

Community

HIGH SCHOOL

2018–2019

Guide for Students and Parents

School Starts Tuesday, September 4



ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.



Motto: Small School, Open Minds • Fired up students and staff doing cool things

WHAT FEATURES MAKE COMMUNITY HIGH SCHOOL UNIQUE:

Forum – we talk about your class schedules and what courses to take, eat together, take trips, spend time talking about life, give back to our community, and graduate together.

Independent and collaborative Learners – the atmosphere at CHS encourages students to become independent and to take advantage of opportunities in the school and community.

Location – CHS is located in downtown Ann Arbor across from Kerrytown, the Farmers Market, and next door to Zingerman’s.

Small School with Many Opportunities – the size of CHS facilitates tons of interaction between students and staff. We know each other and work well together because everyone sees each other every day!

Community Resources (CR) – CHS facilitates innovative learning in the classroom as well as in the community.

The caliber of faculty and staff and the innovative curriculum are just two more reasons CHS is such a great place for students to learn.

August 2018

Welcome to Community High School, a true leader in academic achievement and part of the outstanding Ann Arbor Public Schools. CHS provides multiple extraordinary opportunities to personalize your educational experience and make sure you’re ready for college and career success. The faculty at Community High School is among the the best in Michigan. Many of our alumni are nationally recognized for their accomplishments and passion for their life’s work. We are committed to 21st century education, teaching and learning in a small relationship based environment, and instruction that is rigorous and authentic.



Community High School values independent learning, collaborative learning, and personal responsibility. We hold high expectations for the entire student body. At CHS, you will learn to balance our unique course offerings while also engaging in the learning that comes from Community Resource classes and course work at local colleges and universities.

Extra curricular opportunities abound at CHS, whether it is becoming active in our nationally recognized performing arts groups and journalism programs, our state champion Mock Trial Team, or our many clubs and organizations. Everyone at CHS regularly and actively engages in community service and learning. All of these things provide a depth and richness to your high school career.

We look forward to working with each of you this school year. Let’s work together to make this year the best year ever!

**Best wishes,
Dean Marci and the CHS Faculty and Staff**

2018 – 2019: Our 47th Year

Main Office: 734-994-2025
Attendance: 734-994-2021
Counseling: 734-994-2027
Community Resource: 734-994-2026
FAX: 734-994-0042
Website: a2community.org

Non-Discrimination Policy 5010

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, immigration status, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status. The superintendent or designee will handle inquiries regarding this nondiscrimination policy.



GENERAL INFORMATION

OVERVIEW

Community High School has celebrated the success of our students since 1972. CHS is fully accredited with a comprehensive curriculum in Math, Science, English, Social Studies, World Language, Fine Arts, Jazz, Theater and Dance. Community High prepares students for a variety of post-secondary options, sending over 90% of our students to colleges and universities around the world and down the street!

YOUR FRIENDLY CHS COUNSELOR IS HERE TO HELP!

The Counseling staff can help with scheduling, drop/adds, split or dual enrollment, standardized testing, college exploration and application, and scholarships. They are trained to help students with personal or family issues and see students on an individual or group basis. Your counselor works with your Forum Leader to provide information on graduation requirements, course scheduling, Career Cruising or Naviance, College & Career Fairs and other activities.

Regular parent meetings are held to teach about college transition and selection, adolescent development and financial aid. **The Junior Conference** is a time set aside for each CHS family to plan for high school-to-college transition.

FORUM

Forum is your family at school – a group of about 26 students in grades 9-12. Forums eat together, hang out, take trips, spend time talking about life and providing service to our community. Your Forum Leader will be a four-year friend and advocate.

WE'RE A SMALL SCHOOL WITH BIG OPPORTUNITIES.

Our size facilitates strong and meaningful relationships among students and faculty. Although our course offerings are small, our course list is HUGE, since students take advantage of hundreds of **Community Resource** classes, split enrollment to the comprehensive high schools, online classes and dual enrollment to area colleges. CHS offers unique award-winning pro-

grams including **Mock Trial, Creative Writing, Jazz, Journalism, Community Ensemble Theatre, Project Lead the Way, and a FIRST Robotics team, to name a few. Not School as Usual Day (NSAU)** occurs a couple times a year, and features field trips, speakers and immersion in a relevant topic. **Field Day** allows friendly, spirited athletic competition among Forums. **Forum Days** are set aside for bonding and service opportunities, as well. Our veteran faculty love the subjects they teach and constantly refresh and update their courses to provide the most relevant and hands-on learning experience.

SCHOOL PICTURES

All students must have a school picture taken every year. School pictures will be taken on **Friday, September 7th at CHS.**

EXPECTATIONS

Students are responsible for knowing the contents of the *AAPS Student Rights and Responsibilities* handbook. Copies of the handbook are in the Main Office, Counseling Office and on line at a2schools.org. We know that we can count on all of you to follow these guidelines and make our school one where an excellent education can be gained in an atmosphere of self-discipline and respect for others. The CHS culture and climate precludes any harassment and/or bullying of students, faculty and staff. Retaliation for reporting harassment and/or bullying will not be tolerated.

VISITORS TO CHS

Creating a climate of safety takes on additional importance in a downtown setting. All visitors to CHS must check in with the Main Office and wear a guest pass. Students who would like to have a visitor attend classes with them must complete and turn in a Visitor Form prior to the visit. The Visitor Form must be signed by parents and Faculty, and approved by the Dean. The Visitor Form is available in the Main Office.

ADMINISTRATION AND COUNSELING

Main Office Staff

Marci Tuzinsky,
Dean
Rebecca Westrate,
Assistant Dean
Jefferson Bilsborrow,
Secretary to the Dean
Nicki Wright,
Attendance/Book Secretary

Registrar

Katy Sanderson

Phone

994-2025
994-2026
994-2025
994-2021
994-2026

Counseling Staff

Brian Williams,
Counselor
Amy McLoughlin,
Counselor
Gretchen Eby,
Secretary to Counselors

Community Resource Program

Danelle Mosher
Craig Levin

Phone

994-2027
994-2027
994-2027
994-2026
994-2026

AAPS Website: www.a2schools.org
CHS Website: www.a2community.org

GENERAL INFORMATION

STUDENT INTERVENTION

The CARE team is available to convene and share concerns about student achievement, behavioral, substance abuse, and/or emotional issues. The CARE team generates ideas to assist students to be more successful at school. Typically, the team includes representatives such as appropriate faculty, Forum leader, counselor, administrative designee, the parent, and the student. A parent or member of the school faculty or staff can make referrals. Progress is reviewed and the members of the team meet to discuss results and determine next steps. Those steps may include an ongoing general education plan or permission for further evaluation, which may lead to a Section 504 plan or evaluation for Special Education Services. Forum leaders and Counselors are available throughout the school year to work with students on problems both at school and outside of school. Our Faculty is dedicated to assisting students with realizing their dreams and aspirations.

CAPSULE NIGHT

Capsule Night is the annual opportunity to meet your student's teachers by following a shortened schedule. Capsule Night will be held on Thursday, Sept. 20, 2018 at 7:00 p.m. with a new parent orientation beginning at 6:30 p.m.

2018 PARENT CONFERENCE INFORMATION

Fall conferences, by appointment with staff, are October 11, 2018 and October 15, 2018. You will receive instructions in early October on how to schedule your appointments with your student's teachers. Spring conferences will be March 7, 2019.

COMPUTER USE AGREEMENT AND INTERNET PERMISSION

In return for the privilege of using the resources of the AAPS Computing Environment, students agree to abide by the Rules and Regulations for Use of the AAPS Computer. Students understand that failure to follow these rules can result in having their privileges restricted or taken away. All students, faculty and staff must follow the AAPS Technology Use Agreement. The agreement can be found on line at <http://a2community.org>.

BUS SERVICE FOR COMMUNITY HIGH STUDENTS

All students who live within access of an AAATA bus route should use that option instead of taking an AAPS school bus in the morning. The AAATA provides a more direct route to downtown, and usually runs every 30 minutes to allow students to flex their schedule (visit theride.org for AAATA bus routes and schedules). AAATA bus passes are provided to any family due to financial need. AAATA bus passes are provided any family due to financial need. *For more information about AAATA bus passes, contact Jefferson Bilsborrow at 734-994-2025 or bilsborrow@a2schools.org.*

Dean Marci works with Durham Transportation to transport students to Community who live outside of the AAATA service areas, and do not already have a plan for transportation to and from school. These school bus routes are designed to accommodate students who need transportation to Community in the morning. As we receive feedback from families in the fall, route adjustments will be made as necessary. A scheduled school bus shuttle departs at 2:20 p.m. to transport Community students to Pioneer, Huron and Skyline who need to take a school bus home. *See the district website for AAPS bus stops and times: a2schools.org.*

2018 – 2019 TESTING INFORMATION

Information, applications and registration materials are available in the Counseling office or on line. You must register to take these tests. To register for ACT and SAT, mail in the forms or register on line. You can also register at the Counseling Office for AP Tests.

ACT (American College Test):

TEST DATES

September 8, 2018*+
October 27, 2018*+
December 8, 2018##
February 9, 2019#+
April 13, 2019#
June 8, 2019##*+
July 13, 2019

*Huron Test Center

REGISTRATION DEADLINE

August 10, 2018
September 28, 2018
November 2, 2018
January 11, 2019
March 8, 2019
May 3, 2019
June 14, 2019

#Pioneer Test Center

LATE REGISTRATION (Late Fee)

August 11, 2018
September 29, 2018
November 19, 2018
January 12, 2019+
March 9, 2019
May 20, 2019
June 24, 2019

+Skyline Test Center

COMMUNITY CODE: 230084

HURON CODE: 230086

HURON ACT TEST CENTER: 17767

PIONEER CODE: 230088

PIONEER ACT TEST CENTER: 191910

SKYLINE CODE: 230089

SAT (Scholastic Aptitude Test):

TEST DATES

August 25, 2018
October 6, 2018*
November 3, 2018*
December 2, 2017#
March 9, 2019#+
May 4, 2019#,
June 1, 2019#

REGISTRATION DEADLINE

July 27, 2018
September 7, 2018
October 5, 2018
November 2, 2018
February 8, 2019
April 5, 2019
May 3, 2019

LATE REGISTRATION DEADLINE (Online Only)

August 15, 2018
September 26, 2018
October 24, 2018
November 20, 2018
February 27, 2019
April 24, 2019
May 22, 2019

COMMUNITY CODE: 230084

HURON CODE: 230086

HURON/PIONEER TEST

CENTER CODE: 23-110

PIONEER CODE: 23088

SKYLINE CODE: 230089

* Test given at Huron #Test given at Pioneer High ~No Ann Arbor Site ^Language with Listening +SAT 1 Only

2018 – 2019 CALENDAR

<p>Aug 13 Secretaries Return Aug 16 Counselors Return Aug 20 CR Application Re-Opens Aug 21 Split Enrollment Begins Aug 27 Teachers Return</p>	<p>Feb 1 Drop/Add District Deadline for Classes - Monday Schedule TBA Incoming 9th Gr. Information Meeting TBA NAAPID/Social TBA Incoming 9th Gr. Information Feb 13 Count Day – Friday Schedule Feb 15 Lottery Applications Due Feb 15*-18 No School – Mid-winter break Feb 19 Student Numbers Posted on Website for Lottery Feb 20 Lottery Random Selection Feb 22 End of Interim – 3rd Quarter - Monday Schedule Feb 27 Early Release - Shortened Friday Schedule Feb 28 Connect with Community</p>
<p>Sep 3 Labor Day – No School Sep 4 Opening Day Ceremony St. Andrews Sep 7 CR Deadline - Friday Schedule Picture Day - Mandatory for ID Sep 11 Senior Meeting Sep 13 New Student Orientation Sep 14 Drop/Add District Deadline for Classes Lunch Time Club Fair - Altered Friday Schedule Sep 20 CHS Capsule Night 6:00-9:00pm Sep 25 Junior Meeting Sep 26 Early Release - Shortened Friday Schedule Sep 28 End of Interim – 1st Quarter</p>	<p>Mar 1 Lottery Commitment to CHS CHS Movie Night (tentative) Mar 7 No School - Election Day Parent/Teacher Conferences 4:00 – 7:00pm Soul Food Friday - Wednesday Schedule Pi Day Mar 14 WMU Jazz Fest TBA CHS Poetry Slam 7:00pm TBA Spring Break – No School Mar 25 - 29</p>
<p>Oct 3 Count Day – Friday Schedule Oct 5 FORUM DAY – CHS Students Only Oct 10 PSAT for Juniors - Shortened Wednesday Schedule Oct 11 Parent/Teacher Conferences 3:30 - 6:30pm Oct 12 Wednesday Schedule Oct 15 Parent/Teacher Conferences 4:30 – 7:30pm Oct 19 Picture Re-Take Day Oct 24 Early Release - Shortened Friday Schedule Oct 26 Halloween Dance</p>	<p>Apr 1 School Resumes Apr 5 End of 3rd Quarter Apr 9 SAT for 11th Grade PSAT for 9th or 10th Grade Apr 11 ACT WorkKeys PSAT for 9th or 10th Grade Apr 17 Friday Schedule Apr 19 No School Apr 24 NHS Induction Apr 25 Arts, Science & Letters Night</p>
<p>Nov 2 End of 1st Quarter Nov 6 Election Day – No School Nov 8 Food Gatherers Kick-Off Nov 9 Thursday Schedule Nov 16 Monday Schedule Nov 19 Tuesday Schedule Nov 21 ComFe (Community Feast) – CHS Students Only Nov 21 - 23 Thanksgiving Break – No School Nov 26 School Resumes</p>	<p>May 1 Community Service Work Day (NSAU) - Early Release Early Release - Shortened Friday Schedule May 3 End of Interim – 4th Quarter - Tuesday Schedule CHS Prom at Washtenaw Country Club No School - Election May 7* Wednesday Schedule May 10 CHS Registration for Fall 2018 May 11 FORUM DAY – CHS Students Only May 17 Jazz Band at the ARK May 20 Senior Meeting May 21 Early Release - Shortened Friday Schedule May 22 Communicator Banquet May 23 Senior Celebration Senior Send Off in Lunch Forum May 24 Field Day – CHS Students Only May 27 Memorial Day – No School May 31 Monday Schedule Graduation at Hill Auditorium at 7:00 pm</p>
<p>Dec 3 CR Pre-Registration Dec 7 End of Interim – 2nd Quarter Junior Pizza Lunch Dec 14 CR Deadline TBA Winter Jazz Concert at the Neutral Zone Dec 21 Registration for 2nd Semester Dec 24-Jan 4 Winter Break – No School</p>	<p>June 7 End of 4th Quarter/2nd Semester Jun 10 Registration for Fall 2019 Jun 11 - 13 Final Exams Jun 14 Make-Up Exams by Appointment Only Last Day of School</p>
<p>Jan 7 School Resumes CR Pre-Registration Jan 15 Lottery Application Period Opens Split Enrollment Begins - 2nd Semester Jan 18 MLK Day Assembly (tentative) CR Deadline - Monday Schedule TBA Incoming 9th Gr. Information Meeting TBA Incoming 9th Gr. Information Meeting Jan 21 No School for Students & Staff (MLK Day) Jan 22 Friday Schedule Jan 22-25 Final Exams Jan 25 End of 2nd Quarter/1st Semester Jan 28 2nd Semester Begins TBA Incoming 9th Gr. Information Meeting Jan 30 Early Release - Shortened Friday Schedule</p>	<p><small>*If no May 7 election, students and staff with report May 7, and Feb 15 will become a No School day for students and staff.</small></p>

District provided materials are expected to be returned to the school in satisfactory condition. These materials include such items as textbooks, library books, calculators, band and orchestra instruments, and other tools loaned to students during the academic year. If school personnel determine materials to be in unsatisfactory condition upon its return, the school has the right to collect an amount equal to the replacement of the material.

Alternative arrangements can be made for the collection of replacement value of the item. Until collection is complete, this is considered an outstanding fine or obligation, which must be resolved before the end of the school year.

At NO TIME will a student be denied access to educational facilities or resources directly related to the free and appropriate public education of that student pending the resolution of outstanding fines or obligations.

Materials include, but are not limited to:

- Textbooks
- Supplies and books from the media center
- Musical scores (sheet music)
- Musical instruments
- Reference publications
- Maps
- Films, filmstrips, tapes, slides, photos
- Computers and computer software and other electronic media
- Recorders, projectors, cameras
- Calculator
- Any district property that is on loan to the student

Definition of "Satisfactory Condition"

Textbooks or other materials that are returned in comparable condition to the time they were issued to the student, allowing for ordinary wear.

Who makes the decision on the condition of returned material?

The principal or designee who is responsible for issuing or collecting the material is responsible for making the determination on the condition of the material based on replacement costs and depreciation.

Procedure for issuing material:

- All issued materials will be inscribed with a unique identifier.
- The unique identifier, condition of material, date issued and name of student will be recorded.
- Student will sign and date receipt for material indicating agreement of the condition of the material.
- A copy of the document signed by the student will be sent to the parent/guardian.

Procedure for return of material/item

- Students and parents are informed of the procedure to return the material.
- All materials should be returned to the issuing or designated staff member, if possible.
- The staff member receiving returned material will record condition of material.
- Student will sign and date receipt indicating return of material and a copy will be mailed home with the final report card.

Determining and resolving obligations

- If district material is returned and it is determined to be damaged, or beyond reasonable wear, fees will be assessed and student and parent notified in writing.
- Fees for unreturned books or other materials will be based on replacement cost and on depreciation or age of the item.
- The price list and depreciation schedule will be made available in the school's main office.
- Principal is responsible for notifying the student and parent in writing that fees are owed.
- Parents should be informed that the final report card will be held for pick up from the school until the obligation is met or arrangements are made to meet the obligation.
- Outstanding obligations must be resolved by June 30 of the current school year.

Alternative arrangements to meet the obligation

- If materials are not returned or are returned in unsatisfactory condition, the principal may:
 - Seek an agreement with the parent or student to reimburse incrementally over an agreed upon period of time.
 - Accept a modified reimbursement due to hardship
 - Accept a reason given for non-return or non-payment involving hardship or other special circumstance.

Consequences of unresolved obligations

- Students will be prohibited from participating in non-educational, extra-curricular activities such as athletics, performing arts, etc.
- Parents of 12th grade students (seniors) with outstanding obligations will be notified in writing that their student is prohibited from participating in senior activities such as prom and graduation ceremonies unless the obligation is resolved prior to the time of the events.
- NO student shall miss instructional time nor will a student's grade be affected due to outstanding obligations.
- Unresolved obligations can be appealed to the appropriate level administrator.

MEDIA CENTER/TEXTBOOK DEPOSITORY

HOME ACCESS VIEW RIGHTS

Students and parents may now view their Community Media Center and Book Depository loan records from home. Utilizing Destiny, a web based program, and their student log-in name and student ID number, students and parents may now review at any time what items are still on loan and what fines or obligations, if any, have been applied. Please note: obligations must still be cleared from wherever the item was borrowed – either the Media Center or the Book Depository – from the school that the item was checked out; Community, Pioneer, Huron or Skyline.

DIRECTIONS FOR HOME ACCESS

From the Community High School website home page: a2community.org

- Click on the "MEDIA CENTER" tab at the top of the webpage
- Click on the "LIBRARY CATALOG" tab at the top of the webpage
- Click on the "DESTINY QUEST" link on the left side of the webpage
- Click on the LOG-IN link in the upper right hand corner of the webpage.

LOG-IN using the same information that students use to access student server space. Remember that it is case sensitive.

LOG-IN: Graduation year-last name-first name-middle initial [2012SmithJohnM]

Password: Student ID number

VIEWING THE CHECKOUT RECORD

By default, the screen opens to search the catalog of CHS Media Center. In the top navigation bar on the left side, beneath Community High School, Ann Arbor MI, is the MY INFO button.

Clicking on this button will allow you to view the ITEMS OUT from both the Media Center [Library Materials] and Book Depository [Textbooks].

It will also give you information on fines posted to your account. Media Center fines are 5 cents per day and max out at \$5.00 for each book that is late, while textbook fines represent replacement cost for a damaged or lost textbook. Both our Media center and Book Depository charge for lost or damaged books. Receipts are provided for payment by cash or check only. Checks must be payable to: Community High School. No credit cards are accepted at this time.

Under ITEMS OUT you will see: date due, title of item, book price and date checked out. The Community High School and Textbook Depository utilize different due dates.

Questions or inquiries are always welcomed so please feel free to contact us during the school day at the following phone numbers for assistance - Community High School Media Center: (734) 994-2025 Extension #36428. Community High School Book Depository: (734) 994-2021

GRADUATION REQUIREMENTS

Each student must earn 18 Credits distributed among the required areas of study as specified below:
TOTAL CREDITS NEEDED TO GRADUATE - 22

ARTS 1.0 VISUAL, PERFORMING AND APPLIED ARTS

ENGLISH/LANGUAGE ARTS 4.0

.5 INTRO TO LITERATURE
3.5 ENGLISH & LIT ELECTIVES

MATH 4.0

1.0 ALGEBRA 1.0 GEOMETRY
1.0 ALGEBRA II 1.0 MATH ELECTIVE
OR MATH RELATED COURSE

SCIENCE 3.0

1.0 FOS I
1.0 FOS II
1.0 FOS III

SOCIAL STUDIES 3.0

.5 UNITED STATES GOVERNMENT (CIVICS)
.5 ECONOMICS
1.0 WORLD HISTORY & GEOGRAPHY
1.0 UNITED STATES HISTORY & GEOGRAPHY

WORLD LANGUAGE 2 YEARS OF CONSECUTIVE LANGUAGE

PHYSICAL ED. .5
.5 PERSONAL FITNESS

HEALTH .5

ALSO REQUIRED: ONLINE LEARNING AS DESCRIBED IN SCHOOL CODE SECTION 280.1278A

ELECTIVES 4.0

OTHER WAYS TO EARN CREDIT – Dual Enrollment in college classes (per District guidelines), Split Enrollment at Huron, Pioneer or Skyline, Community Resource Classes, or Online Classes.

Michigan Merit Exam (MME) - Participation in the Michigan Merit Exam is required for graduation from the Ann Arbor Public Schools. The test is offered in the Spring of 11th grade. Students who do not have a valid score from 11th grade have another opportunity to take the exam in the 12th grade.

PERSONAL CURRICULUM ALTERNATIVE

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan's Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or guardian of a student who has completed 9th grade (or the student is at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting your student's counselor.

A group that includes the student, the student's parent or guardian, a teacher, and guidance counselor, or person acting in a counseling role, will consider the request. If the personal curriculum request is made by a student who is at least 18 or who is emancipated, or by a parent or guardian, the group will grant the request and will develop a personal curriculum for the student. For all other requests, the group will develop a personal curriculum if the group determines one is appropriate. For most students, the group that develops the personal curriculum may make only certain modifications to the Merit Curriculum.

For students with disabilities under the Individuals with Disabilities Education Act and for certain students transferring to the District from a nonpublic school or from out of state, the group may make additional modifications.

For all students, a personal curriculum must incorporate as much of the Michigan Merit Curriculum content expectations as is practicable for the student, must include measurable goals for the student to achieve while in high school, must include a method to evaluate whether the student met those goals, and must align with the student's educational development plan.

Before a personal curriculum becomes effective, school administration, the SISS Department, and the student's parent or guardian (or the student if at least 18 or emancipated) must agree to its terms. Once effective, the student's parent or guardian (or the student if at least 18 or emancipated) must communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals.

A student who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements. For more information see the district website: a2schools.org under "Students and Families".

ABSENCE REPORTING PROCEDURE

All absences are entered in the computerized system as unexcused unless a parent/guardian reports the absence properly. Unexcused absences will affect student grades and may jeopardize student enrollment at Community High School. Please follow the instructions below when reporting a student absent (you may want to cut the box out and keep it near your telephone for quick reference):

Community High School Absence Reporting Procedure

Whenever a student is absent from school, the parent/guardian should call 994-2021 before 8:00 AM of the day of the absence to notify CHS of the reason for a student's absence. A voice mail message can be left. A written explanation signed by the parent/guardian can also be brought to the Main Office within 48 hours of the absence.

Be sure to include all of the information below:

1. Student's first and last name (If not a full-time CHS student, please also leave the student's ID #)
2. Parent/guardian's first and last name, and relationship to student
3. Dates and times of absence (i.e. all day, Blocks, AM classes, PM classes, or specific times absent)
4. Reason for absence
5. Phone number for verification

Daily attendance in class is an important factor of student success in school, because it is important for keeping up with class work, class participation, and the contribution students make to each other's learning. Students are expected to attend class daily and on time.

Excused absences are those that are reported to the school by the student's parent/guardian (or Dean) within 48 hours of the absence. The following are acceptable reasons for a student to be absent from school with an excused absence:

- Personal illness of student or family member
- Death of an immediate family member
- Verified medical or dental care
- Observance of religious holiday
- Verified legal proceeding
- Emergency childcare situation
- Unexpected transportation difficulties
- Emergency removal for administrative reasons
- Approved school-sponsored or school-related activity
- Suspension from school
- Other activities approved by school administration

Pre-Planned Activity/Vacation Forms must be completed and returned in advance if a student is absent 3 school days or more. The forms are available from the Attendance Office, which is located in the Main Office.

Any absences, unexcused or excused will result in loss of valuable instructional time.

ANTI-BULLYING & HARASSMENT POLICY

The Ann Arbor Public Schools Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. 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 examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. All forms of harassment in cyberspace are unacceptable.

"Harassment" is conduct that meets any of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who is perceived to have any of these characteristics.

"Bullying" is conduct that meets any of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect;
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who is perceived to have any of these characteristics.
- Includes intimidation or attempting to intimidate others by any means or methods including: taunts, name calling, put downs, discriminatory actions, extortion or exclusion.

Ann Arbor Public Schools will abide by all legislation that may be passed after the printing of this document.

Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

Sexual harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior, (1) that is tied to a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; (2) that substantially interferes (or will substantially interfere) with a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; or (3) that is intimidating to the student.

Furthermore, Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school-sponsored or related event or activity.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against another person's body
- Any sexually motivated, unwelcome touching
- Obscene gestures
- Written or graphic harassment or abuse

Ethnic intimidation and harassment includes slurs, verbal references, gestures and other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of race, ethnic group or nationality.

Religious and general harassment includes slurs, verbal references, gestures, or other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, gender identity or expression, or disability (e.g., sexual or racial comments, threats, or insults, unwanted sexual touching, etc.)

A student should report incidences of harassment to the building administrator with any supportive evidence that is available. The principal will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant. If proven, the building administrator will:

- Have the offender sign a contract regarding appropriate behavior toward the complainant, and/or
- Refer the offender to an outside agency, and/or
- Initiate suspension/expulsion procedures

This disciplinary action should be commensurate with the behavior and the developmental level of the student.

RIGHTS & RESPONSIBILITIES for Students, Teachers, Staff, Parents, Guardians

Controlled Substances/Alcoholic Beverages

The Ann Arbor Public School district is dedicated to providing a healthy, comfortable and productive environment for all members of the school community. Because possession or use of alcohol, tobacco and other drugs by students is a deterrent to learning, disruptive to every aspect of school life and detrimental to the health and safety of the students, the district is committed to providing a safe school environment that is free of alcohol, tobacco, and other drugs, which eliminate disruptions to the learning environment and health/safety risks caused by substance abuse behaviors.

Because the negative and disruptive impact of alcohol, tobacco, and other drugs is not limited to conduct which solely occurs on school property or at school activities, a student is subject to disciplinary consequences for violating the behavior and safety regulations regardless of the date, time, or place of the violation.

As partners with the district in promoting healthy behavior, parents should encourage their child to comply with the student behavior and safety regulations related to alcohol, tobacco, and other drugs.

The school district is committed to a three-part approach to controlled substances: 1) prevention, 2) intervention and 3) support. Consequences of the unacceptable behaviors listed in the Code of Conduct and Consequences under "Controlled Substances/Alcoholic Beverages" section regarding alcohol and other drugs will include disciplinary actions. Those levels of action are listed to the right in the next columns.

The district shall offer families a referral to a drug counseling program at the expense of the family.

See "Rights & Responsibilities" handbook for complete Code of Conduct and Due Process. Available at school office or online; a2schools.org

Action Levels for Violation of the Controlled Substance/Alcoholic Beverage Code of Conduct

A. Use and/or possession of tobacco products and/or smoking paraphernalia Level 1-2

B. Use and/or possession of alcohol and/or any illegal or unauthorized medicines, inhalants, drugs, drug paraphernalia, or narcotics including marijuana, hallucinogen, stimulant, depressant or other controlled substance or counterfeit substances not intended for human consumption or controlled substance analogue intended for human consumption (not medically prescribed for individual and administered according to the district's medication policy). This includes nonprescription over-the-counter medications.

I. First Offense – 10 day suspension can be mitigated to 3 days if evidence is provided of scheduled appointments of 4-6 hours of drug treatment and education classes. (The District can provide resources for this treatment and classes). The remaining 7 days of the suspension will be held to be served if agreed-upon intervention is not completed within 6 weeks. Proof of attendance is required and to be provided to the school administrator upon completion of the classes and/or treatment. At that time, the remaining 7 days of the suspension will be waived.

II. Second Offense – 10 day suspension can be mitigated to 5 days if evidence is provided of scheduled appointments of 4-6 hours of drug treatment and education classes. (The District can provide resources for this treatment and classes). The remaining 5 days of the suspension will be held to be served if agreed-upon intervention is not completed within 6 weeks. Proof of attendance is required and to be provided to the school administrator upon completion of the classes and/or treatment. At that time the remaining 5 days of the suspension will be waived.

III. Third Offense – Recommendation of long-term suspension by administrator. See "Level 4" for description of "long-term suspension," rights of student, and district process.



Smoking Policy

No person, at any time, shall smoke, chew or otherwise use tobacco products of any kind and/or smoking paraphernalia, e-cigarettes or personal vaporizers on school district property or property under the control of the school district, in any school buildings, indoor facilities or school district vehicles.

Medication

All medications, prescription or non-prescription, must have prior approval by the building Principal or his/her designee. Documentation must be on file before the school district can dispense medication. "Medication" includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, ears or the nose.

SOME QUESTIONS AND ANSWERS

I want to take classes at Huron, Pioneer, or Skyline and Community. How is this done?

It's just a matter of working it out with your Forum leader and counselor. The counselors here at Community will add these classes. It is hard for some students to do all the traveling and some students don't get the full benefit of the small school experience when they split schedule. Lunch and Forum are two very important times to be at Community and really be a CHS student. If there is a class that isn't offered at CHS, like orchestra, then it is fine to split.

There are so many choices, who can I ask for help?

Your Forum leader is the first stop. He or she will talk to you about what you want to do and help point you in the right direction. Since it's a 1 to 27 ratio, the Forum leader gets to know you and can suggest plans for you.

No AP Classes

Why take a simulated college class when you can do the real thing through the local universities? The CR department and your Forum leader will help you arrange dual enrollment. Students can go to Huron, Pioneer, or Skyline for the Advanced Placement (AP) classes if necessary.

How do I play sports at Huron, Pioneer or Skyline?

Students can play sports at the high school in their attendance area. It's up to the student to arrange transportation back and forth for sports.

Is there a lunch program?

There are 45 minutes for lunch. This is an important time to meet friends and to meet with teachers. We offer a small lunch service; many students bring their lunch or put together a lunch from the merchants around the school. Since CHS is an urban school, we consider the whole city our campus and your behavior in shops is considered the same as in classes.

How do I catch a shuttle bus to Huron, Pioneer, or Skyline Schools?

Shuttle buses do not run during the school day. A scheduled school bus shuttle departs at 2:20 p.m. to transport Community students to Pioneer, Huron and Skyline who need to take a school bus home. AAATA is a great option for students who need transportation to school and during the day.

If something I own gets stolen, who do I see?

It's best to let the Dean or Community Assistant know. Also ask around and some student might know what's going on. Complete a loss form in the Main Office.

What's the smoking policy at CHS? What happens if I get caught?

It's the same as in all schools...NO SMOKING. Since we are downtown you may also get a ticket from the local beat patrolman.

Can I go to the restroom during class?

We don't have passes at Community and try to treat each other as adults. Students must follow a teacher's guidelines, but usually we assume everyone will act responsibly.

If I don't like something about the school, or want to suggest a change, who do I see?

Forum Council meetings are a good time to do this. Student input is very important to the vitality of our school.

POWERSCHOOL WEB-BASED STUDENT INFORMATION SYSTEM

Go to - a2schools.org/powerschool

For detailed information and instructions.

TEEN INFORMATION

Call 9-1-1 for Emergencies

The Neutral Zone for education, fun and help 734-214-9995

Counseling

Ozone House 734-662-2222

Community Support & Treatment Services 734-544-3000
or 734-544-3050

Suicide, Emotional Crisis Intervention 734-996-4747

Abuse/Neglect

Ozone House 734-662-2222

Child Protective Services 855-444-3911 (24 hours)

Homelessness

Ozone House 734-662-2222

Education Project for Homeless Youth (WISD) 734-994-8100
Ext 1518

SOS Housing Access of Washtenaw County 734-961-1999
www.soscs.org

National Runaway Hotline 800-786-2929 (1-800-RUN-AWAY)

Safe House 734-995-5444 (24 hours)

Alcohol/Drugs

UMATS (Addiction Treatment Services) 734-764-0231

Corner Health Center 734-484-3600

Alcoholics Anonymous 734-482-5700

Alateen 734-995-4949

Domestic Violence

Safe house & Assault Crisis Center 734-995-5444

LBGTQ Youth

Affirmations line 800-398-4297

PFLAG 734-741-0659

Neutral Zone 734-214-9995

Ozone House 734-662-2222

Affordable Healthcare

Corner Health Center 734-484-3600

Packard Clinic 734-971-1073

HIV/AIDS Resource Center (HARC) 734-572-9355

Pregnancy, Birth control

Planned parenthood 734-973-0710

Corner Health Center 734-484-3600

School problems

Student Advocacy Center 734-482-0489

Tutoring

826 Michigan 734-761-3463

Neutral Zone 734-214-9995

Community

HIGH SCHOOL

401 N. Division • Ann Arbor, Michigan 48104

734-994-2025

www.a2community.org



Community High School Mission Statement

CHS is a rigorous academic college preparatory magnet school, which encourages students to use the entire community as a resource for study, and fosters the development of independent learners who practice personal and social responsibility as they prepare for their post-secondary experience.

Motto: Small School, Open Minds • Fired up students and staff doing cool things