

HOPKINS HIGH
SCHOOL
2013/2014

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Hopkins Public Schools
Mission Statement

The Hopkins Public Schools will, with the assistance of all those involved in the lives of our students, cultivate a responsive educational system which will develop citizens who are capable of contributing to society and realizing life-long personal growth. All students will be given the opportunity to develop their maximum potential. It is with this expectation that Hopkins Public Schools, in conjunction with the community, will strive to provide exceptional services so that our students will be successful, not only in education, but also in life.

Commitment Statement

The Hopkins Public Schools is committed to quality education for our children’s future.

Exit Outcomes

As a result of a sound education based on well defined educational outcomes, Hopkins Public School graduates will be:

- Collaborative Citizens** who employ effective interpersonal skills to contribute to the well-being of society.
- Problem Solvers** who demonstrate thinking and decision making skills to resolve issues and solve complex problems both as individuals and as members of a team.
- Self-Directed, Adaptable Learners** who seek out knowledge and use new information effectively and exhibit the ability to set goals to enhance the quality of their personal and vocational lives.
- Effective Communicators** who are able to share information, ideas, and opinions with others.
- Technologically Literate Individuals** who utilize instruments of technology to enhance their lives.

OUR KIDS, OUR FUTURE, OUR COMMUNITY

ACADEMIC INFORMATION
HIGH SCHOOL GRADUATION REQUIREMENTS

9 th Grade	10 th Grade	11 TH Grade	12 th Grade
English	English	English	English
Mathematics	Social Studies	Social Studies	Mathematics
Physical Education	Life Science	Mathematics	
Science	Mathematics	Science	
Social Studies			
Health			

In addition students graduating in 2016 and beyond will need to complete two (2) classes of arts (visual, performing, or applied) and two (2) Years or four (4) trimesters of a Language other than English.

TOTAL CREDITS REQUIRED FOR GRADUATION

Class of 2013 through Class of 2016 27.5

CLASSIFICATION OF HIGH SCHOOL STUDENTS

A student’s grade level and credits toward graduation will be compiled at the beginning of each school year. Notification of student deficiency will occur at the end of each school year.

Year	Credits Earned
Freshman	0 - 4.5
Sophomore	5 - 12
Junior	12.5 - 19.5
Senior	20 and over

Seniors must complete all graduation requirements in order to participate in graduation ceremonies and/or activities.

Any student who is deficient in credits may make them up in one of four ways:

- 1. Summer school through an acceptable program.
- 2. Students may earn up to one credit through an acceptable correspondence school only if they meet the criteria stated below.
- 3. Student may earn up to one credit through an acceptable evening high school completion class.
- 4. Michigan Virtual High School if the school is a member.

All make-up credit must be pre-approved by the high school counselor and principal. Correspondence credit will not be allowed except for medical or personal hardship with prior approval received from the building principal. The High School Guidance Department will provide information and counseling for all students to enable them to develop a schedule of courses which will meet requirements for colleges, vocational schools, or any post-high school program selected by the student and his/her parent/guardian. (All college prep classes will count toward elective credits as will vocational classes.)

Course Changes – Hopkins High School administration and staff put a lot of time and effort into the schedule each year and try very hard to give each student their top choices and then balance the classes with equal number of students. Therefore, once the school year begins, it becomes difficult to change schedules.

During the first five days of each trimester a student may request to have their schedule changed. If the counselor finds that the request is for other than educational reasons, the change will be denied. Parents may appeal this finding. The Principal will determine the educational value of the request and render a decision.

Grading System

The formula for calculating the final trimester grade in a class will be 80% course work and 20% for the required trimester cumulative exam. Alternative final assessments such as presentations, projects, demonstrations, etc., may be utilized with administrative approval.

The following grading scale will be used throughout the building:

94-100 = A	73-76 = C
90-93 = A-	70-72 = C-
87-89 = B+	67-69 = D+
83-86 = B	63-66 = D
80-82 = B-	60-62 = D-
77-79 = C+	0-59 = E

Progress Reports – Parents can request weekly progress reports by contacting the office. Electronic progress reports can be viewed daily in our Parent Portal.

Report Cards – The school year is divided into three, twelve-week trimester. Report cards will be issued at the end of each twelve-week trimester.

Incompletes – At times, medical and personal hardship situations occur that prevent students from completing course requirements. Each situation will be evaluated on its merits.

Senior Class Rank – The **final** class rank to select all senior honors and awards will occur after the second trimester and include all the previous semesters/trimesters. Students are ranked according to their cumulative GPA based on all courses in which a final trimester grade is received. The cumulative GPA continues until the end of the final trimester.

GENERAL INFORMATION

Accidents – All accidents or incidents involving injury must be reported to the office. It is the responsibility of the student to inform the teacher and/or principal of any injuries.

Age of Majority (Emancipation) – A student attending Hopkins High School, regardless of age, is expected to adhere to all school policies. A student’s responsibility does not change upon reaching the age of majority.

Breathalyzer – Where there is an individual, reasonable suspicion that a student has consumed an alcoholic beverage, the student may be asked to take a breath-alcohol (breathalyzer) test. Observable behavior giving rise to an individualized, reasonable suspicion included but is not limited to, impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath, or other overt behavior indicating that alcohol has been consumed. The request that the student voluntarily takes a breathalyzer test shall be made in order to give the student an opportunity to prove that he/she has not consumed an alcoholic beverage.

Athletics – Hopkins High School offers a number of athletic activities in which students may participate. Participation in athletics at Hopkins High School is a privilege, not a right granted with school membership. The Athletic Handbook which states the requirements and rules governing the athletic program is included on the following pages in this student handbook. It is important that each parent and athlete read it over carefully.

Athletic Eligibility Policy – Hopkins High School, realizing that academics and athletics go hand in hand to benefit our students, has established the following academic standards for its athletes.

At the beginning of the school year, all incoming ninth (9th) grade students will be automatically eligible to participate in athletics. All others are categorized under the previous marking period eligibility.

- a. Previous marking period eligibility – Students must have a minimum 1.67 GPA in order to be eligible for participation during the marking period.
Non-compliance – Student is eligible to try out only with coaches approval and participation is not permitted during the ineligibility period.
- b. Current Eligibility (in season) – After establishing eligibility under the previous marking period, the athletic department will conduct weekly grade checks of its athletes. Student athletes are NOT to have any grades of “E” during weekly checks.

Weekly eligibility checks will be conducted by the Athletic Department every Friday morning. The athletes and coaches will be notified of ineligibility on Friday. Letters stating ineligibility will be mailed home to parents on Friday.

Attendance Policy – Parents and students share the obligation under state law to insure compulsory school attendance. Every day in school is important. The classroom instruction missed when a student is absent ca not be completely recovered. **Therefore, a parent may excuse 6 days of absence each trimester without documentation from a medical professional. Each absence after the 5th will be excused if there is documentation from a medical professional and it is received within 48 hours of the absence.**

- a. A student cannot miss more than **six (6) days** of class per trimester, excused or unexcused, in order to be eligible for credit.

All absences from school excused or unexcused will be counted toward the **six-day** limit. Upon an appeal being submitted by the parents/guardians, a school review committee may make adjustments to this limit due to extenuating circumstances.

Parents will be notified after four (4) absences each trimester to avert a potential non-attainment of credit. Parents will also be notified and if they pass six (6) for consideration to begin the appeals process

- b. Parents will be notified in writing when a student has accumulated **5 unexcused absences**. If a student accumulates **7 unexcused absences**, parents will be contacted and a meeting may be scheduled. Continued contact with parents may occur as additional absences accumulate throughout the school year. If a student accumulates **10 unexcused absences** a third letter will be sent home and the Allegan County Truancy Officer will be notified. These absences are accumulated per school year.

- c. Excused absences are those absences, which are excused by the parent/guardian and the attendance office at Hopkins High School.
Excused absences are as follows:

Illness	Pre Excused Absence
Court Appointment	Death in the Family
Medical Appointment	Approved Family Vacation

- Approved Absence Requests- Any student that foresees an upcoming absence of three (3) or more days needs to visit the office for a pre-approved absence form. This form must be read and signed by the student, parent, and administrator prior to collecting missing work. All pre-approved absence requests forms must be turned into the office three (3) days prior to the absence.

- d. Non-Chargeable Absences:

School Sponsored Activities	Homebound Students	In-School Suspensions
Office Conference		

- e. When a student has an extended illness and a number of consecutive days are missed, the administration is able to consolidate the consecutive days to one excused absence if medical documentation is provided.

- f. When a student exceeds six (6) days of absence, he/she will be required to make up the days in excess of the six-day limit. Students will have the opportunity to make-up days by attending Saturday school. There is a limit of two Saturday Schools that can be used to make up attendance. Failure to make up those days may result in the non-attainment of credit.

- g. Parents are to call the office at **(269) 793-7616** between 7:30 AM and 4:00 PM within 48 hours of the student's absence. **An absence will be considered unexcused if the attendance office does not receive a call from the parent before 4:00 PM within 48 hours of the absence. All unexcused absences will be treated as skipping and may result in Saturday School, SRC, Truancy Referral and/or out-of-school suspension.**

- h. Students must be in school for a minimum of two class periods in order to participate in any co-curricular practice or a full day for any co-curricular event or performance.

- i. Students may not leave school during the day for any reason unless it is cleared through the attendance office. All students must sign out in the attendance office before leaving the building. A parent/guardian must contact the attendance office **before** a student will be released.

- j. Students arriving late to school or returning to school from an appointment **MUST** check in with the attendance office.

- k. Students are considered absent for that class hour if arriving to class after it has been in session 15 minutes.

- l. If a staff member detains a student, which subsequently causes the student to be tardy, the staff member will provide the student with a written tardy excuse.

Homework Policy for Illness – If a student is ill for three (3) or more days, the attendance secretary, upon parent/guardian request, will collect homework assignments that the student is capable of completing prior to

returning. Parents must call the school in the morning (by 8 AM) to receive assignments the same day. Assignments can be picked up in the attendance office after 3:00 PM. These assignments will be due the day the student returns. All other activities/assignments missed in each class due to the absence must be rescheduled with the teacher and turned in within a week of the student's return to school.

Illness (During the School Day) – Students who become ill during the school day should report to the attendance office. Students will be permitted to stay in the sick room for 15 minutes after which time the student must return to class or contact a parent/guardian to be released from the remainder of the school day. If a parent/guardian is not contacted, the student will be required to stay for the remainder of the school day.

Closed Campus – Once students arrive on school grounds, they may not leave for any reason. Students who leave school grounds will be considered truant.

Curriculum – The parent or legal guardian of a student may request a personal curriculum for the student that modifies certain areas of the Michigan Merit Curriculum. Please contact the Guidance Office for more details.

Dances –

No open dances

- a. All regularly scheduled high school dances must be terminated by 11:00 PM. Clean up must be completed by 11:30 PM. All regularly scheduled dances will have their doors closed 60 minutes after they are opened, unless proper arrangements have been, or are, made with the administration.
- c. At least four chaperones (two shall be teachers) are required.
- d. Once a participant leaves, he/she will not be allowed to re-enter the dance.
- e. Students may bring one guest to a dance. A guest pass must be completed and turned in to the office two days before the dance. Guests must present I.D. at dance when entering.
- f. Homecoming, Winter Follies and the Prom dance will conclude at 11:30 p.m.
- g. Administration reserves the right to review the music play list. Any music deemed inappropriate by the administration will not be played.
- h. In an effort to preserve the formal nature of the events such as Homecoming, Winter Follies and Prom, the following guidelines have been established. Failure to follow these guidelines could result in being asked to leave the event without a refund.
 - Dresses should be appropriate in length (mid thigh or longer)
 - Dresses should not have slits that show undergarments or discreet body areas.
 - Dresses must have side panels. Dresses that only have a front panel and tie around the mid section are not permitted.
 - Dresses should not be backless unless they meet the listed requirements. They must be at the waist line or higher.
 - If strapless, dresses should meet the listed requirements.
 - Dresses should have a modest neckline and should not reveal excessive cleavage.
 - Dresses should not expose the midriff, navel or be below the navel.

Disclosure of Students' Names to Military and Service Academies – State and federal law requires all public school districts to make available to military recruiters and military service academies the names, addresses and listed telephone numbers of secondary school students. However, parents, guardians, or students who are 18 years of age or older may ask that their personal information not be disclosed to military recruiters or the service academies. Parents who do not want their son or daughter's personal information provided, should submit a signed written request that the information not be disclosed. Requests must be in the office by October 1 of the current school year. Unless a signed written request not to disclose such information is received, the names, addresses and listed telephone numbers of high school students will be provided to military recruiters and service academies that ask for such information from the district.

Drug Free Zone – In order to provide a drug-free environment for all students attending Hopkins High School, a Drug-Free Zone is established. No students may use, consume, distribute, sell or buy any drug, alcohol, drug look-alike or tobacco on school property or within 1,000 feet around school property (approximately two blocks).

Electronic Devices – Cell phones are not to be used and are to be kept out of sight during the instructional day. See Telephones on page 5 regarding the use of school phones. Portable listening devices are not to be used during the school day unless there is specific permission from a classroom teacher and then only in that particular class. The use of tape recorders, pagers and other electronic devices are not permitted during instructional times. Such items will be confiscated.

Extra-Curricular Eligibility Policy – Hopkins High School, realizing that academics and extra-curricular activities go hand-in-hand to benefit our students, has established the following academic standards for extra-curricular participation.

At the beginning of the school year, all incoming ninth (9th) grade students will be automatically eligible to participate in extra curricular activities. All others are categorized under the previous trimester eligibility.

- a. Previous trimester eligibility – Students must have a minimum 1.67 GPA in order to be eligible for participation during the trimester.
- b. Students not complying with school rules are not eligible to participate throughout the marking period.

Hall Passes – When it becomes necessary for a student to be in the hall during class hours, proper written and approved permission must be secured from a staff member and recorded in the student's planner under the hall pass record section, or the teacher's standard pass may be used. No students should be in the halls without the hall pass.

Lockers – Lockers are the property of the school and are on temporary loan. Students are responsible for their locker contents. Students are expected to keep their lockers clean and not to deface or damage them. Lockers are subject to inspection by school officials.

Locker Rooms- The use of locks for physical education classes and athletic teams is strongly encouraged. It is expected that all valuables are secured and locker rooms are kept safe and sanitary.

Lost and Found – Lost and found articles will be kept in the office. At the end of each marking period, lost and found articles will be donated to a charitable organization.

Medication – Medication is to be brought directly to the main office in a properly labeled container provided by the pharmacist. Medication is to be administered in accordance with the directions of his/her physician as indicated above. A parent/guardian must obtain a medication form in the main office, complete and return the form with the medication to the main office. No medication, prescription or over the counter, will be dispensed without a medication form completely filled out by a parent or guardian and physician. State law allows for asthmatic students to possess and use inhalers to alleviate asthmatic conditions at school and school sponsored activities. The proper form must be filled out, signed by the parent and physician and be on file in the High School office. At no time, should any student provide another student with medication or supplements.

NCAA Athletic Eligibility – If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. The NCAA has established specific requirements detailing minimum SAT or ACT scores and minimum grade point average in a specified number of core courses. More information can be obtained by visiting the NCAA web site at: www.ncaa.org

It is imperative that planning begin no later than the beginning of the sophomore year and ideally in the freshman year. If a student and their parents wait until the junior or senior year, many requirements may not be met, possibly rendering the student ineligible. Please see the counselor for more details.

Parent-Teacher Conferences – Parent-teacher conferences are held approximately half way through each trimester. Parents who wish to arrange a conference with any teacher during the school year need to contact the office.

Reportable Incidents – The following incidents will be reported to the Allegan County Sheriff’s Department and the Hopkins Public School District’s superintendent:
Armed Student or Hostage, Suspected Armed Hostage, Weapons on School Property, Death or Homicide, Drive-By-Shooting, Physical Assault, Bomb Threat, Explosion, Arson, Sexual Assault, Robbery or Extortion, Unauthorized Removal of Student, Threat of Suicide, Suicide Attempt, Larceny, Intruders, Illegal Drug Use or Overdose, Drug Possession or Drug Sale, Vandalism or Destruction of Property and Minor in Possession of Alcoholic Liquor or Tobacco Products.

Search and Seizure – To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because they are subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student’s person and/or personal effects (e.g., automobile, purse, wallet, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Severe Weather and Tornado Policy – The Hopkins Public Schools will remain in session during a Tornado Watch, a Tornado Warning or Severe Weather Warning. Building administrators will be notified in the event of potential Severe Weather and appropriate precautions will be taken.

If, at the regular school closing time, a Tornado Warning is in effect for the immediate area, school will not be dismissed until the warning is lifted.

Students may be picked up at the school by parents if parents come to the school office to request their dismissal. No student will be released to a person other than his/her parent or guardian. Extra-curricular student activities will be cancelled in the event of a Tornado Watch or Warning. If the event is in progress, appropriate measures will be taken to ensure the safety of the students.

The Superintendent or his designee is authorized to dismiss school, or retain students in school, under such circumstances at his/her discretion.

Student Fees Unpaid – Any fee or fine owed by a student must be paid by the end of the school year. These include but are not limited to overdue library materials, charges for damaged school property, cafeteria charges, unreturned fund raiser money, school property (e.g. textbooks, lost PE locks, etc.)

A list of these charges will be kept on file in the school office and updated periodically. Students who do not take care of these responsibilities will be subject to any or all of the following consequences:

- a. Will not be allowed to participate in commencement exercises.
- b. Will not be allowed to participate in school activities (e.g. field trips, class, club, student council activities, or extra curricular activities including athletics).
- c. Charges will be processed in small claims court and/or with a collection agency.

Student Services – Hopkins High School provides an extensive program of counseling, advising and other student personal services. Any student or parent who has questions regarding personal, social or emotional concerns, developing educational goals, or career planning should contact the guidance counselor.

Technology – Use of technology (voice, video, data, hardware and software) at Hopkins Public Schools is a privilege extended to students to enhance learning. Included in this handbook is the Hopkins Public Schools Acceptable Use Policy EFG. Students are expected to follow the guidelines listed in the policy.

As a public school we are required by law to block internet access to certain sites by using filters. Any use of an anonymous proxy to by-pass the school filters is forbidden. Students found to be using an anonymous proxy will receive a five-day out of school suspension and will forfeit the privilege of using Hopkins Public Schools technology for a minimum of one trimester. If further offenses occur, the student will receive additional discipline up to and including expulsion.

We supply all technology necessary for the school day- cell phones or personal digital devices should be kept in a locker unless permission is granted by a teacher or staff member.

Tardy Policy – Tardiness to class is disruptive to the learning environment. Students are expected to be in class when the tardy bell rings. Consequences for tardiness:

- a. Students arriving late to school or returning to school from an appointment MUST check in with the attendance office. These must be excused by parent or guardian. There will be a maximum of two (2) non-medical tardies per trimester allowed.
- b. Students are considered absent if arriving to class after it has been in session 15 minutes.
- c. If a staff member detains a student, who subsequently causes the student to be tardy, the staff member will provide the student with a written tardy excuse.

Telephones – The telephone in the office is for academic, school related and/or emergency use only. See Electronic Devices for information regarding cell phones.

Textbooks and Materials – Hopkins Public Schools, in accordance with the Michigan School Code, provides required books and materials for students. These materials are issued to the student and are the student's responsibility until the last day of school. Damage to the textbook, other than normal uses, will become the financial responsibility of the student and parent to have it repaired or replaced. Delinquent accounts will be furnished to the Superintendent of Schools. Parents are advised to record the book number and condition of all textbooks assigned to their student. Band uniforms or athletic uniforms must be returned prior to the last day of school. Any damage to equipment loaned to a student will become the student's financial responsibility for repair or replacement.

Vehicle Searches – Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of an automobile property registered for student use and on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. Disciplinary action will take place in accordance with this handbook if necessary. All students, the driver and all passengers, involved with the registered vehicle believed to have contained illegal, unauthorized or contraband items will have their parents informed as soon as possible.

Visitors (Students) – Student friends or visitors are not allowed to visit during the school day. All school buildings shall be posted so as to require all visitors to first make their presence known to the appropriate building principal before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal. The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds. Violators of this board policy and its rules may be subject to governmental trespass laws.

Vocational Technical Students – AM Vo-Tech students must report to the cafeteria upon return to school in the a.m. and remain there until classes are completed.

PM Vo-Tech students must leave school directly from the bus or report to the cafeteria or media center and remain there until school is dismissed. Students are not to be in the hallways while classes are in session.

DISCIPLINE REGULATIONS

Discipline Under Safe School Laws – Recent state legislation signed into law by Michigan governor impacts student discipline in the Hopkins Public Schools. Hopkins Public Schools accordingly adopted policies to allow for these changes:

1. PA 104 requires the permanent expulsion of students in grades 6 and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades 6 or above for verbal threats, bomb threats, or similar threats.
2. PA 103 allows a teacher to suspend any age student from his/her class, subject or activity for up to 1 day if the teacher "has good reason to believe" the pupil's conduct would merit suspension under the local board student code of conduct. Hopkins Public Schools board policy reads: Under Public Act 103, a teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.
3. PA 102 requires school districts to expel a student in grade 6 or above for up to 180 days for student on student assault. Assault is defined as: intentional, unauthorized physical contact or threatening words with another person which causes physical injury or would reasonably be expected to cause physical injury.
4. PA 241 of 2011- defines Bullying and the procedures to address this behavior. See the complete policy on pages 24-26.

Student Responsibility Center – It is important at Hopkins High School that we work together to create an educational environment that fosters mutual respect between staff and students. It is also important that students be allowed to learn and teachers given the opportunity to teach. If a student decides to detract from the integrity of the classroom they will be directed to the student responsibility center.

Creating Mutual Respect Between Staff and Students

- What are you doing?
- What should you be doing?
- I see you have chosen to report to the SRC?

Student Responsibility Center

Students are in control of their behavior. We do not control Students. We feel it is important that students be given an opportunity to control what will happen to them. Students will be allowed to remain in the SRC to work on their plan to regain admission to the classes or activities that they were involved in if they can find the self-control to obey the following rules:

1. Students must find enough self-control to remain quiet and not talk to the other students.
2. Students must find enough self-control to remain seated in your planning area and not walk around disrupting others who are working on plans.
3. Students must find enough self-control to raise your hand if you need to ask a question of the SRC Coordinator.
4. Students must find enough self-control to respect the rights of all staff and students involved in the center.
5. Students will be allowed back into your class when you successfully negotiate your plan with the staff or administration.
6. If students are assigned to the SRC in the “**Earn All Program**” they cannot participate in any school activity until given permission by the administration.

If a student cannot find the self-control to follow the rules in the SRC they will be asked to leave the building. A parent or guardian will be notified and a meeting will take place prior to the student’s reentry to the building. In order to reenter the building, a student must fulfill requirements of the SRC and finish their plan of improvement.

Proper conduct is expected of students at all times. Various corrective actions can be taken when students misbehave. The severity of the action will depend on the seriousness of the misbehavior and student’s past behavioral record. Teachers are expected to handle their own discipline to the extent of being practical. Actions taken are likely to be reprimands, detentions, calls and notes to the parents, parent conferences and finally, referral to a school administrator.

All Hopkins High school discipline regulations are in effect in school, on school property (including athletic contests), field trips and all other school-sponsored activities.

The following examples of inappropriate conduct could result in suspension, expulsion, referral to appropriate law enforcement agencies, or payment of damages, depending on the circumstances of the case and could warrant action by the Board of Education for the violation committed.

The consequences listed below for inappropriate conduct, are minimum only. Second offenses may result in additional consequences.

GENERAL EXPECTATIONS and Consequences

Alcoholic Beverages – The use, selling or possessing of alcoholic beverages or alcohol look-a-likes on school property or at school functions is prohibited at any time. Students are prohibited from attending any school function (home or away) while under the influence of alcohol.

Students will receive out-of-school suspension up to ten (10) days or a recommendation for expulsion to the Board of Education. A police referral as well as a referral to a substance abuse program will occur and written evidence of attendance is required. (Students who attend a substance abuse program may have the OSS suspension reduced at the discretion of the principal.)

Arson – Burning or attempting to burn school property, or use and/or possession of explosives is prohibited.

Students will receive out-of-school suspension of ten (10) days and may be recommended for long term suspension or expulsion. A police referral may result.

Assaults

Physical Assault – The act of physically assaulting any person on school property, at a school function, or going to and from school is prohibited. Any student who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Students will receive out-of-school suspension up to ten (10) days and will be recommended to the Hopkins Board of Education for expulsion for student-on-student assaults. A police referral will result.

- **Sexual Assault** – The act of physically forcing oneself onto another that results in contact and is viewed as an unwelcome and threatening.

Students will receive out-of-school suspension of ten days with a recommendation for expulsion.

- **Verbal Assault** – Any statement or act, oral or written, which can reasonably be expected to induce in another person an apprehension of danger of bodily injury or harm is prohibited. (Make a believable threat.)

Students will receive a minimum of a one (1) day out-of-school suspension and may be recommended to the Hopkins Board of Education for expulsion.

Automobiles – If a student does not register his/her vehicle after repeated requests to do so, a \$5.00 parking ticket will be administered. Billings will occur if the ticket is not paid within five school days.

Bullying- Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. (PA 241 of 2011)

Appropriate notification of guardians will take place, followed by an appropriate and timely investigation, and consequences will be based on the investigation. Actions may result from warning to a board referral for expulsion. It may also result in a police referral

A complete copy of the Board Policy is found on pgs. 28-31.

Bus Conduct – All parents are asked to go over the following rules with your son/daughter.

- . Observe same conduct as in the classroom.
- . Be courteous - use no profane language.
- . Do not eat or drink on the bus.
- . Keep the bus clean.
- . Cooperate with the driver.
- . Do not smoke.
- . Do not be destructive.
- . Stay in your seat.
- . Keep head, hands and feet inside of the bus.
- . Bus driver is authorized to assign seats.

Bus Conduct – Violation of bus rules resulting in a bus slip.

1 st Bus Slip	Minimum Warning.
2 nd Bus Slip	Minimum three (3) day suspension from the bus.
3 rd Bus Slip	Minimum five (5) day suspension from the bus.
4 th Bus Slip	Minimum nine (9) day suspension from the bus.
5 th Bus Slip	May be suspended from the bus for the remainder of the school year.

Cheating – The acts of cheating and plagiarism in connection with academic endeavors or school processes or procedures will not tolerated.

1st Offense- Classroom rules will be established by the teacher detailing cheating and its ramifications with an SRC visit possible. For violation of this rule, parental contact will be made by the teacher.

2nd Offense – Teachers may make a referral to the office with possible a suspension of up to ten (10) days.

Coats and Bookbags/Backpacks/Purses – Due to an increased concern with student and staff safety at school, all students are expected to leave all coats, outerwear, back packs, book bags, purses locked in their locker from the time of arriving at school until dismissal at the end of the day. If a student is concerned with the temperature in their classrooms, they should dress accordingly. Failure to comply will result in disciplinary action.

Dress Code – Students are expected to keep themselves properly groomed and neatly dressed at all times. An individual's appearance has a bearing on how he/she acts and how others react. Neatness of appearance and cleanliness of a person reflects an expression of pride of one's self and in one's community. Dress should be neat, clean, decent and appropriate for the learning situation. Any form of dress which is considered contrary to good hygiene or which is disruptive or distracting to the purpose of the school will not be permitted.

- a. Dress should be neat, clean, comfortable and in good taste. Shoes will be worn at all times.
- b. The wearing of hats and head coverings is prohibited in school. Hats should be removed upon entering the school and are not worn until the final release bell after the last class period of the day. Hats will be confiscated until the end of the school year.
- c. Students who exhibit poor personal hygiene that is disruptive to the educational environment will be subject to removal from school until such problems are corrected.
- d. Non-prescription sunglasses will not be worn in the school building.
- e. Skirt length must be no shorter than 3 (three) inches above the knee regardless of leggings or tights being worn.
- f. The length of a student's shorts/skort must come past the students fingertips when hands are arms are fully extended.
- g. Bare midriff, tank tops, halter tops, low-cut tops, spandex-type of shorts or pants and sagging pants are prohibited. All sleeveless shirts must have shoulder at least 4 inches wide. Strapless tops are not allowed.

- h. Any article of clothing that graphically depicts anything in poor taste (i.e. tobacco/alcohol products or advertisements, profanity, etc.) will not be allowed.
- i. Wallets with any type of chain attached to them are prohibited.
- j. Long chains and/or sharp objects are not to be worn.
- k. Any body piercings that detract from the educational atmosphere of the building or individual classroom are prohibited.

NOTE: Any form of extreme or conspicuous dress that disrupts the educational process will be subject to corrective action and/or disciplinary action.

Students in violation of the dress code will not be permitted to attend regular classes until properly dressed.

1st Offense

Warning. Student will be asked to change clothing. Should the student have no clothing available, he/she will be sent home with parent permission to change.

2nd Offense

Detention. Student will be asked to change clothing. Should the student have no clothing available, he/she will be sent home with parent permission to change.

3rd Offense

Saturday School. Student will be asked to change clothing. Should the student have no clothing available, he/she will be sent home with parent permission to change.

4th and following Offenses

Out-of-School Suspension. Student will be asked to change clothing. Should the student have no clothing available, he/she will be sent home with parent permission to change.

Driving Policy –

Students are not allowed to drive to school without registering the vehicle in the Principal's office.

All vehicles driven to school by students must be properly registered. Registration and parking permit cost is \$5.

Students must park in the appropriate lot.

Students are to leave their cars when they arrive at school. Students are not to sit in or ride in cars at anytime during the school day or during school activities.

Vehicles may not be taken from the parking lot at any time unless permission has been obtained from the Principal's office, and the student has checked out in the attendance office.

Drivers must drive slowly and carefully in the parking lots. Students driving excessively fast or carelessly on school property or en route to and from school will lose driving privileges.

Any student involved in an accident in the student parking lot must immediately report it to the office.

Once the busses begin to leave, all drivers must wait for the busses to clear before leaving the lot.

Driving – Violations of the rules/regulations will result in the following:

ILLEGAL PARKING

1st Offense A warning ticket will be placed on the window of the vehicle.

2nd Offense \$5 ticket will be issued with the possibility of loss of driving privileges for up to three days.

3rd Offense \$5 ticket will be issued with the possibility of loss of driving privileges for up to three days.

RECKLESS DRIVING

1st Offense Loss of driving privileges for 1 week or more.

2nd Offense Loss of driving privileges for up to the remainder of the school year.

Driver/Passenger To and From School – Michigan School Code gives to schools the right to make reasonable regulations for the conduct of pupils concerning their safety while en route to and from school. Students are prohibited from loitering, gathering, etc. near school grounds if it presents a safety problem to others en route to and from school.

Discipline will be appropriate to the circumstances and may include warning, SRC, Saturday School, OSS, long term suspension or expulsion from school.

Drug Abuse (Controlled Substance) – Using, possessing, selling and/or delivering a controlled substance of any kind, inhalants, and/or anabolic androgenic steroids (unless under the direction of a licensed medical doctor) on school property is prohibited at all times.

It is against school rules for a student to have in his/her possession, to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person represents to be a controlled substance of any kind, inhalants and/or anabolic androgenic steroids or represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance of any kind, inhalants, and/or anabolic androgenic steroids. At no time, should a student provide another student with medication or supplements.

Attending classes or any other school function while under the influence of or in possession of a controlled substance of any kind, inhalants, and/or anabolic androgenic steroids is prohibited.

Students will receive out-of-school suspension for ten (10) days and may be recommended for expulsion. A police referral may result and an automatic referral to a substance abuse program will occur with written evidence of attendance before returning. Students who fail to attend a substance abuse program will be recommended for long term suspension or expulsion.

False Alarms or Bomb Threats – The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe is prohibited.

Students will receive a minimum of a 1 day out-of-school suspension and may be recommended for long term suspension or expulsion. A police referral may result.

Fighting – Participating in a physical attack against another on school property, at a school function, or going to and from school is prohibited.

<u>1st Offense</u>	Minimum out-of-school suspension three (3) days.
<u>2nd Offense</u>	Minimum out-of-school suspension five (5) days
<u>3rd Offense</u>	Ten (10) day out of school suspension and referral to the Board of Education for possible expulsion.

Gang Activity – The display of gang-related clothing, hand signs, graffiti, behavior or any other indication of gang memberships or activity is prohibited.

Minimum of 1 day out-of-school suspension will occur and a police referral may occur.

Gross Misbehavior – Disobedience or habits detrimental to the educational environment is prohibited.

Minimum suspension of one (1) day and parent contact.

Hallway Conduct – Conduct in the halls sets the tone for student behavior in classrooms. With this in mind, and in order to promote a safe and orderly educational atmosphere within the building, students are expected to observe the following:
Walk and pass quietly between classes.

Pick up items found on the hall floors and dispose of them properly. Please do not litter.

Refrain from unacceptable physical conduct, such as pushing, shoving, rough play, or public display of affection.

Observe proper etiquette and courtesy by not blocking the halls with legs/feet or body.

We expect that all food and beverages will be consumed in the cafeteria and that you deposit your litter in the cafeteria

waste containers. Pop, candy, donuts or other food items are not permitted in the hallway or classrooms.

Students are required to give these items to an adult employee upon request. On special occasions,

administration/teachers may make exceptions to this expectation.

Identify yourself accurately when requested to by a staff member, and present your student I.D. card when requested.

Failure to comply with the above rules can result in the placement of the student in the Student Responsibility Center.

Insubordination – Refusing a reasonable request by an administrator, teacher or other school official is prohibited and considered insubordinate.

<u>1st Offense</u>	Minimum out-of-school suspension three (3) days.
<u>2nd Offense</u>	Minimum out-of-school suspension five (5) days
<u>3rd Offense</u>	Ten (10) day out of school suspension and referral to the Board of Education for possible expulsion.

Intimidation – Threats, verbal abuse or an aggressive act upon others will not be tolerated either on school property or on the way to and from school. A student may also be held responsible for statements and/or actions, which directly provoke aggressive actions toward another student. In certain cases the action may be considered “bullying” and with be handled in that manner, see **Bullying** on page 8.

Minimum out-of-school suspension for 1 day and possible police referral.

Lunch Room Regulations –

We expect proper behavior. Throwing food will not be tolerated.

Students are to pick up after themselves.

All food and drink is to be consumed in the cafeteria or other designated areas as noted by the principal.

Students are not to be in the hallways during lunch hours.

Failure to comply with the above rules can result in the placement of the student in the Student Responsibility Center to develop a plan for improvement.

Possession of Fireworks, Smoke Bombs or other incendiary devices – Possession and/or use of incendiary devices is prohibited by law and school rules.

Students will receive up to a ten day out-of school suspension and may be recommended for long term suspension or expulsion. A police referral may result.

Possession or Using Weapons – The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury is prohibited.

Students will receive up to a ten day out-of school suspension and may be recommended for long term suspension or expulsion. A police referral may result.

Profanity – Use of profanity or obscene language, and gestures written or spoken is prohibited.

SRC Plan For Improvement

Minimum Suspension of one (1) day and parent contact.

Use of profanity or obscene language written or spoken gestures directed towards a staff member is prohibited.

Minimum OSS one (1) day.

Sexual Harassment – Sexual harassment is defined as making unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Minimum Suspension of 1 day and parent meeting.

Signs of Affection – Students should conduct themselves in a dignified manner at all times. Other than holding hands, it is considered inappropriate to exhibit such behavior as kissing or romantic embracing.

Failure to comply will result in a warning and possible parent contact. Repeat offenses may result in further discipline.

Tardy to Class – Responsible students who arrive on time are valued at Hopkins High school and in the world of work. It is the responsibility of the student to be in the classroom when the bell sounds. If the student neglects to plan ahead and arrives late to class the following will occur:

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Detention –1 Hour
4 th Tardy	Detention – 1 Hour
5 th Tardy	Saturday School
6 th Tardy	Suspension up to 10 days and parent contact

See Tardy Policy on page 6.

Technology – Students who violate any part of the Hopkins Public School’s Technology Code of Ethics will be punished accordingly. Please refer to the Technology Guidelines.

Loss of computer usage. Minimum SRC plan for improvement.

Theft and Possession of Stolen Property – Stealing, or in possession of stolen property of other students or school property is prohibited.

Minimum OSS of 1-5 days and restitution. Possible referral to the Board of Education and police.

Tobacco Products – The use of tobacco products is prohibited on school property by state law. Students are prohibited from possessing or using tobacco products. Students are prohibited from leaving school grounds during assigned school hours for the purpose of using tobacco products.

1 st Offense	Minimum three (3) days OSS. Possible police referral.
2 nd Offense	Minimum five (5) days OSS. Possible police referral.
3 rd Offense	Minimum ten (10) days of OSS with recommendation for long term suspension or expulsion. Possible police referral.

Truancy – Leaving class or school grounds without permission is prohibited

Students will receive one day of Saturday School with a possible police referral for those students under the age of 16.

See attendance policy on page 3.

Vandalism – Defacing or destruction of school property or property of another is prohibited

1 st Offense	Payment of damages. Possible police referral. Minimum OSS of five (5) days
2 nd Offense	Payment of damages. Police referral. Minimum of OSS of ten (10) days and/or recommendation for expulsion.

The following incidents are considered “Reportable Incidents” and will be reported to the Allegan County Sheriff’s Department and the Hopkins Public School District’s superintendent.

Armed Student or Hostage, Suspected Armed Hostage, Weapons on School Property, Death or Homicide, Drive-By Shooting, Physical Assault, Bomb Threat, Explosion, Arson, Sexual Assault, Robbery or Extortion, Unauthorized Removal of Student, Destruction of Property, and Minor in Possession.

Administrative Summary

The school administration reserves the right to establish fair and reasonable rules and regulations for actions requiring discipline that are not covered in the Handbook. In all cases, rules, regulations, and possible punishments shall be as consistent as possible with previously established rules, regulations and punishments for similar incidents.

TYPE OF DISCIPLINARY ACTION

Warning – Oral or written notice that continuation or repetition of conduct found to be a violation of school rules may be cause for more severe disciplinary action.

Student Responsibility Center – The student responsibility center is designed to hold students accountable and responsible for their behavior, and to allow teachers to instruct and students to learn. Any student who inhibits the process of instruction may be required to write a plan of improvement under the direction of the SRC Coordinator and with the agreement of the teacher. Students will be assigned to the SRC until this process is complete and parents will be notified when their student is assigned to the center.

Saturday School – A student requiring disciplinary action may be assigned to a Saturday school. Parents are responsible for transportation and will be notified in advance of the assignment in order for transportation arrangements to be made if necessary. Failure to attend or follow the rules will result in further disciplinary action.

Out-of-School Suspension – Removal from school for a designated period of time (not to exceed 10 days) due to a violation of school rules and regulations. The student is not allowed on school premises during the school day. He/she may not participate in any school activity such as athletic events, music concerts, plays, etc. for the duration of the suspension.

Students who receive out of school suspension are able to make up their homework, projects, quizzes, and tests. It is the student's responsibility to make arrangements with the main office for these assignments to be made up within a timely manner.

Students assigned out-of-school suspension will have the days counted as absences.

Board of Education Suspension – This is removal from school by Board of Education action, upon recommendation by the building principal, for a period beyond the ten (10) day limitation placed upon the student. The policies governing suspension are in effect for the length of the suspension as designated by the Board of Education. This action would be taken for cases of "gross misdemeanor," "persistent disobedience," or conduct which endangers the welfare of other pupils or the school district.

Expulsion – Exclusion from school on a permanent basis for a specified period of time, or until certain conditions have been met.

Due Process – When disciplinary action is taken against a student by a teacher or administrator, the student has the following rights: to be informed of the reason for the action, to present any facts that will support his/her defense, to have a hearing to discuss both sides of the issue and/or the appropriateness of the action.

HOPKINS HIGH SCHOOL/MIDDLE SCHOOL ATHLETIC HANDBOOK

ATHLETIC DEPARTMENT PHILOSOPHY

Believing that the student's welfare and progress are the fundamental basis for the school, the athletic department of Hopkins Public Schools declares that athletic activities play a large part in achieving that end. It is therefore understood that the goal of the interscholastic program of Hopkins High School shall be the positive development of all participants and all others related to the program. Participation in athletics at Hopkins Public Schools is a privilege; it is not a right granted with school membership.

As educators we believe that students can: (a) discover avenues for self-expression; (b) avail themselves of opportunities to exercise full human potential; and (c) experience the excitement and drama of life through sports participation. Interscholastic sports are viewed as educational tools for the building and mirroring of values. Athletics are a form of play; play which can be made educational and enriching. This play can also be structured to promote choices of and commitments to values by participants and spectators alike.

The student athlete will experience the privilege and joy of membership and learn the responsibility to each team member, coach, spectator, the school community represented and the opponents faced.

The student athlete will learn the importance of self-discipline while abiding by rules and regulations. The student athlete will learn the relationship between hard work, success, failure, frustration and one's own self-worth.

STATEMENT OF NON-DISCRIMINATION

In compliance with Section 504, US Relations Act of 1973, "The Hopkins Public Schools is in compliance with all State and Federal Laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap."

GOVERNANCE

The **Hopkins Board of Education** is the ruling agency for activities at Hopkins Public Schools.

The **Michigan High School Athletic Association (MHSAA)** provides rules and regulations that assure equity in competition for student athletes in a balance with other educational programs. Hopkins Public Schools is a voluntary member of the **MHSAA**.

Hopkins Public Schools is a voluntary member of the **O.K. Conference—Silver Division**. The value of membership in the **O.K.** is the arranging of schedules, equalizing of competition, conducting of conference meets, declaration of league champions and general upgrading of the program of member schools through the establishment of conference standards and goals.

COLLEGE BOUND ATHLETES

The Hopkins Athletic Department recommends that any students wishing to continue playing sports in college should follow the college prep plan while scheduling classes. If you have any questions on this topic, please contact the athletic director or counselor.

ATHLETIC PARTICIPATION FEES

Hopkins Board of Education has established the following Athletic Participation Fees:

High School Sports –

Athlete's 1st Sport of the school year = \$60

Athlete's 2nd Sport of the school year = \$45

Athlete's 3rd Sport = No Fee.

Middle School Sports –

Athlete's 1st Sport of the school year = \$35

Athlete's 2nd Sport of the school year = \$20

Athlete's 3rd Sport = No Fee.

(District Wide Immediate Family Max = \$200 per family)

**Payment must be received by the Athletic Office prior to the first contest of the season.

*** THE TERM PARENT WILL BE USED TO MEAN PARENT/GUARDIAN THROUGHOUT THIS DOCUMENT.**

COMMUNICATION TO PARENTS AND ATHLETES

TO THE PARENT

Because your son or daughter has indicated a desire to participate in interscholastic athletics; your family interest in this phase of our school program is encouraged.

Parents are expected to exhibit good sportsmanship and support students in a positive manner. We trust that you will join in this cooperative effort to help provide an environment for your son or daughter that will assist their development of fellowship and goodwill, self-realization and the qualities of good citizenship.

We who are concerned with the educational development of young women and men through athletics feel that a properly controlled, well-organized sports program can contribute to meeting the needs of students' self expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity. A student who elects to participate in athletics is voluntarily making a choice that requires self-discipline.

We place importance on good conduct and training habits. Failure to comply with these rules of training and conduct will result in progressive disciplinary methods with possible exclusion from the team. If you wish to speak with a coach about a concern, we ask that you use the established lines of communication outlined elsewhere in this document. By doing so, the chances for a positive resolution of concerns are enhanced.

TO THE STUDENT ATHLETE

Being a member of a Hopkins High School athletic team carries with it certain traditions and responsibilities. Over the years, there have been many successes in Hopkins athletics, including league and tournament championships, individual records, all-state and all-conference honors, and awards for sportsmanship. We hope that you will be part of continuing this fine tradition. Contributing to this fine tradition will require a great deal of commitment and understanding of responsibilities:

Responsibility to yourself: The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school. Your academic studies and your participation in other extracurricular and co-curricular activities as well as in sports prepare you for your life as an adult.

Responsibility to your school: Another responsibility you assume as a squad member is to your school. Hopkins High School cannot maintain its position of having an outstanding school unless you participate to the maximum of your ability. You are then contributing to the reputation of your school. You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. The student body, the community and other communities judge our school by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride.

Responsibility to Team: At the high school level, participation in a team sport is a major commitment, therefore it is expected that the athlete not participate in additional organized sports. Please see team rules for specific guidelines.

Responsibility to Others: As a squad member you bear a heavy responsibility. When you know in your heart that you have lived up to all the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out," you can keep your self-respect and your family can be justly proud of you. Younger students in our school system are watching you. They will copy you in many ways. Do not let them down. Set good examples for them.

We wish you great success as you participate in high school athletics.

PHILOSOPHY OF WINNING

Winning is the primary objective within the parameters of this philosophy.

MIDDLE SCHOOL

Playing time is guaranteed to all members of a team during each contest, but not equally.

FRESHMAN ATHLETICS (when offered)

Every attempt will be made to provide playing time to each athlete during each contest, but not equally. Freshman athletics begins to instill a winning attitude.

JUNIOR VARSITY ATHLETICS (includes freshman and sophomore athletes)Every effort will be made to provide quality game time during a season to all athletes who demonstrate a strong work ethic and efforts to improve, but playing time does not have to be equal.

VARSITY ATHLETICS

At this level, no one is guaranteed playing time as the best athletes should be on the field/court/mat/course when the skills and intensity of competition requires the best.

All student athletes should be committed and focused at all practices and events, exhibit the highest skill level, demonstrate good sportsmanship on the field of competition as well as off, and be excellent role models of the Viking tradition. Students who participate are expected to represent the highest ideals of character by exemplifying good conduct and good citizenship on and off the playing field/court/mat/course. The coach will decide all playing time matters taking all of this into consideration.

**GUIDELINES FOR EXPECTED BEHAVIOR,
COMMUNICATION & ACCIDENT INSURANCE**

EXPECTED BEHAVIOR

It is the expectation of Hopkins Public Schools that participants and spectators exhibit appropriate decorum. Positive support of individual players and the team is encouraged. Negative behavior that detracts from the positive experience student athletes can provide is not acceptable. Participants and spectators exhibiting disruptive and/or negative behavior may be removed from the premises. Persons exhibiting repeated negative behavior may be restricted from attendance at school events.

COMMUNICATION

It is the goal of Hopkins Public School to encourage and promote effective communication among all peers. Coaches are encouraged to hold pre-season meetings with players and parents, to outline procedures and expectations for participating on the team.

During activities such as athletics, there are times when emotions run high. It is essential that conversations occur at the appropriate time and are measured in tone. The following expectations regarding communication have been developed to enhance appropriate communication:

- A. It is essential that coaches know of significant events in the life of a student athlete that may affect participation in practice, games, and other activities. We request that parents communicate such situations to the coach. Please make a contact at school by leaving a message, requesting a phone conversation, or requesting to talk with the coach personally. A return contact will be made as soon as it is feasible.
- B. It is also essential that the coach keep parents informed of significant events that may happen within the activities of the program. If the student athlete has experienced an especially frustrating situation or has a significant accomplishment, it is expected the coach will communicate with parents, so parents may have that information.
- C. Parents and players should use the following procedures if concerns arise:
 - Step #1 A conference with the coach.
 - Step #2 A conference with the athletic director and coach.
 - Step #3 A conference with the high school principal, athletic director and coach.
 - Step #4 A conference with the Superintendent, high school principal, athletic director and coach.
- D. It is the expressed policy of Hopkins Public Schools that coaches are not to be confronted in a negative manner by parents, or players before, during or after a contest or a practice.
- E. If a conversation between a parent, and a coach or a player and coach becomes confrontational, coaches have been asked to draw the conversation to a close. The athletic director shall be notified of the negative encounter and correct procedure will be followed as detailed in "Communication".

INSURANCE

Annually, since 1985, the Hopkins Board of Education has underwritten the cost of providing blanket accident insurance for all students participating in school-sponsored activities. This coverage provides excess (secondary) payments, to pay only for costs unpaid by the student athlete's family (primary) medical insurance. Should there be no family medical insurance in effect at the time of an accident, or if for any reason no benefits are paid by the family insurance, the student accident insurance is available except that a deductible will apply. Claims arising from normal school-day activities as well as extra-curricular events and participation in athletics are all treated alike.

Should an accident occur, all bills must be submitted first to the family medical insurance carrier. After the family medical insurance carrier pays all allowable benefits, a student accident insurance claim form may be obtained from the building principal's office. This form needs to be completed, signed and forwarded to the claims department of First Agency, Inc. along with itemized statements showing all charges incurred and benefits paid by family medical insurance. The First Agency, Inc. will then consider the claim balances and disburse payments for appropriate benefits per policy provisions.

As with any insurance policy, the policy has some terms and conditions which may affect coverage. One such condition related to members of an HMO; such individuals must be seen first by the HMO physician before being referred to a specialist. By-passing the HMO can invalidate coverage. Another condition restricts coverage to costs incurred for treatment within one year from date of injury. Should you wish to review the school's policy, a copy is available in the office of each of our buildings.

The student accident insurance program provides the supplementary layer of \$1,000,000 of secondary coverage to all students on a blanket basis, whether family medical insurance is in force or not. Because of this blanket aspect of the coverage, the coverage cannot be waived or rejected by any students.

Hopkins Public Schools provides a secondary insurance policy for all student athletes. In case of an injury:

- Notify the appropriate coach/trainer immediately.
- If treatment is sought, all bills must first be submitted to the student athlete's parents', personal health insurance.
- Any unpaid bills may be submitted to the high school office. At this time they will be sent to our insurance provider for review. You will be asked to fill out a release form allowing our insurance company to investigate the claim.

REQUIREMENTS FOR PARTICIPATION

- A. **Emergency Medical Authorization.** Each student athlete's parents, shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the parent is not available.
- B. **MHSAA Eligibility.** To be eligible for interscholastic competition, a student athlete must comply with the following MHSAA rules. These rules act as minimum guidelines:
 - 1. **Age.** Be under nineteen (19) years of age at a time of contest unless nineteenth birthday occurs on or after September 1 of a current school year, in which case the student athlete is eligible for the balance of that school year in all sports.
 - 2. **Amateur Practices.** Not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participation in any form of athletics, sports, or games or have signed a professional baseball contract. (Reinstatement will not be considered for one (1) year).

3. **Awards.** Must not have accepted any award or merchandise exceeding \$15.00 in value for athletic performance. Student athletes accepting memberships, privileges, services, negotiable certificates or money are in violation.
 4. **Current Trimester Record.** Be carrying and doing passing work in at least twenty (20) credit hours during present Trimester up to within seven (7) days of contest. (20 credit hours is equal to 4 classes) ***MHSAA minimum for trimesters is 15 credits, however, Hopkins Public Schools is requiring 20.*
 5. **Enrollment.** Have been enrolled in a high school no later than the fourth Friday after Labor Day (for the 1st or 2nd Trimester) or no later than the fourth Friday of February (for the 2nd or 3rd Trimester).
 6. **Limited Team Membership.** Not have participated in an outside competition in a sport during the season after the student athlete has represented his/her school in that sport except individual participation in a maximum of two individual sports meets or contests; not have participated in a so-called all-star, charity, or exhibition football, basketball or ice hockey game during the school year.
 7. **Physical Examinations.** A yearly physical examination is required. A physical card must be completed by a physician and submitted to a coach prior to participation. The physical covers all sports for the entire school year provided the examination occurred after April 15 of the spring/summer prior to the present school year. The athletic director keeps the form on file.
 8. **Previous Trimester Record.** Have received at least twenty (20) credit hours for the last Trimester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student that fails to successfully complete (20) credit hours is ineligible for **sixty (60)** school days. ***MHSAA minimum for trimesters is 15 credit, however, Hopkins Public Schools is requiring 20.*
 9. **Seasons of Competition.** Have not more than four (4) first trimester, four (4) second trimester, and four (4) third trimester seasons of competition in a sport in a four (4) year high school.
 10. **Transfers.** Generally, have had an accompanying change of residence by the student athlete's parent, or other persons with whom the athlete has been living during the period of his/her last high school enrollment, into the district or service area of the school, to be eligible during the first trimester in attendance. Additional documentation of residency including necessary forms must be completed before a student is eligible.
 11. **Undergraduate Standing.** Not be a high school graduate.
- C. **Parental/Student Acknowledgment of Athletic Policies.** At the beginning of the school year each student will receive a Student Handbook which will contain the Hopkins Public Schools Athletic code. In addition, the Student Handbook and the athletic code will be posted on the Hopkins Public Schools Website. Each student and a parent for each student, is expected to sign a handbook acknowledgement form and turn it into the main office of the school the student attends. The form is verification that the student/parent has received a copy of the Student Handbook which includes the Athletic Code
- D. **Risk of Participation.** All student athletes and parents, guardians must realize there is a risk of serious injury, which may be the result of athletic participation. Hopkins Public Schools will use the following procedures to help protect against injury:
1. Offer a parent/student athlete meeting prior to the start of the season to explain the athletic policies and advise, caution and warn parents/student athletes of the potential injury or death.
 2. Maintain a continuing education program for coaches to learn up-to-date techniques and skills for their sport.
 3. Instruct all student athletes about the dangers of participation in their particular sport.
- E. **Scholastic Eligibility.** In order to participate on a Hopkins Public Schools athletic team, each student athlete must have met the guidelines set under the Athletic Eligibility Policy. The policy consists of current eligibility and previous marking period eligibility. These are explained on the last page of this document.

ATHLETIC CODE OF CONDUCT

- A. **Athletic Jurisdiction.** A student athlete comes under athletic jurisdiction when he/she participates in his/her first high school or first middle school sport. **The athletic code will be in effect during the school year. (First date of football preseason workouts/tryouts as established by the MHSAA).**
- B. **Behavior and Sportsmanship.** Athletic teams from our school have earned an outstanding reputation in the area of sportsmanship. We take pride in our student athletes and fans conducting themselves in a proper manner. Below are some suggestions for your consideration:
- Student athletes and spectators represent Hopkins Public Schools.
 - The good name of the school is more valuable than any game won by unfair play.
 - Accept decisions of officials without dispute.
 - Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent.
 - Unsportsmanlike and/or insubordinate behavior, or demonstration of a negative attitude in word or action toward a team member, coach, opponent or official is not acceptable.

Non-Compliance: Any unsportsmanlike conduct will result in suspension as per MHSSA rules

- C. **Conduct of Athletes.** A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. All student athletes shall abide by a code of ethics which will earn them the honor and respect for their participation that competition in the interscholastic program affords. Any conduct that results in dishonor to the student athlete, the team, or the school is not acceptable. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of law, including misdemeanors, that tarnish the reputation of everyone associated with the athletic programs. The coach, athletic director, and principal are charged with assuring compliance with the Athletic Code of Conduct. Penalties for non-compliance will be fairly and firmly levied and administered by the Coach, athletic Director or Principal.

- D. **Definition of an Athlete.** The Hopkins Public Schools Athletic Department defines a student athlete as any student who is a member of any athletic team including team managers and student athletic trainers.
- E. **Detentions, ISS, or OSS.** Each day of detention/ISS/OSS assigned to a student athlete, other than for tardiness, will result in the loss of two (2) quarters in a basketball game by a cheerleader or player, one (1) quarter in a football game, for a player or cheerleader; four (4) innings in softball or baseball; two (2) games in volleyball; one (1) match in wrestling and golf; one (1) meet event in track; one (1) meet in cross-country. The suspension will be served immediately at the beginning of the contest.
- F. **Dual/In-Season Participation:** Student athletes will not be permitted to participate in any unauthorized sports activity (school sponsored) while participating in their season without their current coach's permission. For example: Football players may not participate in basketball activities; Basketball players may not participate in volleyball activities; Volleyball players may not participate in softball activities; Basketball players may not participate in baseball activities; etc. Once a student athlete is committed to the program for that season, it is expected that the student athlete will carry out that responsibility. A student's participation in non-school sponsored sports will be governed by MHSAA guidelines and individual team rules.
***Because the goal of middle school athletics is participation in as many activities as possible, this provision will only pertain to high school athletes.**
- G. **Elastic Clause.** In the event the Athletic Code of Conduct or other school policies or procedures do not cover situations that arise, the administration and/or the Board of Education reserve the right to establish such rules and conditions to respond effectively to unanticipated or unique circumstances.
- H. **Felony.** Student athletes are not to commit felony crimes. Non-compliance shall be determined at the time that confirmation of guilt is substantially established. Involuntary felony crimes may be considered individually by the Board of Education.

Non-Compliance:

First Offense: Suspension of the student athlete from the interscholastic program for a period of 120 calendar days. The student athlete will be expected to participate in all team functions but no contests, if there is a chance he/she will possibly become eligible for participation in contests at the end of the suspension.

Second Offense: Suspension of the student athlete from the interscholastic program for a period of one calendar year. The student athlete may not participate in any interscholastic athletic activity within that year. If there is an opportunity for him/her to participate in more than 50% of the scheduled contests in the season when he/she again becomes eligible, he/she may participate in team functions but no contests, until such time the suspension period is over.

- I. **Individual Coach Rules.** Coaches are to establish reasonable rules and regulations subject to the approval of the athletic director and principal for their respective sports. These rules must be given by the coach in writing to all team members and explained fully at the start of the season. Penalties for violation of team rules must be in writing. Copies of these additional rules by coaches must be on file with the athletic director. The athletic director retains the right to alter rules or punishments for violations of individual coach rules prior to distribution of the rules to the players by the coach.
- J. **Prohibited Substances.** Student athletes are not to be in possession of, use, or be under the influence of any form of tobacco products, alcohol, or any mind or body altering substance not prescribed by a physician at any time during the school year. Offenses accumulate from year to year throughout the athlete's career.

1. TOBACCO PRODUCTS:

Non-Compliance:

First Offense: If the offense occurs during a season in which the athlete participates it results in suspension of the student athlete from the interscholastic program for 20% of the scheduled contests. The student athlete will lose his/her letter for that sport. He/she will be expected to participate in all team functions, if there is a chance that he/she will become eligible for participation in contests at the end of suspension. If the offense occurs while the student is not participating, penalties will be enforced in the next season of participation by the student.

Second Offense: If the offense occurs during a season in which the athlete participates it results in suspension of the student athlete from the interscholastic program for 50% of the scheduled contests. The student athlete will lose his/her letter for that sport. He/she will be expected to participate in all team functions, if there is a chance that he/she will become eligible for participation in contests at the end of suspension. If the offense occurs while the student is not participating, penalties will be enforced in the next season of participation by the student.

Third Offense: Suspension of the student athlete from the interscholastic program for a period of one calendar year. The student athlete will lose his/her letter. The student athlete may not participate in any interscholastic athletic activity within that year. If there is an opportunity for him/her to participate in more than 50% of the scheduled contests in the season when he/she again becomes eligible, he/she may participate in team functions but no contest, until such time that the suspension period is over.

2. ALCOHOL, MIND OR BODY ALTERING SUBSTANCE NOT PRESCRIBED BY PHYSICIAN:

Non-Compliance:

First Offense: If the offense occurs during a season in which the athlete participates it results in suspension of the student athlete from the interscholastic program for 30% of the scheduled contests. The student athlete will lose his/her letter for that sport. He/she will be expected to participate in all team functions, if there is a chance that he/she will become eligible for participation in contests at the end of suspension. If the offense occurs while the student is not participating, penalties will be enforced in the next season of participation by the student.

Second offense: If the offense occurs during a season in which the athlete participates it results in suspension of the student athlete from the interscholastic program for 50% of the scheduled contests. The student athlete will lose his/her letter for that sport. He/she will be expected to participate in all team functions, if there is a chance that he/she will become eligible for participation in contests at the end of suspension. If the offense occurs while the student is not participating, penalties will be enforced in the next season of participation by the student.

Third Offense: Suspension of the student athlete from the interscholastic program for a period of one calendar year. The student athlete will lose his/her letter. The student athlete may not participate in any interscholastic athletic activity within that year. If there is an opportunity for him/her to participate in more than 50% of the scheduled contests in the season when he/she again becomes eligible, he/she may participate in team functions but no contests, until such time that the suspension period is over.

In addition to the student athlete losing the athletic award/letter, the student athlete also loses any opportunity to receive any other team athletic award during that season. The student athlete may not be nominated nor is eligible to receive any additional awards such as team awards. During the suspension period should the season end before the penalty ends, the suspension penalty will then be carried over into the next season. For a fourth offense on either of the above categories the student athlete's athletic career will be terminated immediately.

- K. **Representation/Conduct.** Student athletes in an inter-scholastic program represent both themselves and the school district. A student athlete's conduct shall bring credit to the student athlete, parents, team, school, and community.
- L. **Team Function Attendance.** Each student athlete is expected to be at every practice session, team meeting, or other team function unless homebound by illness or injury, or excused by the coach and/or the athletic director prior to the absence or have violated other suspension items in this handbook. The student athlete must notify the coach prior to not being at a team function. The athletic department discourages mandatory team functions on Sundays. Please refer to individual team rules for specifics.
- M. **Theft.** Student athletes are not to steal, be knowingly in possession of stolen items, or assist in the theft of property, including athletic uniforms or equipment. Non-compliance will be subject to Hopkins Public Schools Handbook consequences for theft. Usual school procedures in determining a student's involvement will be used.

**ATHLETIC DEPARTMENT
VIOLATIONS REPORT GUIDELINES**

The administration will investigate, on the basis of rumor or physical evidence, any alleged violation of the athletic code when it involves school property or school functions. However, the administration will also investigate alleged violations of school rules that do not involve school property or a school function only if a witness will testify or provable evidence is presented.

- A. Written report to the athletic director or a principal by a non-student adult within five (5) calendar days of knowledge of person committing violation.
- B. Athletic director and/or principal shall notify the student athlete of the reported violation and penalty within ten (10) school days after receipt of written violation report.
- C. Athletic director and/or principal will notify parents, guardians by phone, if possible, and in writing, of reported charge of athlete's violation and subsequent penalty within ten (10) school days after receipt of the written violation report.
- D. Coaches of athlete involved shall be notified in writing by the athletic director and/or principal.

**ATHLETIC DEPARTMENT VIOLATIONS
DUE PROCESS**

Appeal Process

STEP 1

- Appeal to the athletic director
- Information discussion with athletic director within two (2) school days from notification of violation.

STEP 2

- Appeal to Athletic Review Committee
- Formal presentation (written) of appeal to Athletic Review Committee within three (3) school days. The Athletic Review Committee must render a decision within three (3) school days of receipt of appeal.

STEP 3

- Appeal to the superintendent
- Formal presentation (written) of appeal to the Superintendent of Schools or in his absence his designee within five (5) school days

of receipt of the Athletic Review Committee's decision. The superintendent must render a written decision within five (5) school days of receipt of appeal.

STEP 4

Appeal to the Board of Education

IN THE ABOVE PROCEDURE, A DECISION OR AGREEMENT MAY BE REACHED AT ANY STEP IN THE PLAN. ANY LOSS OF PRIVILEGE OF PARTICIPATION WILL CONTINUE DURING THE APPEAL PROCESS.

BASIC ATHLETIC DEPARTMENT PROCEDURES

- A. **Athletic Awards.** An Athletic award is given by the school as special recognition of athletic performance. Coaches will inform student athletes at the start of the season about qualifications for receiving varsity letters and other honors.

At the end of each season, a recognition program is held to honor the student athletes that have participated during that season. Although the format may change somewhat between individual seasons, the following trophy awards may be given to student athletes competing on varsity teams. Some awards may include: Most Valuable Player, Most Improved Player, and Coaches' award.

Teams other than varsity teams may elect or name student athletes for the above honorary awards, but no trophies, medals, or other awards will be purchased by the athletic department. However, student athletes may receive a certificate of merit as a symbol of their accomplishment for participation.

Athletic department awards for Hopkins Middle School and Hopkins High School are as follows:

Middle School Awards
Seventh and Eighth Grade Certificates

High School Awards
All participants receive a certificate; additional awards as follows:

First Year Sub-Varsity	Numerals
Second Year Sub-Varsity	Viking Head Patch
First Year Varsity	Letter & Sport bar
Subsequent Varsity Seasons	Corresponding bar

- B. **Athletic Review Committee.** An athletic review committee shall be established at the beginning of each school year. The purpose of the committee is to review decisions, review athletic policies and make recommendations, and review any discipline problems, which may arise during the season regarding the interscholastic athletic program at Hopkins Public Schools.

The Committee shall be chaired by the athletic director. Committee meetings shall be convened at the call of the athletic director. The committee membership shall be as follows:

Two coaches appointed by the athletic director. One alternate coach assigned by the athletic director. This alternate will take the place of an absent member or if a conflict arises involving an appeal with an athlete of a member's team. One (1) non-coaching faculty member appointed by the athletic director and the principal. The High School Principal will also serve on the committee. Rulings of the committee shall be final, except as the Board of Education shall determine otherwise.

- C. **College Recruitment Policy.** In the event a student athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. The student athlete is to inform the coach of such a contact as soon as possible. College recruitment information is available from the athletic director.

- D. **Conflicts in Co-curricular Activities.** Despite all scheduling efforts by the administration, conflicts will develop between co-curricular activities. A student athlete who attempts to participate in several co-curricular activities may be in a position of conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about belonging to too many activities prior to becoming involved in the activities. Below are suggestions and guidelines for student athletes to follow:

1. The relative importance of each event.
2. The importance of each event to the student athlete.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. Conversation with parents.

Once a decision has been made and the student athlete has followed that decision, he/she will not be penalized in any way by either the faculty sponsor or coach. If it becomes obvious that a student athlete cannot fulfill the obligation of the school activity on an on-going basis, he/she should consider withdrawing from that activity.

E. **Cutting.** Choosing the members of an athletic squad is the responsibility of the coach. Prior to trying out, the coach shall provide the following information to all candidates for the team:

1. Extent of the try-out period.
2. Criteria used to select a team.
3. The expected practice commitment if a student makes the team.
4. Game commitments if the student makes the team.

Coaches are encouraged to be sensitive to students' needs when cuts are necessary. Coaches should discuss alternative possibilities for participation in the sport or other areas in the co-curricular program that may be available to students that are cut.

F. **Dropping Sports.** Once a student athlete has begun a season, he/she is expected to remain a member of the team for the entire season. Quitting a team is a serious decision. On occasion, however, a student athlete may find it necessary to drop a sport for a unique reason. If this is the case, the following procedure must be followed:

1. Consult with the coach.
2. Conference must be held with the athletic director.
3. All equipment must be returned in acceptable condition.

It is the clear intent of Hopkins Public Schools that student athletes remain committed to the athletic team they join. Therefore, student athletes will not be allowed to change sports once they join a team. Only under extreme circumstances will a deviation from this intent be considered. During possible consideration, the coaches and athletic director would need to be convinced a change would be in the collective best interest of the teams and individual involved.

Student athletes that have dropped a sport may not participate in pre-season conditioning for another sport without the approval of the athletic director.

G. **Equipment.** Student athletes are responsible for the proper care and security of uniforms and equipment issued to them. School furnished uniforms and equipment may only be used for practice or contests unless expressly approved by the coach to be used at another time. The student athlete has a financial obligation for any loss or damage of equipment. Parents will be notified by the coach and the athletic department of any charges at the end of each season. All financial obligations for school equipment must be fully paid to the school before the athlete may begin another sport.

Any personalized equipment/uniform parts (shooting shirts, sweatshirts, warm ups, etc.) that team members purchase to keep after the season is over must be paid for prior to the personalized equipment/uniforms being ordered.

H. **Grooming and Dress.** A member of an athletic team is expected to be well groomed. Once a person becomes a member of a squad, they must uphold standards expected of student athletes determined by the school. The following grooming and dress rules will be expected of all team members:

- A student athlete shall dress according to team policy, as determined by the coach, representing the school on trips or at other events.
- Only uniforms issued by the school will be permitted to be worn for contests.
- A dress code has been established by the O.K. Conference for the all-conference players on picture day. Student athletes selected for this honor are expected to abide by these.

Dress code may be obtained from the coach or athletic director.

I. **Physicals.** The school district typically arranges for physical examinations at a nominal cost to be given at school in May or June. Student athletes should watch for information regarding physicals during the spring.

J. **Practice Attendance.** The student athlete must inform the coach if, for some reason, he/she cannot attend practice.

K. **Reporting an Injury.** All injuries that occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor, it will be necessary to have an injury report form completed. Student athletes and families are reminded that they need to go to their **family physician prior to going to a sports clinic or specialist** for the school student insurance to be in effect. If student athletes are treated by a physician, the student athlete must obtain the doctor's permission to return to the activity.

L. **Reporting for Participation on a Team.** Students interested in participating in a sport must attend the first practice of that season unless the athlete has made prior arrangements with the coach.

M. **School Attendance.** To be eligible to compete in an athletic contest, the student athlete must be in attendance at every class during the day of the contest. Student athletes absent from school on Friday when a contest occurs on Saturday will not be eligible to participate. To participate in practice, the student athlete must be in attendance two class periods during the day of the practice. Exceptions may occur as determined by the principal, athletic director, or designee.

N. **School Suspension.** A student athlete who is on suspension from regular school, whether it may be In-School Suspension (ISS) or Out of School Suspension (OSS), may not practice or take part in interscholastic competition during any day of said suspension.

OSS students suspended on a Friday may not participate in any weekend event. ISS suspensions will end at midnight on the last day of suspension.

- O. **Squad Selection.** Coaches within the individual programs will be responsible for selecting participants for the squads. Coaches are encouraged to keep as many student athletes as possible while maintaining the integrity of their coach-player relationship.

Students must be present and participate in tryouts to be eligible for joining a team. Exceptions to this requirement for such things as emergencies, death of a family member, or participation in another athletic activity will be considered on a case-by-case basis by the athletic director and if needed by the Athletic Review Committee.

- P. **Travel.** As a school, one of our main concerns is the safety of all our students. The school provides round trip transportation to all away athletic events. All student athletes must travel to and from away athletic contests in transportation provided by the school. The following exceptions may occur, as follows:

1. The student athlete may accompany his/her own parent, home after the contest after signing an appropriate document.
 2. The parent of a student athlete may request, in writing prior to the contests and approved by a school official, that his/her child be allowed to accompany a parent of another student athlete from the team after a contest using private transportation. This request must be made by filling out the athletic department's parent permission form. Copies of the form are available in the high school office and online at www.hpsvikings.org under athletics
 3. The athletic director or school administration has discretion in unique situations.
- The above acts as a minimum requirement. Individual program and a coaches rules may be added to the above.

- Q. **Vacations.** Vacations of athletic team members during a sport season are discouraged. Parents, guardians and student athletes are encouraged to schedule vacations and family trips at times other than during the season. Absences for vacations while school is in session will not be excused. During scheduled school vacations individual team rules will be in effect. These times include but are not exclusive to Thanksgiving, winter break and spring break. Due to the need for conditioning, the period of time sanctioned by the MHSAA for practice during August prior to the start of school is not considered a scheduled school vacation. Student athletes are expected to attend practice. Prior to participation in a contest, the student athlete must have met conditioning and team commitment requirements.

For the purpose of school athletics, vacations will be determined to begin after practice or contest on the last day of school preceding a scheduled vacation. Vacations will be determined to end at the beginning of the first school day following scheduled school vacations.

Depending on the length of the absence from participation and/or practice due to an emergency or injury, a student athlete may be required to participate in a conditioning period prior to resuming full participation.

ATHLETIC ELIGIBILITY POLICY

Hopkins Public Schools, realizing that academics and athletics go hand in hand to benefit our students, has established the following academic standards for its student athletes.

At the beginning of the school year, all incoming seventh (7th) and ninth (9th) grade students will be automatically eligible. All others are categorized under the previous marking period eligibility.

Previous Trimester Eligibility.

The student athlete must have a minimum 1.67 grade point average (GPA), in order to be eligible for participation during the next Trimester.

Non Compliance:

The student athlete is not eligible to try out or participate throughout the Trimester.

Current Trimester Eligibility.

After establishing eligibility under the previous Trimester, at the third week of the Trimester, the athletic department will conduct weekly grade checks of its student athletes. Student athletes are not to have any grades of "E's" during weekly checks. **(If a student athlete is enrolled in an E2020 course, the "Actual Grade" will be used.)**

Non-Compliance

The student athlete will be ineligible until the next weekly eligibility check. The ineligible student athlete may not dress throughout the period of ineligibility. Student athletes who repeatedly are ineligible on a weekly basis may be dropped from the team. Weekly eligibility runs from Monday through the following Sunday.

ELIGIBILITY APPEAL

In the event that a student and parent wish to appeal ineligibility due to extenuating circumstances such as attendance at summer school, the Athletic Review Committee will determine the validity of the appeal.

OFFERINGS OF HOPKINS
ATHLETIC ACTIVITIES

Hopkins Public School provides opportunities for both young men and women.

High School Activities Include:

Girls' Athletics:

Cross Country	Varsity	Fall
Volleyball	JV, Varsity	Fall
Sideline Cheer	JV, Varsity	Fall
Comp. Cheer	Varsity	Winter
Basketball	JV, Varsity	Winter
Bowling	Varsity	Winter
Softball	JV, Varsity	Spring
Track	Varsity	Spring
Soccer	JV, Varsity	Spring

Boys' Athletics:

Cross Country	Varsity	Fall
Soccer	JV, Varsity	Fall
Football	JV, Varsity	Fall
Bowling	Varsity	Winter
Basketball	JV, Varsity	Winter
Wrestling	Varsity	Winter
Golf	Varsity	Spring
Baseball	JV, Varsity	Spring
Track	Varsity	Spring

Middle School Athletics: (7th and 8th grade only)

Cross Country	Boys & Girls	Fall
Soccer	Boys	Fall
Volleyball	Girls	Fall
Basketball	Girls	Late Winter/Early Spring
Cheerleading	Girls	Winter
Basketball	Boys	Winter
Wrestling	Boys & Girls	Late Winter/Early Spring
Track	Boys & Girls	Spring
Soccer	Girls	Spring

****All Sub-Varsity teams are subject to change based on number of athletes.**

The administration of Hopkins High School reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school. When, in the judgment of the administration, a student's behavior adversely influences others or interferes with the educational process, the student will be subject to disciplinary action.

The Hopkins Public School District Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, or disability in its programs and activities.
The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Superintendent of Schools, Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 Phone (269) 793-7261

GRIEVANCE PROCEDURES FOR NON DISCRIMINATION

Title VI, Section 100.6(d)

Title IX, Section 106.8(b)

Sexual Harassment and Intimidation

Age Discrimination Act

Title II, Section 35.107(b)

References: Hopkins Public Schools Policy
Policy GAAB Non Discrimination
GAAB-R
Policy GAAD Sexual Harassment & Intimidation
GAAD-R

Section I.

If any person believes that the Hopkins Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Americans with Disabilities Act of 1990, Section 504, Age Discrimination Act, Title II, Michigan Handicappers Law as Amended, or is in some way discriminatory on the basis of sex, color, national origin, or handicap, he/she may bring forward a complaint, which shall be referred to as a grievance to one of the local compliance coordinators within 180 days of the alleged violation.

For matters regarding employment: Business Manager.

For matters regarding educational programs, instruction, and activities:

The principal of the respective building.

For matters regarding accessibility of facilities: Business Manager.

For matters regarding transportation: Supervisor of Transportation.

For matters regarding Title IX: Grant/Curriculum Director.

For matters regarding Section 504 of the Rehabilitation Act:

Superintendent of Schools.

For matters regarding harassment or intimidation: Principal, Business Manager, Superintendent, or Board President (reference policy GAAD and GAAD-R).

Section II:

The person or his/her representative who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the appropriate compliance coordinator who shall in turn investigate the complaint and reply with an answer to the complaint within five business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to steps listed below. Compliance coordinator shall maintain a written record of the informal conference and response.

Step 1: A written statement of the grievance signed by the complainant shall be submitted to appropriate compliance coordinator within five business days of receipt of answer to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

Step 2: If the complainant wishes to appeal the decision of the compliance coordinator, he/she or his/her representative may submit a signed statement of appeal to the superintendent with five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days.

Step 3: If the complainant remains unsatisfied, he/she or his/her representative may appeal through a signed, written statement to the board within five business days of receipt of the superintendent's response in Step 2. In an attempt to resolve the grievance, the board grievance committee shall meet with the concerned parties and their representative within 15 business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within 10 business days of this meeting.

Note: Complainant, or complainant's representative, has the right to file a complaint at any time regarding any alleged violations with appropriate government agency or with the court of proper jurisdiction.

End of Athletic Handbook

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be

annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted,

confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior"

is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"

At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying"

is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment"

includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing"

includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff"

includes all school employees and Board members.

"Third parties"

include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Revised 2/20/12

PARENT & ATHLETE CONCUSSION INFORMATION SHEET



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SYMPTOMS REPORTED BY ATHLETE:

Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY COACHING STAFF:

Appears dazed or stunned
Is confused about assignment or position
Forgets an instruction
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows mood, behavior, or personality changes
Can’t recall events prior to hit or fall
Can’t recall events after hit or fall

Michigan Department
of Community Health



Rick Snyder, Governor
James K. Haveman, Director



**“IT’S BETTER TO
MISS ONE GAME THAN
THE WHOLE SEASON”**

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.



WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

Please keep this information for your reference

JOIN THE CONVERSATION

www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO:

[WWW.CDC.GOV/CONCUSSION](https://www.cdc.gov/concussion)

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