistant Principal

Mr. Cory Anderson, Athletic Director

District web site www.fhps.net

Northern web site www.fhps.net/northernhs

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

NORTHERN HIGH-DAILY SCHEDULE

Zero hour		6:40 - 7:35 am
First hour		7:40 - 8:40 am
Second hour		8:45 - 9:55 am
	Comm. Break	9:45 - 9:55 am
Third hour		10:00 - 11:00 am
Fourth hour		11:05 a.m. - 12:35 a.m
Early lunch	11:05 a.m. - 11:35 am; class	11:35a.m.-12:35pm
Late Lunch	12:05 p.m. - 12:35 pm; class	11:05a.m.-12:05pm
Fifth hour		12:40 -1:40 pm
Sixth hour		1:45 - 2:45 pm

NORTHERN HIGH – OFFICE DIRECTORY

MAIN OFFICE	493-8600 – phone	493-8644 – fax
ATHLETIC OFFICE	493-8659 – phone	493-8626 – fax
ATTENDANCE OFFICE	493-8610 – phone	
GUIDANCE OFFICE	493-8605 – phone	

EQUAL EDUCATION OPPORTUNITY

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

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

Ms. Christine Annese

Assistant Superintendent of Human Resources

Forest Hills Public Schools

6590 Cascade Road, SE

Grand Rapids, MI 49546

Telephone #: (616) 493-8805

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FOREST HILLS PUBLIC SCHOOLS
6590 CASCADE ROAD, SE
GRAND RAPIDS, MICHIGAN 49546
493-8800

ADMINISTRATION

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

FOREST HILLS BOARD OF EDUCATION

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

FOREST HILLS PUBLIC SCHOOLS DISTRICT VISION, MISSION AND GUIDING PRINCIPLES

VISION

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

MISSION

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

GUIDING PRINCIPLES

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

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

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

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

PRINCIPAL'S WELCOME

Dear Husky-

Welcome to another exciting year at Northern High. We anticipate an outstanding school year where we partner to ensure each student "achieving individual potential". The staff of Northern High is committed to providing you with a first-rate educational experience to challenge you in every way. Our goal is to assist you in finding your passion and then working with you to accomplish success.

Please become familiar with this handbook. It is filled with information that will help you achieve success at Northern High. Our policies and procedures, along with a calendar of events are presented to you within these pages.

Again, welcome to another year filled with excitement and success. I am certain we will achieve our goals as we work together as Huskies.

Ubuntu!

Jon Gregory
Principal

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Student Services at (616) 493-8770 to inquire about evaluation procedures and programs. Because limited proficiency in the English language should not be a barrier to equal educational participation, students identified as having limited English proficiency can contact the Assistant Superintendent for Instruction at 493-8806 to inquire about evaluation programs offered by the District.

SCHOOL FIGHT SONG

Fight the team across the field!

Show them that Northern's here!

Set the air reverberating with a mighty cheer!

Rah! Rah! Rah!

Hit them hard and see how they fall!

Never let that team get the ball!

Hail! Hail! The Huskies are here! So let's beat those ol' ____ now!

Go Huskies! Go Huskies!

ACADEMICS

GUIDANCE

There are four counselors at Forest Hills Northern High School. Currently on staff are Sue Trout, Cara Harvey, Dan Bemke and Tammy Bentley. Students will be notified of their counselor assignment.

Students are encouraged to come to the Guidance Office for counseling regarding personal problems, educational information, program planning, test interpretation, career information, schedule changes, etc. Booklets, pamphlets, and catalogues, many of which may be signed out, are available for student use. Feel free to browse or to make an appointment with one of the counselors. Students should pick up a pass from the Guidance Secretary on the morning of their appointment. College entrance testing information can be obtained from the Guidance Office.

GRADUATION REQUIREMENTS

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

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

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

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

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

Math 4.0

Science 3.0

English & Communication 4.0

Social Studies * 3.0

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

World Language 2.0

In addition, students will complete the following requirements:

- II. HEALTH & PHYSICAL EDUCATION

All students must complete 1.0 credit of Physical Education and Health.

- III. VISUAL, PERFORMING, OR APPLIED ARTS

All students must complete 1.0 credit from this cluster.

- IV. ON-LINE LEARNING EXPERIENCE

All students will earn one credit in this area.

- VI. ELECTIVES 4.5 credits

TOTAL 22.5 credits

GRADUATION HONORS

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

receive this recognition.

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

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

HONORS AND ADVANCED PLACEMENT COURSE OFFERINGS

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

Honors English 9

Advanced Placement Calculus

Honors English 10

Advanced Placement Environmental Science

Honors Biology

Advanced Placement Spanish Literature

Honors US History

Advanced Placement Comparative Politics

Advanced Placement Lang. & Comp.

Advanced Placement Spanish Language

Advanced Placement Lit. & Comp.

Advanced Placement Studio Art

Advanced Placement U.S. History

Advanced Placement Chemistry

Advanced Placement Government

Advanced Placement Biology

Advanced Placement Statistics

Advanced Placement Physics

Advanced Placement Computer Literature

Advanced Placement French

Advanced Placement World History

THE CO-OP/WORK EXPERIENCE PROGRAM

The Co-op/Work Experience program is: open to 11th and 12th grade students

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

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

Work Experience = 1/2 credit/semester

DUAL ENROLLMENT

Students should contact the school counselors for information

or visit <http://www.fhps.net/northernhs/parent-student-portal/guidance-department/>

EXAM POLICY

1. All students are expected to take a final written exam in every class. Individual variances from this policy must be cleared by the building principal.
2. Students who fail to turn in their textbooks may receive an "incomplete" grade on their report card until their textbooks are returned.
3. Exams will not constitute more than 20% of a student's final semester grade.

FIELD TRIPS AND EXCURSIONS

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

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

GRADE POLICY FOR REPEATED COURSES

To encourage a student to repeat a course in which s/he has not demonstrated a satisfactory level of achievement, the following State of Michigan policy will apply for courses repeated at a Forest Hills school, including Summer Academy. Beginning Summer 2011, CEPI, Center for Educational Performance and Information, requires every grade for every class be listed on the student's transcript.

If a student repeats a course, then only the higher grade will be included in the grade point average (GPA). Note: both grades for the course will remain on the transcript. A student will receive credit for the class only once for each semester passed.

HOMEBOUND INSTRUCTION

In order to qualify for homebound instruction, a student must provide a statement from a medical doctor verifying the illness, the duration of confinement, and the need for instruction for a period of at least five (5) consecutive days from the date of the request. Students will not lose credit due to excessive absences if a homebound teacher is servicing them and they fulfill work and learning obligations. Students receiving homebound instruction shall be classified as fulltime students in attendance for pupil accounting purposes.

MAKE-UP ASSIGNMENTS AND TESTS

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

RECORDS POLICY FOR SCHEDULE CHANGES

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

1. Any course dropped by the 5th day of the semester will be dropped without record.
2. Any course dropped after the 5th day of the semester will be recorded with an "E" for the semester. Any course dropped without proper authorization from the Guidance Office will be recorded as an "E" for the semester.

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

REPORT CARDS

Report cards are issued at the end of each marking period. Letter grades are used to designate a pupil's progress. Report cards are distributed in school for the first and third marking periods; semester report cards will be mailed to the student's home. Any mistakes or incorrect information on the report card should be reported to the Guidance Office.

REVIEW OF INSTRUCTION

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

STUDENT ASSESSMENTS

To measure student progress, students will be tested on State standards. In accordance with District policy each student will be expected to take the appropriate Michigan standardized tests.

TESTING OUT

Any high school student who wishes to test out of a course in which s/he is not enrolled may take the final examination for the course but must receive a grade of at least C+ (77%). In a case where a final examination is not given, a basic assessment may be used to determine mastery. Completion of a course earned by a student through this process may be used to satisfy a course or course-sequence requirement and may be counted towards the required number of credits for graduation, but not to determine the student's GPA. Testing out opportunities are offered in June, August and November. Applications must be submitted by the assigned deadline on the form.

TRANSCRIPT REQUESTS

When a student submits a college/scholarship application, *using Naviance*, the Counseling Secretary will process the transcript and send it electronically to the institution. A yearly, one-time processing fee of \$10 per student is recommended when the first copy of a transcript is requested. There is no additional charge for sending mid-year reports or final transcripts after the initial application.

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

WEIGHTED GRADES

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

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

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

Students who have taken Advanced Placement courses will have 0.042 added to the cumulative grade

point average for each yearlong course and .0021 for each semester course. Class rank will be based on this weighted G.P.A. At the end of each semester, when final grades are reported, the adjustment will be made to the cumulative G.P.A.

ATTENDANCE PHILOSOPHY

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

ATTENDANCE POLICY AND PROCEDURE

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

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

1. ABSENCE POLICY

<u>NON-COUNTED</u> Does Not Count toward 12 days	<u>COUNTED</u> Does Count toward 12 days	
<u>Excused Absence</u>	<u>Excused Absence</u>	<u>Unexcused Absence</u>
A	B	C
Documentation required/ Can make-up work	<u>Parent verification*</u> required Can make-up work	Cannot make-up work
Funerals	<u>Pre-arranged**</u> family vacation: form required	Any absence not verified
Court appearance	Excused absence due to illness	Truancy/Skipping class
Medical/dental appt.		
Religious observance		
Extended illness w/Dr's note		
School field trip		
College visit (2 per yr.) junior/ senior: prior approval needed/ signed college form after visit		
In/Out of school suspension		

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

* Parent Verification – See School Notification of Absences.

**Pre-Arranged Absence – See Pre-Arranged Absence Requests.

2. SCHOOL NOTIFICATION OF ABSENCES

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

3. PRE-ARRANGED ABSENCE REQUESTS

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

4. LATE ARRIVAL - EARLY DISMISSAL

Students must always sign out at the attendance office when leaving the building during the

school day and must always sign in when arriving late for school.

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

5. TARDY POLICY

A tardy is defined as classroom entrance without a pass from faculty or administration: ten (10) minutes or less after the bell has rung. In any given class during a marking period: 1st & 2nd Offense – Warning by teacher to student. 3rd Offense – 1hr. detention before/after school assigned by the teacher. 4th Offense – Parent conference and a detention will be assigned. 5th offense-teacher will report to assistant principal this tardy was received, the assistant principal will administer the appropriate discipline. If the student arrives to class more than ten minutes late without a valid pass, it will be an unexcused absence.

KENT CAREER TECHNICAL CENTER/KENT TRANSITION CENTER ATTENDANCE

FOREST HILLS PUBLIC SCHOOLS AND KENT CAREER TECHNICAL CENTER / KENT TRANSITION CENTER
CALENDAR CONFLICTS FOR SCHOOL – YEAR 2013-2014

Each year conflicts may arise between the school attendance calendars for Forest Hills Public Schools and Kent Career Technical Center / Kent Transition Center. In the event Forest Hills Public Schools or Northern High are closed, students are excused from KCTC / KTC, and transportation is not provided.

In the event of a school sponsored activity; such as an assembly, class meeting, etc. that conflicts with a KCTC/KTC session, students should see an administrator **at least one day prior to the event** to arrange for an excused absence from KCTC / KTC. Students who are released early from KCTC / KTC to attend an event must sign in at the attendance office prior to the event, and sign out at the conclusion. Early return transportation to FHN is the student's responsibility.

Students who attend KCTC / KTC are responsible for reading the announcements daily, and questions should be directed to any staff member.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Northern High School encourages all students to become involved in one or more sports. Athletics help meet the need for self-expression, mental alertness, physical growth and enhances educational maturity. Student athletes are expected to read and abide by the Athletic Code outlined in the Athletic Handbook available in the Athletic office. All athletes must refer to this booklet to familiarize themselves with the rules governing student athlete behavior and expectations. The following sports are offered for your participation:

FALL	<u>MEN</u>	<u>WOMEN</u>
	Football	Spirit Cheer
	Soccer	Golf
	Cross Country	Cross Country
	Tennis	Volleyball
	Equestrian	Swimming & Diving
		Equestrian

WINTER	<u>MEN</u>	<u>WOMEN</u>
	Basketball	Spirit Cheer
	Wrestling	Competitive Cheer
	Swimming & Diving	Basketball
	Skiing	Skiing
	Hockey	Gymnastics
	Bowling	Bowling
		Pom/Dance

SPRING	<u>MEN</u>	<u>WOMEN</u>
	Track	Track
	Golf	Softball
	Cycling	Cycling
	Baseball	Water Polo
	Rugby	Soccer
	Crew	Crew
	Lacrosse	Lacrosse
		Tennis

ATHLETIC CONFERENCE:

Forest Hills Northern is a member of and participates in the OK Bronze Conference Division. Competing schools are: Forest Hills Northern, Forest Hills Eastern, Wyoming, Cedar Springs, Greenville, Northview.

CLUBS, GROUPS, SERVICE AND EDUCATIONAL ORGANIZATIONS

CO-CURRICULAR ACTIVITIES

Forest Hills Northern offers its students a variety of service and educationally oriented organizations for participation. Students are encouraged to join these various clubs or organizations. A school staff member advises all student groups/clubs. Some of the clubs and organizations available to students are: Art Club, Chess Club, Environmental Club, Forensics Club, French Club, Math Club, Mock Trial, Model United Nations, Multicultural Club, National Honor Society, Northern Writer's Club, Odyssey of the Mind, Husky Pause, Project Charlie, Science Olympiad, Spanish Club, Student Government, Ski/Snowboard Club, Theater Arts, Husky Volunteer Program, Young Politicians Club. A current list can be found posted in the Guidance Office or on the school web site. Watch the announcements for organizational meetings. Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by the students, that attendance is voluntary, that no school staff person actively participates in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event.

DRAMA, MUSICAL, AND VARIETY SHOW

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

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

NATIONAL HONOR SOCIETY

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

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

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

Interested students who wish to be considered for Honor Society membership must meet the following criteria:

- Must be an 11th or 12th grade student who has attended NHS for at least one semester.
- 3.50 GPA
- Must demonstrate high standards of character, leadership service and scholarship.

Eligible candidates will be notified in the Fall, must submit requisite informational materials for consideration by the National Honor Society Faculty Committee and by a date to be determined and communicated to eligible candidates. Materials include an inventory of activities during high school years, (the Student Activity Information Form) a resume, a teacher recommendation form and a sponsor recommendation. The Faculty Committee reviews informational materials submitted by the required date, evaluates individual candidacy and the Advisor (on behalf of the Committee) will notify candidates if they are selected to our chapter of the National Honor Society (Chapter 16136.)

Note: Membership is conferred upon selected and eligible candidates and not on the basis of grades and/or interest alone. There is a limited time line for this annual review, notification of eligible candi-

dates, consideration, selection, and notification process. Therefore, this process occurs at the beginning of the Fall Semester, occurs only once a year and should be completed by the first week of December (at the latest.) Students who wish to be considered as candidates for Honor Society should be involved in community service and be active participants in activities during their high school years. A reconsideration process allows students to appeal selection decision of the Faculty Committee and apply for reconsideration within one week of the actual Fall Induction. (Advisor can explain appeal process and provide requisite forms according to that established process. Exact date of Induction will be published in the Weeks Events for Northern High School and Northern Newsletter.)

STUDENT ACTIVITIES/DANCES

Students who wish to initiate a school-sponsored activity or club must submit an application for permission to the administrator's office. Students are encouraged to become involved in club, class, and school activities of all types.

Regulations for students attending a dance or school activity:

1. All Forest Hills PS rules apply at school sponsored social events. Students are required to bring a valid school ID; failure to do so will result in non-admission to the dance/activity.
2. Students attending social events will be appropriately dressed, demonstrate appropriate conduct, and show respect to all school chaperones. Students who demonstrate inappropriate conduct will be given one warning, and then asked to leave.
3. Only current FHPS students are admitted to school dances. If a current Northern student wishes to bring a guest or an alumni s/he may do so only if prior permission is granted by an administrator during normal school hours. A Guest Attendance form, available in the Main Office, must be completed. Permission will not be granted at the door.
4. No smoking or drinking will be permitted at any school sponsored activity (home or away). If students or guests have been suspected of drinking, their parents will be notified, and, if the situation warrants, available information will be promptly communicated to the police. Students under the influence of alcohol or drugs will not under any circumstances be permitted to drive home. Discipline will be imposed independently of police action.
5. No students will be permitted to enter a dance after 9:00 p.m.
6. Dances will terminate promptly at 11:00 p.m. Exceptions will be made for special occasion dances.
7. No student will be permitted to leave and re-enter a dance.
 8. Loitering in the parking lot is not permitted.

STUDENT GOVERNMENT

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

SCHOOL Emergency & Safety

SCHOOL DELAYS AND CLOSING

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

STUDENT EMERGENCY INFORMATION, MEDICATION

Every student is required to have a Student Information Record on file with the school. This form must be signed by the parent/guardian and includes contact information in the event of an emergency. It is vital this form contain current information.

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

FIRE, TORNADO & LOCKDOWN DRILLS

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

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

TORNADO POLICY

A "tornado watch" means conditions are favorable for the development of severe thunderstorms and possibly tornadoes. If a tornado watch is in effect at regular dismissal times, students will be dismissed to their normal bus runs. Students who drive will be released.

A "tornado warning" indicates a funnel cloud has been sighted or indicated on radar. School shall be closed whenever a tornado warning is in effect prior to the start of school.

If a tornado warning is in effect at regular dismissal times, all students including those who walk and drive will be held in school until the warning is lifted or parents pick them up. Parents may pick up students at any time during a tornado watch or warning, but must sign them out in the attendance office. Parents may not pick up students other than their own unless written permission is on file in the attendance office.

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

GOVERNMENT AGENCIES

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

LOCKERS/STUDENT VALUABLES

Lockers, including gym lockers, are the property of Forest Hills Public Schools. Each student is assigned a locker and is responsible to see that his/her locker is kept locked, clean, and in order at all times. Combinations are assigned and recorded through the Assistant Principal's office. Students are not encouraged to share their locker combinations with other students. Do not use another student's locker at any time. The school cannot assume liability for items lost, stolen or damaged. Please secure your valuables. Jewelry, money, expensive clothing, electronic equipment – particularly I-pods, cell phones, cameras, etc, are tempting targets for theft. Students are encouraged not to bring such items of value to school or to extra-curricular activities/events. FHN cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Report all suspected thefts to the Assistant Principal's office.

LOST AND FOUND

Lost items should be reported to a teacher or to the Assistant Principal's office. Found items are to be turned in to the Main Office.

RESTRICTED AREAS

1. Students are not allowed to be in any parking lots without permission during the school day, including the lunch hour.
2. Students are not to be in the area east of the gyms and auditorium without permission during the school day.
3. Students are not allowed to be in any construction areas at any time without permission.
4. Violators will be subject to discipline ranging from detention to suspension.

VISITORS

Local students spending a day off from their home school at Northern have become a distraction to both teachers and students. If there are extenuating circumstances regarding a local student, please see an administrator prior to completing a visitor permission slip. All students wishing to bring a visitor must submit a completed visitor permission slip no later than one day prior to the visit. The visitor must remain with the host student all day. No visitors are permitted in the days immediately preceding holidays or exams. The administration reserves the right to deny approval for visitation.

TECHNOLOGY

Northern web site www.fhps.net/northernhs

COMPUTERIZED MATERIAL

The use of computerized technology in the building and in the Media Center and access to information resources and the Network is a privilege that may be revoked by the District at any time and for any reason. Use of District and or Network resources are for the purpose of (in order of priority):

1. support the academic program
2. telecommunications for authorized purposes
3. general information for assigned classroom activities.

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

1. Intentionally seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to others,
2. misrepresenting other users on the network,
3. disrupting the operation of such resources or the Network through abuse of the hardware and software by using software or setting up false or alias accounts,
4. malicious use of the Network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks,
5. interfering with others use of the Network,
6. illegal installation of copyrighted software or unauthorized Internet-received software,
7. extensive use of non-curriculum related communication,
8. unauthorized downsizing, copying or use of licensed or copyrighted software,
9. allowing anyone to use an account other than the account holder,
10. misusing privileges granted by teacher for specialized purposes,
11. stealing, modifying, eliminating or tampering with other accounts, or school installed systems.
12. possession of personal laptops in school without the approval of the Administration is prohibited.

DAILY ANNOUNCEMENTS

Students will be informed of activities and events at Northern High School by daily announcements over the TV or PA system during the "Communication Break" at the end of second hour. Students are to remain in class during announcements, and it is their responsibility to watch and listen to all the announcements. Announcements are also posted on the Main office bulletin board and Northern web site. Students wishing to place items in the announcements should report to the main office.

ELECTRONIC DEVICES

Electronic devices, such as cell phones, iPods, cameras, tape/CD players, video games, laser pointers, etc., and their earphone attachments are not permitted to be used in the classroom during the instructional day. Failure to turn over your electronic devices upon request will be considered insubordination and may result in disciplinary action; up to and including suspension from school.

If seen or heard, these devices will be confiscated. **First** offense the student may pick up his/her possession from an administrator at the end of the day. **Second** offense will result in the confiscation of the property until claimed by a parent. **Third** offense will result in the confiscation of the property and/or meeting with parents, and/or one day of in-school suspension and thirty days of social probation,

which prevents a student from attending school dances, athletic events, and other school functions at home or away. On the **fourth** offense, the probation is longer. Electronic devices may be used in common areas during non-instructional time.

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

PARENT/STUDENT PORTAL

Students and their parents are provided with a student profile including grades, attendance, and assessments through a secure web portal. Questions should be directed to the Registrar's office.

PARKING PRIVILEGES **& TRANSPORTATION**

PARKING LOT SAFETY

Due to heavy traffic in the immediate school area, students should exercise caution at all times when walking or driving on school property. Students boarding buses should be especially careful to follow all safe boarding practices. Should a student be aware of any accident or dangerous situation, s/he should notify any staff member immediately. **Students and parents are requested to utilize the designated pick-up and drop off area located on the south side of the building. Due to heavy traffic flow, parents are requested not to linger in the drive.**

STUDENT DRIVING AND TRANSPORTATION

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

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

1. Students who drive vehicles on campus must register all vehicles.
2. Students who drive vehicles on campus must park in the area designated for student parking. **PARKING IN THE AREA DESIGNATED FOR FACULTY/STAFF MAY RESULT IN A TEMPORARY LOSS OF DRIVING PRIVILEGES .**
3. Students must lock their vehicles on arrival, and must remain out of the vehicle until the conclusion of the school day (which **INCLUDES LUNCH**). Students are not to linger within vehicles upon arrival at school.
4. Any vehicle brought on District premises by a student may be searched when the administrator has reasonable suspicion to justify the search. Random canine searches of parking lots will also occur throughout the school year.
5. Students are not allowed to drive off campus during the lunch period.
6. Students who must drive to school on an occasional basis are required to register their vehicles.

7. Students are required to operate the vehicle in an entirely legal and safe manner at all times. Please observe the posted speed limit at all times on school property.
 - RECKLESS OR NEGLIGENT DRIVING MAY RESULT IN IMMEDIATE AND PERMANENT LOSS OF ON-CAMPUS DRIVING PRIVILEGE.
 - PENALTIES FOR VIOLATIONS OF STUDENT DRIVING AND PARKING REGULATIONS MAY RESULT IN TEMPORARY OR PERMANENT LOSS OF DRIVING PRIVILEGES AND/OR DETENTION TIME AND/OR "THE BOOT."Removal of the boot will only be initiated after consequences have been assigned or fees charged.
8. FHN High School reserves the right to deny, revoke or suspend a students' driving privilege.

TRANSPORTATION: SCHOOL BUSES

The school bus is an extension of the classroom. Behavior required in the classroom will be expected of students on buses. All students are urged to ride the school bus provided for their convenience. Riding the school bus is a privilege, not a right. **Misconduct on buses will not be tolerated, and could result in forfeiture of the privilege of riding.** There must be no disturbances of any kind that might distract the driver and imperil the safety of the passengers. A student who wishes to ride a bus other than their own **must** contact transportation 493-8785.

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

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

SCHOOL BUS RULES

1. A student is expected to be at his/her stop at least five minutes before the bus is scheduled to be there.
2. Bus riders must stay in their seats and in a sitting position when the bus is in motion.
3. Bus riders should not move to board a bus until it is completely stopped and the door is open.
4. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
5. No part of the body should be allowed to protrude from the window.
6. Shouting, spitting, vulgarity, profanity, running, fighting, and the possession of tobacco products are not permitted.
7. Any damage to the bus shall be paid for by the rider inflicting the damage.
8. All riders should help keep the bus clean and sanitary. Eating and drinking are prohibited on the bus at all times.
9. Be courteous and obedient to your bus driver. Your help will enable your driver to make your school bus ride safer.
10. Musical instruments must be held by the owners. Do not leave them in the aisles, at the front door, or rear emergency door.
11. No pets or animals are allowed on the bus.
12. All students must board the bus at their assigned school unless special permission is given from an administrator.
13. No students are allowed to get off the bus at other schools or stops other than the one assigned, once boarded, without a signed-note from a parent/guardian that is also signed by an administrator.

14. Lighting matches and/or cigarette lighters is illegal and prohibited on the bus and on school grounds.

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

MISCELLANEOUS

AGE OF MAJORITY

When a student reaches the age of majority (18), s/he is afforded all the rights and privileges of adulthood. It is imperative the students who reach this status realize schools are given the right to establish rules governing their operation. A student attending Northern High School, regardless of age, is expected to adhere to all school policies. Responsibility to the school does not change upon receiving the age of majority or by becoming an emancipated minor. Age of Majority students become their own advocate in terms of dealing with any potential school issues involving academics, attendance and/or discipline matters.

Students applying for age of majority status must show proof of voter registration, and males must have registered for the Selective Service. They also will act on their own behalf in any future disciplinary matters. Age of majority students are required to sign out before leaving the building and must call in tardies/absences for themselves before the end of his/her first class of the day.

MEDIA CENTER

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

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

Most books are checked out for two weeks. Reference materials can be checked out at the end of the day for overnight use. Use of computers requires a valid student ID.

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

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

STUDENT ASSISTANCE POLICY

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations interfering with academic, social, or emotional progress may request assistance through a counselor, administrator, social worker, or teacher. Parents, teachers, or other students may also refer a student who they know is involved in a situation too difficult to handle

alone. All referrals will be handled sensitively and confidentially. Immunity from school discipline may be offered to students who make self-referrals provided they are not violating the school's disciplinary policy at the time of the referral (i.e., not using, possessing, or distributing alcohol or other illegal drugs, drug look-a-likes, or paraphernalia).

STUDENT FUND RAISING

Students may participate in school-sponsored fund raising activities in accordance with school guidelines. Students may not participate in any fund raising activity conducted by a parent group, booster club or community organization on school property without the approval of the Principal.

STUDENT RECORDS

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

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

TEXTBOOKS, SCHOOL PROPERTY

All required textbooks are loaned to students for their use during the academic term. Textbooks should be kept clean and handled with care. Damage to the textbook, other than resulting from normal use of the textbook, will become the financial responsibility of the student. Students must turn in all textbooks at the close of the academic year. Students who lose textbooks will be required to pay full **replacement** cost of the book. Textbooks should not be stored in classrooms. Students will also be held responsible for the proper use and protection of any school equipment or facility used.

VOLUNTEER SERVICE

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

VOTER REGISTRATION

Anyone 18 years of age or who turns 18 during the school year should register to vote. Registration is available online at www.accesskent.org.

WORK PERMITS

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

ENROLLING IN SCHOOL

State law requires students to enroll in the school district in which the parent or legal guardian resides. Out of district transfer requests are approved only after interested students submit applications to Administration and are approved by the Principal. When enrolling, parents must provide to the Registrar copies of:

1) a birth certificate or similar document, 2) court papers allocating parental rights and responsibilities (if appropriate), 3) proof of residency, and 4) proof of immunizations. Students enrolling from another school must have an official transcript from their previous school in order to have their credits transferred.

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

PROCEDURE FOR WITHDRAWING FROM SCHOOL

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

STUDENT EXPECTATIONS

CLASSROOM POLICY

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

A. LEARNING ENVIRONMENT

1. Do not use electronic devices of any kind in class without specific permission from the teacher.
2. Keep food and drinks out of the classroom.
3. Be on time. (See pg.11 for tardy policy.)
4. Use appropriate language. Swearing or vulgar language will not be tolerated.
5. Be respectful to adults and classmates at all times.
6. Remain in your seats until the teacher dismisses class.

B. PROPERTY

1. Do not sit on desks or tables.
2. Refrain from writing on desks or in books.
3. Stay out of the teacher's desk, file cabinets, cupboards, personal belongings, etc. Violations may result in school discipline.

C. SAFETY

1. Place objects where they belong or hand them to others, and **DO NOT THROW THEM**. "Horseplay" can be dangerous and will not be tolerated. Violations may result in school discipline.

CAFETERIA/COMMONS REGULATIONS

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

CLOSED CAMPUS

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

DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much?

Does my clothing advertise something that is prohibited to minors?

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Am I dressed appropriately for the weather?

Would I interview for a job dressed like this?

Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, s/he may be asked to change or be removed from the educational setting.

EXPECTED STUDENT BEHAVIORS

Each student attending Northern High School will be expected to:

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

EXPECTED STUDENT BEHAVIOR: OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus activities shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and

regulations will result in the consequences outlined below.

HALL AND MEDIA CENTER PASSES

Students may not leave class during or before the end of the hour without a hall pass. Media Center passes are a separate pass signed by the teacher and will outline the specific proposed activity of the student.

STUDENT HARASSMENT AND BULLYING

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment and bullying shall also include anything that creates a hostile, intimidating or offensive learning environment through physical, verbal, or emotional abuses by any means including all electronically transmitted methods.

Individuals should report any form of harassment and any use of racial, ethnic, or other verbal or physical harassment to a counselor or administrator. Anyone found to have violated this policy shall be subject to disciplinary action up to and including expulsion from the District. Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports are also prohibited.

STUDENT I.D./DATA CARD

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

STUDENT RESPONSIBILITIES

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

SUBSTITUTE TEACHERS

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

EXPECTED FAN BEHAVIORS

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

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

DISCIPLINE POLICIES

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

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

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

Student Discipline: In compliance with the Statewide School Safety Act, the Kent County Prosecutor's office and the various courts with Kent County are now required to provide all school districts with periodic updates of juvenile offenders. Names that appear on the list are sent to the principal of the building s/he attends. Principals may talk with these students, offer appropriate counseling services, and notify them of the discipline measures required by the Student Code of Conduct and the Athletic Code.

All students are expected to obey the laws of the State of Michigan. Depending on the severity, frequency, and nature of the offense, a student who disrupts the orderly educational process in the classroom or on school ground (i.e., see "Potential Disciplinary Action" below) will face one or more of the following consequences.

1. Before or after school detention of one 45-minute period. IF THE DETENTION IS ISSUED BY THE TEACHER, IT MAY BE SERVED WITH THAT TEACHER.
2. Work Assignments: Supervised activities related to the upkeep and maintenance of school facilities. Work assignments will not interfere with a student's regular class schedule.
3. Voluntary Restitution: Repayment agreed to by the student of the cost or expense incurred by the school district or others arising out of the student's misconduct.
4. School Bus Suspension: Denial of school bus riding privileges based on misconduct constituting an abuse of that privilege.
5. Driving Suspension: Denial of on-campus driving privileges for a specified period of time.
6. Co-curricular suspension: Students are not permitted to attend co-curricular activities (i.e., games, dances, plays, etc.).
7. In-School Suspension: Provision of tutorial services in a restricted environment.
9. Suspension from school: Students are not permitted to attend school for a specified period of time. This includes all extra-curricular activities. The student is responsible for making up all work lost due to the suspension.
10. Expulsion: Expulsion of a student can only occur through a Board of Education decision, and after the student has received all due process considerations.

POTENTIAL DISCIPLINARY ACTION

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

It is understood that a lesser or greater penalty may be imposed on any student, if, in the judgment of the administrator, the situation warrants it.

MILDLY DISRUPTIVE – CATEGORY 1

ACT OF MISCONDUCT

- Hallway or Classroom disruption
- Littering
- Dress code violations
 1. Unacceptable displays of affection
 2. Unauthorized use of electronic devices
 3. Leaving class without permission
 4. Excessive tardiness or unexcused absence(s)
 5. Throwing objects
 6. Posting or distributing unauthorized materials on school grounds
 7. Harassing other students
 8. Disruptive behavior on a school bus
 9. Parking violation
 10. Failure to exit the building at the completion of the school day

CONSEQUENCES

- Warning
- Detention
- ISS

SERIOUSLY DISRUPTIVE – CATEGORY 2

ACT OF MISCONDUCT

- Truancy, excessive absenteeism, skipping
- Aiding and abetting
- Displaying disrespect toward school personnel
- Student demonstrations
 11. Gambling
 12. Possessing tobacco products
 13. Forgery/falsifying information
 14. Provoking and/or agitating a disruption
 15. Failure to serve a detention
 16. Bullying/hazing
 17. Insubordination
 18. Using or displaying profane, obscene, indecent, immoral, or offensive language, gestures, or materials
 19. VIOLATION OF ACCEPTABLE USE POLICY

CONSEQUENCES

- Warning
- Detention
- ISS
- OSS

EXTREMELY DISRUPTIVE – CATEGORY 3

ACT OF MISCONDUCT

- Fighting (mandatory of 3 days of OSS)
- Vandalism/criminal damage to property
- Use of intimidation, coercion, or force
- Theft
 20. Possession and/or sale of stolen property
 21. False activation of fire alarms
 22. Threat or use of hostile action toward school personnel or a student
 23. Sexual, racial, or ethnic harassment of other students or staff members

CONSEQUENCES

- ISS
- OSS
- Recommendation for
- Expulsion

24. Arson
25. Use, possession of, and/or concealing a weapon
26. Violation of sexual crimes or sexual activities
27. Possession, concealment, or use of an explosive device; Bomb threat
28. Assault
29. Possession of drug paraphernalia
30. Possession, use, manufacture or distribution of any controlled substance (alcohol, prescription drugs, "look alikes", ect.) (Mandatory of 5 days OSS)
31. Suspension may be reduced with completion of approved substance abuse assessment.

CHEATING POLICY

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

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

In an effort to establish a uniform school policy regarding cheating as it applies to academic achievement in the classroom, the following policy is maintained by every staff member.

AFTER VERIFICATION OF CHEATING:

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

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

DANGEROUS WEAPONS, FALSE ALARMS, AND BOMB THREATS

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

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

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

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

USE OF AN OBJECT AS A WEAPON

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

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

DETENTION: AFTER SCHOOL

Students may be required to remain before/after school for inappropriate behavior. Such detentions must be served within three (3) school days of the violation. Detention time will be supervised by a staff member and can be used for study or work around the building. Students who refuse to serve a detention may be suspended from school or suspended from class until the detention is served.

STUDENTS SUBJECT TO SHORT –TERM SUSPENSION (LESS THEN 10 DAYS)

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

STUDENTS SUBJECT TO LONG-TERM SUSPENSION (MORE THAN 10 DAYS)

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

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

DETENTION: IN-SCHOOL SUSPENSION

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

DETENTION: SNAP SUSPENSION

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

DISCIPLINE FOR INCIDENTS INVOLVING ILLEGAL SUBSTANCES

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

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

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

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

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

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

The possession, use, or distribution of tobacco, alcohol, other unlawful drugs, drug look-a-likes, or paraphernalia by students participating in school sponsored clubs/organizations, instrumental and vocal performance groups, or other such Board approved activities shall be governed by the proce-

dures established in a previous portion of this Student Handbook if the student is apprehended while attending school or a school sponsored event.

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

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

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

DISCIPLINE FOR INCIDENTS INVOLVING ILLEGAL SUBSTANCES IF STUDENT IS PARTICIPATING IN ATHLETICS

Students participating in school sponsored athletic teams are governed by both the Student Handbook and the Athletic Code Handbook. Student-athletes should consult Athletic Code Handbook concerning information regarding athletic participation consequences for violating the school's substance abuse policy.

SEARCH AND SEIZURE

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

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, vehicle) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking lots and exteriors of student vehicles parked on school property. The interiors of student vehicles may be searched whenever school authorities have reason to suspect that illegal or unauthorized materials are contained inside.

The Board of Education authorizes the use of canines, trained in detecting the presence of drugs. This means that detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

SMOKING POLICY

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

- FIRST OFFENSE:** One (1) to two (2) days of suspension
- SECOND OFFENSE:** Three (3) day suspension
(and each succeeding offense)

TESTING PROCEDURE FOR USE OF A BREATHALYZER

1. If a student is reasonably suspected of using or being under the influence of alcohol, based on observable behaviors such as odor, blood shot eyes, and impaired or altered coordination, the student will be so informed by an administrator and the school's policy of parent contact and student suspension will be initiated. (See Illegal Substances, page 24).
2. If a student denies alcohol use, the student will be given the opportunity to take the breathalyzer test that could prove the student's innocence.
3. A refusal to submit to the breathalyzer test does not, and will not, automatically signify guilt on the part of the accused; an administrator has already made this determination based on observable phenomenon (see #1).
4. Only a high school administrator who is trained in the use of the breathalyzer will administer the test.
5. The breathalyzer test shall be administered in a private setting. A parent will be notified and encouraged to be present whenever possible for the test.
6. Any registration of alcohol on the breathalyzer is considered a violation of school policy as it relates to the use of alcohol; therefore, the school will not assume the role of determining the degree of alcohol use.
7. Unless a student is proven innocent by the breathalyzer test, school officials will proceed with the suspension procedure as stated in the "Illegal Substances" policy.
 8. Administrators may refer any case involving suspected consumption or possession of alcohol to the police. Administrators may request the police to administer a breath alcohol test to a student reasonably suspected of having consumed alcohol.

