

Student Handbook / Policies and Procedures

2011-2012



Table of Contents

Parental and Student Commitment to Excellence	3
Mandatory Intake Policy	3
Homework Policy	3
Honor Roll	4
Attendance Policy	4
Dippy Hour	5
Demerit System and Dippy Hour / After-school detentions	6
DippyPoints	7
Dress Code Policy	7
Prohibited Items / Cell Phone Policy	9
Tardy Policy - morning / Early Dismissal Policy	10
Morning / Breakfast Policy	10
Tardy Policy - between classes	11
Hallway Policy	11
Leaving Classroom Policy	12
Locker Policy	12
Lunch Policy	12
After School Policy	12
Yellow Bus / Transportation provided by CHS Policy	13
Reinstatement from Suspension Policy	13
Food / Drink Policy	13
PBIS Chart	14
Community Service Policy	15
PBIS	15
Library Policy	16
Computer Use Policy	16
Physical Education Policy	16

Parental and Student Commitment to Excellence

This document serves as a commitment between parent, student and the staff of CHS to work together toward excellence. The following pages outline the policies and procedures of the school. We are confident that these policies create a learning environment that promotes safety and intellectual advancement. **This handbook is connected to an online survey that all students and parents must take before a student may begin classes.** The online survey serves as the Community High School Parent and Student Commitment to Excellence, which outlines the expectations of the student and parent. This document should be electronically signed by all parties sharing in this commitment, and kept in the student's file.

Mandatory Intake Policy

Before a student is permanently enrolled at CHS, the parent and student must meet with CHS staff to review every policy, procedure, and expectation. Parents and students must commit to CHS social and academic expectations by completing the online *Community High School Parent and Student Commitment to Excellence*. Parents and students must sign all district-required documents. A student is not allowed to attend classes until these forms have been signed and received.

Homework Policy

At Community High School, homework is considered vital to success, as it helps prepare students for the great works they will do in their lifetime. Classwork and homework are important parts of learning. Homework assignments are given to help reinforce the skills, concepts and ideas learned in class. They also prepare the students for further investigation, upcoming lessons, and allow for continual evaluation of the students' progress and understanding. Student work should consistently reflect the ability of the student as well as the high expectations of the parents/guardians and teachers. ***Complete, neat, accurate, prompt and carefully done classwork and homework are expected.*** If a student consistently neglects to complete his/her homework, or completes it poorly, it may result in the student not becoming proficient in the necessary skills to advance to the next grade level at the end of the school year.

Homework is assigned on a daily basis. CHS recommends 90-120 minutes of studying each night. These times include at least 20 minutes of reading time that should be done every day. Homework may take a little more or less time, depending on the student and circumstances. **If a student consistently spends more or less time on homework, please contact his/her teacher.** Note: *if an assignment is completed in school, it is expected that it be taken home and reviewed by the student and parent/guardian.*

Each quarter students receive a homework book. The homework book can be replaced for \$3 (the librarian has replacements and collects replacement fees). Students must carry the homework book to each class and visibly place the homework book on his/her desk *before class begins*. The

student is responsible for writing down the assignment each period. If a student has no homework in a class, he/she must write "No homework". A parent/student can request that the teacher initial the homework book to verify that no homework has been assigned.

This year, CHS encourages parents to sign the homework book daily. The parent "signing off" indicates that the homework has been completed, checked, and given the parental "stamp of approval". If parents "sign off" on the homework book, students can earn "Dippy Points", which can be used for various incentives (see Dippy Points, p. 7).

Consequences for missing homework

If a student does not fully complete his/her homework, copies, or submits an assignment that is done in haste, the assignment does not count. If students consistently turn in assignments lacking in quality, the school will respond with homework interventions, such as: mandatory placement in a *dependent study hall* during "Dippy Hour" (see the following page), after school tutoring, parent phone calls/conferences, and/or grade reduction.

Honor Roll Policy

Community High School looks at four areas to determine if a student is on the honor roll:

1. GPA: above 3.25
2. Attendance: above 90%
3. Tardies: less than 4 per quarter (before or during school)
4. Homework: consistent completion of homework as determined by staff and "Dippy Hour" status.

If a student meets all 4 criteria, they are placed on the honor roll. Students on the honor roll earn privileges that other students have not. Parents also receive a bumper sticker that acknowledges their student's success at CHS.

Attendance Policy

Regular daily attendance is a requirement for all students. All students are expected to be supervised and in their assigned area at all times. Attendance is taken in each class. Students are marked absent for each class he/she misses. If a student comes to school late or leaves early, he/she is marked absent for the classes missed. **Plan to be here by 8:30 a.m.** School starts at 8:45 and ends at 4:00 p.m. Students can receive make-up work for up to 10 excused absences a year. The school does not make accommodations for students with excessive absences in terms of makeup work.

If a student is absent, please call the school at 414-256-8200. Parents must provide an excuse ***in writing*** within 2 days of a student's return to school before the absence is considered fully excused. The office will give the student an excused absence form, which the student must show to each teacher. **If a student has 5 or more unexcused absence throughout the entire school year, the school will hold a mandatory**

meeting with the parent at the school. Excessive unexcused absences will lead to social worker intervention and/or a referral to the district attorney's office.

Students are not allowed in the building earlier than 8:15 a.m. From 8:15-8:35 students go to the cafeteria. Students should not report upstairs before 8:35. Only students with written permission from a classroom teacher can be upstairs before 8:35. They cannot congregate in the library, hallway, or stairwell. Students who arrive before school or after school must be working on school related activities and must be directly supervised by a classroom teacher. Loitering, playing video games or listening to music is not allowed in shared spaces. **Students who loiter after school will not receive transportation home from the school, and will be asked to leave the building.** Further disciplinary action may occur if this behavior is recurring, including suspension and/or police involvement.

Dippy Hour

Each day students who follow the policies and procedures as outlined in this handbook earn an incentive period, also called "Dippy Hour". Dippy Hour is a chunk of time set aside for students to do a variety of activities, including: internet/computer exploration (within the guidelines defined in the Student Acceptable Computer Use policy), physical activity in the gym or outside, use of library, or an independent study hall in which students can talk, listen to music, and work on assignments at their own pace. Teachers take attendance and monitor each Dippy Hour. Students are assigned to a specific Dippy Hour quarterly. Only students who have explicit permission from a teacher can switch Dippy Hours during the week.



As stated on the previous page (see *Consequences for missing homework*), **students who consistently fail to complete quality homework are placed in a dependent study hall during Dippy Hour.** During this period, students must bring homework to their assigned classroom each day before the bell rings, and work quietly on assignments.

The goal is to "work their way out" of *dependent study hall*, and to earn back regular Dippy Hour options. Students must demonstrate productive and cooperative behavior for a full quarter before an official change of schedule occurs.

However, students in **dependent study hall** can earn a placement in the regular Dippy Hour on a weekly basis, provided the week is at least 4 days long. If students demonstrate productive and cooperative behavior in the dependent study hall, thereby yielding more and higher quality work, a teacher can issue a pass to Dippy Hour on the last day of the week (Thursday of a 4 day week, or Friday of a 5 day week).

On the other hand, if students violate CHS policies and procedures in the dependent study hall, or fail to work diligently on homework assignments, they will remain in the class. A teacher can also remove a student from the dependent study hall classroom, and place him/her in the detention room if

he/she disrupts, sleeps, does not bring work, or violates school rules.

Demerit system and Dippy Hour / After-school Detentions

The chart below provides an outline for minor policy infractions. For most minor infractions, students will receive a phone call home, a loss of Dippy Hour, or an after-after school detention. Chronic infractions can lead to an out-of school suspension with mandatory parent reinstatement.

<p>Stage 1</p>	<p>1. Parent will receive an automated call at the end of the day 2. Behavior will be documented in student information system</p>
<p>Stage 2</p> <ul style="list-style-type: none"> • 2nd offense / day • 3 Stage 1s / week 	<p>1. Loss of privilege / “Dippy Hour” 2. Parent will receive an automated call at the end of the day 3. Behavior will be documented in student information system</p>
<p>Stage 3</p> <ul style="list-style-type: none"> • 3rd offense / day • 3 Stage 1s / week • 2 Stage 2s / week 	<p>1. Loss of privilege / “Dippy Hour” 2. Parent will receive an automated call at the end of the day 3. Behavior will be documented in student information system</p> <p>4. After school detention</p> <ul style="list-style-type: none"> • DTs are after school Tuesdays and Thursdays • Student must serve detentions within 2 “sessions” <ul style="list-style-type: none"> • example: If they receive a detention on a Tuesday, they can serve either Tuesday or Thursday; if they receive a detention on a Friday, they can serve either Tuesday or Thursday of the following week • If student fails to serve detention, possible consequences include: <ul style="list-style-type: none"> • In-school suspension with parent • Restorative justice project • Out-of-school suspension • Additional detentions
<p>Stage 4</p> <ul style="list-style-type: none"> • 4th offense / day • 4 Stage 1s / week • 3 Stage 2s / week • 2 Stage 3s / week 	<p>1. Loss of privilege / “Dippy Hour” 2. School will contact parent personally 3. Behavior will be documented in student information system</p> <p>4. Additional Interventions:</p> <ul style="list-style-type: none"> • In-school suspension with parent • Out-of-school suspension (with parent conference at school to reinstate) • Collaborative Support Team (with school psych, social worker, school leadership) • Restorative justice project
<p>Stage 5</p> <ul style="list-style-type: none"> • Multiple stage 4s 	<p>Central office hearing to determine school placement</p>

Dippy Points

The Dippy Point system is an opportunity for students to gain recognition for positive behavior. Simply put, students earn points for following the policies and procedures outlined in this handbook. Dippy Points can be exchanged for rewards, such as field trips and tangible prizes. The staff also looks at Dippy Points when determining Community Service placements and other activities requiring a high level of independence and reliability. **Note: Students can only gain points by doing the right thing. Points cannot be deducted.**



There are three main ways to earn Dippy Points:

In the classroom

Teachers may use Dippy Points to encourage desired outcomes in the classroom. However, teachers should avoid the overuse of Dippy Points for normal, everyday behaviors. Because research suggests that tangible rewards, particularly those that are given immediately after a student “behaves well”, can take the focus off of the task at hand, Dippy Points in the classroom are for going **above and beyond** what is expected. In an effort to reduce subjectivity, the classroom teacher will make every effort to state in advance how points can be earned.

School-wide

Each week the school will focus on specific behaviors through the targeted use of Dippy Points. A classic example: CHS students should be in their seats with books out before the bell rings. Without informing the students, the staff will pre-select a day and time to acknowledge students who demonstrate this behavior (Friday, 7th period, for example). An announcement will be made for staff to issue Dippy Points to students who are on time and ready to go. Students can expect this type of Dippy Points about twice a week.

Tuesday and Thursday Business Casual / Wednesday CHS Gear

Every Tuesday and Thursday students can earn Dippy Points if they dress in business casual attire (see p. 9). Wednesdays students can earn Dippy Points if they wear CHS gear (available at www.communityhs.net/store). Students must be wearing the clothing before the school day begins (they cannot change into clothing during school) and follow all guidelines the entire day. Of course, all other dress code rules apply, as described below.

Dress Code Policy

All students must come to school dressed according to the Community High School dress code every day. If a student is dressed inappropriately, a parent will be called and asked to bring in appropriate clothes before the student may return to class. *If students chronically violate CHS dress code policy, students may receive a suspension and will not be allowed to return to class until reinstated with a parent conference at the school.* Students may not change out of the appropriate clothing at any point during the school day. Inappropriate items will be confiscated and kept until

a parent comes to claim them.

The following guidelines are intended to be of assistance to students and parents in determining suitable and appropriate forms of dress and grooming for school attendance. The major responsibility for decisions made in this area rests with the parents and students per Wis. Stat-120.13(1)(a).

1. Once students enter the school building, the wearing of headgear of any type (hats, bandannas, or wave caps) is not permitted. Students may not CARRY headgear with them to classes. Note: The wearing of headgear for religious and medical reasons is permitted.



2. Students are prohibited from wearing or carrying any jackets/coats or any outdoor outerwear accessories deemed inappropriate by staff during normal school hours.

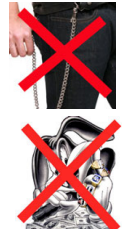


3. Students are prohibited from displaying anything on their attire or on their person that gives the impression of being gang-related while on school property or at school-sponsored events.



4. Students are prohibited from wearing or possessing accessories and other items that may intentionally or unintentionally cause harm while on school property or at school-sponsored events.

Clothing items that disrupt or threaten to disrupt the learning of others are prohibited. Students are prohibited from wearing any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, drugs and/or gangs including writing or pictures on clothing with double meanings. Clothing that defames, insults, threatens or harasses any racial or cultural groups or individuals is prohibited.



5. Students are prohibited from wearing clothing that is revealing while on school property or at school-sponsored events. Example: Shirts/tops must cover all bra straps, no spaghetti strap shirts, midriff area, and have no visible cleavage; pants must be above the hip bones with no visible undergarments – no “sagging”.

6. Footwear is required to be worn during normal school hours. Sleepwear or slippers may not be worn or carried during normal school hours.



7. The Physical Education Department requires students participating in physical education classes to wear approved apparel.

Business Casual

Monster.com, the job search engine, offers a clear definition. "In general, it means dressing professionally, looking relaxed, yet neat and pulled together." (NYTimes)

Ladies: A knee length skirt (not mini-skirt) or full-length trousers (not stretch pants or leggings) of a non-jeans material combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable. Reasonable and appropriate length means to the knees.

Gentlemen: A combination of a collared dress shirt - tucked in, cotton trousers (such as khakis or slacks) with a belt, and dress shoes (such as loafers - no athletic shoes) with dress socks.

Unacceptable for either gender: Sagging pants, gym clothes, rumpled or ripped clothing, miniskirts, underwear as outerwear, inappropriately revealing attire such as bare midriffs or cleavage, and flip-flops, or open-toed shoes. No large brand names or designers labels anywhere.

Prohibited Items Policy

Soda or Junk Food (Candy, Chips, etc.); Video Games and Video Game Systems; Make-Up (lip gloss/glitter/cologne); MP3 players or CD players; Headphones/Speakers; Cell Phones; any 2-way communication devices.

Any of the above items brought to school will be confiscated and either discarded or kept until a parent comes to claim them. CHS is not responsible for lost or stolen items at school.

Cell Phones

CHS understands the importance of parents/guardians to use cell phones to contact students. With this in mind, we have established a cell phone contract to ensure a safe and productive school environment.

1. Cell phones must not be used during the day. **Parents/guardians must contact the main office if they wish to communicate with their child.** Students must use the office phone (with permission) to contact parents/guardians.
2. Cell phones must be **off or in silent mode.**
3. Cell phones **must remain in lockers at all times.** They are not to be in a student's pocket, clipped to a belt or pants, or in a backpack/purse.
4. If a student uses a cell phone to call outsiders to the school to participate in harassing or fighting another student or staff member, the student can be **expelled** from Milwaukee Public Schools and the outsiders **criminally charged.**
5. If a student is using a cell phone out in the open (***even if not in use***), the cell phone **will be confiscated by staff personnel.**

First offense: cell phone is confiscated and returned to student at the end of the day. **If students do not hand cell phone to staff**

member upon request, the student will be suspended until reinstated by a parent/guardian.

Second offense: cell phone is confiscated and a parent/guardian must pick the phone up at the school - **parent/guardian will sign another cell phone contract** warning of the third offense consequences.

Third offense: cell phone is confiscated - **the school keeps the phone until the next official parent-teacher conference pre-scheduled on the calendar - no exceptions.**

Any offense after the third offense: student can receive a suspension with a parent conference to reinstate - the school keeps the phone until the next official parent-teacher conference pre-scheduled on the calendar. Possible Central Office hearing to determine change of educational placement.

Tardy Policy - morning / Early Dismissal Policy

Parents/guardians/families are expected to ensure that their children are in school on time. Students who are late miss essential instruction, disrupt the learning environment, and risk falling behind on our ambitious curriculum. We want to teach our students the importance of being on time.

Early dismissals (a student leaving school prior to the stated dismissal time) are counted the same as a tardy. We will not release students prior to the end of the school day without notification from a parent or guardian. **Early dismissal should be avoided.**

Students who are late to school in the morning must report to the office to sign in late before they can go to class. Late students are subject to the CHS Demerit System. If a parent wishes to excuse a student from morning tardiness, please call the main office, and ask to speak with the detention monitor. Only acceptable reasons for tardiness apply.

Morning / Breakfast Policy

No students are allowed in the building before 8:15 a.m. When students arrive in the morning they go to the cafeteria. Students must enter the building through door/stairwell 1. If students arrive after 8:35 a.m. they may also enter through door/stairwell 4. Students who arrive late to school must enter through door/stairwell 4. Students may NOT enter through the main entrance on Mt. Vernon (this is for Montessori High School only).

Students may eat breakfast in the cafeteria until 8:35 a.m. After this time, they may bring food to the homeroom to finish breakfast. No food or drink (except water) is allowed in any other classroom at any other time (see Food/drink policy). Students who are tardy to homeroom are subject to the tardy policy.

Students are not allowed in any other part of the building except the cafeteria until 8:35 a.m. Only students who have explicit permission from a teacher can be anywhere other than cafeteria in the morning. Students who are found elsewhere will be subject to the CHS Demerit System.

Tardy Policy - between classes

Students are expected to be in the classroom during instructional time. They have four minutes to get from one classroom to the next. For this reason, it is important that students learn to plan ahead before coming to each class. This often means that students have to hurry between classes to take care of personal needs. The school recommends that students carry most (if not all) of their books for the entire day - doing so limits students stopping at their locker if they need to use the rest room.

Students should also be moving quickly and quietly through the halls. While saying hello to friends is expected, students should not be blocking the flow of traffic. They should be moving from class to class or quickly grabbing materials from their lockers.

If students are disruptive in the halls, they are placed on the *No Hallway List* until they are able to walk through the halls appropriately. In extreme cases, a student may not be in the halls without an adult escort. A conference with school leadership can be requested to determine the length of the restriction.

Consequences for lateness between classes

1st tardy: The staff will maintain a list of student tardies. A warning will be issued the first time a student is late per quarter.

2nd-4th tardy: Students are subject to the CHS Demerit System

5th tardy: A student will receive a behavior contract. This contract requires a parent signature, a detention, and placement on the *No Hallway List*. When placed on the *No Hallway List*, the student will not be allowed to be in the hall during class.

6 or more tardies: The student will not be allowed in the halls at anytime without an adult escort. Parental involvement will be required and further consequences will be determined.

Hallway Policy

Students may only be in the hallway during given passing times. Students must receive explicit permission from a teacher to be in halls at any other time. **All students must stop and speak to any CHS staff member upon request** (students must also identify themselves upon request). Students who fail to comply with proper usage of halls are subject to the CHS Demerit System, as well as the *No Hallway List*.

During passing time, a student should move quickly and responsibly to their next class no loitering. **Students are prohibited from using cell phones, mp3 players, hand held gaming devices, headphones or any other electronic device in the hallway.** Even if the items are "off" or not in use (such as headphones around the neck), they are still prohibited. As stated in the Dress Code policy, students may not wear or carry headgear. Yelling, running, play fighting, dancing, horseplay and/or any anything else deemed disruptive by staff members and support staff are strictly prohibited.

Leaving Classroom Policy

All classroom teachers will monitor the number of times a student asks to leave the classroom for personal needs (bathroom, locker, forgetting materials in another classroom). **Each student will be allowed to leave a classroom twice (2 times) per nine weeks per class.** Any request to leave the room beyond 2 times will result in a detention after school to make up the time that is missed.

If the school determines that a student is not behaving appropriately while in shared spaces (hallway, library, bathrooms, lunchroom, stairwells, outside the building), *the student will lose hallway privileges entirely.* The student's name will be posted in all classrooms on the *No Hallway List*. The school will notify parents if this is to be the case. A conference can be requested to determine the length of the hallway restriction.

Locker Policy

All students will be assigned a locker. **Students are required to memorize their locker number and combination.** If a student forgets a locker combination, they will be required to stay after school to practice opening the locker and memorizing the locker number and combination.

Students are not allowed to put their items in other people's lockers. When this occurs, students often cannot access their materials if the other student is absent. If staff learns that students are sharing lockers, students are subject to the CHS Demerit System. Repeated offenses will result in a parent conference at the school.

A student's locker can be searched at any time. Any illegal or prohibited devices found will be confiscated or disposed of, and the student will be disciplined accordingly. **Community High School and MPS will not be responsible for lost or stolen items.**

Lunch Policy

After students are dismissed from class they should stop at their locker and drop off their backpacks, purses, and all other personal items. Students should also stop at the bathroom prior to going down to the cafeteria. Once students are in the cafeteria they shall remain in the cafeteria until dismissal. If a student leaves the cafeteria without permission the student will be considered truant and subject to the CHS Demerit system.

Students are required to follow all school rules while in the cafeteria. When students leave the lunchroom they will clean up their area, push in their chairs, and throw away all trash. Students will exit with staff through the appropriate door. Students should not yell, "rib", or bully in the lunchroom or in transition.

After School Policy

After school time is for students to catchup on homework, participate in athletics, complete a lighthouse course, and/or get tutoring help. At all times students are required to be in a classroom with direct supervision from a classroom teacher. Before the school day ends, students must

speak to the classroom teacher and make an appointment to stay after school. If a student is found loitering, being disruptive, or socializing, the school will ask the student to leave the building. **The school will NOT provide transportation to students who violate school rules or disrupt the after-school learning environment.** Staying after school is a privilege and must be earned. Students are expected to be in the teacher's classroom by 4:05 p.m. If the student does not report by that time they will be asked to leave the building.

Yellow Bus / Transportation provided by CHS Policy

Ridership provided by MPS on a yellow bus or public transit is a privilege, not a right (unless the service is written in the IEP). Failure to follow the rules while in transit to and from school will result in suspended use of transportation. **Transportation can be taken away assuming due process, an opportunity to be heard, and just cause is followed.**

Bus transportation and bus stop behavior are considered to be part of the school day and are subject to all school and district level expectations and policies. Students are to conduct themselves accordingly. Students should respect the neighborhood while waiting for the bus, and exiting the bus. For example, remain on the sidewalk at all times, do not cut through yards, and/or sit on the neighbors steps. While on the bus, students should move quickly and quietly to their seat and remain seated for the duration of their ride and speak at a respectful level. Students should respect the physical space of others and keep all body parts to themselves.

If a student has a change of address, this should be reported to the CHS office as soon as possible to arrange a new bus pick up location. A student may only board or ride a bus to which they are assigned.

Note: Students MUST speak to the bus driver with respect and follow directions. Any conflicts should be reported to safety or CHS staff.

Reinstatement Policy from Suspension

After a student returns from suspension, regardless of the number of days, the student is required to have a conference with CHS staff.

For more serious offenses the parent will be required to attend the conference. The conference will be scheduled by CHS leadership and/or the suspending teacher. If the student is not able to attend a conference on the day of return (for any reason) the student will remain on in-house suspension. A reinstatement form will be filled out by the returning student and it must be signed by all teachers.

Food / Drink Policy

Food and drink of any kind (except water) are not allowed in the classroom, hallway or other shared space, other than the cafeteria. Any student violating this policy will be subject to the CHS Demerit System. The only exception to this policy is during homeroom. Students are welcome to bring water bottles into class, especially in summer months. Note: vitamin water, gatorade, propel are not water.

	CLASSROOM	HALLWAY	CAFETERIA	BUS / COMMUNITY	SHARED SPACED	BATHROOM	WHOLE SCHOOL
BE HEALTHY	<ul style="list-style-type: none"> Act positively. Dress appropriately. Practice good physical, social and emotion habits. Seek help from an adult when conflicts or concerns become overwhelming. 	<ul style="list-style-type: none"> During passing time use the rest room and get a drink of water. No eating food in the halls. 	<ul style="list-style-type: none"> Keep all food at and on the table 	<ul style="list-style-type: none"> Stay in your seat with all body parts in the bus. Keep area clean 	<ul style="list-style-type: none"> Keep body parts to yourself 	<ul style="list-style-type: none"> Wash your hands Keep food out of the bathroom. Maintain a clean bathroom 	<ul style="list-style-type: none"> Keep all body parts to yourself Avoid gossip Report threatening or bullying activity
BE RESPONSIBLE	<ul style="list-style-type: none"> Sit in your assigned area on time Come to class prepared with materials and pay attention Complete all tasks on time Your work is to contribute to a positive learning environment! 	<ul style="list-style-type: none"> Keep all of your materials in your own locker. Use a fast walk to move in the hallways. Clean up after yourself! 	<ul style="list-style-type: none"> Leave all food in the lunch room Place all waste in the trash can 	<ul style="list-style-type: none"> Follow bus drivers instructions Arrive early to the bus stop 	<ul style="list-style-type: none"> Be in charge of your own actions and consider how they affect others 	<ul style="list-style-type: none"> Only use the bathroom when necessary Use the facilities as intended 	<ul style="list-style-type: none"> Keep all non academic items in lockers Be in your designated, supervised area at all times Know and follow school rules
BE RESPECTFUL	<ul style="list-style-type: none"> Speak at the appropriate time at the appropriate volume. Actively listen to whoever the speaker is. Use appropriate facial gestures and sounds 	<ul style="list-style-type: none"> Use inside voices. Keep all hats, coats, head phones, and electronic devices in your locker. Keep pants at waist level. 	<ul style="list-style-type: none"> Keep the lunchroom and tables clean. Talk only at a 3 ft volume Keep discussion positive and constructive 	<ul style="list-style-type: none"> Keep all body parts to yourself Honor community members' property and space Use 3 ft volume level 	<ul style="list-style-type: none"> Project positive behavior towards other students and staff Honor the working space of other students 	<ul style="list-style-type: none"> Respect the privacy of others Follow all school rules, including those prohibiting substances and electronics 	<ul style="list-style-type: none"> Always use positive and constructive language Handle conflict in a non-violent way Follows all Instructions of staff Keep pants at waist level
BE PURPOSEFUL	<ul style="list-style-type: none"> Be able to identify the end goal Give 100% attention to academics 	<ul style="list-style-type: none"> Use hall time to prepare for the next class and get there on time 	<ul style="list-style-type: none"> Move quickly to and from the lunchroom Use food for eating only Find a seat and stay there 	<ul style="list-style-type: none"> Use correct pick-up and drop-off locations Move directly to the bus stop 	<ul style="list-style-type: none"> Move toward your destination Use of elevator with staff authorization only 	<ul style="list-style-type: none"> Move quickly in and out of the bathroom Use the bathroom only when there is enough time 	<ul style="list-style-type: none"> Focus all actions towards your academic goal Make every effort to be at school

Community Service Policy

The commitment to the service of others is at the heart of Community High School's mission. Our Community Service program is what sets our school apart from other schools. CHS students and families must agree to participate in this program when they enroll.

Every student is expected to participate in the Service Learning Program. Students with special needs or extenuating circumstances are also expected to participate in the program unless determined by the child's IEP team or medical professional. *Families who cannot make this commitment according to this handbook and the online commitment to excellence survey are strongly encouraged to seek education opportunities elsewhere.*

The Community Service program begins in November at the beginning of second quarter. **Students must successfully interview for each placement.** Staff will look at Dippy Points, grade point average, standardized test scores, report cards, and teacher recommendations when determining placements. Students who are not proficient on the 10th grade WKCE or fail to show substantial growth on MAP testing will remain in the building to work on strengthening their academics.

Students who qualify for Community Service placements are dismissed Wednesdays after lunch and must report to their assigned areas on time. Each off site location has a CHS mentor and an off-site supervisor. Not all students will leave the campus to complete their service assignments. Many will serve within the building and at surrounding schools.

The Service Learning Coordinator and homeroom teacher are in charge of locating a placement that is appropriate for each student. A parent or student may also initiate a placement idea but it must receive approval to assure that the placement qualifies as an appropriate volunteer opportunity. A project or placement that has not received pre-approval may be rejected if it does not meet requirements. Students are encouraged to seek out placements based on interest, proximity to home or school, and personal scheduling issues.

Positive Behavior Intervention Strategies (PBIS)

Community High School is using the PBIS model to achieve the common goal of creating a learning environment that is healthy, responsible, respectful and purposeful. PBIS or, Positive Behavior Interventions and Supports, is a nationally recognized behavioral support model adopted by several Milwaukee Public Schools. You can also go to www.pbis.org for general information.

The Behavior Expectations Chart, found on the previous page, is one piece of the PBIS model. It clearly and positively states the expectations CHS has for its students and its staff. Throughout the year, the teachers will spend time teaching the students how to meet these expectations. In addition, students will be rewarded when behavior is appropriate and will have consequences when it is not.

Library Policy

Students going to the library must have a pass or be escorted by a teacher. They then must present their school I.D. and sign in with Ms. Betsy at the circulation desk. Students should not be in the library unless the librarian is present. Once in the library students must abide by the following rules.

- No backpacks or head gear.
- No personal electronic devices.
- No headphones.
- Absolutely no food or drink.
- Computer usage is for school work only.
- Students must remain seated unless they are entering, exiting, retrieving, or returning materials.

When students leave the library they must sign out at the circulation desk. Students that are checking out books have 10 days to keep the books. After the 10 days the student will be charged 10 cents a day until the book is returned. Once overdue fees have reached 3 dollars, students will be responsible for paying the full cost of the book unless it is returned.

Computer Use Policy

CHS is very proud of the technology-rich environment offered to students. As a result, CHS requires that all students respect the machines as school computers, and not as personal computers. **No food or drink is allowed in a computer lab - if students have food or drink around computers, the staff will dispose of the items.** MP3 players, cell phones, and other electronic devices (excluding flash drives) may NEVER be plugged into computers. Headphones may only be used with prior teacher permission and supervision. Downloading music or pictures that do not pertain to the lesson are strictly prohibited. Students may not view websites that do not pertain to the lesson. If a student is improperly using a computer, he/she is subject to the CHS Demerit system. The student also risks losing computer and/or internet privileges if there is a repeated pattern of abuse. All students must sign the computer user policy.

Physical Education Policy

Students who have physical education are required to use stairwell 1. Students must move quickly through the hallways and make it to gym on time. Once students arrive to the gym they are to follow the instructions of the teacher. **Students must have a change of clothes to participate in gym class.** This means that students at the minimum must have athletic shorts, a tee shirt, and appropriate shoes. Students will be responsible for securing their clothing in a gym locker. When class is dismissed students need to head back to the third floor and make it to class on time. Using gym as an excuse to be late will not be accepted.

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