

# 2001-2002 STUDENT HANDBOOK SIGNATURE FORM

I, \_\_\_\_\_, have received a copy of the current Forest Hills Central High School Student/Parent Handbook. I understand that it is my responsibility to become familiar with its contents and to share it with my parents or guardian. I also agree to abide by its stipulations. If I should lose this handbook, I am aware that I must pay the replacement cost of \$5.00 to receive a new one.

\_\_\_\_\_  
STUDENT NAME (Please print)

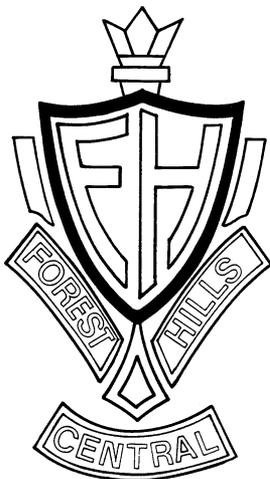
\_\_\_\_\_  
STUDENT SIGNATURE





Student Handbook

# FOREST HILLS PUBLIC SCHOOLS



6590 Cascade Road, S.E.  
Grand Rapids, Michigan 49546  
(616) 493-8800

Dr. J. Michael Washburn, Superintendent

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# **FOREST HILLS PUBLIC SCHOOLS**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal or counselor. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **MISSION STATEMENT**

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

## **THE FOUR WAY TEST**

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

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

## **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Forest Hills 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 or activity of the district, including employment.

Any questions concerning Title IX of the Educational Amendments of 1972, exclusive of 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:

Mr. Kevin Konarska  
Assistant Superintendent of Personnel  
6590 Cascade Road, S.E.  
Grand Rapids, Michigan 49546  
Telephone (616) 493-8805

Any questions concerning athletic issues regarding Title IX of the Educational Amendments of 1972 should be directed to:

Mrs. Kathy Vrugink Westdorp  
Principal  
Forest Hills Central High School  
5901 Hall Street SE  
Grand Rapids, MI 49546  
Telephone (616) 493-8700

## **RIGHTS OF NOTIFICATION**

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

# **FOREST HILLS CENTRAL HIGH SCHOOL**

5901 Hall St. S.E.  
Grand Rapids, Michigan 49546  
(616) 493-8700

Ms. Kathy Vrugink Westdorp, Principal  
Ms. Nancy Flink, Assistant Principal  
Mr. Jon Gregory, Assistant Principal  
Mr. Rob Stefanowski, Athletic Director  
Mr. Tom Walters, Assistant Principal

## **MAIN TELEPHONE NUMBERS**

Principal .....	493-8700	Athletics .....	493-8715
Attendance .....	493-8712	Media Center .....	493-8722
Counseling .....	493-8711	Community Education .....	493-8550

## **STUDENT INFORMATION SERVICES**

ACT and SAT .....	Counselors .....	493-8711
Attendance .....	Mrs. Stepanovich .....	493-8712
Athletics .....	Ms. Bodien, Ms. Mitchell .....	493-8715
School Buses .....	Ms. Linda Schwartz .....	493-8785
College Applications .....	Ms. Wenner .....	493-8711
Community Education .....	Administration Building .....	493-8550
Driver Education .....	Mr. Bruce Fletter .....	493-8700
Lost and Found .....	Mrs. Alexander, Mrs. Nibbelink .....	493-8700
Medication .....	Ms. Pfeiffle .....	
Scholarships .....	Ms. Wenner .....	493-8711
Work Permits .....	Mrs. Alexander, Mrs. Nibbelink .....	493-8700
Forest Hills Administration Building .....		493-8800

## **CENTRAL PRIDE**

Dear Students and Parents:

The staff and administration at Forest Hills Central High School welcome you to another great year!

This Student-Parent Handbook provides a wide range of information regarding the daily operations of our building, important events, policies, procedures, and regulations. Obviously, it will be a helpful tool to assist you in organizing important events throughout the school year.

We are committed to working in a collaborative manner with parents to provide a school environment which fosters individual success for each student both in and out of the classroom. Again, the handbook is intended to establish the parameters which will help make the attainment of individual and collective goals possible. Please read this information and then keep it as a valuable reference to use throughout the 2001-2002 school year.

We look forward to an exciting school year! The potential of our school's greatness will be defined by the actions and involvement of each of our students.

Sincerely,



Ms. Kathy Muggink Westdorp  
Principal

## **AFFIRMATIVE ACTION STATEMENT**

The policy of this District is to provide equal opportunities for all students to achieve their potential regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristics.

## **FACT SHEET**

Forest Hills Central High School  
5901 Hall, SE  
Grand Rapids, Michigan 49546  
(616) 493-8700

Nickname: ..... Rangers  
Mascot: ..... Forest Ranger  
School colors: ..... Forest green/white  
School fight song: ..... "Go Right Through"

### **"GO RIGHT THROUGH"**

Sung to the tune of the MSU Fight Song

Go right through for FHC,  
Watch the score keep growing!  
Ranger teams are bound to win,  
They're fighting with a vim!  
RAH! RAH! RAH!

See their team is weakening!  
We're gonna win this game!  
Fight! Fight! Rah! Team fight!  
Victory for FHC!

Student enrollment for 2000-2001 was 1340 - Class A

Faculty- 100 - all certified in teaching areas

68% hold at least a master's degree

Comprehensive four-year high school

Accreditation: North Central Association of Secondary Schools and Colleges

Honor Roll: 3.3 G.P.A. and above

Conference league competition - OK White Conference

OK White Conference teams: East Grand Rapids, Forest Hills Central, Forest Hills Northern, Hudsonville, Lowell, Northview, and Zeeland

**THE DATES OF THE VARIOUS ATHLETIC, ACADEMIC AND  
EXTRA CURRICULAR EVENTS ARE SUBJECT TO CHANGE.**

# ATTENDANCE POLICY AND PROCEDURES

## PHILOSOPHY AND INTENT:

Good attendance is recognized as a major factor related to academic achievement. To foster positive work and study habits students must be in class in order to fully maximize the educational opportunities available to them.

Monitoring student attendance is a shared responsibility between the school and home. Even though students who are absent (excused) may make up their written assignments and tests, there is no way to make up the interaction that exists within the classroom. It is the student's responsibility to attend all classes and to be on time. It is the teacher's responsibility to keep accurate attendance records. It is the parent's responsibility to contact the attendance office to report student absences on the day of the absence.

If a bomb threat or other dangerous condition occurs, instruction will continue at an alternate site. Parents may make arrangements with the attendance office or assistant principal if this condition causes extreme anxiety for the parents or student.

## POLICY AND PROCEDURES:

### **Notification of Attendance Office Of Absence**

The parent or guardian is expected to notify the attendance office recorder at 493-8712 as early as possible on the day of the absence. All make-up work (e.g., tests, quizzes, homework, projects, etc.) may be completed and accepted for credit if this procedure is followed. **If the absence from school is not excused within 48 hours or two working days, the absence will be recorded as unexcused and remain as such.** All unexcused absences result in forfeiture of the opportunity to make up any work missed (e.g., tests, quizzes, homework, projects, etc.). **Parents cannot excuse an absence during the school day if the student fails to comply with the sign-out procedures. Once a student arrives at school, the student is expected to attend each class and be on time.**

### **Sign-In Policy**

Students who are late no more than ten minutes to their classes should report directly to class. If a student is more than ten minutes late to any class or any reason, he/she MUST sign in at the attendance office. Late arrivals must be accompanied by either a note or telephone call from the parent.

### **Sign-Out Policy**

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

1. Report to the attendance office;
2. Have an attendance secretary speak to a parent or guardian to permit the student to leave (or present a note to the attendance secretary from a parent or guardian authorizing the student to leave school premises for an appointment);
3. Sign the sign-out register;
4. Parents may prearrange student sign-outs by contacting the attendance office. Students must still report to the attendance office to verify that the parent has indeed called in to prearrange the departure from school, and students must sign the sign-out register prior to leaving.

## **ATTENDANCE CONSEQUENCES**

1. **If a student does not attend a class and has not signed out according to the specified procedures, the absence(s) will be recorded as unexcused, and the following consequences will be imposed.**
  - A. A student who acquires an unexcused absence forfeits his/her opportunity to make up all work for the hour(s) or day(s) missed, and may also receive a grade of "zero" on any test which was administered, or project, paper, or assignment which was due during that period.
  - B. After the second (2) unexcused absence, a notice will be sent home informing the student and parents of the consequences of additional unexcused absences.
  - C. The third unexcused absence will require a student, parent and administrator and/or counselor contact.
  - D. If a student is unexcused for one or more hours, he/she can be assigned a detention at the discretion of the administration.

E. Teachers will be given daily notification of any unexcused absences.

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

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

- a. After the sixth absence only accumulated during either the first or third marking period will warrant a computer generated letter will be sent home.
- b. Upon the tenth absence, a contact will be made by the teacher or administrator. During this conversation, the parent will be informed that fourteen (14) absences within a semester, he/she may be dropped from the class.
- c. Twelve absences will result in an administrator contacting the parent and student. The purpose of this contact is to discuss the student's attendance situation, any unique circumstances and attendance contract which may prevail regarding the absences. In an effort to prevent disciplinary action, parent will also be informed of impending consequences which may occur if the student accumulates fourteen (14) total absences.

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

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

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

#### **Excused vs. Unexcused Absences**

Examples of **EXCUSED** absences would include, but are not limited to, the following:

- Verified illness
- Bereavement in the family
- Observance of a major religious holiday of student's faith
- Mandatory court appearance
- College visitation with prior approval
- School business and school related absences (e.g., counseling appointments, field trips, mentorships, etc.)
- Medical or dental appointment
- Pre-arranged absences

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

Examples of **UNEXCUSED** absences would include, but are not limited to, the following:

- Skipping class
- Failure to excuse the absence within the allotted time (48 hours)
- Failure to sign out at the attendance office.
- Late more than ten (10) minutes to class

## TARDY POLICY AND CONSEQUENCES

1. **Tardiness disrupts the entire class.** Students are expected to be in their assigned classrooms promptly before the starting time of each class. A student will be marked tardy if he/she enters the classroom after the bell, but within the first ten minutes of the beginning of the class period. Students should report directly to class if it is within the first ten minutes of the beginning of class (including first period). Students who are ten or more minutes late to class or are tardy due to an appointment should report to the attendance office to receive a tardy admission pass to class.
2. **Excused tardies** are those where a student is detained by a teacher, counselor, administrator, secretary, or other school personnel. Tardies are also regarded as excused if the student arrives to school late after a class session has begun from an excused appointment and has checked in at the attendance office to receive an excused tardy pass. No consequences will result due to excused tardies providing the student submits a pass to the teacher from appropriate school personnel.  
If a student is feeling ill or is experiencing locker difficulties which will result in tardiness, the student must first inform his/her next period's instructor of his/her situation to avoid being marked tardy and then report to the office for assistance.
3. Consequences for unexcused tardies are as follows:
  - A. Teachers are the commissioners of their own classrooms. They may use their own system of compliance, which may entail the adding or dropping of points. Teachers will notify parents/students of their individual policies.
  - B. Teachers may assign a one-half hour detention for the third tardy, served with the teacher. On the fourth tardy and every tardy thereafter per class/per semester, a one-hour after school detention will be assigned. **Failure to serve detentions may result in in-house suspension.**  
A student arriving to class ten or more minutes late without an excused tardy pass has missed a substantial amount of classroom instruction for that period, and it may be regarded an unexcused absence.
  - C. Classroom doors may be shut and students with passes will only be allowed to enter after the tardy signal. All other students who are tardy will spend the hour in a study class, missing classroom instruction.

## PREARRANGED ABSENCE REQUEST

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

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

Vacations that do not coincide with the school district calendar are discouraged. Being absent either before or after the vacation period is detrimental for those who extend the vacation and for those who remain in school.

Assignments, labs, and discussions may not be possible to replicate or be made up at a later date. It is imperative that this be kept in mind when vacation plans are made. Our position remains the same. We do not support, authorize, or supervise "Senior Trips" or extended vacations. **We do not approve of students missing classes either before or after the scheduled vacation periods. We ask your cooperation in arranging vacation plans that coincide with the district's vacation schedule.**

## POLICY CONCERNING MAKE-UP TESTS

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

1. Students missing only the day of the exam or test are expected to make up the exam or test on the day they return.

2. Students missing a day or more immediately before the test may be given one day to review. If a teacher wishes to give additional time, this will be at his or her discretion. However, if a student misses only a portion of the day prior to a test, that student will be expected to take the examination at the regularly scheduled time.
3. Make-up tests will be given in the classroom under the supervision of the teacher.
4. Make-up tests will be given at the teacher's discretion, preferably either before or after regular school hours.

## **HOMEWORK/ASSIGNMENT MAKE-UP**

Students with an excused absence will be allowed "assignment make-up" at the teacher's discretion. Homework, major projects, papers assigned prior to the absence will be due or made-up on the day of return, unless other arrangements are agreed upon with the teacher. Students or parents may call the attendance office to arrange for homework assignments if the absence is expected to exceed three (3) days. Please allow at least twenty-four (24) hours advance notice to receive the assignments from the teachers.

\*NOTE: If the absence is unexcused, the student forfeits the opportunity to make up any work completed the day of the absence. This includes tests and quizzes.

## **BUILDING HOURS**

The main office is open in the morning at 7:00 a.m. and closes at 4:00 p.m. Any students or group of students remaining in the building after 4:00 p.m. must be supervised by a member of the faculty. Maintenance personnel may not assume this responsibility.

## **TIME SCHEDULES**

### **REGULAR SCHEDULE FOR 1<sup>ST</sup> SEMESTER**

First Hour .....	7:00 a.m. -	7:50 a.m.
Second Hour .....	7:55 a.m. -	8:48 a.m.
Communications Break .....	8:48 a.m. -	8:57 a.m.
Third Hour .....	9:03 a.m. -	10:01 a.m.
Fourth Hour .....	10:07 a.m. -	11:05 a.m.
Fifth Hour (Lunches during this period) .....	11:11 a.m. -	12:40 p.m.
First Lunch (2nd Floor & Special Ed) .....	11:11 a.m. -	11:36 a.m.
<i>Class</i> .....	11:42 a.m. -	12:40 p.m.
Second Lunch (Lang. Arts, Science, Art, Special Ed) .....	11:42 a.m. -	12:07 p.m.
<i>Class</i> .....	11:11 a.m. -	11:42 a.m. & 12:13 p.m. - 12:40 p.m.
Third Lunch (1st Floor & Special Ed) .....	12:15 p.m. -	12:40 p.m.
<i>Class</i> .....	11:11 a.m. -	12:09 p.m.
Sixth Hour .....	12:46 p.m. -	1:44 p.m.
Seventh Hour .....	1:50 p.m. -	2:48 p.m.

### **TWO HOUR DELAY SCHEDULE (39 MINUTE CLASSES)**

#### **Professional Development Days**

Second Hour .....	9:55 a.m. -	10:34 a.m.
Third Hour .....	10:40 a.m. -	11:19 a.m.
Fourth Hour .....	11:25 a.m. -	12:04 p.m.
Fifth Hour .....	12:10 p.m. -	1:19 p.m.
First Lunch (First Floor) .....	12:10 p.m. -	12:35 p.m.
<i>Class</i> .....	12:40 p.m. -	1:19 p.m.
Second Lunch (Second Floor) .....	12:54 p.m. -	1:19 p.m.
<i>Class</i> .....	12:10 p.m. -	12:49 p.m.
Sixth Hour .....	1:25 p.m. -	2:04 p.m.
Seventh Hour .....	2:10 p.m. -	2:48 p.m.

## HALF DAY SCHEDULE (27 MINUTE CLASSES)

First Hour .....	7:00 a.m.	-	7:50 a.m.
Second Hour .....	7:55 a.m.	-	8:22 a.m.
Communications Break .....	8:22 a.m.	-	8:23 a.m.
Third Hour .....	8:29 a.m.	-	8:56 a.m.
Fourth Hour .....	9:02 a.m.	-	9:29 a.m.
Fifth Hour .....	9:35 a.m.	-	10:02 a.m.
Sixth Hour .....	10:08 a.m.	-	10:35 a.m.
Seventh Hour .....	10:41 a.m.	-	11:08 a.m.

## 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 to enable them to choose and pursue future goals. The purposes of requirements for graduation are:

1. To lay out courses in which students will have the opportunity to gain a common background of knowledge while learning and practicing specific academic skills;
2. To provide an opportunity for each student to plan, pursue and complete an elective program geared to individual needs, interests and goals;
3. To assist students to develop appropriate thinking, communication and problem solving skills.

All students must successfully complete four years of high school attendance and receive 22.5 credits to graduate. Required courses are classified by core requirements in four major categories:

1. Language Arts and Communication (3 credits English and 1/2 credit communication required)
2. Computation/Mathematics (2 credits required)
3. Science (2 credits required)
4. Social Studies (1/2 credit in Civics and Economics, 1 credit U.S. History, 1/2 credit Government, and 1/2 credit World Studies required)

Also required are 1 1/2 credits in Physical Education and Health, 1 credit from the Humanities cluster and 1 credit from the Applied Science and Technology cluster. A diversified choice of courses comprises each cluster which allows for flexibility and individual interests. A total of and 9 elective credits completes the credits required for graduation.

Courses offered in the following departments fulfill the **Humanities Cluster**:

- Art
- Foreign Language
- Music
- Additional courses: Theatre  
Advanced Theatre  
Certain KC/TC courses
- International Relations Seminar  
World History  
Introduction to Philosophy  
Topics in Philosophy

Courses offered in the following department fulfill the **Applied Science and Technology Cluster**:

- All courses in the Business Department
- All courses in the Industrial Technology Department
- Additional courses: TV Broadcast Lab  
Yearbook Journalism  
Journalism I  
Advanced Journalism  
ChemCom  
Chemistry  
Physics  
Environmental Science
- Human Anatomy and Physiology  
Advanced Placement Chemistry  
Advanced Placement Biology  
Cooperative Education (Co-op)  
Certain KC/TC courses  
Work Experience  
Goodwillie and AP Environmental Seminar

## **ASSEMBLIES AND OUTSIDE SPEAKERS**

All scheduled programs, extracurricular activities, guest speakers and special events must be cleared through the Central High School administration office ten (10) days in advance of the event.

### **CLOSED CAMPUS**

Students **may not leave** the campus at any time during the school day **without permission**. This includes lunch periods. If a student leaves the school property without following the previously described sign-out procedures, the following consequences will be imposed.

1. The first time a student leaves campus in a vehicle (whether driving or as a passenger in another's vehicle) without following proper procedure, he/she will surrender his/her keys for two weeks and the parents will be informed of this situation. A two hour detention will be imposed.
2. The second time a student leaves campus in a vehicle (whether driving or as a passenger in another's vehicle) he/she will be issued a 4 hour detention and a 2 week loss of driving privilege.
3. The third time a student leaves campus in a vehicle will result in out-of-school suspension, with parents meeting with an administrator the next day.

**Suspension will occur if student drives during this 2 week period.**

### **LUNCH ROOM REGULATIONS**

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

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

**Violations of the above rules may result in cafeteria clean-up duty, detention, suspension, loss of cafeteria privileges, or any combination thereof.**

### **OPEN CONTAINERS**

Students are not permitted to have in their possession any open or resealable beverage containers. These include resealable pop and juice containers and "squeeze bottles."

### **SAFETY**

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

### **SCHOOL CLOSING**

In the event of severely inclement weather or a mechanical breakdown, school may be closed or the starting time delayed. School closing, delayed starting time or early dismissal will be announced over local radio stations. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

### **DAILY ANNOUNCEMENTS**

Students will be informed of activities and events at Central High School by daily announcements via the Prac Tek System and announcement sheets in the office. If a student or a group has an announcement to be made, it must be written, signed by a faculty member or principal, and left with a secretary in the main office by 8:00 a.m. of the day the announcement should be made.

## **POSTERS**

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

## **TEXTBOOKS**

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

## **LOST AND FOUND**

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

## **LOCKERS**

Lockers are the property of Forest Hills Central. Each student is assigned a locker and is responsible to see that his/her locker is kept clean, locked and in order. Lockers **MUST** be locked when students are away from them. Forest Hills Public School District is not responsible for lost articles. Combinations are assigned and recorded in the main office. Students are not allowed to change lockers without prior authorization from office personnel. Inappropriate pictures are not allowed to be attached to lockers. Lockers are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

## **AGE OF MAJORITY**

It is imperative that students who reach the age of majority recognize that schools are given the right to establish rules governing their operations. A student attending Central High School, regardless of age, is expected to adhere to all school policies. A student's responsibility does not change upon reaching the age of majority.

## **FIRE AND TORNADO DRILLS**

Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given all students and faculty obey orders promptly and clear buildings by prescribed routes as quickly as possible. During tornado drills students are to go to the designated area within the building. Instructions are posted in each classroom and teachers will assist in their implementation.

After school activities will be cancelled whenever tornado "watches" or "warnings" are in effect. If an "all clear" is announced two (2) hours prior to the starting time of the activity, it will meet as scheduled.

## **MEDICATION**

Students requiring medication during the school day must inform personnel in the office. The medication must be brought to the office by the parent/guardian. Any prescription medication, aspirin or other non-prescription medication will be administered by authorized school personnel only when the medication is accompanied by a written and signed set of instructions from a licensed physician, indicating exact dosage and frequency. Forms are available in the high school main office. The school may not supply any non-prescription, over-the-counter medication, (i.e., aspirin, cold medications) to students.

## **TELEPHONES**

Pay phones are located in the main entrance foyer of the school and in the gymnasium lobby. All personal calls should be made from these phones and no calls should be made during class hours. PERSONAL CALLS MAY BE MADE FROM THE OFFICE ONLY WITH THE PERMISSION OF OFFICE PERSONNEL.

## **VISITORS**

Outside guests will occasionally visit our school, however, students are not encouraged to bring visitors. If a Central High student hosts a visitor, a special pass must be obtained from the attendance office one day prior. The pass must be signed by an administrator. All visitors are required to register in the main office and will be issued a name tag. Student visitors are prohibited during exam week, as well as the week before exams.

## **FIELD TRIPS AND EXCURSIONS**

It is the policy of the school to provide supervision for the any group that represents Forest Hills Central at other schools or places of interest. All members of such groups are required to travel both to and from the place visited with the coach of the team, the sponsor of the team, the sponsor of the activity, or some other faculty representative.

## **HOMEWORK**

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

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

## **EXAM POLICY**

1. All students are expected to take a midterm and final written exam in every class. Individual variances from this policy must be cleared by the building principal.
2. Exams will not constitute more than 20% of the student's final semester grade.

## **PROGRESS REPORTS**

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

## **REPORT CARDS**

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

## **HOMEBOUND INSTRUCTION**

Forest Hills Public Schools will provide homebound instruction for qualified students unable to attend school for a prolonged period of time due to medically substantiated reasons. The district will continue to provide homebound services until the time the student returns to school. Students will not lose credit due to excessive absences if they are being serviced by a homebound teacher and fulfill work and learning obligations.

## **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 some experience for future opportunities.
- designed to give credit:

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

Work Experience = ½ credit/semester

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

## **KENT CAREER/TECHNICAL CENTER**

The Kent Intermediate School District provides Forest Hills Central students with the opportunity to attend a technical center designed to prepare them for careers. Students are released from school during the day to attend the Kent Career/Technical Center. Three separate two-hour sessions operate to accommodate the students. Students may attend one of the three sessions. Interested students may apply for admission to the Kent Career/Technical Center in their sophomore year. The guidance department will provide students with all necessary information and scheduling procedures. Transportation between school and the Kent Career/Technical Center is provided by the Forest Hills Public Schools.

## WORK PERMITS

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

## GUIDANCE SERVICES

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

Mr. Mitcham, Mr. Peterson, Ms. Petrie and Mr. Stevens are available to meet with you by appointment. Students may make appointments to see their counselors by checking with the guidance secretary before school, after school or during passing time between classes. The guidance office will be open during the lunch hours for students to drop in and talk with counselors without the necessity of an appointment.

## SCHEDULE CHANGES

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

Classes dropped during the first twenty (20) days of the semester will be dropped with no record on the student's transcript. Classes may be added within a reasonable time if space allows. Classes dropped after the twentieth (20th) day of the semester will be recorded on the transcript with a semester grade of "E." Changes in level (e.g., Biology to Biology B), which are recommended by the teacher and approved by the parent or guardian and the counselor may be made outside this time limit if space allows. The student's grade at the time of the change will be transferred to the new class.

## GRADE POLICY FOR REPEATED COURSES

To encourage students to repeat a course in which he/she has not demonstrated a satisfactory level of achievement, the following policy will apply for courses repeated at a Forest Hills school, including Summer Academy:

If a student repeats a course in which his/her semester grade is C- or lower, only the later grade will be included in the grade point average (GPA), although the original grade for the course will remain on the transcript. A student will receive credit only once for each semester passed.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the administrators.

## TRANSCRIPT REQUESTS

When a student submits a college or scholarship application to the counseling secretary for processing, a transcript will be prepared and mailed with the application. A processing fee of \$2.00 per transcript must be paid at the time the application is turned in or when a copy of the transcript is requested for some other purpose. There is no additional charge for sending mid-year reports or final transcripts after the initial application. As provided by the Board of Education Policy and federal law, the high school will provide the information from a student's records requested by the institution to schools and colleges in which a student seeks to enroll.

A student's transcript will normally include scores from the following tests: PLAN, PSAT, ACT, SAT I, SAT II, Advanced Placement examinations. 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 or 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 for **each application** from which scores are to be omitted.

# **PROCEDURES FOR WITHDRAWING FROM SCHOOL**

1. The withdrawal of students from a class is the function of the registrar's office. Under no circumstances will a teacher remove a student from the class roll without official notification from the registrar. All withdrawals must be initiated and approved by either an administrator or by the student's assigned counselor.
2. Parent permission for the official withdrawal must be obtained by the counselor or administrator prior to initiating the withdrawal process.
3. Upon receiving notification of withdrawal, the teacher should submit a grade to the registrar on the same day. All grades given prior to the official end of the semester are considered as "in-progress" grades. Final grades given prior to the completion of the final semester exams must have the approval of the administrator.
4. Materials to be returned will be collected by the classroom teacher. Any obligations due are to be written on the withdrawal form which the student is to present to each instructor. The withdrawal form is to be returned to the registrar by the student before departing.

## **SPECIAL SERVICES**

### **SCHOOL PSYCHOLOGIST- SOCIAL WORKERS**

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

## **STUDENT ASSISTANCE PROGRAM**

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

NOTE: Students and parents may obtain a copy of the complete student assistance policy and procedures from the school office.

## **THE PEER ASSISTANCE LEADERS' PROGRAM (PALS)**

Like other surrounding schools which have implemented the Peer Assistance Leaders (PALs) program, we believe that when adolescents have personal problems they often turn to peers for help; listening and confiding with them sometimes more readily than adults. The PALS program is a program where peers help their classmates. Students who are perceived as "natural helpers" are trained in empathic listening, problem-solving skills, and the realities of adolescent problem behaviors. Training, supervision, and support are provided by local mental health/substance abuse professionals as well as qualified school personnel.

### **HOW THE PROGRAM WORKS:**

The PALS program at Forest Hills Central High School is intended to be strictly VOLUNTARY. If a student is facing personal problem or crisis, he/she has the option of seeking out an identified and trained PAL for assistance. The PAL serves as a peer listener, not a PEER COUNSELOR! PALS are carefully instructed to maintain confidentiality, yet at the same time PALS are trained to identify situations or problems which are severe enough for referral to school counselors and /or school mental health professionals.

If you are confronting a personal problem or crisis, or just need someone to merely "listen," feel free to see a counselor or one of the PALS.

## EVENING USE OF BUILDINGS

Because we have a large number of people and organizations using our buildings after school hours, it is imperative that all afternoon and evening meetings must first be approved by an administrator through the building use form process.

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

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

## MEDIA CENTER INFORMATION

### A. HOURS

For your convenience, the media center will be open Monday through Thursday from 7:00 a.m. to 4:00 p.m. and Friday, 7:00 a.m. - 3:30 p.m.

### B. CIRCULATION OF MATERIALS

All material may be checked out of the media center under the following guidelines:

#### Students:

BOOKS	3 weeks from the date of checkout
MAGAZINES/VERTICAL	
FILE	1 week from the date of checkout
REFERENCE	Free copies of pages can be made of all reference material within copyright guidelines. Overnight checkout is allowed as long as it is returned prior to school the next morning.
SOFTWARE/VIDEOS	Overnight or longer with permission
EQUIPMENT	Overnight (longer with special permission)

#### Faculty:

Length of check out for materials and equipment will be on basis of need and availability.

### ALL MATERIAL MAY BE RENEWED

### C. INTERNET AND NETWORK USE

1. You must have a signed "Acceptable Use Policy" on file.
2. You must have your I.D., with a WEB sticker, placed on top of the computer anytime you use one.
3. Use of the network which includes the local Forest Hills Public Schools computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those students who have completed the appropriate agreement form and have received approval. Users of the network need to comply with the following guidelines:
  - a. Use the network in such a way that it does not disrupt or interfere with its use by others.
  - b. Maintain the integrity of files and data. Modifying or copying files/data of other users without consent is not permitted.
  - c. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
  - d. Treat information created by others as the private property of the creator. Respect copyrights.
  - e. Use the network to access and store only educationally relevant material.
  - f. Protect your passwords from others.
  - g. Computer hardware or software should not be destroyed, modified or abused in any way.

- h. "Hacking" the system is not permitted.
- i. The network is not to be used for commercial purposes.
- j. Respect the privacy of others. Use only your password.

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

Students violating any portion of the Forest Hills Public Schools "Network Code of Conduct" may face disciplinary action which could include detentions, suspensions, restrictions and/or loss of technology access and use, restitution for damages and/or network downtime, as well as possible expulsion from school.

\*Hacking is when a computer user breaks into a computer without authorization.

#### **D. OVERDUE, LOSS AND DAMAGE OF MATERIALS**

1. With the heavy demand for materials, it is very important that materials be brought back on time so others may use them.
2. An overdue list will be sent to the 6th hour class periodically.
3. If a student is on the overdue list at the time report cards are issued, the report card will be held by the media center. Students may pick up report cards when materials are returned or reimbursement is received.
4. While materials and/or equipment are checked out, the student will be held responsible for any damage to them. This includes all cost involved in repair and/or replacement of materials and/or equipment.
5. Theft of materials and/or equipment will be handled according to the policy of this school district.

#### **E. EXPECTATION OF STUDENTS**

1. All students entering the media center or computer lab must sign in and have a pass signed by a teacher, except before and after school.
2. Once in the media center or computer lab, students will be expected to remain for the entire hour unless stated otherwise on the pass.
3. Seating is limited to four per table. Computer lab is limited to two per computer.
4. Students should be conscious of the rights of others and the need to provide for an atmosphere conducive to learning. The following pertains to the media center and computer lab:
  - a. No loud talking, laughing, etc.
  - b. No food or drinks.
  - c. Cards and other games prohibited.
5. Students should be respectful of facilities, materials and personnel:
  - a. All material taken from the media center must be properly checked out.
  - b. Only the main entrance should be used - back exit through the computer lab is for emergencies only.
  - c. Writing on tables, chairs, books and other abuse of materials will not be tolerated.
  - d. You are expected to treat all media center personnel with respect.
6. Discipline procedures:
  - a. Most first offenses will receive a warning.
  - b. Second offense will result in 30 minutes work.
  - c. Third offense - requires referral to an assistant principal.

#### **NO WARNING WILL BE ISSUED FOR THE FOLLOWING VIOLATIONS:**

1. Violation of the Internet Use Policy.
2. Using emergency exits - automatic 30 minutes service to media center or detention.
3. Leaving media center without authorization.
4. Defacing material, equipment, furniture, etc.
5. Leaving media center without properly checking out materials.

# STUDENT CODE OF CONDUCT

## WHAT DO WE EXPECT OF STUDENTS?

It is difficult to list what is “acceptable” behavior, good conduct, and proper citizenship characteristics. However, in an effort to give students a general idea of what is expected of them, we offer these guidelines:

### STUDENTS SHOULD:

1. **ATTEND** school on a regular basis.
2. **BE PROMPT** in arriving to assigned places.
3. **UNDERSTAND** and follow all school policies.
4. **RESPECT** the worth and dignity of each individual.
5. **RESPECT** the rights of fellow students.
6. **RESPECT** the rights and responsibilities of faculty members as they perform their duties.
7. **RESPECT** the rights and responsibilities of non-teaching employees, such as office personnel, custodians, aides, bus drivers and food service workers.
8. **OBSERVE** a code of conduct by the use of proper language, etiquette and appearance.
9. **DEVOTE** all their energies toward realizing their potential.
10. **INVOLVE** themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum, media services, counseling services and student activities.

**THE KEY WORD IS RESPECT. IT IS EXPECTED THAT ALL STUDENTS WILL JOIN THE FACULTY, ADMINISTRATION AND SUPPORT STAFF IN ESTABLISHING A CLIMATE OF MUTUAL RESPECT. CENTRAL HIGH SCHOOL BELONGS TO THE STUDENT BODY AND COMMUNITY. BE PROUD OF THIS SCHOOL AND PROTECT IT FROM THOSE WHO WOULD MISUSE IT!**

## STUDENT STATEMENT OF VALUES

All students should include within “acceptable behavior” guidelines the following ten (10) specifications:

1. I will accept responsibility for all my actions.
2. I will respect the dignity and property of my fellow students and teachers and will never seek to do them harm.
3. I will keep all the promises I make, fulfilling the trust that other people place in me.
4. I will complete projects and courses of study which I have begun.
5. I will strive for excellence in all my work and will respect achievement in my fellow students.
6. I will discipline myself to listen, learn and study, recognizing that long-run achievement is more important to my happiness than short-run pleasure.
7. I will not use any substance which will destroy my health and undermine my dignity.
8. I will respect the authority of my parents and teachers, because that authority is necessary for the welfare of my family, school and community.
9. I will train myself to be useful to others.
10. I will work together with others to improve my school, community and world.

## STUDENT CONDUCT

Citizenship training is a major priority in the senior high school. Our job is to reinforce the work of the home and other community agencies. Our high school is judged by the attitudes of the student body, faculty and administration, as well as by the physical appearance of the school.

### CLASSROOM COURTESIES

1. Take seats promptly and quietly in classrooms.
2. Respect the ideas, worth and dignity of fellow classmates and instructors by not speaking out or expressing disapproval when another person is speaking.

3. Please take proper equipment to class. This includes BOOK, ASSIGNMENT BOOK, HOMEWORK, PAPER, PENS, PENCILS, AND NOTEBOOKS.
4. Class will be dismissed by the instructor. Please do not be discourteous by getting out of seats before dismissal.
5. When class is in session, students must knock before entering a classroom and wait to be recognized by the teacher before making a request.
6. Students are expected to arrive in the classroom on time. Excessive tardies will result in a referral sent to parents by teachers and/or administrators.
7. Windows and blinds are to be adjusted by teachers only.
8. Please leave all radios, cellular phones and headsets at home. Beepers or pagers are prohibited by law.
9. Obtain permission and a pass from the teacher before leaving the classroom.
10. Use appropriate language. Swearing and vulgar language will not be tolerated.
11. The teacher's desk, personal belongings, file cabinets, closets, stockrooms, and work rooms are not to be used by students.
12. CLEAN UP. IF THERE IS LITTER IN THE HALLWAYS, LUNCHROOM OR ON THE GROUNDS, PLEASE ASSIST SCHOOL STAFF BY PICKING IT UP AND DISPOSING OF IT PROPERLY.
13. The playing of cards and other non-educational games is prohibited.
14. Leaving class without teacher permission may lead to a meeting with student, parents and administrator.

## **STUDENT DISCIPLINE**

Depending upon the severity, frequency, and nature of the offense, a student who disrupts the orderly educational process in the classroom or on the school grounds will face one or more of the following consequences.

1. **Before/After School Detention:** Before or after school detention of one 55 minute period at an assigned location at Central High School. If the detention is issued by the teacher, the detention may be served with that teacher. Unserved detention may result in suspension and/or Saturday school.
2. **Work Assignments/Custodial Service:** 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 driving privileges for a specified period of time.
6. **Extracurricular Suspension:** Students are not permitted to attend extracurricular activities (i.e. games, dances, plays, etc.) either at home or away.
7. **In-School Suspension:** Provision of tutorial services in a restricted environment.
8. **Out-of-School Suspension:** Students are not permitted to attend school for a specified period of time. This includes all extracurricular activities and school-sponsored activities both at and away from our facility.
9. **Expulsion:** Expulsion of a student can only occur through a Board of Education decision after the student has received all due process considerations.

## **OFF-CAMPUS EVENTS**

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

## **IN-SCHOOL SUSPENSION**

In-school suspension is an alternative for students who might ordinarily be suspended from school, or for those who are experiencing behavioral difficulties in one of 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. Students will receive credit for assignments completed, including tests and/or daily assignments in the in-school suspension room. Students are encouraged to arrive to school early on the day of their assigned in-school suspension to receive directions and assignments from teachers.

## **EXCESSIVE SUSPENSIONS**

No student will be suspended (either in-school or out-of-school, or any combination thereof) more than four times within the school year. On the fifth violation of rules/policies within the Student Handbook which necessitates either in-school or out-of-school suspension, recommendation may be made to the Board of Education for expulsion of the remainder of the semester in which the offense occurred.

## **CHEATING POLICY**

The administrative and teaching staff believe that it is the student's responsibility to maintain integrity and honesty in the academic setting. Teachers will do all in their power to eliminate cheating within their classrooms.

Although teachers have a certain amount of discretion in implementing their own policy on cheating and plagiarism within their classrooms, they **MUST** report substantiated cases of cheating or plagiarism to an administrator. Upon notification by the teacher, the parents or guardians must be notified either verbally or in writing within 48 hours of the incident. A conference with the parents or guardians, the student, teacher and administrator may be established to discuss the matter, and hopefully to prevent any such action by the student in the future.

**The following disciplinary actions will occur:**

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

**Definition of CHEATING:**

1. Copying answers from another student's homework, test, quiz, or other assignment.
2. Plagiarism on a term paper or other written project.
3. Using notes, cheat sheets or other devices (i.e., hands, clothing, etc.) on a written response without the instructor's express permission.
4. Taking a copy of a test or quiz from the room without the knowledge or permission of the instructor.
5. Knowingly supplying another student with responses to an assignment or quiz/test questions.

## **FALSE ACTIVATION OF FIRE ALARM**

False activation of a fire alarm will result in minimum consequences of a five (5) day out-of-school suspension up to and including expulsion from school and contact of local police and fire officials.

## **STUDENT DRESS CODE**

**PLEASE NOTE THE POLICY REGARDING HATS AND BACKPACKS.**

The school administration does not consider the question of dress as an issue of morality or decency, but a matter of appropriate dress for the place and situation. The administration reserves the right to send students home if they come to school inappropriately dressed.

1. The school law of the State of Michigan requires a student to attend school in appropriate dress.
2. Any type of dress or hairstyle that is disrupting to the class, immodest, unsanitary, or that deviates from accepted standards of our school and community is prohibited (including inappropriate T-shirts). Neatness, cleanliness and good taste should be evident.
3. Coats and other outdoor wear are inappropriate attire for classrooms, halls and the cafeteria.
4. Backpacks must be removed if a teacher or other school personnel requests the removal of the backpack while in the classroom. If a teacher requests that a student leave a backpack in a designated space within the classroom, the student is obligated to comply.
5. **There will be no hats allowed within the school building.** If a student chooses to wear a hat to school, the student is required to remove the hat upon entering the facility. The hats must be stored in the lockers. Students are not permitted to wear hats within the school building at anytime; before, during or after school.
6. Since it is difficult to predict in advance, the administration primarily relies upon the good judgment of parents as to their student's selection of clothing and manner of dress and grooming; common sense should dictate.

All students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug related, gang related or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

## **STUDENT DRIVING RULES**

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

1. Students who drive to school must register their vehicle. One permit sticker will be issued only for the vehicle driven most frequently. Students who must drive to school on an occasional basis, or are driving an alternate vehicle, must secure a temporary permit in the main office before parking the vehicle on campus.
2. All FHC permit stickers must be attached to the lower left-hand side of the front windshield ONLY. When a vehicle is sold or transferred, that information must be supplied to the main office and a new application must be filed. Vehicles without the appropriate permit sticker will be ticketed and violations may result in suspension of parking privileges.

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

**STUDENTS ARE PROHIBITED FROM PARKING IN FRONT OF SCHOOL OR IN THE LOWER FRONT STAFF LOT.**

3. Students with permit stickers must park in designated areas:  
Seniors should park in the lot at the gymnasium end of the building.  
Juniors and others should park in the lot adjacent to the auditorium.
4. Students will not be allowed to "visit" vehicles during the school day. Lock vehicles upon arrival at school, and do not return to parking lots until the conclusion of the school day. **STUDENTS ARE NOT ALLOWED TO DRIVE FROM THE SCHOOL GROUNDS DURING THE NOON HOUR.**
5. Students are expected to follow all sign-out procedures if they leave school property for specified appointments. If a student leaves school property without following sign-out procedures, the following consequences will be imposed.
  - a. The first time a student leaves campus in a vehicle (whether driving or as a passenger) without following proper procedures, he/she will be issued a two-hour detention.
  - b. The second time a student leaves campus in a vehicle (whether driving or as a passenger) he/she will be issued 4 hr. detention.
  - c. The third time a student leaves campus in a vehicle will result in out-of-school suspension, with parents meeting with an administrator the next day.
6. **Students are expected to operate motor vehicles in a safe and cooperative manner at all times, and to allow school buses the right of way.** (Note: School buses whose red or amber flashers have been activated may not be passed for any reason. It is the law!)

FHPS are not responsible for damage incurred to vehicles parked in district lots. Any claims arising from damage occurring to vehicles while on school property should be made upon the policy held by the vehicle owner.

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

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

## **SCHOOL BUSES**

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

### **TO ALL STUDENTS:**

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

## **STUDENT HARASSMENT POLICY**

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 shall also include any speech or action that creates a hostile, intimidating or offensive learning environment.

All such reports of student harassment are to be investigated by the administration promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including expulsion from the district.

## **DISCIPLINE FOR INCIDENTS INVOLVING PROHIBITED SUBSTANCES**

Application: This policy applies to all students when they are in school, on District property before, during or after school, at any school-sponsored activity, or on any District transportation vehicle.

Definitions: For purposes of this policy (as well as the substance abuse policy governing extracurricular activities and athletics)

1. "District property" includes all property, facilities, land, building structures and transportation vehicles, whether owned, leased or used by the district.
2. "Prohibited substances" or "drugs" include controlled substances as so designated and prohibited by Michigan or federal statute, chemicals which release toxic vapors, alcoholic beverages, prescription drugs which are used other than as directed by the student's physician, other substances which have the effect of altering the physical and/or mental abilities of the student, imitation controlled substances and drug "look-a-likes," drug paraphernalia, and anabolic steroids.

Prohibitions - This policy prohibits the:

1. Use, consumption or possession of prohibited substances or drugs;
2. Storing of prohibited substances or drugs in a locker, desk, automobile or other repository;
3. Being under the influence of prohibited substances or drugs;
4. Manufacture, distribution, transportation, delivery, solicitation or sale of prohibited substances or drugs.

Consequences for Violation of this Policy:

1. Violation of Prohibitions 1-3

- a. First offense: The parent(s) or guardian(s) shall be contacted immediately upon verification of the violation. If the violation occurs 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 local law enforcement agency. Significant violations may result in an immediate recommendation for expulsion by the Superintendent to the Board of Education. In all other situations, the student may be suspended for a minimum of three days and maximum of ten days and be ineligible to attend extracurricular activities for a minimum of thirty days.
- b. Second offense: The building administrator may make an expulsion recommendation to the Superintendent at the second offense. The parent(s) or guardian(s) shall be contacted immediately upon verification of the violation. If this violation occurs during such time that the student is under the control of school authorities and the situation warrants, the building administrator will communicate all information and offer full cooperation to the local law enforcement agency. At the discretion of the administration, the student may be suspended for a minimum of five days and be placed on social probation for a minimum of ninety days.

2. Violation of Prohibition 4:

- a. An attempt will be made to confiscate evidence. Observed behavior will be documented.
- b. Law enforcement officials will be notified if, in the opinion of the building administrator, the situation warrants.
- c. A mandatory meeting with student and parent(s) or guardian(s) shall occur after they have been informed of the infraction.
- d. Recommendation to the Superintendent for extended suspension and/or expulsion may be made by the building administrator.

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

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

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

# **DISCIPLINE FOR INCIDENTS INVOLVING ILLEGAL SUBSTANCES IF A STUDENT PARTICIPATES IN EXTRACURRICULAR ACTIVITIES OR PERFORMANCE GROUPS**

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

In addition, those students who participate in school-sponsored clubs/organizations, instrumental or vocal performance groups, or other such Board approved activities shall be subject to the following consequences at all time during the duration of the season/event in which the student participates.

- A. **First Offense:** Suspension from participation 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 (3) months from the date of the infraction.
- 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. Continued participation in school-sponsored clubs/organizations, and instrumental and vocal performance groups, or other Board approved activities shall be at the discretion of the building administrator.
- 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 extracurricular activities and performance groups in line with current expectations and consequences imposed upon our student athletes.

## **ATHLETIC TRAINING RULES AND REGULATIONS**

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

### **Group I Violations:**

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

### **Group I Penalties:**

- 1st violation will result in exclusion from competition for a minimum of 25% of the scheduled competitions in that sport. If the suspension is not completed in one sport, it will be carried over to the next sport in which the athlete participates.
- 2nd violation will result in dismissal from athletics for one (1) calendar year from the date of the offense.
- 3rd violation will result in elimination from participation in athletics at Forest Hills Public Schools.
- In addition, with either of the penalties listed above, the athlete will lose the privilege of attending other athletic or co-curricular activities for up to one month. The Head Coach, in consultation with the Director of Athletics, may withdraw or remove any team honors or awards and impose penalties which do not exceed the Athletic Code.

### **Group II Violations:**

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

## **Group II Penalties:**

- 1st violation will result in dismissal from the athletic program for a minimum of one (1) calendar year from the date of the offense.
- 2nd violation will result in elimination from participation in athletics at Forest Hills Public Schools.
- In addition, with either of the penalties listed above, the athlete will lose the privilege of attending other athletic or co-curricular activities for up to one month. The Head Coach, in consultation with the Director of Athletics, may withdraw or remove any team honors or awards and impose penalties which do not exceed the Athletic Code.

## **General Provisions:**

- An athlete shall not play in a contest or practice with the team while suspended from school.
- An athlete who is placed in in-house suspension for any part of a day, may not play in a contest that day, but may practice with the team.
- Failure to complete the season in good standing will result in forfeiture of any claim to athletic awards for that season.
- Upon completion of any penalties prescribed in this code, other conditions may be required as a condition of reinstatement. These may include counseling, restitution and/or the imposition of a probationary period.

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

## **POSSESSION OF TOBACCO**

It is illegal for students to possess tobacco products and/or smoke on school property or while attending a school-sponsored activity. Matches or any other device use to light tobacco are also prohibited (Public Act No. 314).

Consequences for students who violate the possession of tobacco policy are as follows:

First Offense: ..... In-school suspension

Second Offense: ..... In-school suspension plus one day out-of-school suspension

Third Offense: ..... In-school suspension plus two days out-of-school suspension

Fourth Offense: ..... In-school suspension plus three days out-of-school suspension

Fifth Offense: ..... In-school suspension plus four days out-of-school suspension

Sixth Offense: ..... Recommendation to the Board of Education expulsion for the remainder of the semester.

\*\*\*Law enforcement personnel may be contacted on any tobacco offense, and any penalty or fine imposed in accordance with the law will be in addition to the above school consequence.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students, and school personnel, school administrators may search a student, student possessions, student vehicles, and student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

The basis for determining a student search is the doctrine of "reasonable suspicion." For the purpose of this policy, reasonable suspicion for a search means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

- A. has violated or is violating a rule or behavioral norm contained within this Student Handbook, or is in possession of anything contraband under school rules, or
- B. has violated or is violating a particular law, or
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property.

## **SEARCH OF LOCKERS:**

Student lockers are school property and remain at all times under the control of the school district; however, it is important to note that students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed on 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.

## **PERSONAL SEARCHES:**

A student's person and/or personal effects (e.g., purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion that the student is in possession of illegal or unauthorized materials, including anything contraband under school rules.

## **VEHICLE SEARCHES:**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles 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.

## **USE OF CANINES:**

The Board authorized the use of canines, trained in detecting the presence of drugs, when the administration has reasonable suspicion that illegal drugs may be present in the school. 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.

## **SEIZURE OF ILLEGAL OR UNAUTHORIZED MATERIALS:**

If a properly conducted search yields illegal or contraband materials, such findings may be used in school disciplinary proceedings and may be turned over to proper legal authorities for ultimate disposition.

## **PROCEDURE FOR USE OF THE BREATHALYZER**

1. If a student is reasonably suspected of using or being under the influence of alcohol based on observable behaviors such as odor of alcohol on breath, slurred speech, 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 Substance Policy)
2. If a student denies alcohol use, the student will be given the opportunity to take the breathalyzer test which could prove the student's innocence.
3. A refusal to submit to the breathalyzer 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 Substance Policy.
8. Administrators may refer any case involving suspected consumption or possession of alcohol to the police and administrators may request the police to administer a breath alcohol test to a student reasonably suspected of having consumed alcohol.

# WEAPONS

Any student regardless of his/her previous record, who endangers the physical safety of students and staff, will be recommended for expulsion from our schools. This policy includes any explosives or weapons brought onto school property or to student events, including even those used solely for hunting and contained in student vehicles, or any weapons/explosives that are unassembled. When school staff members hear of weapons or explosives in anyone's possession, they have the authority to search, to call law enforcement officials, and to suspend pending expulsion.

A law passed by the State Legislature in September of 1994 requires expulsion of any K-12 student who possesses guns or other weapons, or commits rape or arson on school property. The law went into effect on January 1, 1995. Our Board of Education also requires that this policy encompasses such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The legislation provides that a student who possesses a gun or other dangerous weapon on school property must be expelled unless he/she can establish one of the following in a clear and convincing manner:

- The object or instrument possessed by a pupil was not possessed for use as a weapon, or for delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, direction, request or with permission from school or police authorities.

No exceptions are allowed for arson and rape situations. In weapons cases, if none of these exceptions is proven, the district must expel the student. Likewise, students who commit rape or arson on school property must be expelled. For grades K-5, an expelled student may be reinstated by the district after 90 school days; for grades 6-12, an expelled student may be reinstated after 180 days. Expelled students must follow an appeals process that specifies certain criteria to be considered in making a reinstatement decision. The final decision is made by the school board.

An expelled student will not be eligible for admission to any Michigan school during the expulsion period. However, the expelling district may, at its discretion, admit the expelled student to a program it operates or participates in that is appropriate for such a student. The program must keep the expelled student separate from the general population.

**POSSESSION, CONCEALMENT, OR USE OF AN UNAUTHORIZED ELECTRONIC DEVICE (E.G. POCKET PAGER, BEEPER, CELLULAR PHONE, ETC.) IS IN VIOLATION OF STATE LAW. THESE DEVICES WILL BE CONFISCATED.**

## POTENTIAL DISCIPLINARY ACTION

Behavior which disrupts the orderly educational process in the classroom or on school grounds will not be tolerated. Students will be held accountable for any threat of violence and will be dealt with seriously and swiftly.

Since each disciplinary situation is somewhat unique, it is difficult, if not impossible to categorize misbehavior and the consequences of that misbehavior. Nevertheless, the following will hopefully serve as a guide to anticipated disciplinary consequences for acts of student misconduct.

## MILDLY DISRUPTIVE, COMMITTED WITHOUT MALICE, AND NOT PURPOSELY DISRESPECTFUL BEHAVIOR:

### ACT OF MISCONDUCT

- Running and/or making excessive noise in the hall or building
- Littering
- Improper dress (e.g., bare feet, immodest, etc.)
- Participating in unacceptable physical contact (e.g., kissing, rough play, etc.)
- Failure to carry out directions
- Unauthorized use of electronic devices
- Leaving class early without authorization
- Violation of Acceptable Use Policy

### CONSEQUENCE

Minimum:  
Conference with teacher and/or administrator

Maximum:  
In-school suspension for flagrant or repeated violations

## **DELIBERATELY DISRUPTIVE AND/OR PURPOSELY DISRESPECTFUL BEHAVIOR:**

### ACT OF MISCONDUCT

- Tardiness or unexcused absence(s)
  - Throwing objects (snowballs, etc.)
  - Posting or distributing unauthorized materials on
  - Using or displaying profane, obscene, indecent, immoral or offensive language, gestures, or materials
  - Harassing other students
  - Sexual, racial, or ethnic harassment of other students or staff members
  - Cheating (also see Cheating Policy)
  - Displaying any behavior which is disruptive to the orderly process of instruction
  - Disruptive behavior on a school bus
  - Parking violation (also see Student Driving)
  - “Rough housing”
  - Not reporting to the office as directed
- Violation of Acceptable Use Policy

### CONSEQUENCE

- Minimum:  
Conference with the teacher and/or after school detention
- Maximum:  
In-school suspension or out-of-school suspension for flagrant or repeated violations

## **SERIOUSLY DISRUPTIVE AND/OR CLEARLY DEFINITELY DISRESPECTFUL BEHAVIOR:**

### ACT OR MISCONDUCT

- Truancy, excessive absenteeism
  - Using profane, obscene, indecent, immoral, or offensive language and/or gestures; making propositions
  - Interfering with school authorities or programs through behavior, walk-outs, sit-ins, or trespassing
  - Displaying disrespect toward school personnel
  - Sexual, racial, or ethnic harassment of other students or staff members
  - Possessing tobacco products
  - Forgery/falsifying information
  - Exhibiting hostile actions
  - Failure to attend after school detention
- Violation of Acceptable Use Policy

### CONSEQUENCES

- Minimum:  
After school detention and/or in-school suspension
- Maximum:  
Out-of-school suspension for flagrant or repeated violations

## **EXTREMELY DISRUPTIVE AND/OR ILLEGAL BEHAVIOR:**

### ACT OF MISCONDUCT

- Fighting
- Vandalism/criminal damage to property
- Use of intimidation, coercion, or force
- Theft
- Possession and/or sale of stolen property
- False activation of fire alarms/bomb threat
- Threat or use of hostile action toward school personnel or a student
- Arson

### CONSEQUENCE

- Minimum:  
In-school suspension
- Maximum:  
Expulsion and/or arrest

- Possession, use, or distribution of illegal or dangerous substances or drug “look-a-likes” (also see “Student Assistance Policy”)
  - Use, possession of, and/or concealing a weapon or item which may be used as a weapon
  - Extortion or robbery
  - Violations of sexual crimes or sexual activities
  - Possession, concealment, or use of an explosive device
  - Possession, concealment, or use of an unauthorized electronic device (e.g., pocket pager, beeper, etc.)
  - Sexual, racial, or ethnic harassment of other students or staff members
- Violation of Acceptable Use Policy

## **DUE PROCESS RIGHTS**

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

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

### **A. Students subject to short-term suspension**

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

### **B. Students subject to long-term suspension**

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

## **STUDENT COUNCIL**

The Student Council has a highly active role. Its purpose is not to govern students, but to serve as a coordination and discussion group between the student body and the administration. It is the place where problems, ideas or questions arising from either students or the administration can be presented for discussion and consideration. The Student Council meets every other Monday from 7-8:30 p.m.

## **STUDENT ACTIVITIES**

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

## **ELECTED STUDENT LEADERS 2001-2002**

### **STUDENT COUNCIL OFFICERS**

President ..... Tanya Shisler  
 President-Elect ..... Erin Lockrow  
 Secretary ..... Tanvir Khalon  
 Business Manager ..... Justin Present

## STUDENT COUNCIL REPS

**2002**

Megan DeFauw  
Noorain Khan  
Adam Nelson  
Anna Scott  
Ashley Zentmeyer

**2003**

Azmat Khan  
Hilary Ross  
Sabrina Shisler  
Jenny Stabnau

**2004**

Andrew Brinks  
Coley Depres  
Stacy Early  
Myra Epp  
Carly Fritsch  
Shanda Lockhart  
Kristen Sun

**2005**

Sarah Dodge  
Nicole Hensch  
Lacy Liversedge  
John Mishler  
Molly Story  
Erica Wolscheher

### SENIOR CLASS OFFICERS

President: ..... Benje Daneman  
Vice President: ..... Nick Hunter  
Secretary: ..... Julie Alfano  
Treasurer: ..... Noorain Khan

### SOPHOMORE CLASS OFFICERS

President: ..... Jill Vitale  
Vice President: ..... Cory Hoerner  
Secretary: ..... Carly Fritsch  
Treasurer: ..... Myra Epp

### CLASS ADVISORS

Freshman Class ..... Mr. Steve Labenz  
Sophomore Class ..... Ms. Heather Ireland  
Junior Class ..... Ms. Laura Stiles  
Senior Class ..... Mr. McClees

### JUNIOR CLASS OFFICERS

President: ..... James Saliers  
Vice President: ..... Jenny Stabnau  
Secretary: ..... Anthony Abraham  
Treasurer: ..... Sofia Lalani

### FRESHMAN CLASS OFFICERS

President: ..... Rachel Wolbers  
Vice President: ..... Dorrie Brown  
Secretary: ..... Stephanie Dahlquist  
Treasurer: ..... Erin Hudson

### STUDENT COUNCIL ADVISOR

Ms. Tracy Hoebeke

## NATIONAL HONOR SOCIETY

### GOVERNING BOARD

Jacob Bourjaily  
Paul (P.J.) Grealish  
Kelsea Johnson  
Devon Morrissey  
Anna Scott

### ADVISOR

Becca Lipke  
Melissa Morley

The National Honor Society is an organization that promotes enthusiasm for scholarship, service, leadership, and character. All National Honor Society activities are service related. Members are required to give of their time in service to various community and school service projects.

The Ranger Chapter holds its induction each fall. Elections for the fall are held in late May of the previous school year. Juniors and seniors who have attended at least one semester at Forest Hills Central and have a minimum 3.5 cumulative grade point average are eligible to complete the process. This process will be explained in detail to all eligible students in the fall.

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

# DANCES

Dances are open to all current Forest Hills Central students. Non-students who attend dances must be registered in the high school office by their host no later than Thursday prior to the dance. Hosts will be responsible for the actions of their registered guests.

## GUIDELINES

1. All Friday night dances will end promptly at 11:00 p.m. Students are expected to have transportation immediately following the dance.
2. STUDENTS WHO LEAVE THE DANCE MAY NOT RETURN.
3. Students are expected to remain out of their vehicles during the dance.
4. Use of decorations will not be permitted unless it is a special dance.
5. The cost for Friday night dances will be \$2.00.
6. No one will be permitted to enter the dance after 9:45 p.m. without prior administrative permission.

## SPONSORING A DANCE

Guidelines: See the assistant principal for further explanation and forms.

3 weeks prior to the dance:

- submit a building use form
- submit name, address and cost of the musical entertainment contracted

2 weeks prior to the dance:

- complete the "request to sponsor a dance" with a list of parent chaperones (4 minimum) and teacher chaperones
- establish set-up committee/clean up committee

1 week prior to the dance:

- contact all chaperones and remind them of their commitment
- contact more chaperones if necessary

the night of the dance

- submit updated list to assistant principal night of the dance
- arrive at least 30 minutes early
- make sure there is a cash box at the admission table with change
- make sure stamps or markers are at the admission table
- two adults and two students are needed at the entrance to collect money and stamp hands
- Two individuals should count the money, place the total on a piece of paper, sign and date it, then give it to the sponsor or administrator in charge
- the cash box will not be permitted to leave the premises
- supervise clean-up committee

Monday morning:

- Deposit the money in your account. See the secretaries in the main office to complete the procedure.

# EXTRACURRICULAR ACTIVITIES

## Athletics

Baseball  
Basketball  
Crew  
Cross Country  
Competitive Cheer  
Sideline Cheer  
Football  
Golf  
Gymnastics  
Hockey  
LaCrosse  
Pom Pons  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball  
Water Polo  
Wrestling  
Bowling

## Clubs and Activities

Debate Team  
Diversity Club  
Equestrians  
Junior Achievement  
Mentorship  
Multicultural Youth Ambassadors  
National Honor Society  
Odyssey of the Mind  
Peer Assistant Leadership  
P.U.S.H.  
Rugby Club  
Science Olympiad  
Ski Club  
Volunteer Program  
D.E.C.A.

## Drama

Musical  
Senior Play  
Variety Show

## Music

District/Regionals/State Comp  
Fall Choir Concert  
Winter Concerts  
Spring Concerts  
O.K. League Festival

### Special Events

Adopt-a-Family	Freshman Orientation	Open House
Armed Services Visitation	Graduation	Orientation
Blood Drive	Homecoming Events	Prom
Class Rings	Honors Night	School Pictures
Camps - Sports & Band	Michigan Math Competition	Senior Breakfast
College Visitations	Model U.N.	Stratford Trip
Conferences	National Honor Society Night	
Dances	New Student Welcome	
European Trips		

## **ATHLETICS**

Central High School encourages all students to become involved in one or more sports. Athletics help meet the need for self-expression, mental alertness and physical growth. Intramurals sports are also available. Organizational meeting dates and times are printed in the daily announcements.

### **MEN**

<u>Fall</u>	<u>Winter</u>
Cross Country	Basketball
Football	Hockey
Golf	Skiing
Soccer	Swimming
	Wrestling

<u>Spring</u>
Baseball
Crew
LaCrosse
Tennis
Track & Field

<u>Fall</u>
Basketball
Sideline Cheer
Cross Country
Swimming & Diving
Tennis

### **WOMEN**

<u>Winter</u>	<u>Spring</u>
Comp. Cheer	Crew
Gymnastics	Golf
Pom Poms	Soccer
Skiing	Softball
Volleyball	Track
	Water Polo

### **ATHLETIC CONFERENCE**

Central High School is a member of the O.K. White Conference. Competing schools are: Forest Hills Central, East Grand Rapids, Forest Hills Northern, Lowell, Northview, Zeeland and Hudsonville.

### **ATHLETIC PHYSICAL EXAMS**

Physical exams are required by the Michigan High School Athletic Association and the Forest Hills Public Schools for every individual who participates in interscholastic athletics. Only physicals after April 15 are good for the next school year. The cost of the physical exam is the responsibility of each athlete. We suggest that you see your family doctor or visit a local med-center. You must use the school provided physical card.

### **INSURANCE**

Forest Hills Public Schools offers an insurance program to supplement your personal coverage or an opportunity to sign a waiver, if you feel you are adequately covered. The firm of Crosby and Henry provides the coverage. If you have any questions about the coverage call Crosby and Henry at 942-5480.

### **ATHLETIC CODE CONTRACT**

The athletic code booklet has been designed to make athletes and parents aware of the rules and regulations of the Forest Hills Athletic Department. The athletic code contract states that the athlete is aware of the rules and procedures and agrees to abide by them. Each student-athlete is issued a copy of the athletic code upon their initial participation in a high school sponsored sport.

### **ELIGIBILITY**

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

### **BEFORE COMPETITION**

Before athletes can participate in a practice session, they must have three forms turned in to the coach: INSURANCE FORM OR WAIVER, PHYSICAL FORM AND ATHLETIC CODE CONTRACT.

## ATHLETES' ATTENDANCE POLICY

An athlete must be in attendance the entire day in order to practice or compete that day.

## MHSAA TAUNTING RULE

Taunting at any FHC athletic event is prohibited. The MHSAA rule is as follows: "Taunting includes any actions or comments by coaches, players or spectators, which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include but are not limited to, "trash talk;" physical intimidation outside the spirit of the game; reference to sexual orientation; "in-the-face" confrontation by one player to another; standing over/straddling a tackled or fallen player."

Spectators or players who taunt others will be ejected from the event in which the taunting occurred and possibly from all future athletic events.

## NCAA ELIGIBILITY REQUIREMENTS

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

1. Graduate from high school. You should apply for certification before graduation if you are sure you wish to participate in athletics as a freshman at the college to which you will be admitted. The Clearinghouse will issue a preliminary certification report when you have had all your materials submitted. After you graduate, the Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards.
2. Earn a grade point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 13 academic courses which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA. No special values are allowed for "+" or "-" grades. The chart below shows what your core courses must include at a minimum.

### CORE UNITS REQUIRED FOR NCAA CERTIFICATION

	Division I	Division II
English Core .....	4 years	3 years
Math Core* .....	2 years*	2 years
Science Core .....	2 years	2 years
Social Science Core .....	2 years	2 years
From English, Math or Science .....	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion) .....	2 years	2 years
TOTAL CORE UNITS REQUIRED .....	13	13

**IMPORTANT NOTE:** For students enrolling as college freshmen during 1996 and thereafter, Division I certification requires 2 years of math, including at least 1 year of algebra and 1 year of geometry (or a course for which geometry is a prerequisite).

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

For Division I: The minimum grade point average in the 13 core courses and required ACT or SAT score vary according to the Initial Eligibility Index below. This index applies to students enrolling as college freshmen during 1996-97 and thereafter who wish to participate in Division I athletics.

Core GPA	ACT Sum	RC SAT	SAT
above 2.5	68	820	700
2.500	68	820	700
2.475	69	830	710
2.450	70	840-850	720
2.425	70	860	730
2.400	71	860	740
2.375	72	870	750
2.350	73	880	760
2.325	74	890	770
2.300	75	900	780
2.275	76	910	790

Core GPA	ACT Sum	RC SAT	SAT
2.250	77	920	800
2.225	78	930	810
2.200	79	940	820
2.175	80	950	830
2.150	80	960	840
2.125	81	960	850
2.100	82	970	860
2.075	83	980	870
2.050	84	990	880
2.025	85	1000	890
2.000	86	1010	900

## **IMMUNIZATION INFORMATION**

By state law, all children in public schools must be completely immunized to begin the first day of school. If proof of immunization has not been filed with the school, the school is required to exclude the child from attendance until it is provided.

Required immunizations include:

4-6 years requirements:

- Four doses of DPT vaccine and, if a dose was not received on or after the fourth birthday, a booster dose at school entry.
- Three doses of any appropriate polio vaccine and, if a dose was not received on or after the fourth birthday, a booster dose at school entry.
- Two doses of any appropriate live MMR vaccine received after the first birthday, at least one month apart, and with one of the doses at or after 15 months of age OR current laboratory evidence of measles, mumps or rubella immunity.

7-18 years requirements:

- Four doses of any appropriate diphtheria and tetanus vaccine, three doses if the first dose was received on or after the seventh birthday, AND if a dose was not received within the last ten years, a booster dose at school entry.
- Three doses of any appropriate polio vaccine.
- Two doses of any appropriate live MMR received after the first birthday, at least one month apart, and with one of the doses at or after 15 months of age OR current laboratory evidence of measles, mumps or rubella immunity.

If there is a documented medical reason or religious reason for not immunizing the student, a waiver may be signed by a parent/guardian. Please contact the Health/Wellness Coordinator at 493-8770, or the school registrar.

## **IMPORTANT DATES 2001-2002**

August	28	First day for KC/TC (ten.)
	29	First day of school for students
	31	No School
September	3	No School
	4	CHS Open House
	14	Community Tailgater
	26	Student count day
	27	1/2 day for students
October	1	Parent/Teacher Conferences (by appt.) 6:00 - 8:30 PM
	4	Parent/Teacher Conferences (by appt.) 6:00 - 8:30 PM
	6	Homecoming Dance
	10	Parent/Teacher Conferences (walk-ins) 4:00 - 6:30 PM
	20	PSAT Testing at CHS
	22	1/2 day for students/PLAN test in A.M.
	27	ACT Testing at CHS
	29	MEAP Re-testing Begins
November	2	1/2 day for students; end of first nine weeks - record marking
	9	MEAP Re-testing Ends
	20	1/2 day for students
	21	No school for students
22-23	No School - Thanksgiving Recess	
December	6	Financial Aid Program 7:00 PM
	15	TWIRP
	24	Holiday Recess begins - no school
January	7	School Resumes
	16-18	Exams - 1/2 day for high school students
	18	1/2 day for students - end of semester - record marking
February	9	Snowball Dance
		ACT Testing 8 AM
	13	Second Count Day
	15-18	No School - mid-winter recess
	21	Parent/Teacher Conferences (by appt.) 6:00 - 8:30 PM
	25	Parent/Teacher Conferences (by appt.) 6:00 - 8:30 PM
	27	Parent/Teacher Conferences (walk-in) 4:00 - 6:30 PM
	28	Sophomore College Night 7:00 PM

## **IMPORTANT DATES (CONT.)**

March	22	1/2 day for students - end of third nine weeks - record marking
	28	1/2 day for students
	29	No school for students
April	1-5	Spring Recess - No School
	8	School Resumes
	22-30	MEAP Testing Begins
	25	9th, 10th and 11th grade Honors Night 7:00 PM
	27	PROM (ten.)
May	1-3	MEAP Testing
	2	Seniors Honors Night 7:00 PM
	8	1/2 day for students
	13-16	AP testing
	17-19	Science Olympiad Nationals
	20	Senior Exam Week
	24	No School
	27	Memorial Day - No School
	30	Central High School Graduation
June	8	ACT testing 8 AM
	10-12	Exams - 1/2 day for high school students
	12	Last attendance day for students - record marking

# STAFF ROSTER

## Administration

Kathy Vrugink Westdorp,  
Principal

Jon Gregory,  
Assistant Principal  
Nancy Flink,  
Assistant Principal  
Rob Stefanowski,  
AD  
Tom Walters,  
AP

## Art

Neven Allan  
Lin Culver

## Business

Thad Abel  
Cal Anderson  
Joe Lake

## Communications

Jill Fenn  
Ann Layton  
Pamela Medford-Tow  
Sarah Scobell

## Foreign Language

Candice Bilski  
Tammy Dykhouse  
Laurie Haan  
Linda Maire  
Sue Miller  
Melissa Morley  
Jamie Schaub Muniz  
Heather Schaefer  
Yoshiko Tsuda

## Industrial Tech

Bruce Fletter  
Joe Johnson

## Language Arts

Joanne Bent  
Kim Curths  
Liz Dolce  
Ken George  
Rick Lanning  
Kristen Lardie  
Jane Maczka  
Tim McGee  
Chris Pulliams  
Ginny Schierbeek  
Kris Schrotenboer  
Sarah Scobell  
Pam Sellers  
Claudia Walters

## Guidance

Carl Peterson  
Julie Petrie  
Mark Stevens

## Mathematics

Trevor Chalmers  
Tracy Hoebeke  
Becca Lipke  
Deidre Mills  
Elliot Pearce  
Jessica Post  
Joe Smith  
Gail Sutton  
Bill VanderWoude  
Kathy Vonk  
Rosemarie Whalen

## Music

John DeStefano  
Sean Ivory  
Lynne Kleeman  
Glenn Williams

## Physical Education

Brady Blackwell  
Pat Hartsoe  
Tim McGee  
Dave Mills  
Stacy Steensma

## Science

John Anderson  
Russ Chudy  
Ted Gribas  
Heather Ireland  
Rose Quinn  
Rebecca Richards  
Andy Rundquist  
Gary Smith  
Amy Stone  
Dave VonEhr  
Suzanne West

## Social Studies

Jeff Fredrickson  
Heather Ireland  
Lynne Kleeman  
Steve Labenz  
Jerry Lane  
Kristen Lardie  
Becca Lipke  
Chris McClees  
Dan Olson  
Chris Pulliams  
Kris Schrotenboer  
Laura Stiles  
Tom White

## Special Education

Patti Bakken  
Judy Clark  
Colleen Dompierre  
Liz Ensing  
Brian Maksimowski  
Jan Oosterhouse  
Rita Shaheen  
Rebecca Shankland  
Mariellen Smith  
Victoria Thornell  
Jody Waclawski  
Todd Hartman

## GT

Gail Sutton

## Registrar

Mary Wesselink

## Itinerant Staff

Kathy Barnett,  
Psychologist  
Aaron Kaufman,  
Social Worker  
Donna Secor, Social  
Worker

## Media Center

Steve Williams

## Media Center Support Staff

Jack Amelar  
Sandi Bowen  
Donna Grill  
Karen McDonnell  
Cindy Trapp  
Patricia Trapp  
Linda Whittemore

## Alternative Education

Robynn McKinney  
Kathleen Singh

## Secretarial Staff

Chrys Alexander,  
Main Office  
Laura Bodien,  
Athletics  
Marlene Boersen,  
Attendance/  
Guidance  
Arlene Graham,  
Head Secretary  
Shelly Mitchell,  
Athletics  
Kathy Nibbelink,  
Main Office  
Doris Pfeiffle,  
Main Office  
Sue Stepanovich,  
Attendance  
Chris Wenner,  
Guidance

## Spec. Ed

## ParaProfessionals

Julie Cox  
Ava Hansen  
Stepanie Jackson  
Jocelyn Jann  
Linda Jones  
Marilyn Kacher  
Kathy Morey  
Rebecca Stern  
Sharon Thorpe  
Margo Zoldos

## Food Service

Mary Baird  
Denise Francisco  
Marijo Horling  
Alyce Keywoth  
Judy Klaver  
Suzanne Wissink

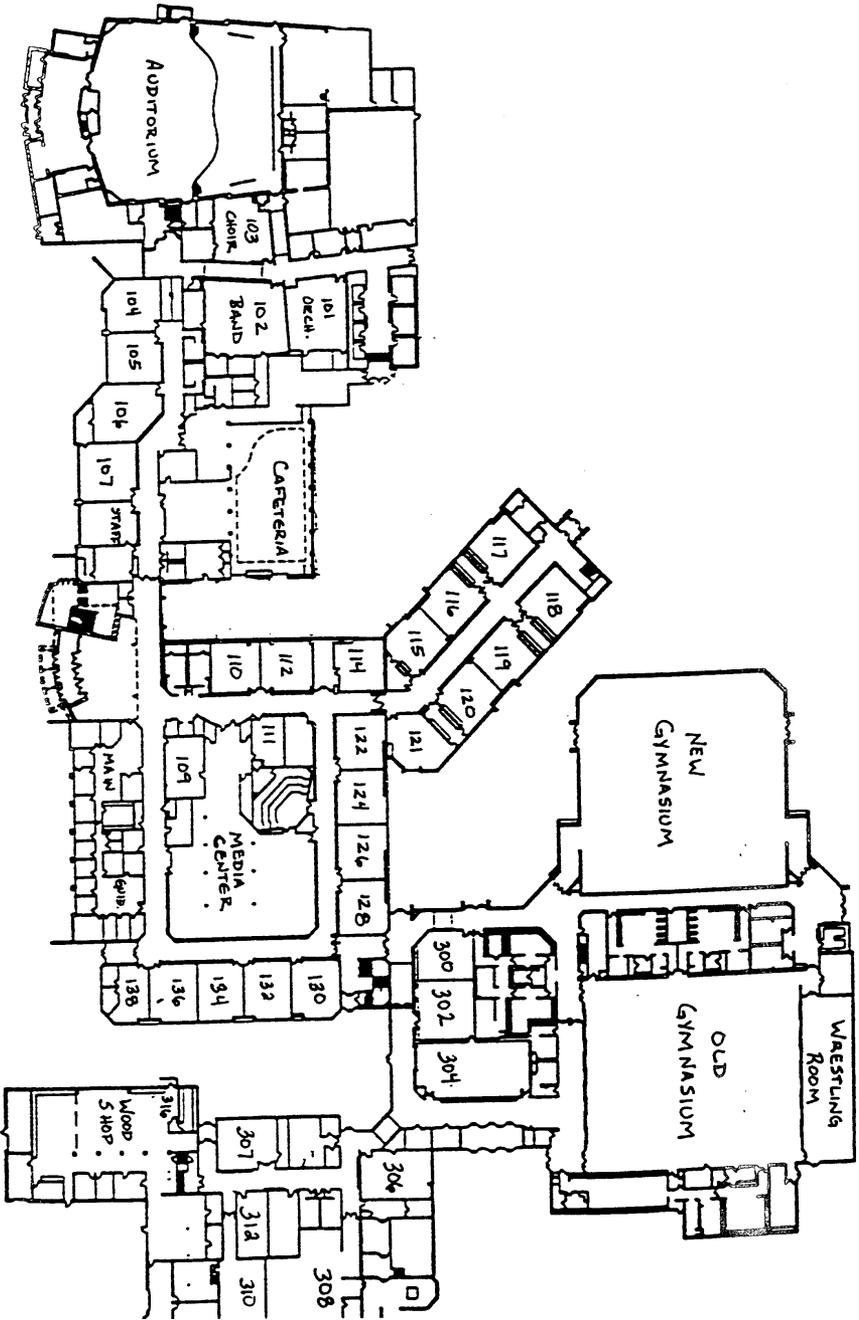
## Custodial Staff

Lillie Bush  
Ken Duke  
John Frielitz  
Mark Markwart  
Linda Pitsch  
Victor Rempalski  
Homer Spidell  
Dave Westphal

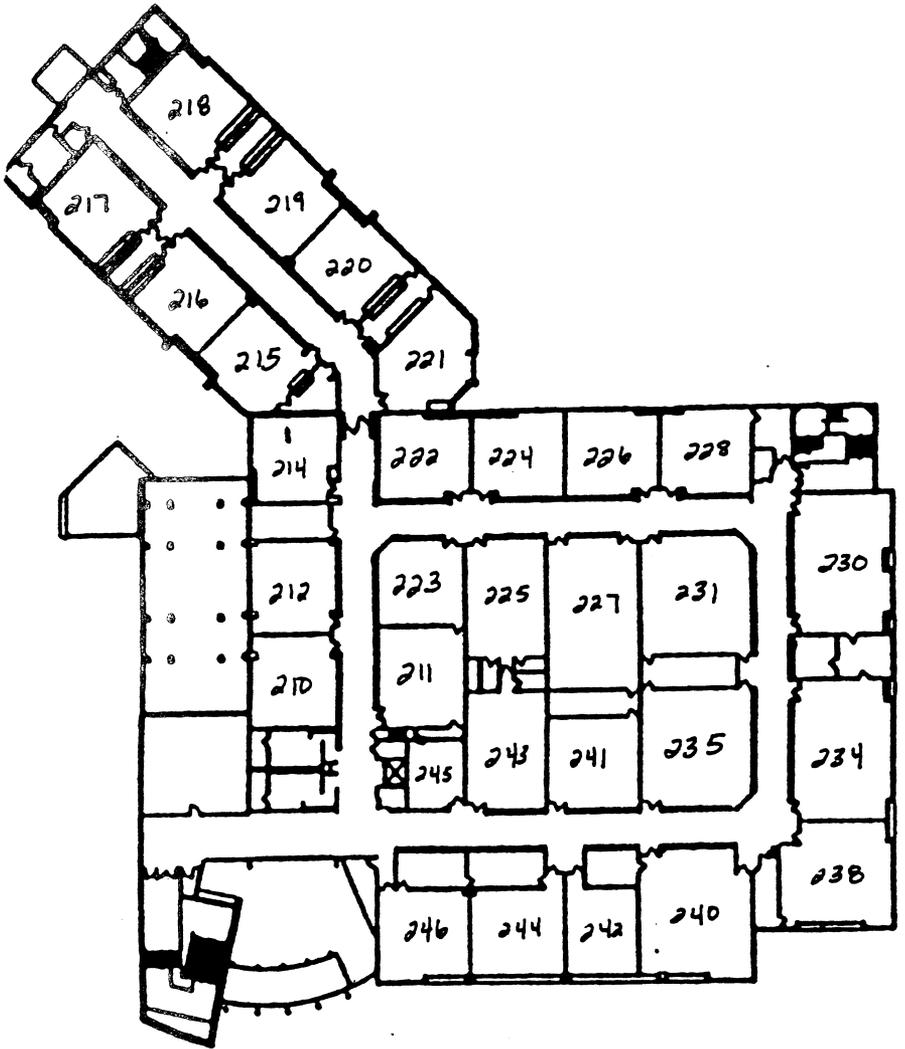
## Security

John Boggiano  
Quentin Henry

## Study Hall



**FIRST FLOOR PLAN**



**SECOND FLOOR PLAN**