

ALTERNATIVE HIGH SCHOOL

Grades 9-12

In this section, specific procedures and policies for Cheboygan Alternative High School are described. Additional procedures and policies for the entire district, which also apply to the alternative high school, are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the handbook.

ACADEMIC GUIDANCE AND SERVICES

All students enrolling in classes will be advised of their homeroom teacher. Upon enrollment and receipt of all transcripts an evaluation of credits will be completed by the administrator to determine the courses needed to earn a diploma and an educational development plan will be established. This plan will be re-evaluated at the end of each term.

ADULT STUDENTS (AGE 18)

Policies and procedures apply to all students regardless of attainment of the legal age of majority. Adult students who sign a release form are given the responsibilities for educational decisions that were previously made by a parent. While parents of dependent children may still receive educational records, released 18 year olds may access their records, represent themselves during discipline conferences, receive grade reports and may sign themselves in and out of school and verify absences. The release form is available in the main office and must be approved by an administrator.

ATTENDANCE, ABSENCES AND TARDIES

The school day begins at 8:00 AM and ends at 3:00 PM.

If it is necessary for a student to be absent, he/she should have his/her parent/guardian call the school on the day of absence between 8:00 AM and 9:00 AM. If the student does not have a phone, a note explaining the absence should be presented to the office when the student returns to school. If a student does not return to school from off campus lunch, a parent or guardian must call the school during that lunch period. Students will earn 2 points a day, per class, toward a participation grade. These points cannot be made-up; therefore, excessive absences will adversely affect the grade.

Three tardies in one class will equal one absence in that class.

A student has 9 absences during a marking period. Any combination of absences and tardies that exceed the 9 allowed days per marking period will result in the student being dropped from that class.

Deer Hunting

Pre-arranged absences for up to and including three days is allowed. Students must submit a copy of the hunting license with the prearranged absence form.

Expectant Parents

Every attempt will be made to concentrate schedules so that expectant parents can attend school on a reduced day. Expectant mothers may take courses by approved correspondence schools and may return to regular classes after a reasonable period of time following the birth of the child.

Pre-Arranged Absences

All known absences must pre-arranged in advance. Forms are located in the office. A parent, teachers and an administrator must sign them before absences are approved. It is the student's responsibility to make up all work missed due to the absence.

CELL PHONES

May be used between classes, at break time, and when a teacher allows it for classroom research. Any other time and the phone may be taken by the teacher and may be returned when a conference with the principal is completed.

DAMAGE TO SCHOOL PROPERTY

It is the intention of the district to seek damages against either the student or parent(s) in all cases involving malicious or willful destruction or damage of school property, this include all reference and textbooks.

DRIVING

All students who drive to school must park on Bailey Street.

Safe driving procedures must be followed at all times. In addition to legal driving regulations, the following rules apply to all drivers:

- No loitering in or use of the vehicle from arrival to dismissal, unless approved by an administrator.
- No riding in the beds of pick-up trucks.
- The search and seizure policy applies to student driven vehicles on school property.

DROP AND ADD

Requests for schedule changes will be considered for the first 5 days of enrollment in the term. All schedule changes must include consultation with the alternative high school administrator, classroom teachers and the parent if applicable.

ELIGIBILITY FOR ALTERNATIVE HIGH SCHOOL

Alternative education is designed to serve 16-19 year olds who no longer attend traditional high school.

Reasons for referral to alternative high school include irregular attendance, court referrals, deficit credit, dropped out of school, single parent or need individualized instruction and smaller classes. Students must be recommended/referred by their high school counselor and administrator and have approval from the alternative high school administrator. If under eighteen (18) years old, a student must live with a parent or guardian in the Cheboygan school district. Students enrolling from another district must have a waiver from that district.

ENTERING AND LEAVING THE BUILDING

Student must enter and exit the building from Bailey Street. Any student who must leave school early for any reason must have a parent or guardian's permission and must sign out in the main office. Student must sign in at the alternative high school office when returning to school.

GRADUATION CEREMONY

The date of the graduation ceremony is decided upon with the general school calendar in mind. The date will be published each year in the Alternative Education Calendar. Diplomas are awarded at a ceremony that is open to the public. The graduation ceremony is separate from Cheboygan Area High School's ceremony.

GRADUATION REQUIREMENTS

	Credits Needed in September Beginning of 1st Term	Credits Needed in January Beginning of 3rd Term
Grade Transition		
Grade 9 to 10	5 credits	7 credits
Grade 10 to 11	10 credits	13 credits
Grade 11 to 12	15 credits	18 credits

Twenty-one (21) credits are required of all graduates. To earn a diploma the student must successfully meet the following course requirements:

Department Credit Courses

English	3	English 9, English 10, English11, and Electives
Math	2	Algebra A & B, Algebra I, Algebra II, Math Connections
Science	2	Science 9, Science 10
Social Studies	3	American Studies, Economics, World History Geography, Govt.
Health	1/2	Health
Physical Education	1/2	Physical Education
Life Management	1	Career and Employability Skills
Computer Education	1/2	Beginning Computers
Electives	8 1/2	Choice
TOTAL	21	

Two credits MUST be earned through Alternative High School. Acceptable credit for previous training or education will shorten a student's program accordingly. Transcripts or other validating papers must be provided to earn these credits. The administrator will determine the number of credits (maximum of 4) that may be granted for the following experiences:

- Completed correspondence work
- Completed college courses
- Vocational courses
- Business or trade courses

OPEN CAMPUS LUNCH

Students are not allowed to leave the building without administrative permission, except during their lunch period. All school rules apply during open campus lunch. Open campus privileges may be revoked for violations of the behavior code during lunch, or if a student returns to school late from lunch.

STUDENT DRESS CODE

Clothing and dress should be appropriate, safe, and should not distract from the educational process. If you are unsure about an article of clothing or an outfit, bring it to the office and check before you wear it to school. Slogans on clothing are to be positive, non-violent and promote educational growth. Student in violation of the dress code will be asked to change or turn the article of clothing inside out when appropriate.

- Absolutely no alcohol, tobacco, or drug advertising. No lewd, sexual or suggestive wording or clothing. For example, "Hooters" shirts are not permitted.
- Shoes, not slippers, must be worn.
- Clothing must be free of all rips, tears, and holes.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses and exposed midriffs are not acceptable.
- All pants must be worn at the waistline.
- Clothing with metallic rivets or metallic cleats on shoes is not allowed.
- No pajama pants.
- Extremely tight, revealing or see-through clothing is not permitted. No undergarments are to be visible.
- Coats, windbreakers, jackets and other outdoor apparel may not be worn in the building.
- All shorts, pants, skirts and dresses must be hemmed with NO FRINGES.
- Shorts, skirts and dresses within four (4) inches of the knee.
- No gang symbols or colors are allowed. This includes bandanas, wristbands, laces, etc.

STUDENT CONDUCT

To make teaching and learning enjoyable for everyone, it is mandatory that students exhibit responsible and mature behavior. It is essential that the school rules are followed and that due respect be given to classmates and staff. Common sense, courtesy and good taste shall be the standards by which actions will be evaluated. Students who are disruptive or disrespectful will be spoken to and appropriate disciplinary action will be administered. Should it be necessary to suspend a student, the suspension will be for an indefinite period of time and the student may be reinstated after a satisfactory conference has been held with the parent or guardian.

STUDENT DISCIPLINE

Students placed in the alternative high school in an attempt to continue their education, can and will be excluded from school immediately if any serious violation of school conduct code has taken place. There will be no exceptions. Students may apply for readmission the next term. Other behavior problems will be dealt with by the administrator according to the following dispositions:

- Out of school suspensions – A parent/teacher/student meeting is required after a suspension of three or more days
- Dismissal from program – Expulsion

TEXTBOOKS AND SUPPLIES

Students will receive all required materials from his/her teachers. Textbooks will be issued at the start of each course, or when a new student enters the class, and must be returned at the end of each course. Students will be charged for damaged or lost books and non-consumable supplies.

WITHDRAWAL FROM PROGRAM

Students must notify the alternative high school office of their intent to withdraw from school. All books and materials must be returned at this time.