



**2016 - 2017  
Student Handbook**

**CHAMPLIN PARK HIGH SCHOOL  
6025 109th Avenue North • Champlin, MN 55316  
763-506-6800 • [www.anoka.k12.mn.us/cphs](http://www.anoka.k12.mn.us/cphs)**

# Welcome to Champlin Park High School

The purpose of this handbook is to acquaint you, the student, with the organization of your high school. It is intended to help you. The years you spend at Champlin Park High School are some of the most important years. In this book are listed some of the people and service groups who will be helping you, and the ways that they can be of assistance. We ask that you be a good citizen who represents yourself, your parents, and your school well.

Please note that the Champlin Park Student Handbook is to supplement the Anoka-Hennepin District No. 11 Policy Handbook. Please see the district handbook for detailed information regarding the following rights, rules, and regulations: student discipline, weapons, bus safety, disruptive student, bullying & harassment, chemical/controlled substances, physical aggression/fighting, search and seizure, hazing, student threats to staff, student records, photo/ video policy, acceptable use of technology, and sexual, religious, racial, disability harassment and violence policies.

## To report an absence please call:

- A - Fez . . . . . 763-506-6907
- Ff - Lenz . . . . . 763-506-6909
- Leo - Roz . . . . . 763-506-7002
- Rp - Z . . . . . 763-506-7007

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## I. Administration



Mike George  
Principal  
763-506-6801



Matt Mattson  
Activities Director  
763-506-6821



Jenni Jones  
Assistant Principal  
763-506-6822  
House I



Steve Hall  
Assistant Principal  
763-506-6824  
House II



Chris Nelson  
Assistant Principal  
763-506-7020  
House III



Julie Yager  
Assistant Principal  
763-506-6921  
House IV

## II. Guidance Department



Jill Svoboda  
A - Doz  
763-506-6825



Doyle Johnson  
Dp - Johz  
763-506-6922



Nancy Schultz  
Joi - Neez  
763-506-6826



Derek Francis  
Nef - Smez  
763-506-6829



Renee Johnson  
Smf - Z  
763-506-6823



Amy Harnack  
763-506-6825

## III. Secretarial Staff



Connie Malenke  
Head Secretary  
763-506-6802



Kim Ach  
Main Office  
763-506-6800



Debbie Hensel  
Activities  
763-506-6902



Cari Niesen  
Activities  
763-506-6807



Leslie Mennenga  
Records  
763-506-6834



Becky Jenson  
Records  
763-506-6827



Jackie Jennrich  
House I  
763-506-6907



Rhonda Van Tuyl  
House II  
763-506-6909



Lorri Carlson  
House III  
763-506-7002



Melody Anderson  
House IV  
763-506-7007

## BELL SCHEDULES

**REGULAR (M, TH, F)**

**ADVISEMENT (T)**

**COLLABORATION (W)**

**CT Time:** 07:10 - 08:20

**Period 1:** 07:40 - 8:47

**Period 1:** 07:40 - 08:37

**Period 1:** 08:30 - 09:29

**Advisement:** 08:44 - 09:29

**Period 2:** 08:54 - 10:01

**Period 2:** 09:36 - 10:33

**Period 2:** 09:36 - 10:33

**Period 3:** 10:08 - 11:15

**Period 3:** 10:40 - 11:37

**Period 3:** 10:40 - 11:37

**Period 4:** 11:22 - 01:06

**Period 4:** 11:44 - 01:16

**Period 4:** 11:44 - 01:16

A: 11:22 - 11:52

A: 11:43 - 12:11

A: 11:43 - 12:11

B: 11:46 - 12:16

B: 12:04 - 12:32

B: 12:04 - 12:32

C: 12:11 - 12:41

C: 12:26 - 12:54

C: 12:26 - 12:54

D: 12:36 - 01:06

D: 12:48 - 01:16

D: 12:48 - 01:16

**Period 5:** 01:13 - 02:20

**Period 5:** 01:23 - 02:20

**Period 5:** 01:23 - 02:20

## IV. Student Services

### BOOKS

School texts are furnished free to all students. Students are asked to exercise care in using books and will be held accountable for lost, damaged, or stolen books. Names should be written on book stamps when requested by the instructors.

### BACKPACK POLICY

Although students may bring a book bag or backpack to school, some teachers will not allow these items inside the classroom. Use your locker if this policy affects you and your schedule.

### BUS TRANSPORTATION

The school district provides bus transportation to all students who qualify. It is the responsibility of each student to observe the rules and regulations of riding the school bus in the interest of safety. Transportation may be refused to anyone causing a disturbance or endangering the bus as per published district policy. Students are only permitted to ride the bus that they are assigned. CPHS students are not to ride a bus to or from Jackson Middle School.

Students may choose to drive or ride to school with others. **Any tardiness or absences which result from not riding school district transportation will be unexcused.**

### ACTIVITY BUSES/STAYING AFTER SCHOOL

Activity buses are for students who stay after school for school purposes. Activity buses leave CPHS from the west side of the building at 5:05 PM. *Students are asked not to loiter in the building after school and will be expected to leave school grounds by 2:30 PM.* Students who fail to leave school grounds may be referred to their house office and/or charged with trespassing. Students waiting for the activity bus are required to wait in a supervised location, have their after school pass from the teacher or activity supervisor, and carry their ID.

### HEALTH SERVICES

A public health school nurse and a health paraprofessional are on duty to assist students who are injured or ill. Students are to obtain a pass at the beginning of the class period from their teacher. **Students are not to leave the building due to illness without checking out with the school nurse. Such absences, even with a note the following day, will result in detention.**

Other services available include: vision, hearing, blood pressure, scoliosis screening, health counseling, medical referrals, and immunization records.

### High School Medication Policy

Health Service will be happy to administer any medication which needs to be taken during the school day. In order to do so, please comply with the following district procedures:

1. A parent/guardian shall bring all prescription medicines to the school's health service office. All medication must be in the correct pharmacy labeled container or the original container for non-prescription medications.
2. If this is not possible, the following procedure must be followed:
  - a. parent must count the number of pills in the prescription labeled bottle and seal the medicine bottle with tape and write the number of pills on the tape, or

- b. after counting the pills, place the prescription labeled bottle of medicine in an envelope, seal it, and write the number of pills on the envelope. (If the medication is in liquid form, the parent must draw a line indicating the level in the bottle).
  - c. parent will send the medicine to school with the student, instructing him/her to take the medicine to the Health Service upon entering school.
  - d. the nurse/health paraprofessional will count the medicine upon its arrival in the Health Service; if there is a question, the parent/guardian will be contacted.
3. All discontinued medication must be picked up by the parent/ guardian from the Health Service or it will be disposed of appropriately.
4. Students are not allowed to carry prescription medications in their purses or store them in their locker with the exception of inhalers.
5. Students are permitted to carry a maximum of two doses of over the counter medication for self-administration to relieve symptoms of minor pain, cramps, indigestion, and headache. It must be in the original container.
6. This policy DOES NOT ALLOW high school students to carry over the counter stimulants used to stay awake such as NoDoz, Vivarin, Ephedrine, and caffeine.

### INTERNET/COMPUTER USE

Computers may only be used under the supervision of a staff member and related to a class and/or club activity. Students are not allowed to use programs that we have not provided. Use of the computer labs, building computers as well as access to the Internet is a privilege...not a right. Misuse of this technology may result in the loss of computer privilege and possible disciplinary action. Students are not allowed to use school computers to check personal e-mail. Please refer to the Anoka-Hennepin School District Secondary Student Handbook for additional information on this policy.

### LOCKERS

Each student is held responsible for the condition of the locker assigned to them. All lockers are the property of the school and are loaned for student use. As school property, lockers are subject to inspection by school officials. The school cannot be responsible for personal property kept in lockers. When closing your locker you must turn your combination dial one full turn to secure the deadbolt properly. Please do not use any other locker than the one that has been assigned to you or give your combination to a friend.

### MESSAGES/DELIVERIES

We strongly recommend that deliveries of items (balloons, flowers, etc. to students) not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. Transporting these items home, especially for those who ride the school bus, can be a problem for the student. Emergency messages will be delivered to students as soon as possible. To maintain the integrity of instructional time, non-emergency messages are to be avoided. Parents are asked not to call school during the day unless it is a family emergency. Also, individual student food deliveries are not permitted.

## IV. Student Services continued

### STUDENT ID CARDS

Student identification cards will be issued to students shortly after pictures are taken in the fall. This identification card should be carried with you at all times during school and school activities. Any student who fails to verbally identify themselves appropriately to staff who request it will be disciplined. A \$5.<sup>00</sup> fee will be charged for replacement.

### VIDEO SURVEILLANCE

Our school is equipped with video cameras in an effort to maintain the health, welfare, and safety of students, staff and visitors as well as the protection of school property. Due to data privacy concerns, this video can only be viewed by school personnel.

## V. School Day

Note: ISS = In School Suspension

At CPHS...

we believe that learning is optimized when students feel safe and welcome in school. School policies/practices are intended to enhance the education of students by establishing expectations of dress and behavior that are related to educational goals, school standards and promote a safe and welcoming learning environment.

### ADVISEMENT PROGRAM

Each student will be assigned to an advisor. This is a staff member to whom you will report during advisement. The advisor to whom you are assigned will have students from the same grade and house, and these students will stay with that advisor for their entire CPHS career. You will receive further information about the role of your advisor, your role as an advisee, and use of the advisement/travel time at the beginning of the school year.

### STUDENT DRESS

Student dress must align with the educational goals and standards of our school and district. Examples of clothing that are disruptive to the educational environment and do not meet our standards include, but are not limited to:

- Clothing that is, or may be construed as:
- Obscene, vulgar, abusive, offensive
- Discriminatory
- Promoting or advertising alcohol, drugs, tobacco
- Violent (this includes weapons/language), gang-related
- Sexually explicit or revealing (length of shorts/skirt, exposure of undergarments/midriff/cleavage)

Hats and headwear that conceal identity are not to be worn in the building

### ELECTRONIC DEVICES

The use of electronic devices in the classroom is intended to enhance the learning environment for students. Electronic devices may be used in the classroom with teacher approval. The use of electronic devices should not disrupt the school environment, promote inappropriate behavior, or violate rights to privacy (this includes staff and students).

Appropriate electronic device use looks like, but is not limited to:

- Approved use in the classroom
- Use before school, during passing time and during lunch

Inappropriate electronic device use looks like, but is not limited to:

- Unapproved use in the classroom
- Recording/photographing students or staff
- Promotion of incidents through recording/photographing
- Posting of videos/photographs

### CONDUCT IN THE HALLS

In order to avoid unnecessary confusion or accidents, it is necessary to follow a few simple rules. Respect each other by:

1. All hallways should be cleared by 2:30 PM unless students have received permission to work with a teacher or activity supervisor. There is to be no loitering.
2. Students using the hallways during times other than those required for passing between classes are required to have a pass.
3. During the evening activities in the building students are to stay in the area of the organized activity.
4. No inappropriate displays of affection (kissing, embracing, clinging, etc.)

Any hall violations will result in disciplinary action.

### DISTRIBUTION OF MATERIALS/LITERATURE

Any sign, poster, or literature that is displayed or distributed within the school building or on school grounds requires the signature of the principal or his/her designee. These items may be displayed in four areas - top of A-Wing stairs, wall between House III and House IV offices, ramp leading to cafeteria, and walls outside auditorium. The group or people who put the signs up are also required to take them down in a timely manner after the activity or event.

### FORGERY

Use of phony notes, passes, parking permits, forged parent/guardian signatures are serious issues that not only impact future trust but will also result in consequences such as detention or suspension.

### LUNCHROOM PROCEDURES

Lunch and breakfasts are served in compliance with the State Department of Education regulations.

The lunch shift schedule for each fourth period class will be announced on the first day of school. The cafeteria is open to all students, whether they bring their lunches from home or buy the lunch in school. Please observe the following procedures:

1. Students are not to leave campus during lunch.
2. Students are to attend only one lunch period.
3. All students are given a pin number. Each student is responsible for the security of that pin number. DO NOT give your pin number to your friends!
4. Students who choose to use another account without permission may be suspended and referred to the police for possible charges.

## V. School Day continued

5. Theft of food or beverage will result in community service during 4th period, 1-2 day suspension, and possible police charges.
6. Students who throw their lunch tray in the garbage will be charged \$8.00.

### PARKING LOT/PARKING PERMITS

A permit is required for parking on school days during the normal school hours of 7:40 AM-2:20 PM. Students are to park on the east side of the school. The fee will be \$35/Tri 1, \$35/Tri 2, \$35/Tri 3 or \$105 for the year. Parking lot fees apply to ALL students: Part time, STEP, PSEO, work program, internship, etc. Permits will be sold on a first come basis. There will be a limited number of daily parking spaces available for those students who need to drive occasionally at the cost of \$2.00 per day. There is no charge for motorcycle parking in the designated area by the stadium concession stand.

The responsibility of the parking lot supervisors include monitoring for proper parking permits and referring improper parking or unsafe driving in the parking lot. Students who abuse parking lot rules and regulations may have their cars booted and/or lose their permit privileges. Any student may have his/her parking permit suspended or revoked as a disciplinary consequence for tardies, truancies and behavior. Permit fees would not be refunded. Vehicles parked on school property without a valid permit or parked illegally will be ticketed. A fine of \$15 will be assessed per ticket. This fine will increase to \$25 if the ticket is not paid within 30 calendar days. Unpaid tickets may result in suspension of parking privileges for subsequent trimesters, having a mobilization boot attached to the vehicle, and/or being towed at the owner's expense.

**Vehicles on school property are subject to search by school officials. A student's privilege of parking on school property is conditioned on the person's consent to search.**

Students who choose to drive carelessly in the parking lot may be suspended, referred to the police and/or may lose their parking privilege for a period of time. Students who choose to leave the property during the school day will face the possible loss of parking privileges, Detention or eventual suspension. Use or possession of a stolen or unauthorized permit will result in suspension and/or loss of parking privileges for the remainder of the trimester. Students must repurchase lost or stolen permits. Students who frequently use vehicles to truant are subject to lose their permit for a period of time.

1st offense: Detention and warning.

2nd offense: Detention and 2 weeks without permit.

3rd offense: Detention and permit revoked for trimester.

### PASSES

**Passes to leave the building can only be issued by the student's assistant principal.** Leaving the building without a pass will be considered a truancy and will result in detention.

A pass must be issued to all students leaving or returning to their assigned classes. It must have the student's name, time, date and teacher's signature.

### PHYSICAL EDUCATION EXCUSES

Students with health conditions or physical limitations may still be able to participate in physical education class. Students and parents should communicate concerns to the physical education teacher.

Short term or parental excuses need to be brought directly to the school nurse. The school nurse may grant a one day excused participation from physical education class. With a parent note, students may be excused up to three class periods.

Students who have restrictions that would require non-participation in class for more than three class periods need to obtain a doctor's note indicating specifically what the limitations include and the length of time restrictions are needed. These restrictions are to be brought to Health Services where the school nurse and the physical education teacher will develop a modified program to fit the student's restrictions.

### RESPECT FOR PROPERTY

Although CPHS students and parents are proud of their building, a few students may be forgetful of the respect and responsibility due to building property.

Marking or scratching walls or desks, or otherwise destroying property, is inexcusable. Students will be fined when willful destruction is committed. Marring the building or corridors shows lack of school pride. Every member of the student body should help to preserve the building and keep it clean. Each class should leave classrooms neat and orderly for the next class.

### SALUTE TO THE FLAG

The Pledge of Allegiance will be recited first hour every Monday morning. We encourage all students to participate in the weekly pledge of allegiance. Anyone who does not wish to participate for any personal reason should stand as a sign of respect but may elect not to recite the pledge.

**I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.**

### VISITORS

Visitors must report to the front desk at door E-3 or the main office for clearance and a visitor's pass before going anywhere in the building. Permission to remain in the building will be granted only in cases of official educational business. Visitor name tags must be worn at all times. **STUDENTS ARE NOT ALLOWED TO HAVE VISITORS DURING THE SCHOOL DAY.**

# VI. Academic Recognition

27.0 course credits are required for graduation.

## ACADEMIC LETTERING

Academic lettering status is determined by cumulative weighted GPA at the end of Trimester 3 of the current school year. The following criteria must be met:

- 9th Grade - a 3.90 weighted GPA or above
- 10th Grade- a 3.85 weighted GPA or above
- 11th Grade- a 3.80 weighted GPA or above
- 12th Grade- a 3.75 weighted GPA or above

## CLASS RANK

Class rank is calculated and reported based on GPAs. It is the composite ordering of all students' GPA. As GPA's change, so do class ranks. As grades are entered into the system, class ranks are produced. Most grades are entered into the system at the end of a trimester. However, additional situations outside the usual grading window include:

- Incompletes are changed to grades
- Transfer students' grades are added to the system
- Dropped students' grades are removed from the system
- PSEO grades are added when received from the postsecondary institution

Any time grades are added or removed and the calculations are run, class rank will change.

## GRADING

The School Board has adopted a "value added" weighted system for students who earn a "C" or above. There will be no cap on the number of honors classes a student may take. Both a weighted and an unweighted GPA will be produced. Following are the grade values for regular and honors courses:

<u>Grade</u>	<u>Regular</u>	<u>Honors</u>	<u>Grade</u>	<u>Regular</u>	<u>Honors</u>
A	4.00	4.33	C-	1.66	1.66
A-	3.67	4.00	D+	1.33	1.33
B+	3.33	3.67	D	1.00	1.00
B	3.00	3.33	D-	0.67	0.67
B-	2.67	3.00	F, I, NC	0.00	0.00
C+	2.33	2.67	NG, P	No Value Assigned	
C	2.00	2.33			

Departments and teachers determine their grading practices and criteria.

## ADVANCED LEVEL ELECTIVE COURSE GRADING OPTION

Advanced Level courses being taken as an elective do have a P/F option.

A parent conference will be held with student, parent, and counselor prior to the approval of this option. The grading option form (and the conference completed) must be received by your counselor on/before the 14th school day each trimester.

Trimester 1: Friday, September 23

Trimester 2: Thursday, December 22

Trimester 3: Thursday, April 6

## GRADUATION REQUIREMENTS

To receive a diploma, a student must have earned a minimum of credits, as required by the School Board and also pass all required Minnesota state tests. A student may participate in the ceremony if they are only one credit short of the required total. Juniors and seniors who are short the necessary credits for graduation may earn additional credits in night school at an alternative site. It is the student's responsibility to be aware of their credit situation. Students with credit concerns should contact their counselor for assistance.

### Honors Graduation Requirements:

Honors graduation status is determined by cumulative GPA at the end of Trimester 2. Students taking honors courses will receive honors recognition and a weighted grade if they earn a "C" or higher in the course. Rounding will not occur.

**Highest Honors:** Weighted GPA of 3.9 or above. Two credits of honors courses must be completed in grade 12 and a total of 10 honor credits during grades 9-12.

**High Honors:** Weighted GPA of 3.6 or above. One credit of honors courses must be completed in grade 12 and a total of 6 honors credits during grades 9-12.

**Honors:** Weighted GPA of 3.3 or above. No honors courses are required.

### HONOR ROLL

Honor Rolls are determined based on value added GPA. If a student has an incomplete at the time of calculation, they are not eligible.

- Highest Honor Roll: 3.9 and above
- High Honor Roll: 3.6 - 3.89
- Honor Roll: 3.3 - 3.59
- Commended Roll: 3.0 - 3.29

### IMPROVEMENT ROLLS

Improvement Rolls are determined based on raised GPA of at least .5 higher than their previous cumulative GPA. Two improvement rolls are recognized: .5-1.0 GPA improvement and over 1.0 GPA improvement.

# VII. Attendance

## ABSENCE PROCEDURES

Regular attendance is the foundation of a successful school experience and essential to the strong educational program at Champlin Park High School. Experiences in the classroom are valuable and essential. Time lost from class cannot be regained and absences will result in the loss of valuable opportunities to learn. **Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement.** All students have the responsibility to attend school daily, except when excused, and to be on time to all classes and other school day functions.

Attendance procedures for EXCUSED absences are listed below. **The school retains the right to determine excused absences.** All students are subject to the same procedures related to absences. **If a student truant a class 3 times they lose passing grade in that particular class.** Minnesota Statute 260.015 considers a child who has three (3) unexcused absences to be a “continuing truant.” After 7 unexcused absences, a report must be filed with the county.

## TRUANCY POLICY

- Loss of academic passing grade if truant more than 2 times.
- Students can regain their passing academic grade if the necessary detention(s) is(are) served within one trimester of that grading period.

For ANY absence, excused or unexcused, it is the STUDENT’S responsibility to find out what was missed during the class period and make-up the course work.

## REPORTING AN ABSENCE

When it is impossible for a student to be in class, the school will accept excuses for illness, family emergency, school activities and individual need as determined by the administration. Please call the appropriate number when your student is absent from school. Please call between 7:00 AM and 10:00 AM on the day of the absence. Students may also present a note from parent to the House Office by 7:40 AM the following day. The note should include a phone number where the parent can be reached.

**Pre-Arranged Absences:** Any student planning on missing three or more days of school to attend a pre-planned family vacation or other trip must pick up and complete a pre-arranged absence form from the House Office two weeks in advance.

## ATTENDANCE NUMBERS

<u>Last Name</u>	<u>Secretary</u>	<u>Phone No.</u>
A - Fez	Ms. Jennrich	763-506-6907
Ff - Lenz	Ms. Van Tuyl	763-506-6909
Leo - Roz	Ms. Carlson	763-506-7002
Rp - Z	Ms. Anderson	763-506-7007

## CLASSIFICATION OF ABSENCES

**A. School Authorized Absences:** These need verification at the time of the absence. Make-up work is required. Examples: field trips, official religious holidays, death in the immediate family, court appointments, or hospitalization.

- B. Excused Absences:** These need verification at the time of the return to school. Report to the House Office before school. Make-up work is required. Examples: Illnesses, family emergency, prearranged absences with parental permission.
- C. Truant Absences:** These absences are not school authorized and are not verified as excused by a parent. Consequences are assigned to students who truant from school/class.
- D. Medical and Dental Appointments:** Students should bring a written note from a parent or guardian stating the date, time to be excused and the name of the doctor or clinic. Students are expected to return following their appointment. These passes are issued through your House Office.
- E. Activity Participation:** Students participating in an extra curricular activity must be in attendance on the day of the activity by the start of 3rd period. This policy applies to students involved in athletics, music, drama, speech, debate, danceline, and other activities (dances, prom, etc.) scheduled during or outside the school day.
- F. Tournament Attendance:** Students planning on missing school to attend state tournaments or similar events need prior approval from their House Office. Approval must be obtained the day prior to the scheduled event. An absence not pre-approved is considered unexcused. Written notification from home is the preferred method of communication. Phone calls the day of the event will not be accepted. Students will be dismissed after 2nd period (10:45 AM) unless the start time of the event is earlier. This policy may be revised when our team competes in a state tournament. The school will provide permission slips.
- G. Leaving School Without Permission:** Leaving school requires checking out with school officials (nurse, assistant principal). Should a student become ill, have an appointment, etc., it is necessary to check out through either the Health Service Office or your House Office. Please do not go to the parking lot without first getting a pass from the assistant principal. Consequences are assigned to students who leave school without permission.
- H. Suspension from School:** NO participation in any school activity or athletics will be allowed.

## TARDIES

Any student who arrives at school after the start of first period class must report to their House Office immediately. There the student will receive a tardy admit slip, which is then given to his/her teacher upon arriving in class. Tardies will be recorded as excused (illness, appointments, family emergencies) or as unexcused (overslept, car trouble, late ride, missing the bus, weather). Consequences are assigned to students who are continually tardy to school.

Tardy #4 = 1st truancy

Tardy #8 = 2nd truancy

Tardy #12 = 3rd truancy and loss of a passing letter grade



## VIII. Building Code of Student Conduct

Cooperation is critical to the success of our school. Our school functions best when students, parents/guardians and staff work together to promote a safe and positive learning environment for all.

### ACADEMIC MISREPRESENTATION

Academic misrepresentation may be defined in any of the following ways:

1. Plagiarism means misrepresenting as your own work something done by another.
2. Collaborative effort is where two or more students jointly prepare and submit the same or substantially similar papers as individual efforts without the specific consent of the instructor. All assignments, unless specifically indicated otherwise, are to be completed by the individual student.
3. Dual submission means submitting the same paper or substantially similar papers to meet the requirements of more than one course without the prior approval of all instructors concerned.
4. Cheating means using any answers/content from another student without the knowledge and consent of the instructor, whether it be an assignment, a quiz, a test, a project, etc.

**Consequence:** The teacher will determine if the student will receive credit for the work or will be given a zero for the assignment. The administration and a parent will be notified of the problem by teacher. Teachers will explain these parameters and consequences during the first few days of school.

### BULLYING/CYBERBULLYING

Any person who believes he/she has been a victim of bullying, shall report the alleged act(s) immediately to their House Assistant Principal. *Please refer to the Anoka-Hennepin School District Secondary Student Handbook for this policy.*

### CHEMICALS/CONTROLLED SUBSTANCES

*Please refer to the Anoka-Hennepin School District Secondary Student Handbook for this policy.*

### DISRUPTIVE ITEMS AND SYMBOLS

Electronic equipment (iPods, cell phones, etc.) is expensive and easily stolen if left unattended. If you choose to bring these to school, you are doing so at your own risk. Repeated offenses will be met with disciplinary action, as will refusal to surrender such items when requested to do so by any school personnel. Display of symbols that are disruptive or offensive are prohibited (confederate flag, swastika, etc.). Display of drug/alcohol symbols or slogans along with slogans that are sexually suggestive in nature are also prohibited. Students who are involved in such action are subject to suspension from school.

### FIGHTING/ASSAULT

Please refer to the Anoka-Hennepin School District Secondary Student Handbook for this policy.

### FOOD/BEVERAGE POLICY

No food or beverages other than water is allowed in classrooms. At a teachers discretion, food may be allowed in class for a learning activity. Students are responsible for throwing away all trash. Food is not allowed out of the cafeteria.

### HARASSMENT

Any person who believes he/she has been victim of harassment must report the alleged act(s) immediately to their House Assistant Principal.

*Please refer to the Anoka-Hennepin School District Secondary Student Handbook for more information about this policy.*

### SMOKING

Possession, use, and/or transmission of tobacco, nicotine products, electronic cigarettes or look-a-likes in any form is against school regulations. Students who smoke on school property will receive the following consequences:

- 1st offense = 2 day suspension  
(for smoking inside of school)  
= 1 day (for smoking outside)
- 2nd offense = 5 days

A police referral will be made.

### STUDENT DISAGREEMENTS

We have a wide variety of ways to assist students in settling disagreements or disputes with another student(s). Our assistant principals, guidance counselors, police liaison and school psychologist all have strong backgrounds in this area and are excellent resources. In addition, we have a peer mediation program where trained student mediators assist students in resolving their differences.

### THREATS

Saying anything that makes another student or staff fearful is wrong regardless of the originator's intent (i.e. joking is not an excuse). **Any reference to a weapon or death is prohibited.** A threat may result in immediate suspension. Threats may also be referred to the police for charges.

### THEFT

Students who choose to steal school property or take items from classmates without permission will be suspended for 1 to 10 days, depending on the value of the item and the severity of the situation. A police referral will be made.

## IX. Academic Eligibility Requirements for Activity Participation

We believe strongly in the connection between involvement in activities and academic success. We highly encourage each and every student at Champlin Park High School to get involved with some programs outside of the regular school day. Students who participate in school sponsored activities must maintain academic eligibility. Students must earn enough credits each term in order to maintain eligibility for participation. Academic eligibility may be regained at the end of any trimester.

### Class of 2017 (27.0 credits to graduate)

	First tri.	Second tri.	Third tri.
Grade 12	19.5	22.0	25.0

### Class of 2018 (27.0 credits to graduate)

	First tri.	Second tri.	Third tri.
Grade 11	12.0	14.5	17.0
Grade 12	19.5	22.0	25.0

### Class of 2019 (27.0 credits to graduate)

	First tri.	Second tri.	Third tri.
Grade 10	5.5	8.0	10.0
Grade 11	12.0	14.5	17.0
Grade 12	19.5	22.0	25.0

### Class of 2020 (27.0 credits to graduate)

	First tri.	Second tri.	Third tri.
Grade 9	0.0	1.5	3.5
Grade 10	5.5	8.0	10.0
Grade 11	12.0	14.5	17.0
Grade 12	19.5	22.0	24.5

**Attendance-** Students participating in extracurricular activities must be in attendance the day of the activity by the start of 3rd period.

**Chemical Violations-** Students participating in Minnesota State High School League (MSHSL) activities are required to sign an eligibility bulletin every year. This bulletin clearly outlines the rules regarding chemical use and should be carefully read by students and their parents. Any student receiving two violations during the same season will be prohibited from continued participation for the remainder of the season. Any student receiving a total of three violations will no longer be able to participate in MSHSL activities. Students are prohibited from being a captain of a team for one calendar year if they have received a violation.

**Guilt By Association-** Students who attend “events” where alcohol or other chemicals are being illegally consumed may be subject to MSHSL penalties even if they are not participating in the consumption of these items.

**Social Networking-** Students who post personal information on Facebook, Twitter, etc. should realize that this information is highly public and could be used as evidence in an eligibility hearing, or any matter that could result in school discipline. **Furthermore, student-athletes posting messages about teammates, teachers, coaches, officials or opponents of a derogatory hurtful, inflammatory, insulting or unsportsmanlike nature may also face code of conduct consequences resulting in a loss of eligibility.**

**Suspension-** Students serving a day of in-school suspension (ISS) are still considered suspended for the day and are therefore not eligible for any type of participation in activities on those days. This would also apply for students serving out of school suspensions (OSS). Students who demonstrate behaviors that result in suspensions of five or more consecutive days of school will be also be held accountable to the MSHSL Code of Responsibilities and be subject to associated penalties.

## CHAMPLIN PARK HIGH SCHOOL SONG

Rebel pride and victory  
 Unity as one  
 Loyal fans shall send you cheers  
 Until the game is won.  
 Honoring thy colors bold  
 The silver, white, and blue  
 For here we set our mark  
 Rebel pride of Champlin Park  
 Loyally we cheer for you!!

# X. Student Activities

see Activities Calendar at [www.anoka.k12.mn.us/cphs](http://www.anoka.k12.mn.us/cphs)

## ATHLETIC PROGRAM

There is a well rounded program of athletics both intramural and interscholastic at Champlin Park High School. All students are encouraged to participate in them in accordance with their interests and abilities. The participation fees for each activity is determined by the School Board.

### BOYS SPORTS

FALL	ADVISOR
Adapted Soccer . . . . .	P. Kutches
Cross Country Running . . . . .	K. Moorhead
Football . . . . .	M. Korton
Soccer . . . . .	S. Dossett

WINTER	ADVISOR
Adapted Floor Hockey . . . . .	P. Kutches
Alpine Skiing . . . . .	G. Phleger
Basketball . . . . .	M. Tuchscherer
Hockey . . . . .	P. Janostin
Nordic Skiing . . . . .	C. Reitschel
Swimming . . . . .	J. Thiel
Wrestling . . . . .	B. Maresh

SPRING	ADVISOR
Adapted Softball . . . . .	T. Johnson
Baseball . . . . .	C. Davis
Golf . . . . .	J. Goodrich
LaCrosse . . . . .	B. Blaeser
Tennis . . . . .	B. Larson
Track . . . . .	B. Knutson

### GIRLS SPORTS

FALL	ADVISOR
Adapted Soccer . . . . .	P. Kutches
Cheerleading . . . . .	H. Larson/M. Bolduc
Cross Country Running . . . . .	K. Moorhead
Danceline . . . . .	K. Hanson
Soccer . . . . .	C. Nimmer
Swimming . . . . .	J. Thiel
Tennis . . . . .	L Shaw
Volleyball . . . . .	J. Yunker

WINTER	ADVISOR
Adapted Floor Hockey . . . . .	P. Kutches
Alpine Skiing . . . . .	G. Phleger
Basketball . . . . .	J. Steck
Cheerleading . . . . .	H. Larson/M. Bulduc
Danceline . . . . .	M. Festler
Gymnastics . . . . .	J. Wynia
Hockey . . . . .	J. Koltes
Nordic Skiing . . . . .	C. Reitschel
Swimming . . . . .	J. Thiel

SPRING	ADVISOR
Adapted Softball . . . . .	P. Kutches
Golf . . . . .	T. Askew
Lacrosse . . . . .	K. McCann
Softball . . . . .	B. Woodley
Track . . . . .	M. O'Neill

## FINE ARTS PROGRAMS

Many opportunities are available to students wishing to participate in the fine arts. A participate fee, established by the School Board, is required. Check with the Activities Secretary for the fee cost.

MUSIC	ADVISOR
Band . . . . .	S. Lyons
Drumline . . . . .	S. Lyons
Jazz Band . . . . .	S. Lyons
Marching Band . . . . .	S. Johnson
Orchestra . . . . .	L. Comstock
Pep Band . . . . .	S. Lyons
	S. Johnson
Vocal Music . . . . .	L. Tempel
Winter Guard . . . . .	S. Lyons

THEATER	ADVISOR
One Act Play . . . . .	J. Millner
Theater Activities . . . . .	J. Garofano

SPEECH	ADVISOR
Speech . . . . .	K. Widstrom-Landgraf & C. Baker-Ravio

DEBATE	ADVISOR
Debate . . . . .	K. Snell

## NATIONAL HONOR SOCIETY

One of the highest honors that a student can reach is membership in the National Honor Society.

Requirements for membership and continued involvement are: a weighted GPA of 3.75, strong active school and community service, positive character, and leadership as set forth by the national organization.

Membership is announced to qualifying juniors and seniors each spring through a letter in the mail. Applications are turned in and reviewed. New members will be notified during the summer. The induction ceremony is held each September for elected members. This organization has provided scholarships and promoted student leadership in various school community organizations. The faculty committee will consider any violations of the Minnesota State High School League and CPHS policy as part of the selection process. The advisors for the program and K. Denny and L. Keeling.



# XI. Important Dates

## SEPTEMBER

6 .....1st Day of School  
26-30 .....Homecoming

## OCTOBER

13.....Parent Teacher Conferences  
19-21 .....No School

## NOVEMBER

10 .....Teacher Conferences  
23-25 .....No School



## DECEMBER

1 .....End of Trimester 1  
5 .....No School  
23-30.....Winter Break - No School

## JANUARY

2 .....Winter Break - No School  
16 .....No School  
23-27 .....Snowdays Week  
26 .....Teacher Conferences

## FEBRUARY

20-21 .....No School  
23 .....Parent Teacher Conferences

## MARCH

9 .....End of Trimester 2  
10 .....No School  
13-17 .....Spring Break - No School

## APRIL

14 .....No School  
27 .....Teacher Conferences

## MAY

18 .....Teacher Conferences  
30 .....No School

## JUNE

4.....Graduation  
7-8.....Half Day Finals

### 2016-17 Calendar key dates - grades K-12

- Jul 4 .....District closed, holiday
- △ Aug 23-25 .....New teacher orientation
- Aug 29-Sep 1 .....No students, workshops
- Sep 5 .....District closed, holiday
- **Sep 6 .....First day of school**
- Oct 10 .....No elem students  
.....elem PLC/conf, K-5 para staff dev
- Oct 19 .....No students, staff dev
- Oct 20-21 .....No school, MEA
- Nov 23 .....No school, teacher, paras, cooks  
.....conf conversion day
- Nov 24 .....District closed, holiday
- Nov 25 .....District closed, designated holiday
- Dec 1 .....End of trimester one
- Dec 2 .....No students, staff planning, grades
- Dec 5 .....No students, PLC/staff dev  
.....9/10 month duty day
- Dec 23 .....District closed, designated holiday
- Dec 26 .....District closed, holiday
- Dec 27-30 .....No school, winter break
- Jan 2 .....District closed, holiday
- Jan 16 .....No school, MLK day
- Feb 20 .....District closed, holiday
- Feb 21 .....No students  
.....elem PLC/conf, sec staff dev
- Mar 9 .....End of trimester two
- Mar 10 .....No students, staff planning, grades
- Mar 13-15 .....No school, spring break
- Mar 16-17 District closed, designated holiday
- Apr 14 .....No students, staff dev
- May 29 .....District closed, holiday
- Jun 8 .....End of trimester three
- **Jun 8 .....Last day of school**
- Jun 9 .....No students, staff planning, grades

JULY					NOVEMBER					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1		1	2	3	4			1	2	3
4	5	6	7	8	7	8	9	10	11	6	7	8	9	10
11	12	13	14	15	14	15	16	17	18	13	14	15	16	17
18	19	20	21	22	21	22	23	24	25	20	21	22	23	24
25	26	27	28	29	28	29	30			27	28	29	30	31

AUGUST					DECEMBER					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30					

SEPTEMBER					JANUARY					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6	1	2	3	4	5
5	6	7	8	9	9	10	11	12	13	8	9	10	11	12
12	13	14	15	16	16	17	18	19	20	15	16	17	18	19
19	20	21	22	23	23	24	25	26	27	22	23	24	25	26
26	27	28	29	30	30	31				29	30	31		

OCTOBER					FEBRUARY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7			1	2	3				1	2
10	11	12	13	14	6	7	8	9	10	5	6	7	8	9
17	18	19	20	21	13	14	15	16	17	12	13	14	15	16
24	25	26	27	28	20	21	22	23	24	19	20	21	22	23
31					27	28				26	27	28	29	30