



# HOPKINS MIDDLE SCHOOL

## Student Handbook

**2025/2026**

Revised 6/17/25

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<b>Athletic Handbook:</b>	<a href="#"><u>Pgs. 18-28</u></a>
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### Hopkins Public Schools Mission Statement

Inspiring and empowering students to develop character and skills to pursue future successes.

### Vision Statement

Cultivating excellence together.

### Important Phone Numbers

<b>HMS OFFICE:</b>	<b>PH# 269-793-7407</b> <b>FAX# 888-557-7919</b>
<b>TRANSPORTATION:</b>	<b>PH# 269-793-7121</b>
<b>STAFF DIRECTORY:</b>	may be found at <a href="http://www.hpsvikings.org"><u>www.hpsvikings.org</u></a> click on the middle school tab

### Belief Statements

We believe:

- HPS will provide a safe school environment for our students, staff and the community.
- Education is a shared responsibility and we value strong community partnerships.
- Critical thinking, problem solving, creativity and a strong work ethic are needed to be successful.
- Resilience, hard work, and self motivation are essential for success.
- Learners will be supported to reach and expand their potential.
- Respect, empathy and open-mindedness are essential for a healthy community.
- Accountability by all and for all, builds a strong community.

### *Our Kids, Our Community, Our Future*

The Hopkins Public School District Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, national origin, sex (including sexual orientation or -gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Scott VanBonn, Superintendent of Schools, Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 Phone (616) 793-7261

## **ACADEMIC INFORMATION**

### **HOMEWORK and the Parent Portal**

To access a student's assigned homework please do so via the internet on our Parent Portal through PowerSchool. Click on the class grade and the new due dates will be identified there. Parents, some teachers will use Google Classroom, please sign up for Google Classroom updates to receive daily or weekly notifications the first week of school. A staff member will email you with directions.

### **MIDDLE SCHOOL RETENTION POLICY**

A review of students will be made throughout the school year, if two or more classes are failed.

1. A middle school student will be recommended to parents to be retained if their son/daughter fails two required classes.
2. A review board committee will make a recommendation for the following school year. The review board will consist of the student's teachers, principal, counselor and parents.

### **RETENTION CRITERIA:**

1. Academic data
2. Behavioral data
3. M-STEP/PSAT8 scores
4. Age

### **Traditional School Day\***

<b>Full-Day Schedule</b>		
<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
<b>1st Hour Core: 7:45-8:33</b>	<b>1st Hour Core: 7:45-8:33</b>	<b>1st Hour Core: 7:45-8:33</b>
<b>2nd Hour Core: 8:37-9:25</b>	<b>2nd Hour Core: 8:37-9:25</b>	<b>2nd Hour Core: 8:37-9:25</b>
<b>3rd Hour Core: 9:29-10:17</b>	<b>3rd Hour Core: 9:29-10:17</b>	<b>3rd Hour Core: 9:29-10:17</b>
<b>4th Hour Exploratory: 10:21-11:09</b>	<b>4th Hour Core: 10:21-11:09</b>	<b>Lunch: 10:17-10:47</b>
<b>5th Hour Core: 11:13-12:01</b>	<b>Lunch: 11:09-11:39</b>	<b>4th Hour Core: 10:51-11:39</b>
<b>Lunch: 12:01-12:31</b>	<b>5th Hour Exploratory: 11:43-12:31</b>	<b>5th Hour Exploratory: 11:43-12:31</b>
<b>6th Hour Core: 12:35-1:23</b>	<b>6th Hour Exploratory: 12:35-1:23</b>	<b>6th Hour Exploratory: 12:35-1:23</b>
<b>7th Hour Exploratory: 1:27-2:15</b>	<b>7th Hour Core: 1:27-2:15</b>	<b>7th Hour Core: 1:27-2:15</b>
<b>Homeroom/Advisory 2:19-2:43</b>	<b>Homeroom/Advisory 2:19-2:43</b>	<b>Homeroom/Advisory 2:19-2:43</b>

\*Class periods noted as "Exploratory" will include a rotation of classes taught by core teachers as well as the fine arts which include Band and Choir. Please know that students will be placed into exploratory classes based on class size and student preference. Class periods noted as "Core" will include Mathematics, English Language Arts, Science, Social Studies, and a fifth core consisting of two trimesters of PE and one trimester of Art.

## **GENERAL INFORMATION**

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

**Agenda Books** – All students will be issued a student agenda book at the beginning of the school year. All students are expected to carry their agenda books to each of their classes and write their assignments in the book. Please treat this assignment book like a textbook. A fee of \$5.00 will be charged for its replacement if it's lost or damaged. We hope the assignment book will fulfill these three goals:

1. Assist students in organizing what they need to do.
2. Assist students in completing their assignments on time.
3. Encourage parental assistance and communication.

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

**Athletics** – see Athletic Handbook on pages 18-28.

### **Attendance Policy –**

Parents and students share the obligation under state law to insure compulsory school attendance. Every day in school is important. The classroom instruction missed when a student is absent can not be completely recovered. **Therefore, a parent may excuse 7 days of absence each year without documentation from a medical professional. Each absence after the 7th will be excused if there is documentation from a medical professional and it is received within 48 hours of the absence.**

1. Excused Absences are those absences, which are excused by the following list and the attendance office at Hopkins Middle School.
  - a. Parent Documented Illness (up to **7 per year** excused in writing or by phone)
  - b. Medically Documented Illness
  - c. Pre Excused Absence
  - d. Court Appointment
  - e. Death in the Family
  - f. Medical Appointment
  - g. Approved Family Vacation
2. Non-Chargeable Absences:
  - a. School Sponsored Activities
  - b. Homebound Students
  - c. In-School Suspensions
  - d. Office Conference with principal, coordinator, counselor, social worker or teacher
3. 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.
4. Parents are to call the attendance office at **(269)793-7407** between 7:30 AM and 4:00 PM within 48 hours of the day 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 may be treated as skipping and may result in Saturday School, SRC, Truancy Referral and/or out-of-school suspension.**
5. Students may not leave the school or classroom 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.
6. Tardiness policy- see page 8.

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

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

**Bus Transportation to School** – The school provides transportation for all students who live within the Hopkins Public Schools district boundaries. The transportation schedule and routes are available by contacting the Transportation Supervisor (Jennifer Frank) at 269-793-7121. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses, except as approved by the principal or transportation supervisor.

**Closed Campus** – Once students arrive on school grounds, they may not leave for any reason. Students who leave school grounds without permission will be considered truant.

**Control of Casual-Contact Communicable Disease and Pests** – Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period.

**Control of Noncasual-Contact Communicable Diseases** – In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**COVID-19 Disease** – Hopkins Public Schools will comply with Allegan County Health Department and CDC regulations in regards to all aspects of suspected or confirmed cases of COVID-19.

## **Dances**

- a. All regularly scheduled middle school dances must be terminated by 5:00 PM. Clean up must be completed by 5:30 PM. All regularly scheduled dances will have their doors closed 30 minutes after they are opened, unless proper arrangements have been made with the administration.
- b. Only students in grades 6, 7 and 8 are allowed to attend middle school dances.
- c. Once a participant leaves, he/she will not be allowed to re-enter the dance.
- d. Students may bring one middle school guest to a dance. A guest pass must be completed and turned in to the office 48 hours before the dance. Guests must present I.D. at dance when entering.
- e. Administration reserves the right to review the music play list. Any music deemed inappropriate by the administration will not be played.
- f. Students must be in good standing behaviorally to be able to attend. Students with 3 or more behavior referrals and/or an ISS or OSS will be ineligible to attend. Students will start each trimester in good standing.

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

1. Dress should be neat, clean, comfortable and in good taste. Shoes will be worn at all times.
2. The wearing of hats and head coverings is prohibited in school. Exceptions may include Spirit Days.
3. If poor personal hygiene becomes disruptive to the educational environment, parents will be contacted and appropriate steps to resolve the issue will be taken.
4. Non-prescription sunglasses will not be worn in the school building.
5. Shirts need to be appropriate: Tops that expose the midriff, cleavage, back, or bare sides (such as muscle shirts, tank tops, or cut-off t-shirts) are considered inappropriate. Sleeveless shirts must be a minimum of a hand's width wide on the shoulder. Strapless tops are not allowed.
6. Skirt/Skort/Shorts length must come to a minimum of the student's fingertips when arms are naturally at the side.
7. Clothing must not be too tight, too short, too sheer, or too revealing whether standing or seated, this includes tights and leggings, that may be deemed inappropriate by an administrator. If you choose to wear these items where the outline of private body parts are noticeable, a long top must cover all a student's private parts fully.
8. Clothing that allows undergarments to be seen are not allowed. This includes pants with holes and "sagging" pants.
9. Any article of clothing that graphically depicts anything in poor taste (i.e. tobacco/alcohol products or advertisements, profanity, etc.) will not be allowed.
10. Coats and backpacks shall remain in a student's locker.

NOTE: Interpretation of the Dress Code is left to the discretion of school staff members. Any form of extreme or conspicuous dress that disrupts the educational process will be subject to corrective action and/or disciplinary action see page 10 for consequences. Students in violation of the dress code will not be permitted to attend regular classes until properly dressed.

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

**Electronic Devices** – Devices used for listening to music, recording, laser pointers, and other electronic devices are not permitted to be used in the classroom without permission from the teacher or administrator. Such items will be confiscated.

**Cell phones are to be turned off and in lockers during the school day. Cell phones that are used during the school day will be confiscated.**

**Enrolling in the School** - In general, State law requires students to enroll in the school district in which their parent or legal guardian resides (unless enrolling under the District's open enrollment policy).

When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

**Extra-Curricular Eligibility Policy** – Hopkins Middle 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. (See Athletic Eligibility Policy that was supplied)

**Field Trips** – Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

**Fire, Lock Down and Tornado Drills** – The school complies with all fire safety laws and will conduct fire and tornado drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Lock down drills in which the students are restricted to the interior of the school building and the building secured will also occur in accordance with State law.

**Grading Scale –**

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

**Trimester Grades-** Trimester grades will be earned on a 12 week basis.

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

**Homebound Instruction** – The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

**Homework Policy for Illness** – If a student is ill for three (3) or more days, the attendance secretary, upon parent/guardian request, will collect homework assignments. 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 2:45 PM.

\* Homework shall be made up within a reasonable time-frame. The general expectation is one day for each day absent. Please make arrangements with the teacher upon return.

**Immunizations** – Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. 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.

**Individuals with Disabilities** – The Americans 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 Rachel Modderman (Special Education Supervisor) at 793-7261 to inquire about evaluation procedures and programs.

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact their child's school office to inquire about evaluation procedures and programs offered by the District.

**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 one (1) class period 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.

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

**Lost and Found** – Lost and found articles will be kept in the attendance office. Items left in locker rooms will be kept in the gym office. At the end of each 6 weeks, lost and found articles will be donated to a charitable organization.

**Meal Service** – Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the office for a form. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

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

- participating in school functions, organizations and committees;
- supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- requiring their child to observe all school rules and regulations and supporting (or enforcing) consequence when needed;
- sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- 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;
- reading all communications from the school, signing, and returning them promptly when required;
- 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 will be scheduled. Parents who wish to arrange a conference with any teacher during the school year need to contact the teacher or the office.

**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.

**Prime for Life** - This is a substance abuse awareness program HMS will partner with. There is an in-person learning component to this program. Students who violate handbook policies on alcohol, drug abuse, and tobacco will be referred to this program. Students who successfully complete the program may have consequences reduced.

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

**Report Cards** – The school year is divided into three, 12 week marking periods. Report cards will be issued at the end of each twelve week trimester. A mark of "I" (incomplete) is used only to help a student who, due to extenuating circumstances, has missed a number of consecutive days of school. It is the responsibility of the student to contact the teacher to make up work.

**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.

**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.

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

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

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

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

Students may be picked up at the school by parents if parents come to the school office to request their dismissal. No student will be released to a person other than his/her parent or guardian.

Extra-curricular student activities will be canceled in the event of a Tornado Watch or Warning. If the event is in progress, appropriate measures will be taken to ensure the safety of the students.

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

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

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

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

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

**Student Records** – Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Scott VanBonn, Superintendent of Hopkins Public Schools. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

**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, non-sponsored, 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.

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

**Student Well-Being** – 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, s/he must notify any staff person immediately. State law requires that all students must have emergency contact information filed in the school office. A parent/guardian should contact the office with updated information if this changes throughout the school year. In addition, students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

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

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

**Technology** – Use of technology (voice, video, data, hardware and software) at Hopkins Public Schools is a privilege extended to students to enhance learning. Each parent and student user of technology shall read, sign and turn into the middle school office the User's Responsibility Declaration page of the Hopkins Public Schools Technology Code of Ethics. Students will not be allowed to use any computers until this declaration is on file in the office.

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

**Telephones** – Permission may be granted by the office for students to use office phones or cell phones for educational or emergency needs. Cell phones should be kept in a locker unless permission is granted by a teacher or staff member.

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

**Theft** – All suspected theft should be reported to the office as soon as possible. Students reporting theft are expected to file a report. Also, lost and found articles may be turned in to the attendance office.

**Transfer Out of the District** – Parents must notify the school office about plans to transfer their child to another school. If a student plans to transfer from Hopkins Middle School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

**Use of Medications** - 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. The Medication Request and Authorization Form must be filed with the school office before the student will be allowed to begin taking any medication during school hours (forms available on Final Forms).
- C. All medications must be registered in the office.
- D. 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.
- E. 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.



- F. 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.
- G. Students, at no time, are allowed to provide another student any medication or supplement.

**Valuables** – It is highly recommended that students do not bring items of value to 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.

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

## **DISCIPLINE REGULATIONS**

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

### **Creating Mutual Respect between Staff and Students**

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

### **Student Responsibility Center**

**Students are in control of their behavior. We do not control students.** We feel it is important for students to be given an opportunity to control what will happen to them. Students will remain in the SRC to work on their plan to regain admission to the classes or activities that they were involved in. Students must obey the following expectations before being allowed back into class.

1. The student must find enough self-control to remain quiet and not talk to the other students.
2. The student must find enough self-control to remain seated in their planning area and not walk around disrupting others who are working on their plans.
3. The student must find enough self-control to raise their hand if they need to ask a question of the SRC Coordinator.
4. The student must find enough self-control to respect the rights of all staff and students involved in the center.
5. The student will be allowed back into class when they successfully negotiate their plan with the staff member who issued the referral.

If a student cannot find the self-control to follow the rules in the SRC, they will be asked to leave the SRC and head to the office. Their parents or guardian will be notified and a conversation/meeting will take place prior to their re-entry to the middle school and/or classroom. In order to re-enter, the student must fulfill the requirements of the SRC and finish their plan of improvement.

## **GENERAL EXPECTATIONS and CONSEQUENCES-** Note that common protocol prior to any suspension will include consideration of the use of restorative practices.

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

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

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

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

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

Students will receive an out-of-school suspension up to ten (10) days or a recommendation for a long term suspension or expulsion to the Board of Education. A police referral as well as a referral to a substance abuse program will occur and written evidence of attendance is required. Students who attend a substance abuse program may have the OSS (Out-of-School-Suspension) reduced in half. Referral to a Prime For Life Substance abuse seminar to be completed.

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

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

#### **Assaults**

- **Physical Assault** – The act of physically assaulting any person on school property, at a school function, or going to and from school is prohibited. Any student who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. PA 104 Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Students will receive an out-of-school suspension up to ten (10) days and may be recommended for a long term suspension or expulsion to the Board of Education. A police referral may result.

**Books (Misused or Lost)** – Restitution required. This includes media center or Library books, textbooks or classroom libraries.

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

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

A complete copy of the Board Policy is found on pages 28-39.

**Bus Consequences** – Violation of bus rules resulting in a bus slip. Violations may also carry school issued disciplinary consequences.

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

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

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

2<sup>nd</sup> Offense – Teachers may make a referral to the office with a possible suspension of up to ten (10) days out-of-school.

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

Discipline will be appropriate to the circumstances to include a warning, SRC, Saturday School, ISS, OSS, long term suspension or expulsion.

**Dress Code** - Students in violation of the dress code will not be permitted to attend regular classes until properly dressed. (See Dress Code on page 4)

1 <sup>st</sup> Offense	Warning. Students will be asked to change clothing. Should the student have no clothing available, he/she could be sent home with parent's permission to change.
2 <sup>nd</sup> Offense	Students will be assigned a consequence. (Starting with written referral)
3 <sup>rd</sup> Offense	Progressive consequences will be assigned for each additional offense

**Drug Abuse (Controlled Substance)** – Using, possessing (unless under the direction of a licensed medical doctor), selling and/or delivering a controlled substance of any kind, inhalants, and/or anabolic androgenic steroids on school property is prohibited at all times. At no time should a student provide another student with medication or health supplement.

It is against school rules for a student to have in his/her possession, to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person represents to be a controlled substance of any kind, inhalants and/or anabolic androgenic steroids or represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance of any kind, inhalants, and/or anabolic androgenic steroids.

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

Students will receive a ten (10) day out-of-school suspension and may be recommended for a long term suspension or expulsion to the Board of Education. A police referral as well as a referral to a substance abuse program will occur and written evidence of attendance is required. Students who fail to attend a substance abuse program will be recommended for a long term suspension or expulsion to the Board of Education. Referral to a Prime For Life Substance abuse seminar to be completed by the student.

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

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

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

1 <sup>st</sup> Offense	Minimum out-of-school suspension three (3) days.
2 <sup>nd</sup> Offense	Minimum out-of-school suspension five (5) days
3 <sup>rd</sup> Offense	May lead to a long term suspension or expulsion

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

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

**Gross Misbehavior / Insubordination / Disrespect** – Disobedience or habits detrimental to the educational environment.

Discipline will be appropriate to the circumstances to include a warning, SRC, Saturday School, ISS, OSS, long term suspension or expulsion.

**Hallway Conduct** – Conduct in the halls sets the tone for student behavior in classrooms. With this in mind, and in order to promote a safe and orderly educational atmosphere within the building, students are expected to observe the ROAD expectations:

- Walk and pass quietly between classes.
- Pick up items found on the hall floors and dispose of them properly. Please do not litter.
- Refrain from unacceptable physical conduct, such as pushing, shoving, rough play, or public display of affection.
- Observe proper etiquette and courtesy by not blocking the halls with legs/feet or body.
- We expect that all food and beverages will be consumed in the cafeteria and that you deposit your litter in the cafeteria waste containers. Pop, candy, donuts or other food items are not permitted in the hallway or classrooms. Students are required to give these items to an adult employee upon request. On special occasions, administration/teachers may make exceptions to this expectation.
- Identify yourself accurately when requested to by a staff member, and present your student I.D. card when requested.
- All items will be stored in a locker and not left on the floor or stacked above the locker.

Failure to comply with the above rules will result in a consequence.

**Intimidation** – Threats, verbal abuse, or an aggressive act upon others will not be tolerated either on school property or on the way to and from school. This may include any statement or act, oral or written, which can reasonably be expected to induce in another person an apprehension of danger of bodily injury or harm. A student may also be held responsible for statements and/or actions, which directly provoke aggressive actions toward another student. Intimidation may be considered “bullying” in particular cases (pg. 8)

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

**Lunch Room Regulations – follow the ROAD expectations – Represent – Own it – Achieve – Discover**

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

- b. Students are to pick up after themselves.
- c. All food and drink is to be consumed in the cafeteria or other designated areas as noted by the principal.
- d. Students are not to be in the hallways or at their lockers during lunch hours without a pass.
- e. Non-compliance with regulations will result in disciplinary action by the administration.

Failure to comply with the above rules will result in a consequence.

**Other Acts of Disruption or Safety**– Acts detrimental to the educational process or safety of others will be handled by the classroom teacher and/or administration.

Discipline will be appropriate to the circumstances to include a warning, SRC, Saturday School, ISS, OSS, long term suspension or expulsion.

**Possession of Fireworks**, Incendiaries or Flammables – Possession and/or use of fireworks is prohibited by law and school rules.

Students will receive up to a ten (10) day out-of-school suspension and may be recommended for a long term suspension or expulsion to the Board of Education. A police referral may result.

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

Students will receive a ten (10) day out-of school suspension and may be recommended for a long term suspension or expulsion to the Board of Education. A police referral may result.

**Profanity** – Use of profanity or obscene language, and gestures written or spoken is prohibited. Consequences for use in peer group will result in a conference and warning, SRC, or other appropriate consequences. Habitual use of profanity will result in progressive consequences.

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

A minimum of one (1) day out-of-school suspension will occur.

**Propping Exterior Doors**- All students should help maintain a safe environment by making sure all exterior doors are not propped open. Failure to do so may result in a progressive consequence.

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

Minimum of one (1) day out-of-school suspension. A police referral may result.

**Signs of Affection** – Affectionate contact, other than holding hands, will not be allowed.

Failure to comply with the above rules will result in a consequence.

**Tardy to Class** – Responsible students who arrive on time are valued at Hopkins schools and in the world of work. It is the responsibility of the student to be in the classroom when the bell sounds. If the student neglects to plan ahead and arrives late to class the following will likely occur: See policy on page 8.

1 <sup>st</sup> Tardy	Warning-Written Referral no parent signature required
2 <sup>nd</sup> Tardy	Warning- Written Referral with parent signature required
3 <sup>rd</sup> Tardy	1 lunch detention, written referral with parent signature required
4 <sup>th</sup> Tardy	2 lunch detentions, written referral with parent signature required
5 <sup>th</sup> Tardy	Saturday School 4 hours, parent contact
6 <sup>th</sup> Tardy	Suspension and parent meeting

Students will have all previous tardiness infractions dropped at the beginning of each trimester.

**Technology** – Students who violate any part of the Hopkins Public School's Technology Code of Ethics

1 <sup>st</sup> Offense	Minimum is a loss of computer usage for a specified time. SRC Plan for Improvement
2 <sup>nd</sup> Offense	Minimum one (1) day ISS/OSS. Restricted computer usage for the remainder of the school year.

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

Minimum of one (1) day out-of-school suspension and restitution. Possible police referral.

**Tobacco** – Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes (or similar devices) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

1 <sup>st</sup> Offense	Minimum three (3) days out-of-school suspension. Possible police referral.
2 <sup>nd</sup> Offense	Minimum five (5) days out-of-school suspension. Possible police referral.
3 <sup>rd</sup> Offense	Minimum ten (10) days of out-of-school suspension with recommendation for long term suspension or expulsion. Possible police referral.

**-OR-**

1 <sup>st</sup> Offense	One Day In-School-Suspension with completion of online awareness program. Possible police referral.
2 <sup>nd</sup> Offense	Three Days of In-School-Suspension. One of the days will be spent completing an in-person Prime For Life Substance abuse course. Possible police referral.
3 <sup>rd</sup> Offense	Minimum ten (10) days of out-of-school suspension with recommendation for long term suspension or expulsion. Possible police referral.

**Truancy** – Leaving class or school grounds without permission – Unexcused Absence or consistent pattern of non-attendance. See attendance policy on pages 2-3.

Students will receive one (1) day of Saturday School with a possible police referral for those students under the age of sixteen (16).

**Vandalism** – Defacing or destruction of school property or property of another.

1 <sup>st</sup> Offense	Payment of damages. Possible police referral. Discipline will be appropriate to the circumstances to include a warning, SRC, Saturday School, ISS, OSS, long term suspension or expulsion.
2 <sup>nd</sup> Offense	Payment of damages. Police referral. Discipline will be appropriate to the circumstances to include a warning, SRC, Saturday School, ISS, OSS, long term suspension or expulsion.

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

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

### **Administrative Summary**

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

Note: For consistency in discipline, administration will make use of both Aggressive and Non-Aggressive Rubric Flow-Charts. They can be seen on page 16-17 of this handbook. The Flow-Charts are meant to be a guide. Administration reserves the right to assign consequences appropriate to each unique situation outside of the rubrics.

### **TYPES OF DISCIPLINARY ACTION**

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

**Detentions** (lunch or after-school) – A student may be assigned a lunch or after-school detention due to disciplinary action. Parents are responsible for transporting the student to/from the after-school detention.

**Student Responsibility Center** – The SRC is developed to hold students accountable and responsible for their behavior and to allow teachers to instruct and students to learn. Any student who inhibits the process of instruction may be required to write a plan of improvement under the direction of the SRC coordinator and with the approval of the teacher. Students will be assigned to the SRC until this process is completed. Parents will be notified of this action. Administrative follow up will take place after three SRC visits per trimester. A consequence may be assigned.

**Restorative Practice-** A restorative practice is one which takes a restorative approach to resolving conflict and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

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

**In-School-Suspension** – Removal from the general classroom for a designated period of time. This includes the lunchroom. The student will be in the SRC room and allowed to have work from the general classrooms sent down for completion. He/she may not participate in any school activity such as athletic events, music concerts, plays, etc. for the duration of the suspension.

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

Students assigned out-of-school suspension will have the days counted as absences. Assignments must be made up. Please see Homework Policy for Illness.

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

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

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

**Referral Form** – This is the form staff will use to document a violation of the student code of conduct. See pg. 15 for an example.

## Hopkins Middle School Discipline Referral Form

<b>Student:</b> _____	<b>Time/Hr:</b> _____	<b>Location</b>
<b>Date:</b> _____		<input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bus zone
<b>Referring Staff:</b> _____		<input type="checkbox"/> Courtyard <input type="checkbox"/> Bathroom <input type="checkbox"/> Parking lot
<b>Grade: 6 7 8</b> _____	<b>H.S.</b> _____	<input type="checkbox"/> Hallway <input type="checkbox"/> Gym <input type="checkbox"/> Spec. event/field trip
		<input type="checkbox"/> Media Center <input type="checkbox"/> Locker-room <input type="checkbox"/> Tardy
		<input type="checkbox"/> Computer lab <input type="checkbox"/> Bus # _____ <input type="checkbox"/> Other _____
<b>Staff Decision:</b>		
<input type="checkbox"/> Conference with student <input type="checkbox"/> SRC <input type="checkbox"/> Parent contact <input type="checkbox"/> Office <input type="checkbox"/> Lunch Detention <input type="checkbox"/> Warning		

### Problem Behaviors:

Non-Aggressive	
Roadblocks (Minor)	Crashes (Major)
<b>Category 1 - per class period</b> <input type="checkbox"/> Technology misuse    1 2 3 <input type="checkbox"/> Unprepared            1 2 3 <input type="checkbox"/> Tardy                    1 2 3 4	<b>Category 2</b> <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress code <input type="checkbox"/> Property misuse <input type="checkbox"/> Cell phone/electronic device    1 2 3
<b>Category 3</b> <input type="checkbox"/> Abusive language <input type="checkbox"/> Insubordination/Defiance/Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Technology violation <input type="checkbox"/> Inappropriate display of affection <input type="checkbox"/> Lying/cheating	

Aggressive	
Roadblocks (Minor)	Crashes (Major)
<b>Level 1</b> <i>"Goofing" may include</i> <input type="checkbox"/> Pushing <input type="checkbox"/> Shoving <input type="checkbox"/> Grabbing <input type="checkbox"/> Mean or rude gestures <input type="checkbox"/> Name calling <input type="checkbox"/> Horseplay	<b>Level 2</b> <i>"Teasing" may include</i> <input type="checkbox"/> Name calling <input type="checkbox"/> Ridiculing <input type="checkbox"/> Insults <input type="checkbox"/> Rumors <input type="checkbox"/> Note Writing <input type="checkbox"/> Profanity <input type="checkbox"/> Mean Tricks
<b>Level 3</b> <input type="checkbox"/> Skip class/truancy <input type="checkbox"/> Physical contact <input type="checkbox"/> Intimidation/Bullying <input type="checkbox"/> Forgery/theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Property damage <input type="checkbox"/> Safety issues: <input type="checkbox"/> Other: _____	<b>Level 4</b> <input type="checkbox"/> Fighting/physical aggression <input type="checkbox"/> Intimidation/Harassment <input type="checkbox"/> Threats <input type="checkbox"/> Tobacco <input type="checkbox"/> Drug or Alcohol Abuse

### Possible Motivation:

<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid tasks/activities	<input type="checkbox"/> Don't know
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Other
<input type="checkbox"/> Obtain items/activities	<input type="checkbox"/> Avoid adult(s)	

### Others Involved:

<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Staff	<input type="checkbox"/> Teacher	<input type="checkbox"/> Substitute	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other
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### Administrative Decision:

<input type="checkbox"/> Conference with student	<input type="checkbox"/> SRC	<input type="checkbox"/> Sat. School	<input type="checkbox"/> Lunch Detention	<b>Suspension: # of days</b> _____
<input type="checkbox"/> Conference with parent				<input type="checkbox"/> In-School <input type="checkbox"/> Out-of-school

### Other comments:

### Parent signature required:

Y / N \_\_\_\_\_

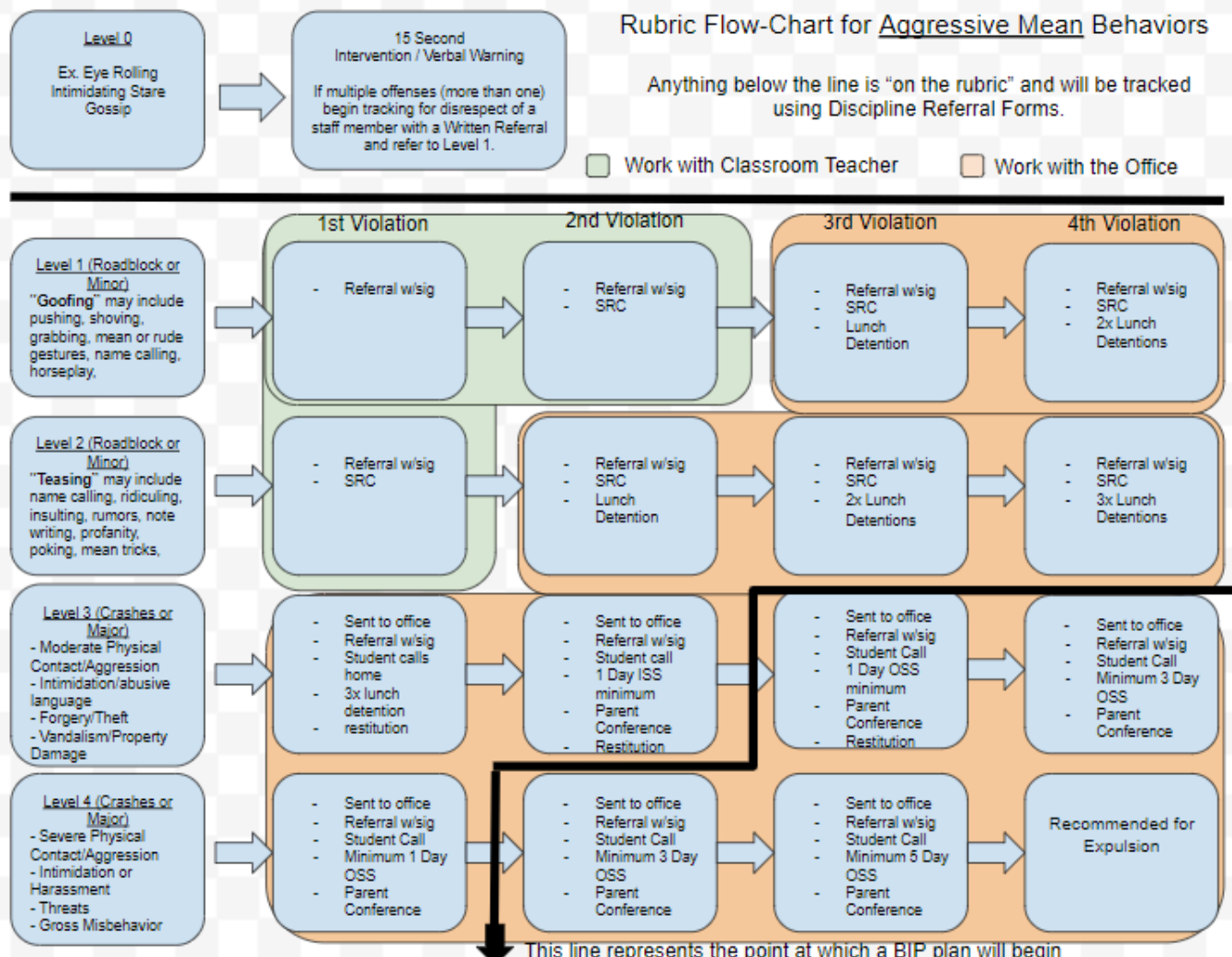
White Office, Yellow Student, Pink Teacher/Staff

## Rubric Flow-Chart for Aggressive Mean Behaviors

Anything below the line is "on the rubric" and will be tracked using Discipline Referral Forms.

Work with Classroom Teacher

Work with the Office

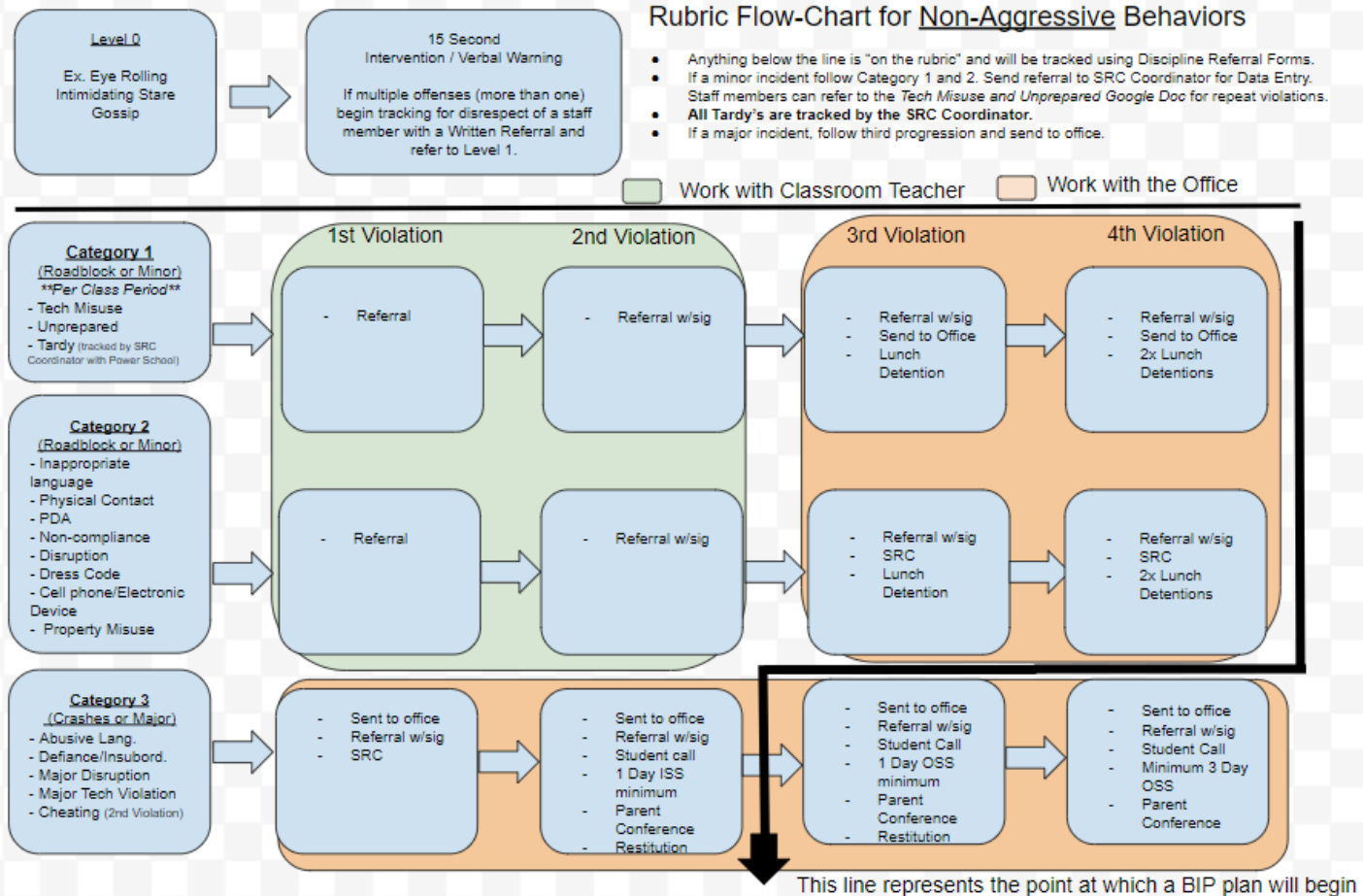


This line represents the point at which a BIP plan will begin

\*\*\*Problem Behaviors not mentioned above will be handled on a case by case basis by the Administration in accordance with the HMS Student Handbook.



## Rubric Flow-Chart for Non-Aggressive Behaviors



\*\*\*Problem Behaviors not mentioned above will be handled on a case by case basis by the Administration in accordance with the HMS Student Handbook.

# HOPKINS HIGH SCHOOL/MIDDLE SCHOOL ATHLETIC HANDBOOK

## ATHLETIC DEPARTMENT PHILOSOPHY

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

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

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

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

## STATEMENT OF NON-DISCRIMINATION

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

## GOVERNANCE

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

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

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

## COLLEGE BOUND ATHLETES

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

## ATHLETIC PARTICIPATION FEES

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

### High School Sports –

Athlete's 1<sup>st</sup> Sport of the school year = \$20  
Athlete's 2<sup>nd</sup> Sport of the school year = \$20  
Athlete's 3<sup>rd</sup> Sport = \$20

### Middle School Sports –

Athlete's 1<sup>st</sup> Sport of the school year = \$10  
Athlete's 2<sup>nd</sup> Sport of the school year = \$10  
Athlete's 3<sup>rd</sup> Sport = \$10

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

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

## COMMUNICATION TO PARENTS AND ATHLETES

## **TO THE PARENT**

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

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

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

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

## **TO THE STUDENT ATHLETE**

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

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

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

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

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

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

## **PHILOSOPHY OF WINNING**

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

## **MIDDLE SCHOOL**

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

## **FRESHMAN ATHLETICS (when offered)**

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

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

## **VARSITY ATHLETICS**

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

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

## **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.
- A. 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.

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.

- A. **Emergency Medical Authorization.** Each student athlete's parents shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the parent is not available.
- B. **MHSAA Eligibility.** To be eligible for interscholastic competition, a student athlete must comply with the following MHSAA rules. These rules act as minimum guidelines:
1. **Age.** Be under nineteen (19) years of age at a time of contest unless nineteenth birthday occurs on or after September 1 of a current school year, in which case the student athlete is eligible for the balance of that school year in all sports.
  2. **Amateur Practices.** Not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participation in any form of athletics, sports, or games or have signed a professional baseball contract. (Reinstatement will not be considered for one (1) year).
  3. **Awards.** Must not have accepted any award or merchandise exceeding \$15.00 in value for athletic performance. Student athletes accepting memberships, privileges, services, negotiable certificates or money are in violation.
  4. **Current Trimester Record.** Be carrying and doing passing work in at least twenty (20) credit hours during present Trimester up to within seven (7) days of contest. (20 credit hours is equal to 4 classes) *\*\*MHSAA minimum for trimesters is 15 credits, however, Hopkins Public Schools is requiring 20.*
  5. **Enrollment.** Have been enrolled in a high school no later than the fourth Friday after Labor Day (for the 1<sup>st</sup> or 2<sup>nd</sup> Trimester) or no later than the fourth Friday of February (for the 2<sup>nd</sup> or 3<sup>rd</sup> Trimester).
  6. **Limited Team Membership.** Not have participated in an outside competition in a sport during the season after the student athlete has represented his/her school in that sport except individual participation in a maximum of two individual sports meets or contests; not have participated in a so-called all-star, charity, or exhibition football, basketball or ice hockey game during the school year.
  7. **Physical Examinations.** A yearly physical examination is required. A physical card must be completed by a physician and submitted to a coach prior to participation. The physical covers all sports for the entire school year provided the examination occurred after April 15 of the spring/summer prior to the present school year. The athletic director keeps the form on file.
  8. **Previous Trimester Record.** Have received at least twenty (20) credit hours for the last Trimester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student that fails to successfully complete (20) credit hours is ineligible for **sixty (60)** school days. *\*\*MHSAA minimum for trimesters is 15 credit, however, Hopkins Public Schools is requiring 20.*
  9. **Seasons of Competition.** Have not more than four (4) first trimester, four (4) second trimester, and four (4) third trimester seasons of competition in a sport in a four (4) year high school.
  10. **Transfers.** Generally, have had an accompanying change of residence by the student athlete's parent, or other persons with whom the athlete has been living during the period of his/her last high school enrollment, into the district or service area of the school, to be eligible during the first trimester in attendance. Additional documentation of residency including necessary forms must be completed before a student is eligible.
  11. **Undergraduate Standing.** Not be a high school graduate.
- C. **Parental/Student Acknowledgment of Athletic Policies.** At the beginning of the school year each student will receive a Student Handbook which will contain the Hopkins Public Schools Athletic code. In addition, the Student Handbook and the athletic code will be posted on the Hopkins Public Schools Website. Each student and a parent for each student, is expected to sign a handbook acknowledgement form and turn it into the main office of the school the student attends. The form is verification that the student/parent has received a copy of the Student Handbook which includes the Athletic Code
- D. **Risk of Participation.** All student athletes and parents, guardians must realize there is a risk of serious injury, which may be the result of athletic participation. Hopkins Public Schools will use the following procedures to help protect against injury:
1. Offer a parent/student athlete meeting prior to the start of the season to explain the athletic policies and advise, caution and warn parents/student athletes of the potential injury or death.
  2. Maintain a continuing education program for coaches to learn up-to-date techniques and skills for their sport.
  3. Instruct all student athletes about the dangers of participation in their particular sport.
- E. **Scholastic Eligibility.** In order to participate on a Hopkins Public Schools athletic team, each student athlete must have met the guidelines set under the Athletic Eligibility Policy. The policy consists of current eligibility and previous marking period eligibility. These are explained on the last page of this document.

## ATHLETIC CODE OF CONDUCT

- A. **Athletic Jurisdiction.** A student athlete comes under athletic jurisdiction when he/she participates in his/her first high school or first middle school sport. **The athletic code will be in effect during the school year.**  
(First date of football preseason workouts/tryouts as established by the MHSAA).
- B. **Behavior and Sportsmanship.** Athletic teams from our school have earned an outstanding reputation in the area of sportsmanship. We take pride in our student athletes and fans conducting themselves in a proper manner. Below are some suggestions for your consideration:
- Student athletes and spectators represent Hopkins Public Schools.
  - The good name of the school is more valuable than any game won by unfair play.
  - Accept decisions of officials without dispute.

- Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent.
- Unsportsmanlike and/or insubordinate behavior, or demonstration of a negative attitude in word or action toward a team member, coach, opponent or official is not acceptable.

**Non-Compliance:** Any unsportsmanlike conduct will result in suspension as per MHSAA 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.
- A. **Detentions, ISS, or OSS.** Each day of detention/ISS/OSS assigned to a student athlete, other than for tardiness, will result in the loss of two (2) quarters in a basketball game by a cheerleader or player, one (1) quarter in a football game, for a player or cheerleader; four (4) innings in softball or baseball; two (2) games in volleyball; one (1) match in wrestling and golf; one (1) meet event in track; one (1) meet in cross-country. The suspension will be served immediately at the beginning of the contest.
- B. **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.**

**Non-compliance:** The following suspensions are minimums set forth by the athletic department. Each individual program may assess additional penalties. Football will serve a one (1) game suspension, Sideline cheer will serve a one (1) event suspension; Basketball, Softball, Soccer and Baseball will serve a two (2) game suspension; Competitive Cheer and Bowling will serve one (1) competition suspension; Volleyball will serve a two (2) match suspension; Cross Country and Track will serve a one (1) meet suspension; Wrestling and Golf will serve a one (1) match suspension. The suspension will be served as soon as notification has taken place.

- C. **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.
- D. **Felony.** Student athletes are not to commit felony crimes. Non-compliance shall be determined at the time that confirmation of guilt is substantially established. Involuntary felony crimes may be considered individually by the Board of Education.

**Non-Compliance:**

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

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

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

1. **TOBACCO PRODUCTS:**

**Non-Compliance:**

**First Offense:** If the offense occurs during a season in which the athlete participates it results in suspension of the student athlete from the interscholastic program for 20% of the scheduled contests. The student athlete will lose his/her letter for that sport. He/she will be expected to participate in all team functions, if there is a chance that he/she will become eligible for

participation in contests at the end of suspension. If the offense occurs while the student is not participating, penalties will be enforced in the next season of participation by the student.

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

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

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

### **Non-Compliance:**

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

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

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

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

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

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.

## **Appeal Process**

### **STEP 1**

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

### **STEP 2**

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

### **STEP 3**

Appeal to the superintendent  
Formal presentation (written) of appeal to the Superintendent of Schools or in his absence his designee within five (5) school days of receipt of the Athletic Review Committee's decision. The superintendent must render a written decision within five (5) school days of receipt of appeal.

### **STEP 4**

Appeal to the Board of Education

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

## **BASIC ATHLETIC DEPARTMENT PROCEDURES**

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

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

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

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

### **Middle School Awards**

Seventh and Eighth Grade      Certificates

### **High School Awards**

All participants receive a certificate; additional awards as follows:

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

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

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

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

Rulings of the committee shall be final, except as the Board of Education shall determine otherwise.

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- I. **Physicals**. The school district typically arranges for physical examinations at a nominal cost to be given at school in May or June. Student athletes should watch for information regarding physicals during the spring.
- J. **Practice Attendance**. The student athlete must inform the coach if, for some reason, he/she cannot attend practice.
- K. **Reporting an Injury**. All injuries that occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor, it will be necessary to have an injury report form completed. Student athletes and families are

reminded that they need to go to their **family physician prior to going to a sports clinic or specialist** for the school student insurance to be in effect. If student athletes are treated by a physician, the student athlete must obtain the doctor's permission to return to the activity.

- L. **Reporting for Participation on a Team.** Students interested in participating in a sport must attend the first practice of that season unless the athlete has made prior arrangements with the coach.
- M. **School Attendance.** To be eligible to compete in an athletic contest, the student athlete must be in attendance at every class during the day of the contest. Student athletes absent from school on Friday when a contest occurs on Saturday will not be eligible to participate. To participate in practice, the student athlete must be in attendance two class periods during the day of the practice. Exceptions may occur as determined by the principal, athletic director, or designee.
- N. **School Suspension.** A student athlete who is on suspension from regular school, whether it may be In-School Suspension (ISS) or Out of School Suspension (OSS), may not practice or take part in interscholastic competition during any day of said suspension. OSS students suspended on a Friday may not participate in any weekend event. ISS suspensions will end at midnight on the last day of suspension.
- O. **Squad Selection.** Coaches within the individual programs will be responsible for selecting participants for the squads. Coaches are encouraged to keep as many student athletes as possible while maintaining the integrity of their coach-player relationship.

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

- P. **Travel.** As a school, one of our main concerns is the safety of all our students. The school provides round trip transportation to all away athletic events. All student athletes must travel to and from away athletic contests in transportation provided by the school. The following exceptions may occur, as follows:
  - 1. The student athlete may accompany his/her own parent, home after the contest after signing an appropriate document.
  - 2. The parent of a student athlete may request, in writing prior to the contests and approved by a school official, that his/her child be allowed to accompany a parent of another student athlete from the team after a contest using private transportation. This request must be made by filling out the athletic department's parent permission form. Copies of the form are available in the high school office and online at [www.hpsvikings.org](http://www.hpsvikings.org) under athletics
  - 3. The athletic director or school administration has discretion in unique situations.The above acts as a minimum requirement. Individual program and a coaches rules may be added to the above.
- Q. **Vacations.** Vacations of athletic team members during a sport season are discouraged. Parents, guardians and student athletes are encouraged to schedule vacations and family trips at times other than during the season. Absences for vacations while school is in session will not be excused. During scheduled school vacations individual team rules will be in effect. These times include but are not exclusive to Thanksgiving, winter break and spring break. Due to the need for conditioning, the period of time sanctioned by the MHSAA for practice during August prior to the start of school is not considered a scheduled school vacation. Student athletes are expected to attend practice. Prior to participation in a contest, the student athlete must have met conditioning and team commitment requirements.

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

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

#### **ATHLETIC ELIGIBILITY POLICY**

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

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

##### **Previous Trimester Eligibility.**

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

##### **Non Compliance:**

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

##### **Current Trimester Eligibility.**

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

##### **Non-Compliance**

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

### **ELIGIBILITY APPEAL**

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

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

High School Activities Include:

#### **Girls' Athletics:**

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

#### **Boys' Athletics:**

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

#### **Middle School Athletics: (7<sup>th</sup> and 8<sup>th</sup> grade only)**

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

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

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

The Hopkins Public School District Board of Education complies with all federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, or disability in its programs and activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
Superintendent of Schools, Hopkins Public Schools, 400 Clark Street, Hopkins, MI 49328 Phone (269) 793-7261

## **GRIEVANCE PROCEDURES FOR NON DISCRIMINATION**

**Title VI, Section 100.6(d)  
Title IX, Section 106.8(b)  
Sexual Harassment and Intimidation  
Age Discrimination Act  
Title II, Section 35.107(b)**

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

### **Section I.**

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

Tim Rieman  
Athletic Director  
333 Clark Street  
Hopkins, MI 49328  
[269-793-7616](tel:269-793-7616)  
[timriem@hpsvikings.org](mailto:timriem@hpsvikings.org)

Connie Brenner  
Business Manager  
400 Clark Street  
Hopkins, MI 49328  
[269-793-7261](tel:269-793-7261)  
[connbren@hpsvikings.org](mailto:connbren@hpsvikings.org)

### **Section II:**

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

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

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

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

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

**End of Athletic Handbook**

## **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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

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

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

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

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

### **Notification**

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

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

To the extent appropriate and/or legally permitted,

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

### **Implementation**

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

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

### **Procedure**

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

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

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

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

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

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

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

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

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or

motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

**"Staff"** includes all school employees and Board members.

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

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

Harassment, see Policy **5517**;

Hazing, see Policy **5516**.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Revised 2/20/12

# PARENT & ATHLETE CONCUSSION INFORMATION SHEET



## WHAT IS A CONCUSSION?

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

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

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

### DID YOU KNOW?

Most concussions occur without loss of consciousness.

Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.

Young children and teens are more likely to get a concussion and take longer to recover than adults.

## SYMPTOMS REPORTED BY ATHLETE:

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

## SIGNS OBSERVED BY COACHING STAFF:

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

Michigan Department  
of Community Health



Rick Snyder, Governor  
James K. Haveman, Director



**"IT'S BETTER TO  
MISS ONE GAME THAN  
THE WHOLE SEASON"**

## CONCUSSION DANGER SIGNS

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

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

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

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

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

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

*Please keep this information for your reference*

## JOIN THE CONVERSATION

[www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO:

[WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE)





# SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

## What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

### Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



### Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



### Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



### Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry. When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it. Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



# What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.  
In Michigan statute, this is called "Criminal Sexual Conduct."**

## About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

**If someone doesn't consent to sexual acts it is sexual assault.**



## What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

## What if This is Happening to Someone I Know?

Believe. Listen. Support.

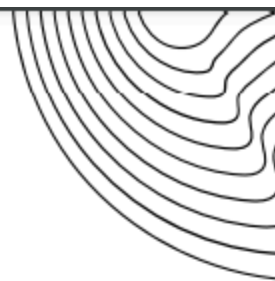


- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



# Resources

## There is Help.



You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

### Michigan's Sexual Assault Hotline (VOICES4)

**Text:** 866-238-1454 **Call:** 855-864-2374

**Chat:** <https://mcedsv.org/sexual-violence-hotline-chat/>



### Michigan's Domestic/Dating Violence Hotline (VOICEDV)

**Text:** 877-861-0222 **Call:** 866-864-2338

**Chat:** <https://mcedsv.org/hotline-domestic-violence/>



### Youth Resources Web Page

<https://mcedsv.org/resources>



### School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

## Sexual Harassment and Sexual Assault Information Guide

### Hopkins Public School District

#### District Title IX Coordinator

Autumn Kraima  
400 Clark Street  
Hopkins, MI 49328  
269-793-7261  
autukrai@hpsvikings.org



#### District Title IX Coordinator

Andrew Mains  
400 Clark Street  
Hopkins, MI 49328  
269-793-7286  
andrmain@hpsvikings.org

#### District Policies Related to Sexual Harassment and Sexual Assault

##### Policy on Anti-Harassment. (Article III, Section 18)

The District shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or gender expression, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.

##### Policy on Nondiscrimination on the basis of sex in education programs or activities. (Article IV, Section 12)

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. The District shall not retaliate against a person who reports or opposes improper discrimination or harassment. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

For the complete policies on Anti-Harassment and Nondiscrimination on the basis of sex, visit the district's [nondiscrimination/Title IX webpage](https://www.hpsvikings.org/title-ix/) at <https://www.hpsvikings.org/title-ix/> or scan the following.



*The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.*