**HARRISON**

**Community**

**High School**

****

**2018-2019**

**Student/Parent Handbook**

**&**

**Discipline Code**

**WELCOME TO HORNET NATION**

I would like to personally welcome you to the 2018-2019 school year at Harrison High School! The purpose of this handbook is to provide students and families with information about the policies and procedures which drive the academic and student life at our school. The policies and procedures set forth in this handbook are designed to promote a rigorous, safe, and nurturing environment for students that enable the high school community to focus on the learning process.

As our student body changes, I hope that we can always maintain a warm, friendly, and respectful atmosphere throughout our school. The primary objective of our school is to provide students with a solid foundation of academic excellence. In addition to the many curricular offerings, there are numerous other activities in which students may participate. By joining a school sport, club, or program students have an opportunity to gain lasting friendships, experience teamwork, and a chance to share in the development of our school.

We challenge students to take pride in our school and make every effort to take care of their business in a positive way. Our student body will have the greatest impact on the direction of the school. We ask that students get involved, support others, and seek help when needed. A consistent, diligent, serious application to studies; daily attendance; participation in the extra-curricular programs; and devotion to the traditions and standards of our high school will return dividends for each student and our community in years to come.

If you are new to Harrison High School, or a returning student, it is important that you read the entire handbook to ensure that you are familiar with the policies and procedures of the school. Please note that failure to read or review the handbook is not an acceptable reason for not following or knowing our school policies and procedures.

I look forward to working with each of you over the course of the year. Go HORNETS!

Sincerely,

Harrison High School Principal

**HARRISON COMMUNITY SCHOOLS**

**HARRISON, MICHIGAN**

**BOARD OF EDUCATION**

Angie Cullen

George Gallo

Therese Haley

Chad Hathcock

Dan Pechacek

Roger Peterson

Jacqueline Woolston

**DISTRICT ADMINISTRATION**

Mr. Rick Foote…………………………………………………………………...Superintendent

Ms. Jan Ranck………………………………………………………………...Business Manager

**HIGH SCHOOL ADMINISTRATION**

Mr. Joseph Ashcroft……………………………………………………………………..Principal

…………………………………………..Dean of Students/Athletic Director

**SCHOOL COUNSELOR**

Mrs. Deb FlemingDittenber………………………………………………………….Counselor

**SCHOOL SOCIAL WORKER**

Mrs. Lisa Hawley………………………………………………………..District Social Worker

**HIGH SCHOOL PHONE**

**989.539.7417**

It is the policy of the Harrison Community Schools that no person on the basis of race, color, religion, national origin, sex, age, marital status, handicap or limited English proficiency shall be excluded from participation in, denied benefits of, or subjected to discrimination in employment or in any program or activity.

**MISSION STATEMENT**

All students from Harrison Community High School will achieve the core curriculum standards. School, parents, and community will work together to assist students in attaining their individual potential.**TABLE OF CONTENTS**

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**GENERAL INFORMATION**

\*This handbook can be accessed on the web at www.harrisonschools.com

**ACTIVITY FUNDS**

All funds earned by classes and other student clubs and organizations are quasi-public funds and, as such, are subject to the control and direction of the Board of Education in the same manner as all other public funds.

**AUDIO/VIDEO DEVICES**

Audio/Video recording devices are prohibited in classrooms. At no time shall a student take video, pictures, or record sound of other students or staff unless approved by the recorded person(s), classroom teacher, and administration. If a device is found in the classroom, the student will be asked to report to the office (with the device) immediately. See “Code of Conduct” for further information.

**BULLETIN BOARDS**

Any student or student organization desiring to use the high school bulletin board or any other space (including walls and lockers) in the building must secure permission from Administration. At no time are advertisements, posters, or other forms of solicitations to be posted without approval from the Administration.

**CLOSING/DELAYS**

Occasionally school may be closed due to an emergency, usually snow and/or ice. The school will notify all parent/guardians by phone and/or email from contact information found in Skyward. Updated contact information in Skyward can be made by contacting the high school office.

**CELL PHONES/PERSONAL ELECTRONIC DEVICES**

In order for students and staff to ensure quality, safe and productive instructional time, cell phones and personal electronic devices shall only be used in the following areas and times:

* In the hallways before school, during passing time, and after school.
* In the cafeteria during breakfast and lunch.

***Cell phones and personal electronic devices are not permitted in the classroom, bathrooms, locker rooms or hallways during instructional time***.

It is the expectation of HHS administration and staff that cell phones and personal electronic devices remain in a student’s locker. Should a student bring their cell phone or personal electronic device into the classroom, he/she will be expected to immediately return it to their locker. Violations and actions related to unauthorized cell phone use may be found in the HHS Code of Conduct.

**1**

**COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School’s computer network and Internet access, she/he and his/her parent or guardian 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 Agreement for Acceptable Use of Technology Resources will be distributed with the registration packet and can be referenced on the district website.

**COURTESY AND RESPECT**

Courtesy is a reflection of the respect that one has for him/herself and others. In the performance of their duties, teachers have a parental status. That is, they possess, both from legal and practical points of view, the same authority and respect in school that the parents have in the home and family. The teacher has the prime responsibility and authority for managing and directing the lesson.

**DRESS CODE**

Dress and appearance of individual students should not call undue attention to themselves or should not violate basic health and safety standards which would disrupt the educational process of others. It is expected that tastes will reflect good grooming and appropriate dress which the administration has determined to be acceptable to the Harrison Community. Students who violate the dress code policy will be asked to change their clothes or be sent home after parents/guardians contacted. With this in mind, the following guidelines have been set:

1. Students will not be allowed to wear hats or hoods of any kind in the classrooms or halls, from the time they enter the building until they exit. This includes bandannas.
2. Students will not be allowed to wear clothing or jewelry that shows tobacco or alcohol products, is drug-related, has any kind of gang symbol or any suggestive/abusive language or carries phrases, innuendos, and/or pictures of a sexual nature.
3. Students will not be allowed to wear pajamas, slippers, or hospital clothing.
4. All clothing shall be clean and not be worn with rips, tears, or holes that would expose areas of the body that would be considered inappropriate.
5. A student’s midriff should not be seen. Shirts must be long enough so that the midriff is not seen when hands are raised. See through, open-mesh, or lace tops are also unacceptable if worn alone, or if undergarments are visible. Any clothing that exposes undergarments, the rib cage, midriff or cleavage is not allowed.
6. Tops need to cover both shoulders with a “4 adult fingers width” or more. Spaghetti straps or any tops that show undergarment/bra straps or cutaway shirts should not be worn.
7. Skirts will be a length so that when you stand in a relaxed fashion with your arms down to your sides, they reach at or beyond the end of your fingertips. The length of shorts shall not be inappropriately revealing.

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1. Leggings and yoga pants are considered to be the same as tights (this includes nylon, spandex or other active-wear which is form-fitting in the buttocks area). They may be worn with a tunic top, or under shorts of appropriate length or skirts of appropriate length, but may not be worn as pants.

9. Jackets, coats and backpacks are not permitted in classroom areas for

safety and security, as well as, sanity reasons.

10. Sunglasses are not allowed unless prescribed by a doctor for medical reasons.

11. Chains, dog collars, rings, necklaces, balls and chains, or bracelets that could hurt or injure someone or are excessive are not allowed on campus.

12. Gang symbols, swastikas, profane words or drawings, drug symbols, signs or drawings, and other demeaning symbols or words may not appear in the school on a person’s body, clothing, notebooks, school papers, lockers, etc.

Students who dress inappropriately will be given an opportunity to change clothes rather than be sent home from school. Persistent or repeated violations will result in school discipline.

The final decision whether a student’s attire is acceptable will be made by administration.

**FIRE DRILLS**

All students and teachers are to go to the nearest exit and remain outside with their class, close to the woods, and off all roadways and parking lots until they are notified to return to the building.

**FUNDRAISING**

The school recognizes that fundraising by students may, on occasion, serve legitimate educational goals. However, the raising of funds to support class and organizational activities, or for charitable purposes, is not the primary purpose of the educational system and should not be permitted to distract from the student's education.

All fundraising activities carried out by classes, clubs, and other school sponsored organizations must have the advance approval of the Administration. Whenever practical, funds should be raised within the school system and not through solicitation in the community.

**ILLNESS AT SCHOOL**

Any student, who, during the school day, becomes ill or has need of first aid treatment, should report immediately to the nearest staff member. If the student is still ill after a period of time, the student shall report to the office and parents/guardian will be contacted and arrangements will be made for the student to go home**.** In emergency situations, the school will call for emergency medical personnel and ambulances if deemed necessary. All costs for transportation and treatment are the responsibility of the parent/guardian.

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**LOCKERS**

The following procedure will be used in reference to student lockers:

* All lockers will have a school lock.
* School lockers are public property held in trust by the Board of Education. The school administration reserves the right to inspect student lockers at any time.
* Harrison Community Schools is not responsible for lost or stolen articles.
* Lockers are to be locked. No tampering with lock mechanisms is allowed.
* Students who damage or abuse the lockers may be required to pay for repairs and/or lose locker privileges. This includes writing or marking on the locker, both inside and out.
* Students should not share lockers or give out their locker combination to others.

**LUNCH ACTIVITIES**

Only with permission from Administration, may a student go outside the building to designated areas while at lunch. Students are not to go into classrooms where classes are being held during their lunch period. Students may not leave school grounds during lunch or have lunch delivered by an outside business.

Acceptable cafeteria behavior is expected during the lunch periods. Students are asked to please do their part in helping to keep the cafeteria clean.

**MEDIA CENTER SERVICES**

Food or drinks are not allowed in the media center or computer labs. All other school rules apply, in addition to enforcing the Acceptable Use Policy (AUP).

Media center materials may be borrowed for two weeks (such as books and pamphlets). All circulating materials may be renewed for an indefinite amount of time unless someone else requests the materials. Some materials are placed on reserve to restrict the time limit of the circulation so that more students can benefit from the material.

Both current and back issues of periodicals are available on request for use in the media center or classroom. A copy service is available to students and faculty for school related work. Students will be charged for any materials that are lost or damaged.

The media specialist will make every effort to locate or purchase materials not presently owned by the school if the items concerned are needed by the students or teachers for class work. All materials requested must meet with Harrison Community High School Media Center selection policy and standards.

**OFFICE PHONE**

Telephones are available in the school for student to use when they are not in class and for emergency use only, no personal calls will be allowed. Out of respect for time on learning, we generally will not call students out of class for use of phone during instructional time, except in the case of an emergency.

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**SELLING ITEMS AT SCHOOL OR ON SCHOOL PROPERTY**

Students may not sell any items at the High School or on school property unless such sale is pre-approved by the administration.

**STUDENT SEXUAL HARASSMENT AND INTIMIDATION**

Any student who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the building principal, teacher, or guidance counselor who shall inform the grievance officer. When the student files a verbal or written complaint, the grievance officer shall conduct a prompt and complete confidential investigation. Any student who engages in discriminatory and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct. Sexual harassment can be unwelcome sexual advances; request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development.

2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

For more information on sexual harassment or intimidation, or to contact the grievance officer please contact the Superintendent’s office.

**STUDENT RECORDS**

Federal law requires that school districts notify parents and guardians yearly of their right to review their student’s educational records. Parents and guardians, wishing to initiate such a review, may contact the high school office.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education.

No records, files, or data directly related to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18 years of age, except: (1) the teachers and officials of this school district who have a legitimate educational interest in such information, or unless (2) 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 officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

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**VEHICLES AND PARKING**

All vehicles driven to school by students will be officially registered at the high school office and must have on display at all times the HHS student parking tag. Failure to drive safely will likely result in loss of driving privileges as stated in the Code of Conduct.

* Since bus transportation is provided, students drive to school at their own risk. No driving will be permitted during lunch hours. Vehicles are subject to search if reasonable suspicion exists.
* Students are required to park within the designated marked lines. Also, students must request permission from an administrator to go to their vehicles at any time during the school day.
* Transportation is provided for our Career and Technical Education programs at Mid-Michigan College. Only students with permission from the principals of each institution may drive.
* Snowmobiles, ATV’s, and other seasonal vehicles are not permitted on Harrison Community School’s property at any time.

**First Offense:**

1. Warning up to suspension of driving privileges for two (2) weeks.
2. Law enforcement may be contacted.

**Second Offense:**

1. Suspension of driving privileges for up to a semester.
2. Law enforcement contacted

**Repeated Offense:**

1. Revocation of driving privileges will be issued

Depending on the severity of the incident, longer revocation of privileges may be issued.

**VISITORS**

No student is permitted to bring visitors to the high school. Visitors such as parents, college groups, student council exchanges or adults who have an educational purpose for entering the high school are welcome, but must check-in to the office upon arrival.

**WITHDRAWAL FROM SCHOOL**

Students who wish to withdraw from school or transfer to another school should notify the office at least three days prior to transfer. A withdrawal slip must be taken to all teachers who will assign a drop grade to date, and collect any books, materials, and fees the student owes.

The athletic director, kitchen staff, counselor, and media specialist must sign the form stating that no fees are owed and all materials have been returned before being returned to the office.

**WORK PERMITS**

A student seeking work is required to have the firm offer of employment prior to requesting a work permit. Work permits for minors are issued in the high school office.

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**ACADEMIC/GUIDANCE INFORMATION**

**ACADEMIC GRADES**

Harrison High School uses a 4.0 grade scale with grades issued two times per year. Only semester grades are entered in the student's permanent record. The exact grade issued is used in calculating grade point averages (GPA).

**GRADING SYSTEM AND REPORT CARDS**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system at Harrison Community High School is as follows:

A Exemplary CR Credit

B Proficient I Incomplete

C Average

D Needs Improvement

E Failure to meet expectations

Letter grades will be established using the following percentage scale:

A = 93.5 - 100.00 C+ = 76.5 - 79.49

A- = 89.5 - 93.49 C = 73.5 - 76.49

B+ = 86.5 - 89.49 C- = 69.5 - 73.49

B = 83.5 - 86.49 D+ = 66.5 - 69.49

B- = 79.5 - 83.49 D = 63.5 - 66.49

D- = 59.49 - 63.49

Final semester grades will be calculated by using the following weights:

Marking Period Grade = 40%

Marking Period Grade = 40%

Semester Exam = 20%

The grade of “I” is given for scholastic work not completed by the end of a semester with an acceptable excuse. **The maximum time allowed to make up Incompletes is two (2) weeks** following the conclusion of the semester. Shorter periods of time can be determined by each teacher to make up incomplete work. This depends on the situation. Work not complete will become an E and be averaged with the student’s other grades. Make-up work is the complete responsibility of the students.

Report cards are distributed to students at the close of each nine (9) week marking period.

Grade Point Average (G.P.A.) for 9th-12th grades will be computed by converting letter grades to the 4.00 scale:

A = 4.00 B = 3.00 C = 2.00 D = 1.00

1. = 3.67 B- = 2.67 C- = 1.67 D- = 0.67

B+ = 3.33 C+ = 2.33 D+ = 1.33 E = 0.00

(The grade point average will be rounded to two places after the decimal point.)

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**ACADEMIC LETTERS**

Students who have maintained a cumulative GPA of 3.00 will be awarded an academic letter after the first semester of their sophomore year. Letters will be awarded at the end of the first semester of each school year at a ceremony similar to the athletic, band, and choir awards ceremonies. Seniors and juniors who achieve a cumulative GPA of 3.00 at that time would also be eligible to earn a letter.

After earning a letter students would be eligible to earn a pin for each successive year in which they maintain a cumulative GPA of 3.00 through the end of the first semester.

\* Transfer students will be required to complete a minimum of three semesters of high school at Harrison Community High School before becoming eligible for the academic letter.

\* The academic letter will be a block “H” like the athletic and band letters we currently award. They will be identified as academic letters.

**GRADUATION HONORS**

The following awards/honors are designated for members of the graduating class:

**Valedictorian** - Graduate with the highest GPA through the equivalent of seven semesters of high school.

**Salutatorian** - Graduate with the second highest GPA through the equivalent of seven semesters of high school.

These students will be recognized at Senior Honors Night and awarded, presented a medal, and speak at the graduation ceremony. They will be featured in articles in local newspapers, in the high school yearbook, and in the graduation program.

\* The GPA calculation for the honorees will be based upon the 4.00 scale

(rounding to two places past the decimal point). Ties would result in co-valedictorians or co-salutatorians.

\* In order to receive the valedictorian or salutatorian award a student will have to complete the equivalent of five semesters as a student at Harrison Community High School. This means that the equivalent of 2.5 years of high school grades must be earned from Harrison Community High School.

\*Starting with the graduating class of 2022, if a tie is in place for valedictorian the GPA calculation will be based upon a 4.00 scale and the students first cumulative SAT score. The student with the highest SAT score will be awarded valedictorian and the next highest will be awarded the salutatorian

**Highest Honors**

Graduates with cumulative GPA’s over the equivalent of seven semesters

of high school between 3.80 and 4.00.

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**High Honors**

Graduates with cumulative GPA’s over the equivalent of seven semesters

of high school between 3.50 and 3.79.

**Honors**

Graduates with cumulative GPA’s over the equivalent of seven semesters

of high school between 3.00 and 3.49.

These students will be recognized at Senior Honors Night and receive a medal on a ribbon which they will wear at the graduation ceremony. They will be mentioned in local newspaper articles which feature the valedictorian(s) and salutatorian(s). They will be featured in the high school yearbook. They will also be noted in the graduation program.

**ACADEMIC PROGRESS**

A high school student, who is in the process of being dropped or has dropped out, or a student who is lacking in credits and graduation is in jeopardy, will be referred to administration for a screening and placement into Harrison Alternative Education. Students with the following credit deficiencies will be referred: students completing tenth (10th) grade year with less than **11.5** credits and students completing eleventh (11th) grade with less than **19.0** credits. If a student completes a successful semester at Harrison Alternative Education, or another high school or approved program, and is on track to graduate from HHS he/she may apply for re-enrollment to Harrison High School.  A successful semester would be 80% or better attendance and passing all classes*.*

**RECOMMENDATION TO HARRISON ALTERNATIVE EDUCATION**

Administration has the right to determine the best educational setting for students, whether that is Harrison High School or Harrison Alternative Education. Students who wish to withdraw from school and transfer to Harrison Alternative Education should make that request to the high school principal. If the transfer is approved, students and parents then must meet with the Principal of Harrison Alternative Education to complete the transfer/enrollment process.

**COLLEGE TESTING**

Harrison Community High School students take part in the PSAT/NMSQT early in their junior year or . The PSAT is the preliminary version of the SAT required by many colleges for admission. It is also used to screen top scholars for national awards. Many colleges and universities require ACT scores for admission. Students may inquire in the counseling office as to how find a testing center for the ACT test.

**STATE AND LOCAL TESTING**

All students are required to take state and local tests each year of high school. These assessments will measure current student knowledge and are necessary to meet state and federal education guidelines regarding assessment and accountability, as well as to ensure that our statewide assessments better reflect what students know and are able to do. The results of high school state testing (Michigan Merit Examination) will be provided on student official transcripts. All students must take all three components of the MME prior to graduating from Harrison High School. There is no official ability in state or federal law

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for parents to have their child ‘opt out’ of the assessments, without counting against their school and district’s participation rates. The MME assesses students in grade 11 and eligible students in grade 12 based on Michigan high school standards. It is administered each spring, and consists of three components:

* College Board SAT
* WorkKeys ® job skills assessments in reading, mathematics, and “locating information”
* Michigan-developed Science and Social Studies M-STEP

Local testing each year for students in grades 9 & 10 will provide staff, administration, parents/guardians, and students with results that compare the student with others students nationally. Our nationally normed test that we currently use locally is the PSAT and is taken in the spring each school year.

**EXAMS**

**All students are required to take semester examinations in all their courses in which they are enrolled.**

* Students that are absent during the examination period are required to make up the examination within a designated time period. If the examination is not made up within the time allotted, the student's grade will be lowered accordingly. (A week is considered sufficient time unless there are extenuating circumstances.)
* Students must be in attendance the entire exam period to receive an exam grade.
* Semester exams will count 20% of class grade.

**SEMESTER EXAM EXEMPTIONS**

**Quality Attendance and Grade Reward**

Any 9-12 student who meets the requirements below shall be offered two (2)

semester exam exemptions each semester. A student must meet the attendance & grade requirements in order to be considered for any semester exam exemptions.

Attendance Requirements

* Student may be absent from school no more than three (3) days per class in a semester with an excused absence.
* Student must not have any unexcused absences in the semester.
* Student may not receive a detention for tardies in the semester.

Grade Requirements

* Student must have a semester grade (average of both marking period grades) that shows an above average mark of (79.5% B-) or above for the course in which he/she would like to exempt.
* Individual teachers will communicate with each student whether he/she has met the grade criteria.

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An absence due to a school sponsored activity (field trip, athletic contest, assembly, etc.) will not be counted toward the three days of excused absences. Approved educational activities, such as college days for juniors and seniors will also not be counted. Other educational activities may also be exempted if prior approval is obtained from the high school administration.

In cases of extenuating circumstances and emergencies, a student may appeal in writing to the principal and the attendance committee within 48 hours of an absence.

**GRADUATION**

* High School is considered to be a four year experience and must be spent in full-time attendance [equivalent to eight (8) semesters].
* No diploma will be issued from Harrison Community High School on the basis of General Educational Development (GED) tests.
* The high school principal has discretionary power in the case of transfer students or health cases in relation to number of credits needed and program direction.
* Graduation exercises will be held at the end of each school year. Only students who have completed graduation or certificate of completion requirements may participate in these ceremonies or related activities.
* **Please refer to the current edition of the Program of Studies for complete information about graduation requirements.**

**HONOR ROLL**

A student must earn a B- (79.5%) or better in each class during each semester to be listed on the Honor Roll.

**INCOMPLETES**

The grade of "I" is given for scholastic work not completed by the end of the semester. Incompletes will be given for reasonable and acceptable excuses such as: illness, prearranged absences, death in family, etc. Incomplete work must be completed and the grade of "I" removed within two (2) weeks after the conclusion of each semester or the incomplete work will

automatically receive an "E" for the period of time the incomplete was given. The "E" grade for work not completed will average in with work completed and a grade be determined.

Incompletes will not be given at the end of the school year except in case of emergency.

**ATTENDANCE INFORMATION**

**ATTENDANCE FOR GRADES 9-12**

The attendance and tardy rules put the burden of responsibility on each individual student, but includes the concern and follow-up of classroom teachers, parents, and administrators.

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**Parents are requested to call the High School before school begins, or as soon as possible, if the student will be absent (989-539-7417). If you are unable to call on the date of absence, please send a note to the office with your student on the following day.**

Excused absences are absences in which parents/guardians contact school prior to the absence or within 48 hours of the absence. If parental verification is not received within 48 hours of the absence, the absence will be considered unexcused. 48 hours mean by 8:30 a.m. the second day after the absence.

A student taking part in extracurricular activities must be in school by 8:30 A.M. in order to participate in any activity beyond their regular scheduled classes. If the student has an appointment, he/she must pre-arrange this absence with the Athletic Director in the case of athletics and with the High School Principal in other cases. Such arrangements must

be made at least twenty-four (24) hours prior to the appointment except in the case of emergency.

ABSOLUTELY NO SKIP DAYS ARE SANCTIONED AT HARRISON COMMUNITY HIGH SCHOOL. SKIP DAYS ARE CONSIDERED UNEXCUSED.

**TRUANCY**

The truancy law allows for Court intervention where a parent allows and/or a student repeatedly absents his/herself from school, or repeatedly violates school rules or regulations, and the student, the student’s parent/guardian, and school officials have met regarding the student’s educational problems (i.e. excessive absences, behavioral issues, failing grades, traumatic stressors, etc.), and counseling, alternative agency services, and additional school services have been offered to the student.  MCL 712A.2(a)(4).

Truancy (skipping) for Harrison Community High School is defined as the following:

* + 1. Attending school and leaving the building or grounds without permission.
    2. Riding the bus to school and not reporting to class.
    3. When neither the school nor parents know the student's whereabouts.
    4. Non-attendance of assigned classes.
    5. Once a student arrives at school for the day, he/she is considered “in attendance” and may not leave the school property without permission.
    6. Leaving class without teacher’s permission and not returning.

Consequences

**1st Offense:** A conference (phone and/or meeting in person) will be held with student and parent/guardian by administrator. Detention will be given.

**2nd Offense:** A conference (phone and/or meeting in person) will be held with student and parent/guardian by administrator. In-School Suspension or Saturday School will be given.

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**Repeated Offense**: Continued truancy will result in referral to Liason Officer and a conference (phone and/or meeting in person) will be held with student and parent/guardian by administrator. Behavior plan contract created.

**TARDINESS**

A student is considered tardy to a class if not in the classroom area and ready to work when the bell stops ringing.

A student coming late to school at any time will be counted as tardy. Exceptions may be made for medical, dental or court appointments, if official documentation of appointment is provided.

A student will not be counted as tardy if upon coming to class he/she presents an excused, signed pass from a teacher, staff member, or from the office. Students who are tardy because of a late bus are excused.

**HHS Tardy Policy**

**Offense Action**

3rd Tardy Parental contact made, one hour after school detention.

5th Tardy Parental contact made, two hours after school detention.

6th Tardy + Conference with Parent/Guardian, Saturday School, and/or In-School Suspension, Behavior Plan Contract

Failure to attend school discipline will result in further disciplinary action.

**CODE OF CONDUCT**

The fundamental goal of Harrison Community High School is to develop healthy, educated and socially well-adjusted individuals who are contributing members of our community.  The school and district code of conduct is a means to help students develop the understanding, attitudes, ideals and habits necessary to develop self-discipline, respect and positive behaviors.  To that end, when a student is in violation of school expectations and violates the right of himself or others to learn, appropriate consequences will be applied.  

Assuming the responsibility granted to it by law, the Harrison Board of Education establishes the following areas of misconduct: (1) While a student is attending school, (2) while a student is in a school vehicle, (3) while the student is at a school related event, or (4) while a student under the jurisdiction of the school, as those which may result in consequences that may lead up to suspension, or expulsion from the Harrison Community Schools. These four categories and the following categories (A-F) are general in nature and are not deemed to be inclusive.

A. Matters relating to public or private property.

Examples:

* Theft

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* Misuse of books, materials, and equipment (including computers)
* Defacing property
* Trespassing (unauthorized presence in building)

B. Matters pertaining to citizenship.

Examples:

* Violations of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
* Use of profane or obscene language
* Possession of weapons or explosives
* Academic dishonesty

C. Matters pertaining to attendance.

Examples:

* Students under 18 years of age who violate compulsory attendance laws by not attending school regularly will be referred to Probate Court
* Persistent tardiness
* Failure to attend school regularly if above compulsory school age
* Skipping school

D. Matters pertaining to safety of others.

Examples:

* Physical attacks or verbal threats to students or school employees with or without a weapon
* Fighting
* Extortion

E. Persistent disobedience and/or breaking rules and regulations.

F. Gross misbehavior detrimental to the normal functioning of the school or school activities.

**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive example for student behavior.

This policy applies to all “at school” activities in the District including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school related activity or

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function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**NOTIFICATION**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, students, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the discloser of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

**IMPLEMENTATION**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**PROCEDURE**

Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged,

and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The Principal

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(or other administrator as designated) shall promptly investigate and document all

complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials. The individual responsible for

conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

**NON-RETALIATION/FALSE REPORTS**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary actions as indicated above.

**DAMAGE TO SCHOOL PROPERTY**

Harrison Community School will seek payment for damage against either the students or the parent(s) in all cases involving malicious or willful destruction or damage of school property; this includes library and textbooks.

**DISPLAYS OF AFFECTION /UNDUE FAMILIARITY**

The only acceptable form of affection between couples at HHS will be holding of hands. No other behavior is acceptable. Unacceptable behavior includes kissing, embracing, arms around shoulders, sitting on laps, etc.

**1st Offense:** Documented verbal warning and conference with students.

**2nd Offense**: Administrative referral. After school detention. Parent or Guardian contact.

**Repeated Offense**: Administrative referral. In-school suspension with

parent/guardian conference.

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**CONSEQUENCES FOR SPECIFIC OFFENSE (GRADES 9-12)**

The following disciplinary infractions are cumulative over a four year (grades 9-12) period. Any of the following infractions will result in disciplinary action while the student is under authority of the school, which includes (but is not limited to): (1) While a student is attending school, (2) while a student is in a school vehicle, (3) while the student is at a school related event, or (4) while a student under the jurisdiction of the school, as those which may result in consequences leading up to suspension, or expulsion from the Harrison Community Schools.

A**. Fighting**

No student shall engage in an aggressive action upon another individual or individuals through either verbal or physical abuse or threat on school property or on buses to and from school or at school sponsored events.

1. Administrative conference with student
2. Parent/Guardian notification
3. Law Enforcement may be contacted
4. Suspension from school
5. Possible behavior plan contract
6. Administrative meeting with student and parent/guardian upon re-entry to school
7. Potential recommendation to Superintendent for long-term suspension or expulsion depending on severity
   1. **Insubordination**

Defined as an act of defiance and/or outward refusal of a reasonable

request from a staff or administration.

**First Offense:**

1. Teacher or staff member conference with student
2. Parent contact made by teacher or staff member
3. Detention may be assigned by teacher or staff member

**Second Offense**:

1. Administrative referral to office
2. Parent contact made by administration
3. Appropriate discipline will be determined by administrator; may include detention, Saturday School, ISS (In-School Suspension), or suspension from school

**Repeated Offense**:

1. Administrative referral to office
2. Parent contact made by administration
3. Appropriate discipline will include but not limited to ISS (in-school-suspension) or OSS (out-of-school-suspension)
4. Parent conference with behavior plan/contract created prior to student returning to school.

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* 1. **Tobacco Use Policy**

Use or possession of tobacco of any form or look-alike is not allowed at any time on the high school property (parking lots, bus area, sidewalk, building entrances, athletic field, etc.) or at school-sponsored events.

Use or possession of tobacco in any location of the school property will be considered a violation of the school rules and will be dealt with as follows:

**First Offense:**

1. Administrative Conference with student
2. Parent/Guardian Notification
3. Law Enforcement Contacted
4. Suspension from school with counseling recommended
5. Administrative meeting with student and parent/guardian upon re-entry to school.

**Second Offense:**

1. Administrative Conference with student
2. Parent/Guardian Notification
3. Law Enforcement Contacted
4. Suspension up to expulsion from school
5. Administrative meeting with student and parent/guardian; possibly with Superintendent

**Repeated Offense:**

1. Administrative Conference with student
2. Parent/Guardian Notification
3. Law Enforcement Contacted
4. Suspension from school; expulsion recommendation give to Superintendent
5. Meeting with Superintendent

**D. Alcohol, Narcotics, Stimulants, Depressants, etc.**

Use, possession, or being under the influence of alcohol, marijuana, or

other mind-altering or narcotic drugs is forbidden anywhere on the school

premises or school buses, or while the student is under the authority of the

school.

* + 1. Administrative conference with student
    2. Parent/Guardian notification
    3. Law Enforcement will be contacted
    4. Suspension from school
    5. Behavior plan and counseling recommended
    6. Administrative meeting with student and parent/guardian upon re-entry to school
    7. Potential recommendation to Superintendent for long-term suspension or expulsion depending on severity

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**E. Extortion, Stealing or Vandalism**

1. Administrative conference with student
2. Parent/Guardian notification
3. Law Enforcement may be contacted
4. Suspension from school
5. Possible behavior plan contract
6. Administrative meeting with student and parent/guardian upon re-entry to school
7. Potential recommendation to Superintendent for long-term suspension or expulsion depending on severity

**F. Gross Misbehavior**

**First Offense:** suspension or expulsion, depending on specific

circumstances of incident. Behavior plan recommended.

**Second Offense:** recommendation for expulsion to the Superintendent.

**G. School Transportation Expectations**

First Student Transportation bus drivers are responsible for transporting

our children to and from school safely. In order to accomplish their job,

they are in charge of the bus at all times. Students are expected to follow

all the bus rules and respond promptly to all directions given by the

driver. School provided transportation is considered part of the Harrison

Community Schools learning environment. Therefore, all code of conduct

expectations remain in place. Students choosing to violate these

expectations will receive consequences as outlined above.

**H. Cell Phones and other Communication Devices**

Students are allowed to use cell phones and other communication devices

on campus before school, during passing time, at lunch time, or after school.

Students may not use cell phones and other communication devices during

instructional time. If students leave the classroom during instructional

time it is the expectation that they are not using cell phones or other

communication devices

With the breathtaking pace of technology comes unanticipated consequences that

can negatively impact the learning environment. One such example of this is the

potential inappropriate use of cell phones and other communication devices.

Inappropriate cell phone use impacting instruction may include:

1. Cheating on tests/class work via text messaging and cameras

2. Video games & social media distractions

3. Ringing/text messaging distractions during instructional time

4. Loss of instructional time to address cell phone interruptions

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Protocol for use:

1. It is the expectation of administration and teachers that all students keep their personal electronic devices (cell phone, iPod, etc.) in his/her locker.
2. Should a student bring their cell phone or personal electronic device into the classroom, he/she will be expected to either immediately return it to their locker or utilize the cell phone storage provided in each classroom
3. The administration has the final say on usage and permission of student to carry devices on school property. The administration may eliminate the use by one student or multiple students at any time if the devices become a problem or distraction.

**First Offense:**

1. Teacher or staff member will issue a verbal warning and document warning in skyward
2. Student will be expected to return cell phone to their locker
3. Parent contact made by teacher

**Second Offense:**

1. The student will be referred with cell phone to office.
2. Cell phone returned to student upon parent or guardian conference with administration.
3. Detention may be assigned by teacher or staff member

**Repeated Offense:**

1. The student will lose cell phone privileges at the High School for the remainder of the semester.
2. Students may receive further discipline if continued violation. Potential behavior plan contract.
3. **Academic dishonesty & plagiarism**

**1st Offense:**

Grade of “0” earned on assignment, parent/guardian contact made

**2nd Offense:**

Grade of “0” on assignment, administrative referral,

parent/guardian meeting with administration, two (2) days

detention and/or ISS

**3rd Offense:** Grade of “0” on assignment, administrative referral,

parent/guardian meeting with administration, up to two (2) days

OSS, Behavior plan recommended

**DEFINITIONS OF DISCIPLINE ACTION**

HHS believes in providing students the opportunity to correct inappropriate behaviors and decisions in order to make better choices to support their success in school and in the real-world.  As a result, the following progressive discipline options are utilized at HHS.

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**AFTER SCHOOL DETENTION**

After school detention will be assigned for students who have violated school rules as outlined in the HHS Code of Conduct.  A student may be placed into this program by either a teacher or an administrator and a 24-hour notice will be given to the violating student.  After school detention runs Tuesday and Thursday each week.  Students are expected to report at 3:05 PM and remain until 4:05 PM. It is the student’s responsibility to communicate prior to their scheduled time with administration if he/she cannot attend. Misbehavior in after school detention may result in dismissal from detention and further discipline action.

Assignment of Saturday School is not an appealable consequence.

**SATURDAY SCHOOL**

Saturday School will be assigned for students who have violated school rules as outlined in the HHS Code of Conduct and/or at the discretion of administration. Students assigned Saturday School are to report to the entrance of Harrison Middle School (HMS) at 9:00 AM and remain until 12:00 PM. Misbehavior in Saturday School may result in dismissal from Saturday School and further discipline action.

Assignment of Saturday School is not an appealable consequence.

**IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension may be assigned for students who have violated school rules as outlined in the HHS Code of Conduct and/or at the discretion of administration.  Students assigned to ISS will report to the Media Center room at 8:00 AM and will remain until 3:00 PM.  Students will be under direct supervision of school staff and will not be permitted to leave the ISS room other than to utilize the restroom with permission.  Students will be escorted to cafeteria for lunch where they will remain under supervision until the lunch period ends.

Students assigned to the ISS will not be allowed to participate in extracurricular or co-curricular activities on the day of their in-school suspension. This includes but is not limited to band and choir performances, Drama (plays/musicals), Robotics, yearbook, Student Council, Assemblies, Cheerleading and Athletics–the practice and participation.

Misbehavior in ISS may result in dismissal and further discipline action.

**SUSPENSION**

Under certain conditions as outlined in the HHS Code of Conduct, students may be denied the privilege of attending Harrison High School. The rules and regulations listed below shall also apply at any event or function and location at which Harrison High School students are participants, or at any time, in or out of school, when the conduct has a direct and immediate effect on the discipline and welfare of the school and its personnel. The discipline may be progressive for each infraction or combination of infractions up to fewer than 60 school days (MCL 380.1310d(5)).  A student may be suspended immediately when the health and welfare or safety of a student or school employee is in question.

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Prior to any suspension the student has the right to 1) be told the nature of the charge, 2) be given an opportunity to respond and 3) if he/she denies the charges, be given a statement of the evidence supporting them.

**Students who have been suspended from school shall not be on school property or shall not attend extracurricular activities for the duration of their suspension.**

**EXPULSION**

Under certain conditions as outlined in the HHS Code of Conduct and/or as outlined in Section 1311 of the School Code, students may be recommended for exclusion from Harrison Community Schools. Expulsion is defined as exclusion of a student from school for disciplinary reason for a period of 60 or more school days.

Mandatory permanent expulsion (for violations of Section 1311 of School Code) as defined by MCL 380.1311 (4) excludes students from all public schools in the state of Michigan and shall not be allowed to enroll in a school district unless the student has been reinstated under subsection (6). Mandatory permanent expulsion may result in reinstatement but is not required.

**Students who have been excluded shall not be on any school or HCS property and shall not attend extracurricular activities for the duration of their expulsion.**

**SECLUSION AND RESTRAINT**

Seclusion and Restraint shall only be used in last resort emergency intervention.  Emergency seclusion and emergency physical restraint may be used only under emergency situations in which a student’s behavior poses imminent risk to the student’s safety and/or safety of others and requires immediate intervention.  Students requiring emergency seclusion and/or restraint will only be administered by trained and certified members of the HHS Crisis Prevention and Intervention (CPI) team.

**SEARCH AND SEIZURE**

**Process and Procedure**

1. The principal, assistant principal, or the principal’s designee has the right to search a locker, personal property and/or individual to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

2. Law enforcement officers have the right to be in the building if they have a warrant or are invited by the school authorities.  When the officer has reasonable cause to believe that the person has committed a felony or misdemeanor, law enforcement officers are empowered to arrest or search a person without a warrant, including children.

3. School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students.  Periodic general and random inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

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4. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**INTERROGATION AND/OR ARREST BY LAW ENFORCEMENT**

Should police interrogation and/or arrest be necessary, administration shall immediately notify student parent/guardians.  Students have the right to be informed of the charge, the right to remain silent, and the right to have their parent or attorney present.

**STUDENT DUE PROCESS AND APPEAL PROCEDURES**

Before any disciplinary action is taken against a student, the student has a right to the due process guaranteed him/her by the Constitution. If the penalty is minor in nature, no formal due process procedure or formal appeal procedure is required in that the student is not significantly deprived of his/her constitutionally protected right to attend school.  If a student is suspended from school (not exceeding ten (10) days), is dropped from a class or is dropped from Harrison High School, the student is entitled to certain procedural safeguards which include either oral or written notice of the charges against him/her, an explanation of written notice of the evidence, opportunity to present his/her side of the story, and the right to appeal to the Board of Education. Due process for suspensions of 0-10 days does not guarantee that the informal hearing affords the student the opportunity to secure counsel, confront and cross examine witnesses or to call his or her own witnesses.

For suspensions exceeding ten (10) days or expulsions exceeding sixty (60) days, the proceedings are more formal.  Here, due process requires that the student receive (1) written notice of the charges sufficiently detailed to give the student a fair opportunity to present a defense, (2) advance notice of a hearing, and (3) an explanation of his/her procedural rights before the hearing occurs. The hearing itself is formal in nature and the student has a right to counsel, to examine and cross-examine witnesses and to chose whether the hearing is open or in private.

**Extracurricular Information**

**ATHLETIC EVENTS**

A. Students should sit on their designated side of the gym.

B. Students must not throw objects at anyone or onto the playing area.

C. Students are not permitted to loiter in the gym hallway or outside the gym during athletic events.

D. Alcoholic beverages, tobacco and drugs are prohibited at all athletic events and on school property.

E. Inappropriate cheering or yelling, inappropriate behavior, or any type of obscenity will lead to your being asked to leave the game and possible suspension from future events.

F. At football games, students must remain in the bleachers during the game, unless visiting the concessions or restrooms.

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**CLUBS AND OTHER ORGANIZATIONS**

Harrison Community High School offers a variety of clubs and organizations for students who are interested. These clubs give students an opportunity, not only to participate in certain areas of their particular interests, but to assist in developing leadership. Student activities that require the use of the building after school hours must have the permission of the advisor and the principal's office. Any student interested in one or several of these clubs should contact a teacher who will direct the membership and programs of these clubs. Information is given to the student body by means of the daily announcements.

The constitution of any club or organization desiring to become part of the school co-curricular program must be approved by and school administration. All students participating in clubs or organizations affiliated with the school shall be in good academic standing.

**DANCES AND ACTIVITIES**

All regularly enrolled Harrison Community High School students, grades 9-12, may attend school dances.

Guests may attend sponsored dances if the following procedures are adhered to:

* A guest permit must be obtained from the Administration at least one week prior to the dance, filled out, and approved by the Administration. Approved guest permits may be picked up the day of the dance. The administration reserves the right to determine if the pass is issued.
* Students are allowed one guest and are responsible for the actions of their guests. There will be no exceptions to these rules.
* Guest must be 20 years of age or younger.
* Middle school students are not allowed to attend high school dances.

No person may leave the building during a dance or party and then return.

* Appropriate dancing is expected at all times.
* Each person in attendance shall observe the general rules of courtesy and conduct at all times.
* Students arriving more than one hour after the dance begins will not be allowed into the building.

**INTERSCHOLASTIC ATHLETICS**

Harrison Community High School is a member of the Michigan High School Athletic Association and the Jack Pine Conference. Other league members are Beaverton, Clare, Farwell, Gladwin, Houghton Lake, Meridian and Roscommon.

All competition and eligibility requirements are governed by the rules of the Michigan High School Athletic Association. A summary of eligibility for senior high school students is available in the high school office.

It is an honor and privilege to represent your school and community. If you wish to participate in athletics, you must be worthy of the honor and deserving of the privilege.

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**NATIONAL HONOR SOCIETY**

Students must have a GPA of 3.30.

Eligible students will be notified, and those interested may apply for election to membership (it is not "automatic").

Teachers will then rate students on leadership, character, and service. Students must be rated by at least ten teachers using a rating scale of 4.00=superior or exceptional, 3.00=good, receptive, constructive, 2.00=fair, cooperative, passive, 1.00=negative, poor, unproductive, and teacher may use decimals.

Tabulated ratings (40% for GPA, 20% each for service, leadership, character) must total 3.30.

Those students elected will be notified and an induction ceremony is held each fall.

Members should be aware that the GPA eligibility requirement must be maintained to retain membership, and that a service requirement is also a necessary part of membership in this service organization. Once forfeited, membership cannot be reissued.

NOTE: Grade Point Averages are figured using the final semester grade in each class, not on marking period grades.

**STUDENT COUNCIL**

To be eligible for election, using a 4.00 GPA scale, students must have a 2.75 GPA.

NOTE: Grade Point Averages are figured using the final semester grade in each class, not on marking period grades.

Students interested in running for Student Council will complete an application process. The application will include reference letter, references, grade report, and essay questions.

Faculty Committee\*(most likely advisors) will then evaluate students based on if the application was complete, previous years on Student Council, citizenship, prior school year discipline, and the student essays explaining leadership, character, and service. This rating will remain confidential.

Those students approved for elections will be notified and will begin campaigning for their chosen position. Elections will be held in May and students running in elections will be notified of the position the day after elections. If a student does not win their chosen position, they have the opportunity to still be a part of student council as a representative.

Members should be aware that the **GPA eligibility** requirement must be maintained to retain membership, and that **meeting attendance, citizenship, character,** and **participation** requirement are also necessary parts of membership in this organization.

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If a student allows his/her GPA to slip below that required for admission, he/she will be notified by letter. He/She must raise his/her GPA to this minimum by the end of that semester or forfeit membership. Notification of hearing to discuss loss of membership will also be by letter.) Once membership is forfeited, it cannot be re-issued for that year.

~~The faculty advisors\* and administration may be convened at a student’s request when a student has failed to maintain standards of Student Council.  This hearing guarantees a member the opportunity to discuss this case, but the advisor’s decision is final~~.

**\*\*If at any time there is a discrepancy with class advisors or other student council members, the following steps will be followed.**

* **Start with class advisor. Student should conduct meeting and may request a parent to attend.**
* **Move to Student Council advisor. Attempt to facilitate a solution between student/class advisor or student/student.**
* **Move to Administration. Conduct a meeting between parties involved and attempt to find a resolution.**
* **Move to Superintendent. Review documents between parties and attempt to resolve the dispute.**
* **Non-partisan School Board mediation. Appropriate only in extreme circumstances and follow same process laid down by the superintendent.**

**President**:  The President serves as a captain of a ship. The President needs to know how to handle many types of situations, must be mature and organized, must have sound judgement, and must possess the ability to work with many kinds of people.

* Preside over all student council meetings
* Coordinate the work of the council through the other officers and committees
* Give assistance, guidance, and praise when appropriate
* Act as a facilitator of group discussion by summarizing, clarifying, etc.
* Write all necessary correspondence, reports, etc.
* Know basic meeting procedures to ensure smooth meetings
* Maintain frequent contact with faculty and administrators
* Work closely with the student council advisor on all planning
* Keep the principal informed of student council activities

**Vice President**:  Serves in the place of the President in his or her absence, helps Secretary with duties, reads and is in charge of all activity request, orders and maintains supplies, work with the president and treasurer in preparing the budget and calendar, and assist the president in preparing meeting agendas. The Vice-President succeeds the President in the case of a vacancy.

**Treasurer**:  Constantly in contact with the bookkeeper's office, keeps the Council’s running account balances, keeps all financial records, oversees all fundraisers, teaches all members of the appropriate handling and mailing of all financial documents, and is

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financial advisor to the entire Student Council. \*\*Treasurer will receive other training on position during the Student Council training at the beginning of the year

**Secretary**:  Takes daily attendance, writes the agendas, keeps the official files organized, types the minutes, and handles the official paperwork of the Council.

* Prepare and distribute the agenda for business meetings in the style that the council selects
* Take roll of attendees at meetings
* Take minutes of the proceedings of all council meetings
* Receive all main motions and amendments proposed during a meeting to be included in the minutes
* Prepare and distribute the written minutes, with the president's assistance, in a timely manner. Make certain that the administration and advisors receive copies of the minutes

**Public Relations**:  In charge of advertising, both in school and out of school. Their main focus is to get ALL of the student body involved and build school spirit. The PR’s from each class will gather their class’s ideas and bring them to the Student Body meetings to discuss. The PR’s job is to make sure their class is being represented and accounted for.

**Advisor:** The role of the advisor is to guide their council members to success. As advisors we are here for support, to listen to ideas, and help council members execute their ideas. **\*\*Each advisor will have a binder and take notes. If a dispute or discipline issue arises it will be documented. Student and advisor will discuss and sign notes taken about the incident.\*\*** We as advisors will encourage students to be thorough and accurate in fulfilling the responsibilities, report to faculty about council activities, help council members work through any disagreements, teach skills to help better council member’s leadership, maintain accurate records, assist with budget planning, and strive to improve the school and community. The advisor plays a huge role in the success of the Student Council, however, this **Student Council -student lead**, it is up to the council members to put in the effort in order to achieve Student Council goals.

General meetings of entire membership will be scheduled at minimum once a month, and as necessary after that.

Meetings for each class council is up to the class on when, where, and how often. Generally, meetings for Student Council will be happening once a month.

**Attendance Policy**:  The success of Student Council is dependent on the participation, involvement, and contribution of its members both individually and collectively.  Therefore, it is vital that members be present at all meetings and sponsored events. To facilitate this participation, the following guidelines apply to attendance.

If you need to miss a Council Meeting you need to provide a reason to the advisor(s) BEFOREHAND

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If you miss meetings on a regular basis, you will need to attend an inquiry meeting with the advisors to determine the continuation as a representative for your class

Excused absences (as defined by the high school office.  EX: field trips, sporting events, illness, death in the family, doctor’s appointments, etc.)  will be reviewed on a case by case basis. It is always best to prearrange any missed meeting.

At the very core of Student Council is a set of values and those elected to membership have been determined as students who consistently demonstrate these values. Exemplifying these ideals continues to be an essential and ongoing membership requirement. To facilitate this participation, the following guidelines apply to discipline.

Participation in the following activities will result in disciplinary action:

Fighting, vulgarity, truancy, tardies (when excessive to the point of requiring a

parent/administrator meeting), insubordination towards staff/administration

and unlawful activities within the community at large. All disciplinary actions will

be documented and reviewed with student and parent if necessary.

**First offense** will result in probationary status. This probation will be in effect the rest of the academic year.

**Second offense** will result in dismissal from the council.

Further information on Student Council may be found in the Student Council By Laws.

**HHS HOMECOMING COURT PARTICIPATION POLICY Rev: July 2018**

The following policy regarding eligibility for Homecoming Court participation by the HHS Student Council in 2018:

1. Court members must not have been suspended from the high school for any reason during the previous or current semester.
2. Fifth year seniors will not be eligible.
3. Once a freshman, sophomore, or junior has been a member of the Homecoming Court, that student is not eligible again until his/her senior year.
4. All court members must meet the same eligibility standards as student athletes. Pass all classes in prior semester and passing all currently. If a student failed 1 class or more during the second semester, but made all of them up during summer school they will be considered eligible for court.
5. Court will be made up of the top vote receivers who have met the criteria stated above.
6. Court nominees who break the rules after the voting will be replaced with the student with the next highest votes total.
7. Deficit credit students will not be eligible.
8. Exchange students will not be eligible.

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**ATHLETICS**

**ATHLETIC CODE AND POLICIES**

Harrison schools adhere to M.H.S.A.A. standards of competition with all athletic programs in agreement with the Philosophy of Education of the Harrison Board of Education. It is an honor and a privilege to represent your school and community. If you wish to participate in athletics, you must be worthy of the honor and deserving of the privilege. Obedience to the training rules is no guarantee that you will participate.

1. Training Rules:

Absolutely no use or possession of tobacco, alcohol or illegal drugs or their look-a-likes during the calendar year.

2. High Expectations:

Out of school and out-of-town conduct and appearance of the highest level.

A. Violations of athletic code of conduct may result in appearance before an Athletic Board which may include the following individuals:

High School or Middle School Principal

Athletic Director

Head Coach in that sport

Coach of team

B. FIRST OFFENSE:

Miss 25% of current season or next season in which the athlete participates in.

C. SECOND OFFENSE:

The athlete will be dismissed from all athletics for 90 school days.

D. THIRD OFFENSE:

The athlete will be dropped from all athletics for 180 school days.

\*Select members of the board listed above (principal & athletic director) have the option of waiving the first offense.

3. GENERAL POINTS OF EMPHASIS

A. The above details will be on Privt on the athletic web page for parents and students to sign at the beginning of each season. Coaches may also send home their own individual rules and regulations to be signed by the parents and returned to the coach.

B. Sources of information for any violations of the rules will be confined to the law, administration and the coaching staff.

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4. ATTENDANCE DAY OF ATHLETIC EVENT

All athletes must be in school by 8:30 a.m. the day of the event. Absences the day of athletic events, unless previously arranged with the Principal, or Athletic Director will result in the athlete not being able to participate in the event that day.

**CONCUSSIONS**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It 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, 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.

**IF YOU SUSPECT A CONCUSSION:**

**1. SEEK 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 heath 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.

4. **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms (headache, balance problems,

confusion, nausea, dizziness, memory problems, etc.) 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

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(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. To learn more, go to

[www.cdc.gov/concussion](http://www.cdc.gov/concussion).

“HARRISON FIGHT SONG”

Cheer! Cheer! for old Harrison High

See her bright colors high in the sky,

Cheer her team to bring her fame,

sing out the praises of her name.

Cheer though the score be great or small.

Cheer Harrison to win over all.

As we cheer, our team is fighting onward to victory!

RAH! RAH! RAH!

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