

Champlin Park

High School

Student Handbook



2018 – 2019

Cooperation

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

Welcome to Champlin Park High School

We welcome you to CPHS for the 2018-2019 school year! We look forward to working with you and believe that the four years we share together will prepare you for post-secondary life. This handbook is intended to help you become better acquainted with Champlin Park High School. In this handbook, you will find some of the district policies and operations, however for a complete listing please visit [Anoka-Hennepin District Handbook](#) for a complete publication of the Anoka-Hennepin Schools District Handbook. For clarification on information in the handbook or other school issues, please contact any staff member.

Here's to a great school year!

Mr. George
Principal

Go
Rebels!!!

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I. INTRODUCTION

MISSION OF ANOKA-HENNEPIN SCHOOLS

It is the primary mission of the Anoka-Hennepin School District to effectively educate each of our students for success. To fulfill this mission, the school district is accountable for:

- Providing a caring, highly trained and effective staff who use research-based best practices.
- Providing learning opportunities that meet the individual learning needs of each student.
- Monitoring student achievement to maximize each student's learning.
- Promoting high achievement for all students.
- Acknowledging parents' roles as their children's primary educators and partnering with them to increase student success.
- Improving connections with the community to foster public involvement with and understanding of our educational programs.
- Providing a safe and respectful learning environment.
- Using all resources efficiently and effectively.

MISSION OF CHAMPLIN PARK HIGH SCHOOL

It is the mission of Champlin Park High School to be a collaborative educational community dedicated to increased achievement for all.

CPHS Guiding Goal

Staff at Champlin Park will implement strategies to ensure that students are on track to graduate with their class and are prepared for post-secondary success.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited by students and staff at least one time per week according to Minnesota Statute 121A.11.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect to do so. Students and school personnel must respect another person's right to make that choice.

SCHOOL PRIDE

We are the Rebels and this is our home. As a family, it is our responsibility to take care of our school by keeping the building and campus clean and attractive.

BELL SCHEDULES		
REGULAR (M, TH, F)	ADVISEMENT (T)	COLLABORATION (W)
		<u>CT Time:</u> 07:10 - 08:20
<u>Period 1:</u> 07:40 - 8:47	<u>Period 1:</u> 07:40 - 08:37	<u>Period 1:</u> 08:30 - 09:29
	<u>Advisement:</u> 08:44 - 09:29	
<u>Period 2:</u> 08:54 - 10:01	<u>Period 2:</u> 09:36 - 10:33	<u>Period 2:</u> 09:36 - 10:33
<u>Period 3:</u> 10:08 - 11:15	<u>Period 3:</u> 10:40 - 11:37	<u>Period 3:</u> 10:40 - 11:37
<u>Period 4:</u> 11:22 - 01:06	<u>Period 4:</u> 11:44 - 01:16	<u>Period 4:</u> 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
<u>Period 5:</u> 01:13 - 02:20	<u>Period 5:</u> 01:23 - 02:20	<u>Period 5:</u> 01:23 - 02:20

OFFICE INFORMATION

Main Office – 763.506.6800

Activities Office – 763.506.6902

House I Office – 763.506.6907

House II Office – 763.506.6909

House III Office – 763.506.7002

House IV Office – 763.506.7007

II. Academics

ACADEMIC INTEGRITY

Integrity is essential to excellence in education and life more generally. Assessments and other schoolwork are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear understanding of the student's mastery of the course objectives. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will find an alternative way to assess the student's knowledge. It is at this point that all parties—parents, teachers, administrators, and the student—work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way.

CLASSIFICATIONS & DEFINITIONS

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion. Additional classifications may be added at any time point. Examples include, but are not limited to the following:

1. Copying or sharing homework or allowing someone to copy your homework.
2. Asking or letting your project partner do your fair portion of the work.
3. Sharing test questions and/or answers concerning what is on a test with other students either verbally or electronically (e.g., text messages, iPods, earphones, calculators with memory systems, PDAs, Bluetooth technology.)
4. Looking on another's test/quiz or allowing another to copy a test/quiz.
5. Submitting another's work as your own with or without the other person's knowledge (i.e., plagiarism).
6. Working with others on an assignment that is intended to be done individually.

Cheating: Using dishonest methods to gain an advantage.

Collusion: A secret agreement or cooperation especially in order to cheat or deceive others.

Plagiarism : The practice of taking someone else's work or ideas and passing them off as one's own.

CONSEQUENCES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

A violation of the academic integrity policy is a behavioral infraction and shall be treated as such. Offenses are cumulative for all courses over the high school academic career. Administration may increase the level of consequences based on the facts and the violations of other policies as warranted.

PROCEDURES FOR REPORTING ACADEMIC DISHONESTY

1. If a staff member believes that a student violated the academic integrity policy, he/she will discuss the incident with the student.
2. The staff member will report the infraction to administration. All violations will be reported.
3. The staff member will inform parent(s) of the infraction via a phone call.
4. The administration will meet with the student, and parent(s) as required, to review the incident and to establish the consequences. A follow-up meeting may be necessary to review the student's actions subsequent to the incident.
5. The violation will be entered into the student's discipline record.

CONSEQUENCES FOR VIOLATIONS

Administration will use the following grid to establish the consequence for violations. Consequences are per class, documented cumulatively through high school and are recorded in the student's discipline record. Acts of academic dishonesty are subject to Minnesota State High School League (MSHSL) Student Code of Conduct Rules. If the behavior warrants, the level of consequence may be increased based on the facts and violations of other student expectations. Acts of academic dishonesty might include violations of other policies. In such cases, appropriate responses to those behaviors will be implemented.

	1st Offense	2nd Offense
Behavior Modification	Student will have a conference with a principal. In addition, the student will complete a required ethics study within one week and before an alternative assessment can be considered.	Student with their parent/guardian will have a conference with a principal. It may be necessary for the student to meet with their school counselor.
Consequences	<p>-Detention and/or in-school suspension.</p> <p>-Failure to complete the ethics study within one week may result in suspension.</p> <p>-Activities Director notified and student's status in honor organizations, athletics (considered a violation of MSHL Rules), Student Govt and/or other similar organizations may be affected.</p>	<p>-Student may be suspended. and/or</p> <p>-Student may be removed from class with the grade of an F. Student will need to re-take the course.</p> <p>-Activities Director notified and student's status in honor organizations, athletics (considered a violation of MSHL Rules), Student Govt and/or other similar organizations may be affected.</p> <p>-Student may be assigned community service.</p> <p>-Other consequences may include, but are not limited to, behavior contract and/or loss of student privileges (e.g., parking permit, attendance at activities).</p>

Consequences Continued	Consequences may be advanced according to severity of the incident.	Consequences may be advanced according to severity of the incident.
Documentation	The offense will be recorded in official discipline record. School Counselor will be notified.	The offense will be recorded in official discipline record. School Counselor will be notified.
Notification	Teacher will contact parent/guardian and phone conference/meeting will take place with principal.	Teacher will contact parent/guardian and in-person meeting will take place with principal.
Evaluation of Assessment	The teacher and administrator will determine: -The amount of credit to be earned. -If an alternate assessment is an option. Failure to complete the assessment within the required timeframe will result in a score of 0.	The teacher and administrator will determine the amount of credit to be earned. Failure to complete the assessment within the required timeframe will result in a score of 0. or Students in violation of the policy will complete all the necessary assessments when re-taking the course.

GRADING

The primary purpose of grading is to communicate the academic achievement status of students to the students, their families, employers, and post-secondary institutions.

Teachers of the same course will apply the grading parameters in the same manner. Students should refer to the grading syllabus for specific grading procedures such as common percentage scale, late work, grade calculation, and other topics.

WEIGHTED GRADES

The following grade points scales are used to assign point values to each letter grade in order to compute the Grade Point Average (GPA). International Baccalaureate (IB), Honors (H) and Advanced Placement (AP) courses use a different, weighted scale. The Weighted Grade Point Average (WGPA) is used to determine all honors.

Standard Scale	Weighted Scale
A = 4.00	A = 4.33
A- = 3.67	A- = 4.00
B+ = 3.33	B+ = 3.67
B = 3.00	B = 3.33
B- = 2.67	B- = 3.00
C+ = 2.33	C+ = 2.67
C = 2.00	C = 2.33
C- = 1.66	C- = 1.66
D+ = 1.33	D+ = 1.33
D = 1.00	D = 1.00
D- = 0.67	D- = 0.67
F = 0.00	F = 0.00
P = No Value Assigned	P = No Value Assigned
3 truants = Loss of Letter Grade	3 truants = Loss of Letter Grade

ADVANCED LEVEL ELECTIVE COURSE GRADING

Advanced Level courses being taken as an elective do have the option of P/F grading.

A parent/guardian conference will be held with student and their School Counselor prior to the approval of this option. The grading option form (and the conference completed) must be turned in to a School Counselor on/before mid-term of the new trimester.

ACADEMIC LETTERING

Academic Lettering status is determined by cumulative weighted GPA at the end of Trimester III 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 (*given during current year after Tri II)

GRADUATION REQUIREMENTS

Students need to earn 27 credits in order to receive a Champlin Park High School diploma. For specific information, please refer to the Anoka-Hennepin District Handbook.

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 and Improvement

Honor Rolls are determined based on Weighted Grade Point Average.

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

SCHEDULE CHANGES

Students are encouraged to make careful course selections during registration due to its direct correlation to the development of the master schedule for the upcoming school year. For this reason, only in certain situations can a schedule be changed. Single trimester elective changes can be requested prior to the trimester beginning.

Common reasons schedule changes are approved include the following:

- Do not have the prerequisite.
- Failed a prerequisite / inappropriate placement.
- Medical need (requires official documentation).
- Educational options (i.e. PSEO or STEP).
- Computer error.

Common reasons schedule changes are not approved include the following:

- Changing teachers.
- Changing class hours.
- Requesting classes with friends.
- Switching due to activities participation.
- Student changing their mind about a class they signed up for.
- Dropping AP, CIS or Honors courses.
- Dropping music courses.
- Dropping STEP (students may be able to change STEP classes based on remaining open classes).

REPEATING A CLASS – REMOVING THE “F” GRADE

Your grade will only be changed by completing the form after you have re-taken the class.

- Complete form if you have failed a course at an Anoka-Hennepin High School and have re-taken and passed the same course or a course that meets the same requirement. (Examples: failed Hon Chemistry A, re-took Chemistry A and passed failed Intermediate Alg A, re-took 3 Tri Intermediate Alg A and passed).
- This process removes the course and the grade from the transcript.
- After turning in the completed form to your counselor the course, grade and credit will be removed and your GPA updated within approximately two weeks.
- The form will be returned to you after the grade has been changed as confirmation.

REPEATING A CLASS – REMOVING COURSE WITH LOWER PASSING GRADE

Your grade will only be changed by completing the form after you have re-taken the class.

- Complete form if you have retaken a previously passed course or a course equivalent and you want your lower grade AND credit removed from your transcript. (Examples: remove C for Hon Chemistry A due to earning B in Chemistry A remove D- in US History B due to earning a B after re-taking US History B).
- This process is only available if the course to be removed was taken at an Anoka-Hennepin High School.
- Because this process takes away earned credit as well as the grade, you need to have parent approval and meet with your counselor to confirm that you do not need the credit.
- After turning in the completed form to your counselor the course, grade and credit will be removed from your transcript and your GPA updated within approximately two weeks.
- The form will be returned to you after the grade has been changed as confirmation.

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.

III. ATTENDANCE

Good attendance helps students do well in the classroom and eventually in the workplace. Excused and unexcused absences quickly add up to too much time lost in the classrooms. Regular attendance is the foundation for successful at Champlin Park. It is essential that Champlin Park students and their families take responsibility for knowing and following the Attendance Policy. The school reserves the right to classify an absence, and may request medical documentation.

Champlin Park's Attendance Definitions:

- Satisfactory attendance means missing 5% or less of class for the school year, or about 9 days per year.
- Chronic absenteeism means missing 10% or more of class for the school year, or about 17 days per year.

Habitually truant means a child under the age of 16 who is absent without lawful excuse for seven (full or part) school days. Administration will refer a habitual truant student and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute 260A.03. School administration will work with students with attendance issues.

RESPONSIBILITIES FOR STUDENTS – It is the responsibility of the each student to:

1. Attend all classes on a daily basis. Students must remain in the classroom for the entire period. If students leave class without permission, or leave class early, they will be marked absent.
2. Monitor the total number of absences, including those that are school authorized.
3. Ensure that a parent/guardian calls the attendance office prior to absences or within 24 hours after an absence.
4. Pre-arranged absences should be communicated to both the House Office and teacher.
5. Monitor notifications regarding attendance, missed class periods and detention hours. It is the student’s responsibility to ensure they are checking daily to ensure timely Response to attendance and other notifications.
6. Attend every class period that is considered to be his/her “official” and “current” Schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the school counselor has provided a new “official” schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
7. Report, when ill, to the Health Office.
8. Follow all check-in and check-out procedures.
9. Contact teacher to arrange make-up work.
10. Complete detention(s), within required timeframe, to regain academic letter.
11. Arriving/Leaving school requires checking in/out with the House Office. A consequence may be assigned for a student who leaves without permission.

CLASSIFICATION OF ABSENCES

Excused Absences

1. Illness (medical documentation may be required)
2. Family emergency
3. Pre-arranged family vacations
4. Medical appointments
5. Field Trips
6. Religious Holidays
7. Death in the student’s immediate family or of a close friend or relative
8. Court appointments
9. School sponsored competitions

Unexcused Absences

1. Any absence in which a student and/or parent/guardian fails to comply with Champlin Park reporting procedures.
2. Missed bus
3. Overslept
4. Truancy
5. Other non-school approved excuses

EXCESSIVE ABSENCES

Students with excessive unexcused absences can anticipate that they will meet with an assistant principal to discuss attendance issues. Parents/guardians will be communicated with on all unexcused absences and in addition:

3rd Unexcused Absence – A 3 day truancy letter will be sent home/AP meets with the student

4th Unexcused Absence – Parent meeting

6th Unexcused Absence – Hennepin Country Truancy filed

TRUANCY POLICY

Students will lose their academic letter grade should they reach:

1. Nine unexcused tardies in one class – per trimester. Three unexcused tardies equals one truancy.
2. Three truants in one class – per trimester.

Students can regain their passing academic letter grade (A, B C, D) if detention is served for each truancy received for a particular class.

IV. BUILDING CODE OF STUDENT CONDUCT

At Champlin Park High School, we believe that learning is optimized when students feel safe and welcome in school. School 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.

STUDENT DRESS

Student dress must align with the educational goals and standards of our school and district. Clothing that is fashionable may not be appropriate for school. 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, hoods, stocking caps, face paint, and masks are examples of items that conceal identity and are not to be worn in the building. Exceptions will be made for religious, ethnic and medical reasons.

CELL PHONES AND ELECTRONIC DEVICES

The use of electronic devices in the classroom is intended to enhance the learning environment for students. Non-school distributed electronic devices (this includes cell phones) may be used in the classroom with teacher approval.

It is an expectation of students to follow the classroom protocols related to cell phones and electronic devices. Students who do not adhere to the protocols will be sent to their House Office.

Cell phone use in the classroom, without teacher direction, is not allowed - Please reference each teacher's syllabus for specific expectations. Cell phones can be used in the hallways, during lunch and before/after school.

The use of electronic devices (such as chromebooks) in the classroom is intended to enhance the learning environment for students. Non-school distributed electronic devices may be used in the classroom with teacher approval.

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

The use of electronic devices should not disrupt the school environment, promote inappropriate behavior, or violate rights to privacy (this includes staff and students).

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

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

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. Any tardiness or absences which result from not riding school district transportation will be unexcused.

POLICIES, PROCEDURES AND GUIDELINES

Please refer to the Anoka-Hennepin District Handbook for the following:

Bullying/Cyberbullying Policy

Chemicals/Controlled Substances Policy

Discipline Policy:

- Disruption
- Physical Aggression/Fighting
- Tobacco
- Transportation
- Weapons

Equal Educational Opportunity Policy

Harassment Policy

Hazing Policy

Technology Policy

For a complete list of policies, please refer to the Anoka-Hennepin District Handbook.

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

V. SCHOOL LIFE

After School Hours/Activity Buses

Students need to be in a supervised area or out of the building by 2:35 PM.

Activity buses are available for students who stay after school for school purposes. Activity buses leave from the west side of the building at 5:05 PM.

Health Office

The Health Office is located on the first floor and staff is on duty to assist students who become ill or injured. Student who become ill during the school day must report to the Health Office with a pass from the class period teacher. The Health Office staff will work with the parent/guardian to determine if the student should remain in school or go home.

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. Lock your locker, do not share with unassigned students and do not give your combination to another student.

LUNCHROOM

Students carry the responsibility for cleaning their eating area and leaving the lunch table presentable for other students. The following are expectations that all students must adhere by:

1. Students are not to leave campus during lunch.
2. Each student is expected to deposit his/her trash in the proper trash or recycling container.
3. Theft of food or beverage may result in community service, suspension, and a police referral.
4. Students who throw their lunch tray in the garbage may be charged \$8.00.

Parking Lot/Permit

A permit is required for parking on school days during school hours. Student are to park on the east side of the school. The permit fee is \$35.00/trimester or \$105.00 for the year. Daily permits can be purchased for \$2.00 per day.

Students who abuse parking lot expectations and regulations may lose their permit privileges. Any student may have their parking permit revoked as a disciplinary consequence for tardies, truancies, behavior or careless driving. Permit fees would not be refunded. Vehicles parked on school property without a valid permit or parked illegally will be ticketed. A fine of \$15.00 will be assessed per ticket.

Students who access the parking lot without prior permission will be provided a detention.

Vehicles on school property are subject to search by school officials.

Students who misuse parking lot privileges may be subject to parking permit consequences:

- 1st Offense: Detention and a warning
- 2nd Offense: Detention and two weeks without permit
- 3rd Offense: Detention and permit revoked for trimester

PASSES

Students in the hallways during class time are required to have a pass. Students will receive a trimester pass card which will allow them up to 12 passes per trimester.

Students arriving or leaving school must check in with their house office. Leaving the building without a pass will be considered a truancy and will result in a detention.

VISITORS

For safety purposes, student visitors are not allowed during the school day.

All adult visitors (parents/guardians), must enter at the main entrance, E3. Visitors will swipe their driver's license in the vestibule, be provided their visitor badge and then buzzed in. All visitors are encouraged to have a pre-scheduled appointment to ensure access to the needed staff member.