

Caledonia High School Student Handbook

9050 Kraft Avenue
Caledonia, MI 49316
www.calschools.org

GO SCOTS!

Main Office	616.891.8129
Main Office Fax	616.891.7038
Athletic Office	616.891.0211
Attendance	616.891.0741
Student Services	616.891.0214

Cal

Administration

Mr. Brady Lake, Principal
Mr. Jim Crites, Assistant Principal
Mr. Joe Lienesch, Assistant Principal
Mr. Scott Weis, Athletic Director



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Welcome Letter from Principal

Dear Student & Parent:

Welcome to the new school year! At Caledonia High School (CHS) we strive to provide all students with a quality educational program while emphasizing community spirit and encouraging personal excellence. We are pleased to have you as a member of our student body and look forward to working with you to make our school the best that it can be.

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Also note that our website contains further explanation on many of the areas included in this handbook. Should not see the answer you are looking for, please refer to the Caledonia Schools webpage at www.calschools.org.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control the final outcome. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2007. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2007, the language in the most current policy or administrative guideline prevails.

Mission Statements

Our School:

"The Caledonia High School Staff will provide ALL students with a learning environment and educational programs that enable them to become caring people and effective users of ideas and information."

Caledonia:

"In pursuit of excellence, Caledonia Community Schools will empower and equip all persons to achieve their best by ensuring the highest quality system for learning."

Entry to School Grounds

Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the security desk is trespassing and may be reported to the authorities.

No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.

Students may not bring guests to CHS unless permission to do so has been granted by the principal. No staff member is allowed to transact business with a visitor who has not duly registered at the School office and received authorization to be present for the purpose of conducting business.

Section 1: A Day at School

Daily Schedule & School Hours

The CHS class schedule runs daily from 7:45am to 2:37pm. The office hours are 7:00am to 3:30pm

1 st Macro	7:45 – 8:56
2 nd Macro	9:03 - 10:18 (4 min. news)
3 rd Macro	10:25 – 11:36
4 th Macro	
	Lunch 1 – 11:37 – 12:01
	Class 12:07 – 1:19
	Lunch 2 -12:15 – 12:39
	Class 11:43 – 1:19
	Lunch 3 - 12:55 – 1:19
	Class 11:43 – 12:55
5 th Macro	1:26 – 2:37

2-Hour Delay Schedule

1 st Macro	9:45-10:33
2 nd Macro	10:40-11:28
3 rd Macro	11:35-12:23
4 th Macro	12:30-1:42
(1 st Lunch)	12:23-12:48
	12:54-1:43
(2 nd Lunch)	1:19-1:42
	12:30-1:19
5 th Macro	1:50-2:37

**As the year progresses, days may need to be scheduled for teacher in-service, snow day make-up, etc. Parents will be notified well in advance of days when students will or will not be attending school.

**There is a possibility that there will be one or more half days throughout the year. Again, any additions or changes in the calendar will be communicated with parents well in advance of the event.

Scheduling

Each spring, students have the opportunity to choose their classes for the following school year. Classes are offered and teachers' schedules are developed to facilitate these choices. Once school begins, students may not change their schedules except for the following reasons:

1. Student scheduled for class but does not meet the prerequisite.
2. Student is able to attend KCTC.
3. Senior needs graduation requirement.

In all these cases, alternative courses must be available or the change cannot be made.

Meal Service

Lunch/Breakfast Time

CHS has a breakfast program for our families' convenience. Student's eating breakfast are dismissed from the bus as soon as it arrives at school and come into the cafeteria for breakfast.

Breakfast is served from 7:15 to 7:45 am.

All students are to stay at school for the noon lunch time. The CHS lunch schedule is as follows:

- 11:36am – 12:01pm
- 12:15pm – 12:39pm
- 12:55pm – 1:19pm

Lunch and breakfast prices have been approved at the following rate:

CHS Type A Lunch	\$2.50 per day
Adult Lunch	\$3.25 per day
Milk	\$0.50 per day
Breakfast	\$1.30 per day

An online payment option is available at www.sendmoneytoschool.com.

Free and Reduced Lunch

Registration forms are available in our office upon request as well as on our website. Forms are also available in the office throughout the school year. Please remember that families eligible for free/reduced lunch also receive the same benefit for breakfast. Please call the school if you have any questions about the program. A new form must be filled out every September.

Assembly Procedures

Assemblies are an integral part of the school program and the educational experience. They are viewed as an extension of the classroom; therefore, appropriate conduct is expected at all assemblies. Throughout the year, assemblies will be scheduled as circumstances allow.

Section 2: Attendance Policy & Philosophy

Emergency Closing from School

School closings will be announced on the following local radio and television stations:

WOOD TV Channels 8, 10, & 13	WCUZ
WKLQ Cable Channel 22	WJQK
WGRD	WCTB
WGVU	WODJ
WLHT	WWJQ
WBYY	WCSG
WMUS	WGNB

The decision to close school due to bad weather is based on the evaluation of road conditions and pending weather.

During the tornado season the following guidelines are used in the Caledonia School District:

A *TORNADO WATCH* means that conditions exist for severe weather to develop. Students are *NOT* dismissed early due to a *TORNADO WATCH*, but will be dismissed at the regular dismissal time at the end of the school day.

A *TORNADO WARNING* means that a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar used by the Weather Service Office. Students will be immediately directed to a designated safe shelter areas in the building, and will *NOT* be sent home until the Tornado Warning has been lifted by the Weather Service.

Reporting Absences

On the day of a student's absence, parents should call the office between 7:00am and 9:00am to verify the absence. If the school does not receive a call on the day of the student's absence, the student's parents/guardians will be called at home or at work to verify the absence. If no telephone contact has been made prior to a student returning from an absence, a note from the student's parent/guardian is required when the student returns to school. **All absences must be excused within 24 hours or it remains unexcused.** If you need to take your student out during the day for any reason, please send a note with your student to the attendance office to receive a passport to leave

school. Students should report to the attendance office first thing in the morning with any notes.

Injury and Illness

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

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

Pre-Arranged Absences

Parents may arrange for their student to accompany them on a family trip. However, the student must pre-arrange the absence with the attendance office at least two weeks prior to leaving. Assignment request forms may be picked up in the attendance office. The forms should be initialed by each teacher and then returned to the attendance office.

Excused/Unexcused Absences

Excused absences are those accounted for through parent contact or medical/ legal documentation. School activities do not count as an absence. All other absences will be considered unexcused. Missing more than 15 minutes of class will be considered an absence. Please remember, an absence must be excused within 24 hours or it remains unexcused.

Unexcused absences will result in detention time equal to the amount of time missed. Wednesday Night Detentions are assigned after the third unexcused absence.

Students will NOT be allowed to make-up any work, including tests, after an unexcused absence. All unexcused absence time must be served in detention.

Excessive Absences

Students who reach 8-12 absences (combination of excused/unexcused) in a trimester class must do one of the following to have their grade calculated for the course:

- achieve a 76.5% (C+) or better on the final exam/final project*
- serve one after-school detention for each macro missed beyond the 7th absence, up to the 12th absence

*Students who are unsuccessful at earning the C+ or better may then serve detention time, to be applied towards having their grade calculated.

Detentions can be served as soon as a student reaches his/her 8th absence. All detentions must be served before the end of the next trimester. Seniors must have all detention time for 3rd trimester served prior to the commencement ceremony.

Students electing to make up missed time through detention will receive an "Excessive Absence Redemption Form" from their counselor. Completed forms must be returned to the counselor before credit will be granted.

A student who reaches 13 absences (combination of excused/unexcused) in a trimester class will automatically lose credit for that course. The student will remain in the class for the duration of the trimester unless the need for removal due to behavioral issues becomes necessary.

The following shall also apply to the Excessive Absences policy:

- Absence notification letters will be mailed home on the 5th and 7th absences
- Extenuating circumstances, such as an extended illness/injury, will be taken into consideration (medical documentation may be required)
- Suspensions/School Business will not count towards a student's excused/unexcused absence total
- Medical and Death of an immediate family member will be subtracted from an 8- or 13-day total if met
- All student appeals must be made to the building principal

Make Up Work due to Absence

All work missed due to any absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher to arrange for make-up of all work missed. Students on suspension will be required to turn in work on the day they return to class.

Tardiness Policy & Philosophy

Please take school-starting time seriously. Students are expected to be in class, ready to begin the school day on time. It is the responsibility of the student to keep track of the time throughout the day.

A parent should call the school when a student is going to be absent or tardy. **Students arriving any time after 7:45 am must stop in the office to sign-in and receive a tardy pass before going to class.** Remember, students arriving late have missed some education and inadvertently disrupt the education of others.

Excused tardies include: late bus and professional appointments (which are accompanied by a Doctor/Dentist verification slip).

Excused absences include: illness, recovery from an accident, professional appointments, required court attendance, death in the immediate family and observance or celebration of a bona fide religious holiday. Other situations will be considered unexcused.

Absences and tardies are subject to school consequences:

Absences: notification letters will be mailed home on the 5th and 7th absences in a trimester whether the student's absences are excused or unexcused. If a student accumulates additional absences to school in the same trimester, parents/guardians may be requested to meet with the principal to develop an Improvement Plan for their child's attendance and/or the student may be referred to the county truancy officer.

Tardies: Consequences for excessive tardies:

1st Tardy – verbal warning

2nd Tardy – verbal warning

3rd Tardy – verbal warning (call to parents explaining next step)

4th Tardy – 1 after school detention

5th Tardy – 1 after school detention

6th Tardy – 1 after school detention

7th Tardy – 1 after school detention (call to parents explaining next step)

8th Tardy – 1 Wednesday night detention

9th and Subsequent Tardies – 1 day of in-house suspension

Truancy/Chronic Absenteeism

Truancy is ten unexcused absences in a school year.

Chronic Absenteeism is when students miss 10% of scheduled school days (to date). This includes excused and unexcused absences.

If a student is truant/chronically absent, we will take the following steps to assist the family and student:

1. Written notification will be sent home.
2. If attendance issues persist, we will request a meeting with the parent, student, and administrator to establish and implement an attendance improvement plan.

If we are unable to resolve the attendance issue together, then we will be required to make a referral for Truancy Action, to the Kent County Truancy.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. These absences will count towards your total absences

Section 3: Academic Information

Admission/Enrolling in the School

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides. By law, children between 6 and 16 must attend school.

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

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency, and
- proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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

Graduation Requirements

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the state mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan

(IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

High School

Class of 2018+

English	4 credits
Social Studies	4 credits
Math	4 credits
Science	3 credits
Fine Arts/Applied Arts	1 credit
Physical Education	1 credit
Computer Apps/Coding	.5 credit
Health	.5 credit
Interim (3 interims)	.75 credits
Electives	10.0 credits

TOTAL 28.75 credits

Grading Scale & Grading Period

Grading:

Our school has a standard grading procedure over three trimesters (Fall, Winter & Spring), as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

A Sample Grading Scale: High School:

94.5 - 100	=	A	72.5 - 76.4	=	C
89.5 - 94.4	=	A-	69.5 - 72.4	=	C-
86.5 - 89.4	=	B+	66.5 - 69.4	=	D+
82.5 - 86.4	=	B	62.5 - 66.4	=	D
79.5 - 82.4	=	B-	59.5 - 62.4	=	D-
76.5 - 79.4	=	C+	Below 59.5	=	NC

Students who fail a class but earn at least a 50% grade in the class will be allowed to retake the class during zero or 6th hour through an online credit recovery program. Students who fail with less than 50% must retake the class.

Homework Expectations

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state-mandated test and graduation. Selected learning experiences and skill development activities may be expanded and/or reinforced by extending class work through the assignment of school work to be done outside of the regular class schedule. Teachers may give homework to students to aid in skill development and the attainment of appropriate achievement levels. The type, frequency, and quantity of homework should be based on the needs and capacities of students as determined by the professional judgment of the teacher, and homework should be an application or adaptation of classroom instruction. Parental cooperation and assistance are essential to meet the instructional expectations and objectives of the student.

Student Records

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right to examine their official records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said records to ensure accuracy and fairness. No records, files, or data directly relating to an individual student shall be made available to anyone without the written consent and notification of the student or of the parents/guardian of the student under age 18, except:

1. to the teachers and officials of this school district who have a legitimate educational interest in such information, or
2. when there has been a federal request for submission of student records in connection with the student's application for financial aid.

The student or parent will be notified if any of the above occur. For other investigation of student records, parental or student permission is needed.

Student Services

Guidance and counseling services are available to every student in our school. Three counselors are available to help with school and personal concerns. Each counselor is fully certified and trained with at least a master's degree in Counseling and Guidance. To see a counselor, a student should make an appointment with the receptionist in the Student Services office.

Section 4: Discipline Policy

Restorative Practices

Restorative Practices are based on principles that emphasize the importance of positive relationships in building a strong school community, and they involve processes that restore relationships when harm has occurred. Restorative Practices are intended to turn discipline and behavior management into learning opportunities for students. Restorative Practices create a school climate centered around accountability, respect, integrity, and engagement with one another. The goal is teach students to understand where they have caused harm, how it affects their school climate, and ultimately gives them the opportunity to repair the harm and learn stronger personal self management skills.

Restorative practices will be considered as a means for repairing the harm to a victim and/or the school community caused by a student's misconduct.

- An offender choosing to participate in Restorative Practices could possibly reduce the severity of consequences related to their misconduct.
- The victim initiates Restorative Practices.
- Restorative Practices must be agreed upon by the victim's parent or legal guardian. Or, if the victim is at least 15, they can independently agree to participate in the restorative process.
- The participants of Restorative Practices voluntarily participate in the process.
- Restorative Practices provide an opportunity for the offender to accept responsibility for the harm caused to those affected by their misconduct and participate in a process of determining how to repair the harm.
- Completing restorative processes may require the offender to apologize, complete community service, participate in counseling, pay restitution, restore material loss, or a combination of these restorative consequences.
- The agreed upon consequences and processes to repair the harm, including a timeframe for completing them, will be included in a written agreement that is signed by all participants.
- If the offender fails to complete the stipulations in the written agreement, the consequences of their misbehavior will be determined in accordance with all discipline policies within the student handbook.

Major Premise of Discipline & Conduct of a Student

1. Students have the right to be in school. Inherent in that right are students' responsibilities to respect the rights of others and to become actively and productively involved in their academic learning.
2. Good discipline uses logical and realistic consequences. Students who experience consistent, logical and realistic consequences learn that they, themselves, have positive control over their lives.
3. Trust, respect and courtesy among staff and students should be a constant within our school. These three qualities provide the foundation upon which behavioral expectations will be based.

Disciplinary Guidelines

A. The following offenses are those which are not only punishable by law, but will also result in the most severe consequences through school disciplinary action. These offenses include:

1. Possession and/or sale of weapons or explosive devices.
2. Possession, consumption, and/or sale of alcohol.
3. Possession/consumption*, and/or sale/distribution** of drugs, narcotics, prescription drugs and/or look-alike drugs.
4. Calling in bomb threats or pulling false fire alarms.
5. Theft.

*First offense for possession/consumption of drugs/narcotics/look-alikes will be a 10 day suspension from school; a 2nd offense will be a recommendation to the School Board for expulsion.

**First offense for the sale/distribution of drugs/narcotics/look-alikes will be a recommendation to the School Board for expulsion.

School disciplinary action for other offenses listed will be at least a five (5) day suspension from school and at most expulsion through School Board action. The police will be notified as required by the administration and the student will be encouraged to enlist the aid of a counselor for rehabilitative purposes. The school has a sincere interest in the outcome of the counseling and requests that a release be signed by the student and his/her parent/guardian(s) allowing the school to have contact with the counselor in an effort to support the rehabilitation.

B. The following offenses are those which could be punishable in a court of law, but which are usually handled at school.

Major offenses include:

1. Fighting (directing an aggressive physical act toward another individual).

2. Intimidation (the making of verbal or physical threats toward another individual).
3. Sexual harassment (unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual or suggestive nature).
4. Disrespectful or abusive language/gestures toward another individual.
5. Any action that seriously endangers another individual.
6. Defiance of rightful authority.
7. Willful destruction or defacing of school property.

School disciplinary action for these major offenses will be determined on an individual basis by the principal or designee. Possible consequences range from a two (2) day suspension from school with the maximum consequence being expulsion by the School Board.

C. Students who choose the following behaviors are in violation of school rules:

1. Skipping classes or tardiness (consequences outlined in the attendance/tardiness policy).
2. Closed campus violations. Students are not to leave school grounds during the school day without a passport.
3. Dangerous or improper use of vehicles on school grounds.
4. Inappropriate public displays of affection.
5. Continuous disruptive behavior.
6. Using or displaying tobacco products or e-cigarettes.
7. Cheating.
8. Parking Violations

School disciplinary action for these offenses will be determined on an individual basis with the minimum consequence being an After School Detention.

Any student who refuses a search under the guidelines of the search and seizure school code, which includes a PBT (Breathalyzer Test), is subject to the disciplinary infraction in question. This includes athletic penalty if applicable. This discipline could result in suspension or expulsion. Fleeing when under search will be treated as admission of guilt of the highest penalty.

Due Process

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of 10 days or less, the administrator in charge will notify the student of the charges. The student will then be

given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- The student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

A student being considered for suspension of more than 10 days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than 10 days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Dress Code Overview

We are proud of the students of CHS and welcome their individuality and sense of style. Therefore, we do not have a severely restrictive dress code, but ask that our students abide by the following simple guidelines:

1. Footwear is required.
2. Clothing displaying profanity or vulgar suggestions will not be permitted.
3. Clothing advertising illegal drugs or alcohol, or dealing with death, destruction, or suicide will not be worn.
4. Conspicuously thin garments, bare midriffs, spaghetti straps/tank tops, cut-off t-shirts and muscle shirts are not permissible. Professional, tailored sleeveless clothing will be appropriate.
5. Shorts and mini-skirts must not disrupt the educational environment of the daily classroom.
6. Hats, head-coverings (this includes bandanas used in any form and athletic headbands), and hoods must be removed upon entering the building.
7. Spiked jewelry or "dog collars" should not be worn.
8. Wallet chains are not permitted.

***Interpretation of the Dress Code is left to the discretion of school staff members**

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES

Cell phones and personal media devices (iPods, mp3 players...) may be used on the CHS campus, but are prohibited from being on and/or used during class time, in the classroom setting (unless deemed educationally appropriate by the teacher), or during assemblies, meetings, etc. Violation will result in an after school detention without warning. Progressive discipline leading up to a suspension will result from subsequent violations (see chart below). Hall and cafeteria use is permitted during passing time and/or lunch.

Videotaping and taking photographs of other students/staff without their knowledge and consent during the school day or at school events is strictly prohibited. Doing so against their knowledge or without consent will lead to disciplinary action that could include suspension from school and loss of cell phone/electronic device privilege at school, as will the sharing or posting of such videos or images on social media. Students must be aware that such actions could lead to legal action as well.

Possession of a cell phone or other electronic devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action which could result in confiscation of the cell phone or other electronic communication device, as well as action up to and including suspension.

The students who possess a cell phone or electronic devices shall assume sole responsibility for its care. At no time shall the district be responsible for preventing theft, loss, or damage to cell phones or any other electronic devices brought onto its property.

Use Violation	Consequence
First	Detention
Second	Detention
Third	Wednesday Detention
Fourth	Wednesday Detention
Fifth +	ISS

Backpacks/Bags

All backpacks/bags/cases are allowed in the classroom.

Student Support Room

The Student Support Room is available for students whose behavior is not acceptable in the classroom. Students will be sent to the Student Support Room with the expectation that they will reflect upon the inappropriate behavior they exhibited and will return to class only when a plan (acceptable to the teacher) for improved behavior is written by the student. Students repeatedly sent to the Student Support Room will observe the following consequences:

- 1st time sent = warning
- 2nd time sent = one (1) after-school detention
- 3rd time and subsequent times sent = one (1) after-school detention and one (1) Wednesday-night detention

After School Detention

After school detentions will be used as a consequence for skipping school and other offenses. After school detentions will be held in the time-out room from 2:45pm until 4:05pm on Tuesday and Thursday and Wednesday night detention from 2:45pm until 5:45pm.

Section 5: General School Information

Medication, Usage and Guidelines

The Caledonia Community Schools Board of Education has adopted a policy on administering medication, which complies with State law. For the purposes of this policy, "medication" shall include all medicines prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

Board policy requires a written prescription from the student's physician, as well as written authorization from the student's parent, before prescription medication may be administered. All medications (prescription and over-the-counter) must be in the original container and have the original label. Medications and written prescriptions/authorizations must be turned into the Main Office. New forms must be filled out each school year and can be found in the Main Office or on the Caledonia High School website.

Students who need to possess/self-administer asthma inhalers, EPI-pens, or prescribed emergency medication must have written authorization on file with the main office. A new form must be filled out each school year.

Students found to be in possession of medication (prescription and/or over-the-counter) without proper authorization will be subject to Section II.A.3 of the High School Discipline Policy.

More detailed information on medications and their usage at school may be found in the Handbook Supplement on the Caledonia Schools website.

What is a Concussion

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not

return to play on the day of the injury and until a health care professional says they are okay to return to play.

Some Common Symptoms:

- Headache
- Pressure in Head
- Nausea/Vomiting
- Dizziness
- Balance Problems
- Double Vision
- Blurry Vision
- Sensitive to Light
- Sensitive to Noise
- Sluggishness
- Hazy
- Foggy
- Grogginess
- Poor Concentration
- Memory Problems
- Confusion
- "Feeling Down"
- Not "Feeling Right"
- Feeling Irritable
- Slow Reaction Time
- Sleep Problems

If you suspect a concussion:

1. See medical attention right away – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. Keep your student out of play – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. Tell the school about any previous concussion – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

Signs Observed by the Parents

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

How to Respond to the Report of a Concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

Viral and Bacterial Meningitis

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. It is caused by a viral or bacterial infection.

Viral meningitis is usually less severe and resolves without special treatment. Many different viruses can cause meningitis. Most of them are more common during the summer and fall months. Bacterial meningitis is extremely serious. It may result in brain damage, hearing loss or learning disability. It is important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from infecting other people. The earlier the treatment starts the more successful it is. Today, Streptococcus pneumonia and Neisseria meningitides are the leading causes of bacterial meningitis.

What are the symptoms of meningitis?

Often the symptoms of viral and bacterial meningitis are the same. Usually, people either do not get sick at all from the organisms that cause meningitis or they have mild flu like symptoms. In more serious cases, symptoms include: nausea, irritability, vomiting, stiff

neck, fever, sleepiness, severe headache, rash, discomfort looking into bright light, or confusion.

Since it is difficult to tell the difference between viral or bacterial meningitis, if you think you or your child has it, see your doctor right away.

Can meningitis be spread from person to person?

Yes. Bacterial and viral meningitis can both be spread from person to person. It is spread through direct contact with the respiratory secretions (coughing, kissing) of an infected person. Viral meningitis can also be found in the stool of an infected person. It is spread this way mainly among small children who are not yet toilet trained or when changing diapers.

Should I keep my child home from school?

Children with bacterial meningitis are usually hospitalized. There are no specific exclusions from school for viral meningitis, but hospitalization is common.

How soon do infected people get sick?

Symptoms usually begin within three or four days after exposure, however, onset may vary from as early as 2 days to as late as 10 days.

How can meningitis be prevented?

Good personal hygiene and hand washing lowers your chances of getting infected. There is preventive therapy for people who have had close personal contact with someone infected with bacterial meningitis. However, only certain bacterial infections require preventive treatment with antibiotics for those contacts. If diagnosed with bacterial meningitis, the Kent County Health Department can help determine which close contacts should be treated with antibiotics. Preventive therapy is generally not necessary for people who have only shared office or classroom space.

Is there a vaccine for meningitis?

A vaccine against one type of meningitis has been developed (Neisseria Meningitis). It does not provide protection against all strains in the United States. In a departure from past recommendations, a government panel is now recommending that all college freshmen living in dorms be vaccinated for meningitis. The panel is also advising doctors to inoculate all 11-to 12-year-old children. The new recommendation by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices is a reversal of previous policy and was driven by the availability of a new vaccine, Menactra. Widespread vaccination for college students was not recommended the last time this issue was addressed in 1997, due to the high cost of vaccination and the fairly low risk of contracting bacterial meningitis. Vaccines for Haemophilus influenzae type B (Hib), once a leading cause of bacterial meningitis, are given to all children as part of their routine immunizations. Check with your doctor or the Kent County Health Department for vaccination information and availability.

Computer & Technology Use Expectations

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed on the student's first day of school and is valid throughout their high school career unless changes require another signature.

Dances

Homecoming and Winterfest dances, as well as Prom, provide students the opportunity to enjoy the companionship of their fellow student while "cutting a rug."

Dance rules are as follows:

1. Students will not be allowed to re-enter the building once they leave unless they have special permission from a dance chaperone.
2. Any person causing a disturbance will be removed from the facility, and further disciplinary action may be taken.
3. Students engaged in inappropriate displays of public affection will be warned and will be asked to leave the dance if behavior continues.
4. Any students under the influence of drugs or alcohol will be detained in the principal's office until parents/guardian acquires custody. Further disciplinary action will be taken.
5. Only students in grades 9-12 will be permitted to attend high school dances. High school graduates may attend the Homecoming and Winterfest dances, along with Prom, if they were in good standing at the high school they attended upon graduation.
6. All dances must be approved by the Assistant Principal.
7. Each student is allowed to bring one guest to a high school dance. The guest must be registered in the main office prior to the dance. The responsibility for the guest's actions lies with the student who brings the guest. **No guests 21 years of age or older will be allowed.**
8. Appropriate dancing is required at all times. Those engaged in inappropriate/suggestive dancing, as interpreted by the chaperones present, will be warned, and then asked to leave the dance if behavior continues.
9. School dress code will be enforced at dances.

Field Trip Guidelines

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

Fire, Lockdown and Tornado Safety Drills

Fire, Tornado, and Lockdown drills are required by law for student safety and are expected to be taken seriously. Each teacher will review evacuation procedures and students will be expected to carry these out in a safe and orderly manner.

Use of School Phone

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. In cooperation with the office personnel, the staff will initiate all calls on behalf of a student seeking permission to leave school.

Use of the Media Center

The Media Center is a place for quiet group and individual study and research. The Media Center program is designed to help students find, generate, evaluate, and apply information that helps them function effectively as members of society. Students are expected to adhere to the following Media Center rules and regulations:

1. The Media Center is available for student use during the school day. Students may enter the Media Center during class time with a pass from a staff member.
2. No food or beverages are allowed in the media center.

Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Visitors

Please be aware that all visitors (including parents) are required to register at the main secretarial desk at the front door before being allowed into educational areas during school. In general, friends from out-of-town or other schools will not be allowed to visit school or classes. These inquiries should be directed to the principal.

Self-Transportation: Driving/Riding & Parking Regulations

A 15mph speed limit will be observed. Corners will not be “cut.” Please remember there can be little children near our building.

All motor vehicles parked in school parking lots must be registered with the main office and display a valid parking tag on the rear-view mirror. Student parking is limited to the student parking lot to the north and west of the high school building.

Students are not to be in the southwest parking lot during the school day unless in possession of a pass or passport. Students are to lock their cars to safeguard against theft, loitering, or vandalism to their vehicles.

Cars are not to be occupied during the school day. Students will drive in a safe, courteous manner at all times. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds, not a right. Driving privileges will be suspended if violations occur.

Driver education is offered through Caledonia Community Resource Center as an activity that meets in the summer. Students are assigned to either 1st or 2nd session depending on their birth date. Older students take the earlier session.

There are now two segments to driver's education:

- Segment 1 is 24 hours of classroom and 6 hours of driving.
- Segment 2 is 6 hours of class after completing 50 hours of driving with parent or guardian.

Students should listen to the announcements for information concerning registration. Any other questions, call the Community Education office.

Section 6: Bus Transportation

Bus transportation is provided as a convenience and a privilege to transport many of our students to and from school and for special trips such as athletic events, field trips, etc. As with most privileges, there are accompanying responsibilities which must be assumed by bus passengers. Failure to accept these responsibilities may result in the loss of riding privileges for a period of time.

Bear in mind that the bus is an extension of the classroom and similar conduct is expected. The bus driver assumes the same role on the bus that the teacher plays in the classroom. The bus driver may, at his/her discretion, assign seating and contact parents concerning improper conduct of student passengers.

Students may only ride on their assigned bus, boarding and getting off at the same point each day. Changes in student busing are allowed for long-term changes only, and must be done through the Transportation/Maintenance Center (891-0224). Bus passes will not be issued at the building level.

Michigan law states that “students may take only those items on a bus that will fit on their own lap.” Anything larger is not to be brought on the bus. This does include instruments and sports equipment. Golf clubs, skateboards, hockey sticks, fishing poles, skis, snowboards are not allowed on regular buses.

For more information on the expectations of our students who ride the bus, please see the supplement to the handbook.

Section 7: Athletic Training Code

Athletic Code

The Caledonia Community Schools provide a well-rounded program of interscholastic, competitive athletics, with a wide range of voluntary athletic activities for our young women and men. It is a privilege afforded by the board of education to be a member of a Caledonia athletic team. In life, with each privilege comes a corresponding responsibility. Our athletic program is no different; we provide much but much is expected.

Student-athletes must develop and maintain habits of personal behavior and health that will enable them to perform at an optimum level, to minimize the risk of injury and to also represent themselves and Caledonia in a manner which merits respect from all.

Questions regarding our CHS Training Code and its application may be directed to your head coach or to the CHS athletic office.

The Caledonia Scot tradition has taken years to develop. It is a constant desire to succeed and excel. Do nothing to detract from the PRIDE that is Caledonia Athletics. You have a tradition to uphold!

We will be successful with class, style and sportsmanship. Go Scots!

Who is Bound by the Athletic Code?

All members of athletic teams (players, managers, and trainers) are bound by the following training rules at all times throughout the entire calendar year.

Tobacco Use/Possession Violation

Athletic training rules forbid the use or possession of tobacco (in any form) by any athlete who represents Caledonia High School.

A) Penalty

1. First offense will result in immediate suspension from interscholastic competition for 30% of the scheduled athletic contests in the sport the athlete is participating in or will participate in. The suspension (if not completely served) will carry over into the next season of competition if the athlete does not complete the required 30% in their present season.
2. Second offense will result in suspension from all athletics for a period of 12 months from the date of suspension.
3. Third offense will result in permanent suspension of the athlete from participation in athletics for his/her high school years.

B) Suspension Procedures:

- The student will be informed of the violation and suspension by his/her coach and/or the athletic director. A parental contact (phone call or meeting) will be made by the coach and/or athletic director to inform the parent of the violation and suspension.
- As a follow-up, a letter will be sent by the athletic office to the athlete's parents or guardians or to the athlete if the 18 year old waiver is on file stating the offense, the penalty and the appeal procedure
- An appeal of the suspension may be requested by the parents/guardians of the athlete or the athlete (if an adult waiver is on file) to the building principal within 10 days of receipt of the suspension letter. Said appeal must be in writing to the principal.

Possession or Use Violation of a Controlled Substance or Alcohol

Athletic training rules forbid the possession, use or abuse of any drugs (Schedule 1), anabolic steroids, look alike drugs, narcotics or alcohol in any form by any athlete who represents Caledonia High School.

A) Penalty

1. First offense will result in immediate suspension from interscholastic competition for 50% of the scheduled athletic contests in the sport the athlete is participating in or will participate in. The suspension (if not completely served) will carry over into the next season of competition if the athlete does not complete the required 50% in their present season.
2. Second offense will result in immediate suspension from all interscholastic competition for a period of 12 months from the date of the suspension.
3. Third offense will result in permanent suspension of the athlete from participation in athletics for his/her high school years.

B) Suspension Procedures

- The same as Tobacco Suspension listed above

Conduct or Behavior Violations

An athlete shall conduct himself/herself in such a manner as to not bring discredit to the school, team or the athlete themselves.

Examples of behavior unbecoming athletes are, but not limited to: vandalism, theft, insubordination, school suspension.

A) Penalty as determined by the head coach and athletic director upon investigation of the violation

B) Suspension Procedures

- The same as Tobacco Suspension listed above

When an athlete is "In Season" and leaves for a medical appointment, the athlete must turn into the Athletic Office and "excused" note from the Doctor's office for that appointment.

Parent Acknowledgement for Risk Form

This form will be made available to parents for those students playing a sport. This form will acknowledge that the parent(s) has been fully advised, cautioned, and warned by the proper administrative and coaching personnel Caledonia Community Schools and that their student may suffer serious injury, including but not limited to sprains, fractures, brain damage, paralysis, or even death, by participating in their sport.

Verification of Insurance for Student Accidents Form

This form will be made available to parents for those students playing in a sport. This form will indicate what health insurance the child has, if any.

Parent & Student Acknowledgement Regarding Concussions

This form will be made available to parents for those students playing in a sport. This form will outline the risks regarding concussions while playing in a sport.

Permission to Photograph/Videotape Release for the
Caledonia High School Career

(Only Freshman and new students need to complete this form)

We grant permission for our child and our child's original work (i.e. artwork, poetry, essays, performances, etc.) to be photographed or videotaped as part of an educational program produced by Caledonia Community Schools. We understand that our child's image, name, work product, school and grade maybe revealed in the presentation(s) but that no other information about our child or child's schoolwork will be revealed without prior consent.

We further grant permission for the photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable station or network, or Caledonia Community Schools website.

Student Name: _____

Parent's Name (Please Print): _____

Parent Signature: _____

Circle: YES NO

Date: _____

Concussion Awareness

(Only Freshman and new students need to complete this form)

Educational Material Acknowledgement Form

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Caledonia High School on the Caledonia web page.

Participant Name Printed

Parent/Guardian Name Printed

Participant Name Signature

Parent/Guardian Name Signature

Date

Date

