

Student/Parent Handbook

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Section 1: Introductory Information and General Notices

HHS General Information- 2018/2019

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website or at the Central office, located at:

400 Clark Street
Hopkins, MI 49328
(269) 793-7261

The School Board governs the school district, and is elected by the community. Current School Board Members are:

Ben Brenner, President
Jay Gibson, Vice-President
John Myers, Secretary
Jeff Gilder, Treasurer
Traci Rhoades, Trustee
Karen Ryan, Trustee
Mike Maule, Trustee

The School Board has hired the following administrative staff to operate the school:

Gary Wood, Superintendent
Ken Szczepanski, HHS Principal
Jessica Robrahn, HHS Assistant Principal
Amanda Bosscher, Guidance Counselor
Molly Kahn, At-Risk Counselor
Adam Valk, Athletic Director

The school is located and may be contacted at:

333 Clark Street
Hopkins, Mi 49328
(269) 793-7616

If there are questions or concerns the recommended path of inquiry would be:

1. Teacher- Speak with the person most familiar with the situation. Seek understanding and multiple perspectives.
2. Administrator- May mediate if necessary.
3. Superintendent- If closure is not met on the building level.
4. Board of Education.

Hopkins Public Schools Mission Statement

Partnering with a supportive community to empower students by giving them the knowledge and skills necessary to contribute in caring and thriving communities.

Equal Opportunity/Nondiscrimination Statement

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Katie Jager, Business Manager
Hopkins Public Schools
400 Clark Street
Hopkins, MI 49328
(269) 793-7261

Adam Valk, Athletic Director
Hopkins Public schools
333 Clark Street
Hopkins, MI 49238
(269) 793-7616

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. **See Section 10 for more details.**

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by Central Office before assisting at the school. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Emergency School Closings

In case of bad weather and other local emergencies you will be contacted through School Messenger (if enrolled), otherwise listen to any local radio or television station to be advised of school closings or early dismissals.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

School Day

HHS Daily Schedule
1 st Hour – 7:45-8:59
2 nd Hour – 9:04-10:17
3 rd Hour – “A” lunch
“A” Lunch – 10:17-10:47
“A” Class – 10:52-12:05
3 rd Hour – “B” lunch
“B” Class – 10:22-11:35
“B” Lunch – 11:35-12:05
4 th Hour – 12:10 – 1:24
5 th Hour – 1:29 – 2:43

HHS Two Hour Delay Schedule
1 st Hour – 9:45-10:35
2 nd Hour – 10:40-11:30
3 rd Hour – “A” lunch
“A” Lunch – 11:30-12:00
“A” Class – 12:05-12:55
3 rd Hour – “B” lunch
“B” Class – 11:35-12:25
“B” Lunch – 12:25-12:55
4 th Hour – 1:00 – 1:50
5 th Hour – 1:55 – 2:43

Section 2: Attendance, Promotion and Graduation

Attendance

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Student Absences, Credits and Truancy

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:

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

*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.

Non-Chargeable Absences:

- Homebound Students
- In-School Suspensions
- Office Conference
- School Sponsored Activities

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.

Un-excused Absences: Those not covered above or reported/verified- 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.

Credit Attainment Based on Attendance: 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 cannot 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 student cannot miss more than **six (6) days** of class per trimester, excused or unexcused, in order to be eligible for credit.
- Parents will be notified after four (4) absences each trimester to avert a potential non-attainment of credit. Parents will also be notified if a student passes six (6) for consideration to begin the appeals process.

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

Reporting Student Absences

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 up to an out-of-school suspension.

Written documentation, such as a written note or doctors note will be accepted.

Partial Days: 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.

Reminder: 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.

Students arriving late to school or returning to school from an appointment MUST check in with the attendance office. Students are considered absent for that class hour if arriving to class after it has been in session 15 minutes.

Injury and Illness – All injuries must be reported to a teacher or the office. It is the responsibility of the student to inform the teacher and/or principal of any injuries. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the 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 for 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. No student will be released from school without proper parental permission.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

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.

The student is encouraged to contact teachers via e-mail for work and instructions.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

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.

Classes, Grading & Promotion

Course Selections and 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.

Progress reports are available midway through each trimester and coordinate with Parent/Teacher Conferences. School report cards are issued to students on a trimester basis. Electronic access to student grades is available on a continuous basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on tests. A student will not be promoted based upon age or any other social reason not related to academic performance.

2018-19 Parent/Teacher Conference Schedule

Fall:	Wednesday, October 17	4:00pm-8:00pm
Winter:	Wednesday, January 23	4:00pm-7:00pm
Spring:	Tuesday, April 23	4:00pm-7:00pm

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

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

High School Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 - (A) At least 4 credits in English Language Arts** that are aligned with state subject area content expectations.
 - (B) At least 3 credits in Science** that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
 - (C) At least 4 credits in Mathematics** that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.
 - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded
 - (ii) A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
 - (iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 - (D) At least 3 credits in Social Science** that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.
 - (E) At least 1 credit in subject matter that includes both Health and Physical Education** aligned with state guidelines. Students may substitute a 1/2 credit of district-approved participation in either extra-curricular athletics or other extra-curricular physical activities.
 - (F) At least 1 credit in Visual Arts, Performing Arts, or Applied Arts** aligned with state guidelines.
 - (G) At least 2 credits in a Language other than English**, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

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.

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

TOTAL CREDITS REQUIRED FOR GRADUATION: 27.5

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.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. Please refer to the course syllabus for grade weight. This important practice is the responsibility of the student and the time requirements and frequency will vary depending on topic, skill, ability and grade level.

Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student. Please contact the Guidance Counselor for assistance.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal. Approval will be based upon the following factors:
 - a. The course is not offered by our high school.
 - b. Consideration of academic standing and potential for success.
 - c. Pre-requisites from the accepting institution.
3. Credit earned under this policy section shall be based on a "pass" grade.
4. Computation of high school credit for postsecondary institution coursework taught off campus will be based on a four (4) point scale.
5. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student will be included for the purpose in the computation of the student's grade point average or class rank.
6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
7. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act. A failing grade will result in payment from the student.

Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
2. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
3. Credit earned under this policy section shall apply equally to all students and *may* be counted toward graduation.
4. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
5. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
6. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Contact the School Counselor for arrangements. Test are taken on specific dates prior to each trimester.

Credit for Alternative Courses and Programs

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

Option 1: Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 classes or three (3) credits may be counted toward the requirements for a student's high school graduation.

Option 2: Virtual learning

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location, and pace of their education.

A student enrolled in virtual or distance-learning course may receive credit for work completed, provided that the course meets ALL of the following requirements:

1. Is capable of generating a credit or grade
2. Is not a course in which the student has previously gained credit
3. Is taught by a teacher who holds a valid Michigan teaching certificate [and who] is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Students may be limited as to the number of distance learning courses they can complete. Grades earned in approved distance learning courses count toward a student's grade point average.

Option 3: Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Option 4: Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

Option 5: Dual Enrollment Courses- see dedicated information on page 8.

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

Option 6: Foreign Language

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test. The amount of credit will be based on foreign language proficiency achieved.

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary. For information on homebound or hospitalized instructional services, please contact the school counselor.

Personal Curriculum

Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- (a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.
- (b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
- (c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.
- (d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.
- (e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- (f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- (g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
 1. Has successfully completed the same content as 1 semester of algebra II.
 2. Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content
 3. Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.

4. Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.
- (h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
1. The student has successfully completed 2 credits of the social science credits, including the civics course.
 2. The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Early Graduation

Students who will have successfully completed graduation requirements after ten or eleven (10 or 11) trimesters may petition to graduate. Applications must be submitted to the principal prior to October 15 of their 10th trimester or January 15 of the student's 11th trimester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (*i.e.*, announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the petitioned trimester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the counselor before the beginning of the student's 10th or 11th trimester. At the conference the student should be prepared to justify his/her request to graduate early.

Section 3: Student Fees and Meal Costs

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Failure to pay the fines may result in loss of privileges. 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, uniforms, 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:

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

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:10am to 7:43am. Lunch is served every school day from 10:17am to 12:07pm (depending on lunch assignment), except when there is a 11:00am or earlier dismissal.

A student may purchase breakfast for \$1.50. Breakfast may be purchased on a weekly basis for \$7.50. For those who qualify for reduced price the cost is \$.30/meal.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.75. Lunch may be purchased on a weekly basis for \$14.75. For those who qualify for reduced price the cost is \$.40/meal.

Free or reduced price meals are available for qualifying students. For an application, please fill out the forms available at orientation or contact the office for the form.

Section 4: Transportation and Parking

Bus Transportation:

The district provides bus transportation to and from school for students living 1 mile or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal and transportation director.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal or designee.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Bus Conduct: In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Obey all directives from a bus driver or other supervisor.
10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action
11. Keep the bus neat and clean.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time (10 minutes earlier than the estimated time).
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact:
Jennifer Frank
Transportation Supervisor
(269)793-7121

Bus Consequences: 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.

Parking:

Visitor Parking: The school has one location available for school visitor parking during the day- the staff parking area.

Those dropping of and picking up children may do so in staff parking loop during the following hours:
7:00am-7:40am and 2:40pm-3:10pm.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Student Parking: Students may park their vehicles in the lot designated for student parking which are located across the street to the west, behind the middle school to the north and behind the high school to the east between the hours of 7:00am – 3:15.

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.
- Vehicles must be parked between the painted lines. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense.
- Must be driven under the speed limit of 10 miles per hour while in the lot.
- Vehicles should be driven safely and must yield to pedestrians. Special concern and safety must be taken anywhere there are bus zones.
- Students driving excessively fast or carelessly on school property or en route to and from school will lose driving privileges
- Students caught driving recklessly in the parking lot may be subject to disciplinary action.
- 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 during the school day unless permission has been obtained from the Principal's office, and the student has checked out in the attendance office.
- 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.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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.

Consequences for Violations:

ILLEGAL PARKING

- 1st Offense A warning ticket will be placed on the window of the vehicle.
- 2nd Offense Possibility of loss of driving privileges for up to three days.
- 3rd Offense Possibility of loss of driving privileges for up to one trimester.

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, possible police referral.

Vehicle Searches:

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Video Cameras: Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Section 5: Health and Safety

Immunizations:

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office.

Student Medication:

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

In those circumstances where a student must take medication (prescription or over-the-counter) during the school day, the following guidelines are to be observed:

- a. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- b. All medications must be registered in the office.
- c. Medication is to be brought directly to the office (in a properly labeled container provided by the pharmacist) to be properly secured. State law allows for asthmatic students to possess and use inhalers to alleviate asthmatic conditions at school and school-sponsored activities.
- d. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- e. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- f. Students, at no time, are allowed to provide another student any medication or supplement.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Emergency Medical Authorization:

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

Concussions and Head Injuries:

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

Communicable Diseases:

The school will observe recommendations of the Michigan Department of Health and Human Services regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice:

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. The building principal or designee will re-examine the student's hair. The student will be re-admitted to school if no live lice are found. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

Guidance & Counseling:

The school provides a guidance and counseling program for students. The district's counselors are available to those students who require additional assistance.

The guidance office is available to assist students by:

- Identifying career options consistent with their abilities, interests, and personal values.
 - Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.
 - High school students have the opportunity to receive college and career-oriented information.
 - Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.
- Addressing social and emotional situations that may interfere with learning and well-being.

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 1st 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.

Safety Drill Procedures and Conduct:

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Student safety is a responsibility of the staff.

- All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures.
- Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

Section 6: Discipline and Conduct

General Building Conduct:

Students shall not arrive at school before 7:00am (unless attending a supervised activity) and classes begin at 7:45am and students are dismissed at 2:43pm each day. The following disciplinary policies and guidelines shall apply, and failure to abide by the rules may result in discipline.

When and Where Conduct Rules Apply:

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct:

Students may be disciplined for misconduct, including but not limited to the following (listed in alphabetical order by topic:

1. **Alcohol:** Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
2. **Affiliation:** Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. Being involved with any public school fraternity, sorority, or secret society.
3. **Aggressive Behaviors:** Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
4. **Arson:** Burning or attempting to burn school property, or use and/or possession of explosives is prohibited.
5. **Cheating:** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
6. **Criminal Act:** Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
7. **Disruption of the Educational Environment:** Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. **Drugs:** Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 9. Electronics (personal): Using a cellular telephone, smartphone, video recording device, personal digital assistant, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's passing time and/or lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals and used for a 9-1-1 call.

Also prohibited:

- o Using or possessing an electronic paging device.
 - o Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 - o Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- 10. False Emergency Reporting: In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 - 11. Insubordination: Disobeying rules of student conduct or directives from staff members or school officials.
 - 12. Sexual Behaviors: Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. Engaging in teen dating violence.
 - 13. Tardiness: Arriving late to class. It is the responsibility of the student to be in the classroom when the bell sounds.
 - 14. Threats: Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 - 15. Theft and Vandalism: Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

16. Tobacco and E-cigs: Using, possessing, distributing, purchasing, or selling tobacco materials, including “vaping” electronic cigarettes or possession of electronic cigarette materials.
17. Trespassing: Entering school property or a school facility without proper authorization.
18. Truancy: Being absent without a recognized excuse.
19. Weapons: Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a “look alike” weapon.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Dress Code:

Concerning dress code and general appearance- We take pride in the appearance of our students. Your dress reflects the quality of the school, your conduct, and your schoolwork. Student dress is a factor in the establishment of an educational atmosphere; therefore, clothing should be **modest, clean, neat, and appropriate** for the learning situation.

The following dress is unacceptable:

- 1) Clothing that shows undergarments
- 2) Non-prescription sunglasses
- 3) Attire containing questionable or obscene materials or that advertises alcohol, profanity, tobacco, or drug products
- 4) Clothing that exposes midriffs, cleavage
- 5) Cutoffs or tattered shorts
- 6) Hats or other headwear

Coats should remain in lockers during the school day. Shoes will be worn at all times. Shorts and skirts **must be** fingertip length or longer.

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. Corrective action and/or disciplinary action may take place.

Closed Campus:

Students may not leave campus or go to the parking lot during lunch, except with permission granted by administration or authorized staff. No outside guest may bring lunch for our students except with permission granted by administration.

Cafeteria rules and procedures

1. Once the bell for lunch begins, students are to move promptly to the cafeteria within five (5) minutes.
2. No cutting in line.
3. You can add money to your account at any time during lunch, or in the morning during breakfast as well.
4. Students are not allowed to leave the cafeteria area unless given permission by a staff member supervising the cafeteria (or unless they show a pass to a cafeteria staff member signed by another staff member allowing them to leave).

- This does not include PM Vo-tech students in B lunch who will catch the bus at by 11:40am.
 - This also does not include the bathrooms by the cafeteria. Students are allowed to use these during lunch when needed. If issues arise, than passes will be established to allow students bathroom access.
5. Cell phones and other electronics (i.e. netbooks) are allowed, but the following rules should be followed:
 - No sound should be on in the cafeteria. All cell phones must be on mute.
 - You should not be in contact with students in class.
 - No one is to make a phone call. If a student needs to make a phone call, talk to a cafeteria supervisor for approval to go to the office to make your call.
 6. Pick up your trash and throw it out when you are done eating. If problems with this rule arise, students will be required to stay seated until lunch is over and then will be dismissed by table to make sure all students are cleaning up their area.
 7. The outdoor seating area by the cafeteria may be used by students on days where there is nice weather. Students are expected to pick up their trash upon leaving this area.
 8. Evacuation procedures will be reviewed with students.
 - Fire – out the doors to the baseball/softball fields
 - Weather – boys head to boys locker room, girls head to girls locker room through kitchen area (not down hallways)
 - Lockdown – to be reviewed with students

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips:

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Student Discipline:

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Disciplinary Measures:

The following list of disciplinary measures is a range of options that will not always be applicable in every case. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension.
7. After-school detention or Saturday School provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Restorative Practices, which may include Community Service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. Board action will follow.

Please note the Hopkins High School – Consequence Rubric addressing school safety and mean behaviors on the next page:

Restorative Practices defined:

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Corporal Punishment:

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

HOW WE TREAT ONE ANOTHER= STUDENT SAFETY

Hopkins High School-Consequence Rubric

Offense	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
<u>Level One</u> <u>Horseplay</u> "Goofing around" or "playing" that may include pushing, shoving, grabbing, jumping on, mean or rude gestures, name calling, "just kidding" and "no offense but" mean remarks.	15-second intervention Log- referral sheet	15-second intervention Log- referral sheet >office referral Student calls home Detention - .5 hr or more Time to Think Form Restorative Practice when appropriate	15-second intervention Log- referral sheet >office referral Student calls home Detention- 1hr or more Time to Think Form Restorative Practice when appropriate	15-second intervention Log- referral sheet >office referral Student calls home .5-5 day in or out of school suspension Time to Think Form Restorative Practice when appropriate
<u>Level Two</u> <u>Teasing</u> Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, mean tricks, or any other behavior that would hurt others' feelings, written or spoken, including texting, cyberbullying.	15-second intervention Log- referral sheet >office referral Student calls home Detention - .5 hr or more Time to Think Form Restorative Practice when appropriate	15-second intervention Log- referral sheet >office referral Student calls home Detention- 1hr or more Time to Think Form Restorative Practice when appropriate	15-second intervention Log- referral sheet >office referral Student calls home .5-5 day in or out of school suspension Time to Think Form Restorative Practice when appropriate	15-second intervention Log- referral sheet >office referral Parent contacted 1-5 day in or out of school suspension Time to Think form Restorative Practice when appropriate Parent Conference
<u>Level Three</u> <u>Moderate Physical Contact</u> Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling, etc. <u>Moderate Intimidation</u> Shunning, planned exclusion, silent treatment, social alienation, emotional blackmail.	Intervention by staff member Office referral-logged Student calls home Detention- 1hr or more Time to Think Form Restorative Practice when appropriate	Intervention by staff member Office referral-logged Student calls home .5-5 day in or out of school suspension Time to Think Form Restorative Practice when appropriate	Intervention by staff member Office referral-logged Parent contacted 1-5 day in or out of school suspension Time to Think form Restorative Practice when appropriate Parent Conference	Intervention by staff member Office referral-logged Parent contacted 3-5 day in or out of school suspension Time to Think form Restorative Practice when appropriate Parent Conference
<u>Property Damage</u> Stealing, Damaging Property, Graffiti, Vandalism, or threatening the same.	Intervention by staff member Office referral-logged Student calls home .5-5 day in or out of school suspension Time to Think Form Restorative Practice when appropriate Possible police notification	Intervention by staff member Office referral-logged Parent contacted 1-5 day out of school suspension Probable police notification Restorative Practice when appropriate Parent Conference	Intervention by staff member Office referral-logged Parent contacted 5-10 day out of school suspension Probable police notification Restorative Practice when appropriate Parent Conference Possible Recommendation to the Board	Intervention by staff member Office referral-logged Parent contacted 5-10 day out of school suspension Probable police notification Parent Conference Restorative Practice when appropriate Recommendation for expulsion
<u>False Reports</u> <u>Retaliation for Reports</u>				
<u>Level Four</u> <u>Severe Physical Contact/Intimidation/ Harassment</u> Punching, slapping, kicking, fighting, spitting, threats of emotional or physical violence, racial/ethnic/sexual/religious or other forms of severe harassment; pictures on camera phone; intimidation; stalking; extortion	Intervention by staff member Office referral-logged Parent contacted 0-5 day in or out of school suspension Time to Think form Restorative Practice when appropriate Possible police notification Parent Conference	Intervention by staff member Office referral-logged Parent contacted 3-5 day out of school suspension Probable police notification Restorative Practice when appropriate Parent Conference	Intervention by staff member Office referral-logged Parent contacted 5-10 day out of school suspension Probable police notification Parent Conference Restorative Practice when appropriate Recommendation for expulsion	
<u>Level Five</u> <u>Possession of dangerous items including: Weapons, fireworks, explosives, gang activity, bomb threats, arson.</u>	Immediate Office Notification See Student Handbook- Code of Conduct Recommendation for expulsion Police notification			

Note: At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of result of the infraction or prior offenses in other categories. While specifics of each plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students.

Factors To Be Considered Before Suspending or Expelling a Student:

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Bullying, Intimidation & Harassment:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to a building administrator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to a building administrator or any staff member. Anonymous reports are also accepted by phone call, on-line from our website, writing, Okay 2 Say.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Sexual Harassment:

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Title IX Coordinator, building principal or the assistant building principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Title IX Coordinators:

Katie Jager, Business Manager
Hopkins Public Schools
(269) 793-7261

Adam Valk, Athletic Director
Hopkins High School
(269) 793-7616

Expulsions/Suspensions- Required for Staute:

The Board of Education must act upon weapons, arson, criminal sexual assault and assault against a district employee.

Weapons, Arson, Criminal Sexual Conduct:

In compliance with State and Federal law, the Board (*Superintendent*) shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board (*Superintendent*) need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board (*Superintendent*) that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board (*Superintendent*) determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

Physical and Verbal Assault:

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means 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.

Physical Assault defined:

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Hazing defined:

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Section 7: Internet, Technology and Publications

Internet Acceptable Use:

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use:

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges:

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use:

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

Network Etiquette:

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties:

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification:

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security:

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism:

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges:

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules:

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of E-mail:

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-

based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the School District's email system constitutes consent to these regulations.

Electronic Devices:

Cell phones are not to be used and are to be kept out of sight during the instructional time (during scheduled class periods). 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 audio recorders, pagers and other electronic devices are not permitted during instructional times. Such items will be confiscated.

Guidelines for Student Distribution of Non-School-Sponsored Materials:

A student or group of students seeking to distribute more than 10 copies of the same material (Students may not mass e-mail via the school's e-mail system) on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Guidelines for School-Sponsored Publications, Productions and Websites:

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Section 8: Search and Seizure

Search and Seizure:

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. Law enforcement officers may be contacted for assistance.

School Property and Equipment as well as Personal Effects Left There by Students:

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students:

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property:

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Section 9: Athletics and Extra-Curricular Activities

Athletic Department Philosophy and General Information:

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 practice 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:

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.** Eligibility for most athletics is also governed by the rules of the MHSAA and, if applicable, these rules will apply in addition to this athletic code. In a case of a conflict between MHSAA and this athletic code, the most stringent rule will be enforced. 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 sport at Hopkins Public Schools. The rules set forth are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first try-out or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.
- 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 tardies, will result in the coach being notified. Team rules will be administered by the coach.
- 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. **Dual Sporting:** Any athlete interested in playing more than one school sport in a season (ex: Cross

Country and Soccer) must have a meeting with coaches from each sport, parents, and athletic director to mutually agree upon the calendar for the athlete.

- H. **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.
- I. **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 through out 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 Violation: 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 two (2) school days. The Athletic Review Committee must render a decision within two (2) 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 two (2) school days of receipt of the Athletic Review Committee's decision. The Superintendent must render a written decision within two (2) school days of receipt of appeal.

**IN THE ABOVE PROCEDURE, A DECISION OR AGREEMENT MAY BE REACHED AT ANY STEP IN THE PROCESS.
ANY LOSS OF PRIVILEGE OF PARTICIPATION WILL NOT TAKE PLACE 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 and 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 or Principal. The High School Principal will also serve on the committee.

- C. **College Recruitment Policy.** In the event a student athlete should be contacted personally by a college recruiter, as a courtesy he/she has an obligation to inform the coach of such a contact as soon as possible.

- 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.** A current physical (any physical dated April 15th or later) needs to be on file for any athlete planning on trying out for a sport. The physicals should be turned into the HS or MS offices.

- 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. Information regarding this policy is available at the HS office. 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, injury, 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 weekday 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 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 sixth (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.

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	FR, JV, Varsity	Fall
Sideline Cheer	JV, Varsity	Fall
Comp. Cheer	Varsity	Winter
Basketball	FR, 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	FR, JV, Varsity	Winter
Wrestling	Varsity	Winter
Golf	Varsity	Spring
Baseball	JV, Varsity	Spring
Track	Varsity	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.

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

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 extracurricular activities. All others are categorized under the previous trimester eligibility.

Previous trimester eligibility – Students must have a minimum 1.67 GPA in order to be eligible for participation during the trimester.

Students not complying with school rules are not eligible to participate throughout the marking period.

School-Sponsored Clubs and Activities:

Hopkins High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Attendance at School-Sponsored Dance:

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 19 or under.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline policies.

- 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.
- a. At least four chaperones (two shall be teachers) are required.
- b. Once a participant leaves, he/she will not be allowed to re-enter the dance.
- c. 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.
- d. Homecoming, Winter Follies and the Prom dance will conclude at 11:30 p.m.
- e. Administration reserves the right to review the music play list. Any music deemed inappropriate by the administration will not be played.
- f. In an effort to preserve the formal nature of the events such as Homecoming, Winter Follies and Prom, appropriate apparel is the expectation. Failure to follow reasonable guidelines could result in being asked to leave the event without a refund.

Equal Access for Non-School Sponsored Student Clubs:

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- A. The activity has been initiated by students
- B. Attendance at the meeting is voluntary
- C. No agent or employee of the District will promote, lead, or participate in the meeting
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Section 10: Special Education

Education of Students with Disabilities:

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school's district office.

Discipline of Students with Disabilities:

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Access to Services:

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

Contact:

Mary Gordon
Special Education Supervisor
(269) 793-7261

Section 11: Student Records and Privacy

Student Privacy Protections:

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 2. Mental or psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom the students have close family relationships;
 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
 8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Instructional Material:

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Student Records:

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child's education records. Once the student turns 18, the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:

- Name
- Address
- Grade level
- Birth date
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Age of Majority:

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) Have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) Represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Requests from Military or Institutions of Higher Learning:

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Student Rights and Responsibilities:

The rules and procedures of Hopkins High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the office staff.

Students Rights of Expression:

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school administrator at least twenty-four (24) hours prior to display.

Section 12: Parental Rights and Notification

Parent Involvement:

For the benefit of the child, the District encourages parents to support their child's career in school by:

1. participating in school functions, organizations and committees;
2. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
3. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
4. reading all communications from the school, signing, and returning them promptly when required;
5. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

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.

2018-19 Parent/Teacher Conference Schedule

Fall:	Wednesday, October 17	4:00pm-8:00pm
Winter:	Wednesday, January 23	4:00pm-7:00pm
Spring:	Tuesday, April 23	4:00pm-7:00pm

Teacher Qualifications:

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met the State requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria has been waved
- Teacher's college major
- Whether the teacher has advanced degrees. If so, the subject of degrees.
- Whether any instructional aides or paraprofessionals provide sessions to your child. If so what are their qualifications.

If you would like to receive any of this information please contact the school office.

Standardized Testing:

Students and parents/guardians should be aware that students in grades 9-11 will take standardized tests in April (right after Spring Break). Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Homeless Child's Right to Education:

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families please contact:

McKinney-Vento/ Homeless Liaison:

Adam Valk, Athletic Director
Hopkins High School
(269) 793-7616

Review of Instructional Materials and Activities:

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Sex Education:

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

English Learners:

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact:

Kammy Leep
Coordinator of Federal Programs
(269) 793-7286

Pesticide Application Notice:

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Katie Jager
Business Manager
(269) 793-7261

Notification will be given before application of the pesticide.

Preparedness for Toxic and Asbestos Hazards:

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Mandated Reporters:

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.