

CHS Student Handbook Changes for 2018-2019

- Update School Year, Table of Contents & Staff
- Update English Make-Up Work Policy
- Update the Plagiarism Policy
- Move Fighting or Aggressive Physical Contact from Class B to Class A. See discipline summary chart.
- In Class D Discipline Offenses change defiance/disrespect of teacher to defiance/disrespect of staff.
- Updates made to the Prescription Medication Guidelines.

MAKE-UP POLICIES

A student who has been absent is expected to request make-up work immediately upon their return to school. That work must be submitted to the teacher within the time limits defined by that teacher's department.

DEPT.	MAKE-UP WORK POLICIES
Social Studies	All make-up work must be turned in by the test date. (If absent on day of test, must be turned in by date of make-up test.)
Math	Number of days of class absent plus 1.
English	Accepted during current 9 weeks. A deduction or penalty for assignments turned in after the due date may be applied at teacher's discretion – see individual teacher's policy in the student syllabus. Students absent during last days of the 9-weeks will turn in make-up work in accordance with individual agreement with teacher.

PLAGIARISM POLICY

Unacceptable Behavior:

1. Plagiarizing
2. Surrendering one's paper to another student to use without ensuring that the use will be consistent with the provisions of this policy
3. Knowingly allowing another student to plagiarize one's work
4. Using **additional research** sources when not properly credited and identified (Examples: properly formatted Works Cited or References Page, properly formatted in-text citations)
5. Turn It In report (or a report from a comparable plagiarism detection service) indicates that the student has plagiarized from another student's work or has violated copyrighted material
6. "Recycling" assignments used in previous or related courses

PLAGIARISM POLICY Continued

Consequences of Unacceptable Behavior:

1. Whenever a teacher reasonably believes that a student has **blatantly plagiarized part or all of an assignment or infringed upon copyright protection**, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and again warn the student that he or she is subject to **one or more of** the following penalties:
 - a. Refer the student to the proper school authority for discipline consistent with the academic dishonesty policy of Campus High School (a Class D offense):
Academic Dishonesty: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own (CHS Student Handbook).
 - b. Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
 - c. Refuse to give the student any credit for the assignment **or assess a deduction or penalty (at the teacher's discretion).**
 - d. Require the student to rework the assignment entirely, using his/her own ideas and style (**credit may or may not be awarded at the teacher's discretion**).
2. Whenever a teacher reasonably believes that a student has **negligently plagiarized** part or all of an assignment (i.e. improper documentation, misunderstanding of teacher directions, etc.) the teacher shall remind the student of the plagiarism policy and the student shall rework the assignment entirely, repairing any violation of the plagiarism policy. **Reworked assignments may still incur a deduction or penalty at the teacher's discretion.**
3. Whenever a teacher reasonably believes that a student has **knowingly assisted another student to plagiarize part or all of an assignment**, the teacher **and administrator(s)** shall evaluate the nature and extent of the assistance lent to the student who plagiarized, remind the student of the existence of this rule, and warn the student that he/she is, or may be, subject to one or more of the following penalties:
 - a. Reduce or eliminate the credit that the assisting student would have received for his/her own work on the same assignment that was plagiarized.
 - b. Indicate in writing to the student who assisted and that student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student assisted another student to plagiarize.
 - c. Refer the student to the proper school authority for discipline consistent with the academic dishonesty policy of Campus High School.
 - d. The student who plagiarized **will may** be subject to the consequences listed in #1 (**at teacher's discretion**).

DISCIPLINE SUMMARY CHART

Class	Offense	Disciplinary Action	Points
A	Action Causing Medical Treatment Aggravated Battery or Assault Aggressive Physical Contact Toward Staff Extortion of Services, Property or Money Fire Code Violations <u>Fighting or Aggressive Physical Contact</u> Grand Larceny (theft > \$250) Possession of a Weapon Rape or Attempted Rape Selling or Distributing Illegal Substances Terroristic Threats Vandalism (>\$250, restitution expected)	Ext. Suspension (5-10 days) Expulsion from School	45

B	<u>Fighting or Aggressive Physical Contact</u>	Short-term Suspension (3-10 days) Parent Conference prior to return	30-45
<u>BC</u>	Drug/Alcohol/Tobacco Violations Gambling Petty Larceny (theft < \$250) Bullying/Harassment Reckless Endangerment Sexual Activity Show of Disrespect by Word or Deed Vandalism (<\$250, restitution expected)	Short-term Suspension (1-10 days) Parent Conference prior to return	20
<u>CD</u>	Academic Dishonesty Defiance or Disrespect of Faculty/Staff Disruption of School or School Facilities Verbal Confrontation Failure to Complete Saturday School Assign.	In-School Suspension Short-Term Suspension	10
<u>DE</u>	Failure to Comply w/ Reasonable Request Failure to Serve Inappropriate Communications Inappropriate Use of Computer/Internet Theft (< \$25) Truancy Vandalism or Defacement (<\$25)	Detention In-School Suspension Short-term Suspension Out-of-Class suspension	5

CLASS D: In-school suspension or short-term suspension.

Academic Dishonesty: Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own.

Defiance/Disrespect Of Teacher Staff: Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

Disruption Of School Or School Facilities: Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing of chemicals with the intent to disrupt.

Verbal Confrontation: Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school sponsored activities. Drawing a crowd will be considered disruptive.

Administration of Medication

D. School personnel are not authorized to give medicines, treatments, or to make diagnoses. Health personnel require the following three conditions to be met prior to dispensing medication, either prescribed or over-the-counter:

1. All Medication must be in the original medication container with the student's name on the container.

~~2. Must have a note from parent or guardian giving permission and instructions for giving the medications. A completed parent permission form must be on file in the health room prior to medication administration.~~

~~2.3. Over the counter medication will be given per package instructions. Any dosing that is different than the package instructions will require a physician order.~~

~~4. Prescription medication administration Must have requires a note from the doctor or dentist stating medication dosage, time to be given, etc. Students may carry prescribed medication (such as inhalers) with doctor's written permission and a parent signature on USD 261 liability waiver form.~~

~~5. Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication, a separate form and physician order will be required.~~

~~3-6. Aspirin and oral homeopathic medications will continue to require a physician order.~~