

# Kalkaska High School

*Home of the Blue Blazers*



## Student/Parent Handbook

Kalkaska High School  
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Kalkaska, MI 49646

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## SECTION 1: ABOUT KALKASKA HIGH SCHOOL

### *WELCOME*

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. The student code of conduct is based on the core values of the school culture **core 1, core 2, core 3**. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the Board's policies and the School's rules as of August 2016. If any of the policies or administrative guidelines referenced herein are revised after August 10, 2016, the language in the most current policy or administrative guideline prevails.

School Colors - Royal Blue & White

Enrollment - Approximately 440 Students

### *SCHOOL MISSION*

Developing productive and civic minded lifelong learners.

### *SCHOOL VISION*

Kalkaska Public Schools will be a model of excellence in education and a source of community pride.

### *SCHOOL DAY*

1 <sup>st</sup> Hour	8:00 a.m. – 9:00 a.m.
2 <sup>nd</sup> Hour	9:05 a.m. - 10:05 a.m.
3 <sup>rd</sup> Hour	10:10 a.m. – 11:10 a.m.
4 <sup>a</sup> Hour	11:15 a.m. - 12:15 p.m.
1 <sup>st</sup> Lunch	11:15 a.m. – 11:50 a.m.
4 <sup>b</sup>	11:50 a.m. – 12:50 p.m.
2 <sup>nd</sup> Lunch	12:20 p.m. – 12:55 p.m.
5 <sup>th</sup> Hour	1:00 p.m. - 2:00 p.m.
6 <sup>th</sup> Hour	2:05 p.m. – 3:00 p.m.

THURSDAY ADVISORY 10:45 AM TO 11:15 AM

## SECTION 2: GENERAL INFORMATION

### *PARENT INVOLVEMENT\**

The District has established a Parental Involvement Plan by which a school partnership can be established. The Parental Involvement Plan shall reflect the District's commitment to the following:

#### *Relationships with Families*

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and that bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

#### *Effective Communication*

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
- preparing families to be involved in meaningful discussions and meetings with school staff.

#### *Volunteer Opportunities*

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

#### *Learning at Home*

- offering resources to help families support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home

*\*Provide annually - 2112*



## ***EQUAL EDUCATION OPPORTUNITY***

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Laura Kwekel, Principal  
231-331-6121  
5225 River Street  
Kalkaska, MI 49646  
lkwekel@kpschools.com

Ryan Moore, Principal  
231-258-9146  
314 S. Cherry Street  
Kalkaska, MI 49646  
rmoore@kpschools.com

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260\*. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

*\*Provide annually - 2260*

## ***STUDENT RIGHTS AND RESPONSIBILITIES***

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

*Reference 5780*

## ***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.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. 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.

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.

*Reference 5111*

### ***TRANSFER OUT OF THE DISTRICT***

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Kalkaska High 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 counselor for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### ***WITHDRAWAL FROM SCHOOL***

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

*Reference 5130*

### ***STUDENT FEES, FINES, AND SUPPLIES***

Kalkaska High School may charge specific fees for the non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

- Fees may be waived in situations where there is financial hardship.
- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.
- Late fines can be avoided when students return borrowed materials promptly.
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

*Reference 6152*

### ***EARLY DISMISSAL***

No student will be allowed to leave school prior to dismissal time without contact by verbal or written request from the parent or legal guardian. Students may also be released to a properly identified person authorized to act on the parent's behalf. No student will be released to a person other than a custodial parent(s) without verbal or written permission from the custodial parent(s) or guardian.

*Reference 5230*

### ***VISITORS***

Visitors, particularly parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient time.

Students may not bring visitors to school unless the visit is set up by a counselor, prior to the visit. Students must never open a door for any person during the school day. Nor should any door be propped open and left unattended at any time.

*Reference 9150*

### ***USE OF THE LIBRARY***

The library is for the benefit of the students and provides many educational materials. School officials reserve the right to hold report cards for overdue books and/or unpaid fines.

### *FOOD AND BEVERAGES IN CLASS*

Water is permitted in the classrooms with the exception of products bought from the morning school coffee bar and these must be consumed within the first 15 minutes of the beginning of the school day. Healthy snacks will be permitted with teacher permission. Glass beverage containers of any type are not permitted on school grounds.

### *LOST AND FOUND*

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### *LOCKERS*

Students will be assigned a locker at the beginning of the school year. Lockers remain the property of the school. Students may not share or exchange lockers with other students. Students are not allowed to store any food or snack item in their locker beyond what is needed for that day. The selling by any student of food, snack or beverage item on school property is strictly prohibited. No backpacks or bookbags will be allowed in the classroom or cafeteria. Students must leave these in the designated area during the time they are in a classroom or cafeteria.

All students are encouraged to keep their lockers locked at all times. Locks can be purchased in the office. Students may use their own locks but understand that if keys are lost, combinations are forgotten, or other circumstances arise, the lock may be cut from the locker with bolt cutters.

### *STUDENT VALUABLES*

Students are encouraged not to bring items of value to school. Anything you do not have in the classroom should be locked on in your locker. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### *USE OF TELEPHONES*

Students who need to contact a parent/guardian during school hours are expected to do so from the phone in the office. This phone will be limited to emergency or unexpected circumstances such as illness. Use of cellphones for telephone calls during school hours is prohibited except during lunch period.

Except in an emergency, students will not be called to the office to receive a phone call. Only urgent messages will be delivered to the students prior to the end of the school day.

*Reference 7530B*

## ***AFTER SCHOOL ACTIVITIES***

The school encourages students to attend as many school events held after school as possible without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials may result in loss of eligibility to attend school-sponsored, off-campus events.

Kalkaska High School offers an extra-curricular bus system for students who are participating in a staff led club, homework lab, or practice. The busing schedule is as follows:

4:15 pm (KAT bus) Kalkaska Village, Sandy Pines, and Twin Birch areas.

5:30 pm (KAT bus) Kalkaska Village, Sandy Pines, and Twin Birch areas.

5:30 pm (KHS bus) Bear Lake, Manistee Lake, and Lodi areas.

5:30 pm (KAT bus) Plum Lake, Valley Road, and Rapid City areas.

Students must sign up for the bus by 2:00 pm any day that they are participating in these school activities. The staff leader will have their bus token. They must be out by the gym entrance to board the buses no later than five minutes before the bus departure time. If the student decides not to ride the bus they must contact either the KHS bus garage at 258-6114 or the KAT bus garage at 258-6808.

## ***EMERGENCY CLOSINGS AND DELAYS***

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents through School Messenger and the following radio and television stations:

- *School Messenger– This system is set up through PowerSchool to call the phone number you have provided the school. Please note: On your caller ID this call MAY come up as a toll-free number (I.e. an 866, 800, 888, etc.)*
- *TV 9 & 10, WWTV, WWUP, FOX 32*
- *TV 7 & 4, WPBN, TV 29 & 8*
- *The Bear, Rock 105, Big Country, Big Country Gold*
- *News-Talk 1240, Light 96, The Ticket, WKHQ, WMKT-The Talk Station*

Parents and students are responsible for knowing about emergency closings and delays.

### ***LEAVING THE BUILDING***

Kalkaska High School has a closed campus policy. Students will not be allowed to leave during lunch. Students are not permitted to leave the building during class time unless written permission has been sent from home and approved in advance by the Principal or the Assistant Principal. Students leaving the building during class are expected to follow the procedure below:

1. Present a written request to the main office, *in advance* and obtain a signed permission form.
2. Present this signed form to the teacher, to the secretary in the high school office, and "sign out."
3. Sign back in at the high school office if returning the same day. If not returning the same day, the signed permission form should be returned the following day for re-admittance.
4. Violations of the closed campus policy may result in discipline.

### ***PARKING LOT AND VEHICLE REGULATIONS***

Parking on school property is a privilege which can be revoked at any time. The school district retains the authority to conduct routine patrols of the parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols may be conducted without notice, without student consent, and without a search warrant.

The following rules shall apply:

1. Students under age eighteen (18) must have written parental permission prior to driving to school.
2. Students:
  - must drive carefully and responsibly and park their vehicles in the correct manner;
  - may not loiter in cars or in the parking lot;
  - may not park in the circle drive or the south side of the high school; and
  - may not go out to vehicles without permission during the school day (this includes lunch).
3. Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
  - driver's license;
  - insurance certificate;
  - vehicle registration
4. The student must obtain a permit from the high school office at NO COST. Recognizing that high school students are inexperienced drivers and in order to maximize campus safety, students will be assigned a parking space and are expected to park only in that space. They are expected to have the parking permit displayed.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

*Reference 5514.01/5514 F1*

## SECTION 3: ACADEMICS

### *SCHEDULING AND ASSIGNMENT*

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor's office. Class/schedule changes are to be made prior to or during your assigned class registration day.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

\*\*\*Additionally, all students will participate in an Advisory class to follow third hour once a week. Advisory will consist of a social responsibility and emotional responsibility well-being curriculum, and organization and planning curriculum. Each advisory class will be composed equally of high school grade level students and each student will have the same adviser and group throughout their high school career. A student will receive one quarter credit per semester and be graded on a pass fail basis.

### *COURSE OFFERINGS*

Business			
<i>Computer Applications I</i>	<i>Computer Applications II</i>	<i>Intro to Marketing</i>	
English			
<i>English I and H*</i>	<i>English II and H*</i>	<i>English III and H*</i>	<i>English IV and H*</i>
<i>Creative Publishing/Design</i>	<i>Creative Writing</i>	<i>Novels</i>	<i>A.P. English Language and Composition</i>
Fine Arts			
<i>Art</i>	<i>Drama</i>	<i>Band - Jazz</i>	<i>Band - Symphonic</i>
<i>Theater</i>	<i>American Military Conflict</i> <i>Film Study</i>	<i>Video Production I</i>	<i>Advanced Art</i>
Foreign Language			
<i>French I</i>	<i>Spanish I</i>	<i>Spanish II</i>	<i>Spanish III</i>
Mathematics			
<i>Algebra I</i>	<i>Algebra II and H*</i>	<i>Geometry and H*</i>	<i>Pre-Calculus</i>
<i>A.P. Calculus</i>	<i>Personal Finance</i>		
Physical Education			
<i>Health</i>	<i>Personal Fitness</i>	<i>Physical Conditioning</i>	<i>Weights and Conditioning</i>
<i>Sports Activity I</i>	<i>Sports Activity II</i>		
Science			
<i>Earth Science and H*</i>	<i>Biology I and H*</i>	<i>Biology II and H*</i>	<i>A.P. Biology</i>
<i>Chemistry and H*</i>	<i>Physics</i>	<i>A.P. Physics</i>	<i>Astronomy</i>
<i>Geology of National Parks</i>	<i>Robotics</i>	<i>Farming &amp; Agricultural Science</i>	<i>CAD/CAM - Computer Aided Drafting and Computer Aided Manufacturing</i>

Social Studies			
<i>American History and H*</i>	<i>American Warfare I</i>	<i>American Warfare II</i>	<i>Civics/ Economics</i>
<i>Current Events</i>	<i>Psychology</i>	<i>World Geography</i>	
<i>World History</i>	<i>A.P. World History</i>	<i>*Civic Duty &amp; Community Awareness</i>	

H\* = Honors Class     A.P. = Advanced Placement Class

### ***COMMUNITY BUILDING***

All students will have the opportunity to participate in 10 hours of Community Building each year as a graduation requirement. A “Community Day” will be held in both the Fall and Spring where students will engage in 5 hours of teacher-led activity time to positively impact both Kalkaska Public Schools and the Kalkaska community at large. Students who do not participate in the “Community Day”, will need to make up that time on his/her own and submit documentation to his/her Advisory teacher. Students who fail to do so, will lose exam exempt privileges and will not earn the .25 Advisory credit, thus negatively impacting graduation status.

### ***SCHOOL TO WORK***

This is an opportunity for **senior students only** to receive high school credits for gainful employment. Please see the School to Work Coordinator for the requirements to receive credit.

### ***EARLY COLLEGE***

Traverse Bay Area Early College enables high school students within the Grand Traverse region to earn college credits by completing course work at their home high schools, at TBAISD Career-Tech Center, on college campuses, via online and blended learning environments, and/or through field experiences. This program is designed and delivered through a collaborative partnership among the Traverse Bay Area Intermediate School District, Northwestern Michigan College and Ferris State University.

Kalkaska High School sophomore students must apply by ISD provided deadlines. Expenditures for early college students may not exceed the formula total for funding received for that student in a school year. The Early College Committee will score student’s applications and will decide the top three candidates to be submitted to our school for review. Kalkaska High School will only approve up to (and not exceeding) 3 candidates per year.

### ***VIRTUAL LEARNING***

***STUDENTS MAY USE OUR ONLINE PROGRAM AS A MEANS FOR CREDIT RECOVERY. VIRTUAL LEARNING CLASSES WILL BE ASSIGNED BY COUNSELORS. STUDENTS ARE ENCOURAGED TO WORK ON VIRTUAL LEARNING AFTER SCHOOL IN THE HOMEWORK LAB. ALL VIRTUAL LEARNING MODULE TESTS WILL BE ADMINISTERED IN PAPER FORM AND BE TAKEN IN THE PRESENCE OF A STAFF MEMBER. IF A STUDENT FAILS TO PASS THE MODULE TEST AT A 60% OR HIGHER, HE/SHE WILL BE REASSIGNED THE ENTIRE MODULE. STUDENTS MUST OBSERVE ONLINE SCHOOL***



***REGISTRATION DEADLINE DATES IN ORDER FOR THE SCHOOL TO ASSUME FINANCIAL RESPONSIBILITY. STUDENTS MUST LEAVE A DEPOSIT OF THE FULL COST OF A CREDIT RECOVERY CLASS PRIOR TO REGISTRATION. THIS DEPOSIT IS RETURNED AT THE SUCCESSFUL COMPLETION OF THE CLASS.***

### ***HOMEWORK LAB***

The Homework Lab is located in the library or computer lab designated by the teacher in charge and is an after school program to help students get caught up on their school work. A support staff member will be there to help students and answer questions. Homework Lab runs Monday through Thursday, 3:00 to 4:00 pm. Hours and days are subject to change. Homework Lab is a privilege and not a right. Students can lose the privilege to attend Homework Lab based on a recommendation by the support staff. There will be a sign in sheet to monitor attendance.

### ***INDEPENDENT STUDY***

There is an application process to be enrolled in an independent study. The student will need a host teacher, a defined curriculum, and must interview with the Principal before being accepted. If you have any questions, please see your Guidance Counselor.

### ***CAREER AND TECHNICAL CLASSES AT CAREER TECH CENTER***

Accounting and Business Office Tech	Information Technology Acad.
Agriscience/Natural Resources	Insurance
Auto Body Repair	Machine Tool
Auto Mechanics	Maintenance & Repair Tech.
Automotive Tech. Acad.	Manufacturing Tech. Academy
Computer Programming (Web Design)	Medical Careers Technology
Construction Trades	Public Safety/Protective Service
Culinary Arts/Hospitality	Small Engines
Early Childhood Education	Teacher Academy
Electrical Occupations	Visual Imaging Technology
Horticulture/Nat. Resources	Welding & Fabrication
	*CTC is for 11 <sup>th</sup> & 12 <sup>th</sup> grade students

### ***GRADES***

Kalkaska High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

93 to 100% = A	70 to 72% = C-
90 to 92% = A-	67 to 69% = D+
87 to 89% = B+	63 to 66% = D
83 to 86% = B	60 to 62% = D-
80 to 82% = B-	59 to 0% = F
77 to 79% = C+	
73 to 76% = C	

**Advanced Placement:** Starting with the Class of 2020, Advanced Placement (AP) grades will be weighted so that students may earn higher than a 4.0 grade point average.

**Incomplete Grades:** An “I” or incomplete appears on the report card if the student has failed to meet the requirements of the class due to prolonged illness or other justifiable reasons. After the work is made up, a regular grade is given. Students who fail to make up an incomplete grade in a timely fashion will receive a failing grade.

*Reference 5421*

### ***GRADING PERIODS***

Per request, report cards will be available at the end of each 9-week period. Grades for semester credit are the average of the two marking period report grades plus the semester exam grade. The nine (9) weeks grade will equal either 40% or 45%. The exam will equal 10% or 20% of the semester grade as determined by the classroom teacher. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### ***MONITORING STUDENT PROGRESS***

Parents are encouraged to build a two-way link with their child’s teachers, administration, and support staff. Parents can monitor their child's progress through PowerSchool. Parental passwords are sent home at the start of the school year, on schedules, and on report cards. Parents may also call the school’s office for passwords. The web address for PowerSchool can be located on the Kalkaska Public Schools website

If questions about students arise (student progress/accommodations/discipline), the parent may inquire in the following order:

1. Classroom Teacher/Special Education Teacher
2. School Counselor
3. Principal
4. Superintendent

## *TESTING OUT OF HIGH SCHOOL CLASSES*

Students may test out of high school classes. Students must notify counselors of their intentions.

A meeting will take place a minimum of three (3) weeks prior to the new semester between the counselor, teacher, student, and parent to review educational goals and requirements of testing out.

## *TEXTBOOKS*

Students may receive textbooks needed for their classes at the beginning of the school year. Students are responsible for keeping textbooks in good repair. Students will be charged for lost or damaged textbooks. Unpaid charges will follow the student throughout the district, and ultimately be attached to their Senior Bill, or require payment prior to a record transfer.

*Reference 5410*

## *SUMMER SCHOOL*

Kalkaska High School provides summer school as an opportunity for credit recovery. Students must observe online school registration deadline dates in order for the school to assume financial responsibility. Students must leave a full deposit of the cost of a credit recovery class prior to registration. This deposit is returned at the successful completion of the class. All courses are Michigan Virtual Courses. Students that have failed on-line courses in the past at KPS District expense will need to cover the entire cost of the course with no reimbursement.

## *GRADUATION REQUIREMENTS - MICHIGAN MERIT CURRICULUM*

Normally, a student will complete graduation requirements in four (4) years. To receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A personal curriculum can be requested by a student or family, if applicable. No student may receive credit for a Math or Science course unless they have passed every unit test in the semester. Students will have the opportunity for multiple attempts with intervention support to pass a unit test that has been failed.

For the 2017-2018 school years, Kalkaska High School has changed the number of class hours from seven (7) to six (6). Accordingly, there has been a change in the number of graduation credits required. It is as follows:

- Class of 2020 – 23 credits
- Class of 2021 – 23 credits
- Class of 2022 – 24 credits

Currently enrolled Alternative Students are grandfathered in for the graduation credit requirements.

*Reference 5460*

Specific course requirements are:

Content Area	Credits	Classes Required
English/Language Arts	4.0	English I, II, III, and IV
Health	0.5	Healthful Living
Physical Education	0.5	Physical Education, Physical Conditioning
Mathematics	4.0	Algebra I, Geometry, Algebra II, and a Senior Math Class
Science	3.0	Earth Science, Biology , Chemistry or Physics
Social Studies	3.0	Civics/Economics, American History, World History
Arts	1.0	Visual, Performing, Applied Arts
*Foreign Language	2.0	Spanish I,II,III and French I
Electives	4.0-6.0	Astronomy, Current Events, Drama, Cinema Studies, Novels, Etc.
Total	22 - 24	

Students may see their counselor for available substitutions through the Career Tech Center and personal curriculum. \*As a substitute for a student's second year requirement of a Foreign Language a student may take a second credit of Visual or Performing Arts.

Students at Kalkaska High School may request a 0.5 physical education credit after the completion of active participation in MHSAA sponsored sports, at Kalkaska High School, for two (2) different extracurricular teams each year for two (2) years. Students may also request a 0.5 physical education credit after the completion of marching band at Kalkaska High School for one (1) semester each year for (2) years. This sports and marching band participation must be completed by the end of the student's junior year. Students must submit, to a Kalkaska High School counselor, a completed "Request for Physical Education Waiver" form by May 1 of their junior year to be eligible for this credit.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received, and at the discretion of the administrator. Credits will be prorated to coincide with Kalkaska requirements.

To be eligible for Kalkaska High School Top Ten academic ranking, a student must have completed their last six (6) credits at KHS. The class valedictorian will be selected based on the highest cumulative G.P.A. Starting with the class of 2020, this will be based on a weighted GPA for Honors and Advanced Placement classes. In case of a tie, all such students will be considered as co-valedictorians.

Students must earn credits to be declared a specific level student, according to the guidelines below:

- Sophomore = 6 credits
- Junior = 12 credits
- Senior = 18 credits

*Reference 5460*

### ***PARTICIPATION AT GRADUATION***

Students must complete a full final semester at Kalkaska Public Schools. Participation in the graduation ceremony is a privilege, not a right. Students may forfeit this privilege and the right to walk for:

- disciplinary infractions;
- not completing all course work prior to the Wednesday before the scheduled graduation date;
- or others reasons determined by administration;

*Reference 5460*

### ***GUIDANCE AND COUNSELING SERVICES***

Guidance and counseling services are available to all students. The counselors assist all students to:

- Be able to make realistic choices and decisions so they will become self-directive.
- Select courses in high school according to abilities, interests, and needs.
- Progress and persist in school achievement according to abilities.
- Explore vocational opportunities.
- Achieve satisfying relationships with others.
- Resolve personal/social problems which affect educational growth.
- Make plans for a post high school education.
- Have knowledge of financial aids available to those students going on to higher education.
- These include scholarships, grants, loans, and work-study programs.
- The counselors are available to parents and students as a resource.

### ***POSTSECONDARY ENROLLMENT OPTIONS\****

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the counselor to obtain the necessary information.

*\*Provide annual notification by March 1; Reference 2771*

### ***ONLINE/BLENDED LEARNING PROGRAM***

Students can take up to two online classes in place of two regular classes with parent consent and administrative approval.

Students in grades 9<sup>th</sup>-12<sup>th</sup> are eligible for these classes.

Students may be required to access these classes outside of school.

Notification of interest to participate in online classes must be provided to the counselor by June 1, for the Fall semester and December 1, for Spring semester.

*Reference 2370.01*

## ***RECOGNITION OF STUDENT ACHIEVEMENT***

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **Attendance Awards**

Students that have received perfect attendance throughout the semester will be recognized for their achievement.

### **Honor Roll**

At the end of each quarter, an honor roll will be compiled and posted for recognition. The purpose of the Honor Roll is to give recognition to those students of Kalkaska High School who have done outstanding work during that marking period. To be on the honor roll, a student must have a "B" (3.0) average and not receive a D, F, or an incomplete.

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

*Reference 5451A*

## ***HOMEWORK***

Homework is also part of the student's preparation for the State mandated tests and graduation. The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments.

*Reference 2330*

## ***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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Field trips are school-sponsored events and subject to the same rules and procedures set forth in the student handbook. Participation in field trips may be tied to discipline/behavior, academic achievement, and/or participation. There may also be a cost for some field trips.

*Reference 2340/2340A*

## *EXAM POLICY*

Semester exams will be given in all classes to all students. Exam exemption: Seniors will be exempt from second semester exams if they were proficient on all sections of the Michigan Merit Exam and have 3 or less un-excused absences per semester. Juniors will be exempt from second semester exams if they receive a college ready score on the SAT and have 3 or less un-excused absences per semester. Sophomores and Freshmen will be exempt from second semester exams if they receive a college ready score on the fall PSAT and have a “B” or better score in all classes from the 3<sup>rd</sup> or 4<sup>th</sup> quarter and have 3 or less un-excused absences per semester.

If a student is unable to take an exam at the scheduled time due to unavoidable circumstances, documentation must be provided to be given an excused absence and arrangements to complete the exam must be made with the Principal.

## *COMPUTER TECHNOLOGY AND NETWORKS*

Before any student may take advantage of the School’s computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District’s *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed upon enrollment. This form is also available on the District's website.

Students must complete a training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

### *School District Rules on Acceptable Use of Computer Network Resources*

Use of the computer network is a privilege, not a right. The fundamental rule for the use of district computer network resources is that all use must be consistent with the district’s educational goals and behavior expectations. Uses of technical resources which support the curricular goals of the district are usually acceptable. Uses which are not instructionally relevant are usually unacceptable. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

Users may not: attempt to access material or sites which are blocked by the district, or attempt to use the network while access privileges are suspended; attempt to circumvent, disable, or reconfigure any security system on the district network or any network accessed using district technical resources; attempt to access, modify, or delete any record or file without permission or authorization.

Infractions of the Computer Technology and Networks Policy may result in suspension to expulsion and the loss of computer and internet privileges.

This Policy recognizes the requirements for privacy and Internet safety as codified in federal and state requirements.

*Reference 7540/7540.03 F1*

### ***STUDENT ASSESSMENT***

An important part of an education is learning about oneself. Students can learn more about themselves by taking part in the testing program made available to them. These tests assist students in evaluating progress and planning for their futures. We recommend testing to students interested in self-evaluation, college entrance, or scholarships.

Month	Grade(s)	Assessment
October	11	PSAT – National Merit Scholarship Qualifying Test (optional)
November	11 and 12	Armed Services test (ASVAB – optional)
January	9, 10, 11 and 12	Semester Exams
April	9 and 10	PSAT
	11	SAT
	11	Michigan Merit Exam (M-STEP)
May	11 and 12	Advanced Placement tests
	12	Semester Exams
June	9, 10 and 11	Semester Exams

Assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Also, classroom tests will be used to monitor student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. All students at KHS will take weekly or bi-weekly assessments to determine their progress in classes.

*Reference 2623*

## **SECTION 4: ATHLETICS**

Kalkaska High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply.

The following is a list of activities currently being offered. For further information, contact Mr. John Arnold, Athletic Director, at 231-258-9167 Ext. 2168.

Boys	
<i>Baseball</i>	<i>Basketball</i>
<i>Cross Country</i>	<i>Football</i>
<i>Golf</i>	<i>Hockey</i>
<i>Soccer</i>	<i>Track</i>
<i>Wrestling</i>	

Girls	
<i>Basketball</i>	<i>Volleyball</i>
<i>Cross Country</i>	<i>Football</i>
<i>Golf</i>	<i>Soccer</i>
<i>Softball</i>	<i>Track</i>
<i>Wrestling</i>	



All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and the Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

*Reference 2431*

### ***PHILOSOPHY OF ATHLETICS***

Athletics are an important part of the total educational program of Kalkaska Public Schools. The benefits from athletic competition are invaluable to the future development of our youth. Athletic participation is a privilege granted to our students, and as with any privilege, certain obligations and responsibilities must be accepted. Our athletic program provides an opportunity for students to grow physically, emotionally and socially.

### ***SPORTSMANSHIP***

Kalkaska Public Schools, along with schools in the Lake Michigan Conference and the Michigan High Schools Athletic Association, is committed to sportsmanship. We understand this to include respect, responsibility and restraint ... it is citizenship in action. It is important to both our school and our community, that Kalkaska Public Schools athletic teams and spectators (adults as well as students) show good sportsmanship at all times. KPS encourages everyone to keep interscholastic athletics in perspective and reserves the right to take necessary action to ensure a positive experience for all involved.

### ***MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION***

Kalkaska Public Schools are voluntary members of the Michigan High School Athletic Association (MHSAA). As a member, Kalkaska HS/MS agrees to abide by, and enforce, all rules and regulations promulgated by the MHSAA.

### ***MHSAA - ESSENTIAL ELIGIBILITY REQUIREMENTS***

**Enrollment** – A student may only play for the school they are enrolled in. Enrolled means the student is: 1) on the school records receiving credit for at least 66% of full credit load potential for a full time student and 2) in attendance (in person or online) for one or more classes. Eligible students must be enrolled in a school by the 4th Friday after Labor Day and the 4th Friday of February.

**Age** – Students must be under 19 years old to play school sports except that if students turn 19 on or after Sept. 1 of a current school year, they can finish that school year.

**Physical Exams** – Prior to participation in a tryout or practice every student must submit a statement from an MD, DO, Nurse Practitioner or Physicians Assistants that they are physically able to compete in athletic tryouts, practices and contests and also provide consent to disclosure of information otherwise prohibited by HIPAA and FERPA laws. These statements must be on file in the appropriate school office and must be for the current school year, not necessarily in conjunction with the insurance year. The earliest date that a

physical can be dated for use in the coming school year is the previous April 15. The physical must be on file before a student-athlete can participate.

**Maximum Enrollment and Maximum Competition** – Once a student begins the 9th grade, they are allowed eight semesters. In addition they are allowed four first semesters and four second semesters. The 7th and 8th semesters must be consecutive.

**Undergraduate Standing** – Students who have graduated from high school are not eligible for sports. Students who have enough credits to graduate may continue to play sports provided they are still taking the minimum number of academic classes (66% of full credit load potential for a full time student) and have not yet received their diplomas. A graduate is a student who has accepted a diploma or a certificate of completion, including a GED or a diploma from a foreign country and is not eligible regardless of age or academic term.

**Previous Academic Credit Record** – A student must have received credit for at least 66% of full credit load potential for a full time student in the previous academic term. **(At Kalkaska High School this equates to a minimum of 4 classes passed the previous semester.)** In addition to setting the minimum standard, the MHSAA also sets the period of ineligibility: 60 scheduled school days. Students returning to eligibility under this rule must be passing 66% of credits on the 60th scheduled school day to become eligible. A student's reinstatement would be when the new credits are posted to the transcript, or if the student is sitting, on the 61st scheduled school day provided the student is passing. Students whose eligibility is reinstated for fall sports (either through making up the deficiency or having sat out) would become eligible on the first day of practices for the start of the school year.

**Current Academic Credit Record** - The same minimum standard, passing 66% of full credit load potential for a full time student must be checked periodically by the school before the end of the semester or trimester.

**Transfer Regulation** – A student already enrolled in grades 9-12 who changes schools (transfers) is not immediately eligible in the new school UNLESS that student meets one of the 15 stated exceptions. **Please contact the Athletic Director for determination.**

**Athletic Related Transfers** – A student enrolled in grades 9-12, who changes schools, is not immediately eligible in the new school in a sport played last year, UNLESS the student meets one of the 15 Exceptions and falls within one or more of 40 Interpretations. A student who enters a game, meet or scrimmage against another school is considered to have played that sport and if the student transfers, he or she is not eligible in that sport the next school year. Just practicing is not considered participation under this rule. The MHSAA New Student Form must be completed and sent to the former schools AD to verify past sport participation. The student can play other sports not played in the previous school year. If the student changes schools mid-season he or she is not eligible for the remainder of that season and all of the next season in that sport. If a student enrolls later in the season and is otherwise eligible because they have met an exception or want to play a sport not played in the previous school year, that student is NOT eligible for MHSAA tournaments unless they are enrolled by Oct. 1 for Fall Sports, Feb. 1 for Winter Sports, or May 1 for Spring Sports.

**Undue Influence** – Also known as the anti-recruiting regulation. This rule renders a student who is recruited by a person directly or indirectly associated with a school or athletic program ineligible for up to four years. The offending person may also be suspended from coaching and the school required to disconnect from that person for up to four years.

**Amateur Status and Awards** – Participation in school sports is limited to students who are amateurs – to those who have not received money or valuable consideration for involvement with one of the sports that the MHSAA sponsors a tournament in. The awards provision has a \$40 cap for symbolic awards not including engraving which is often confused with a cash limit of \$40. Never can a student-athlete receive cash, merchandise or gift certificates for participation in an MHSAA sponsored sport.

**Limited Team Membership** – A student can only compete for the school team once the season starts. So in team sports, once practice (including tryouts) begins, a student can only play for the school team in that sport until the season ends. Ice hockey and individual sports don't activate the rule until participation by the student in the first contest. In individual sports, students are allowed two non-school events after this during the season. Once discovered a student is ineligible for, at minimum, the next 3 dates of high school competition to a maximum of the entire season. An individual may not knowingly violate the regulations. Students would be ineligible for one school year if after participating in an MHSAA sport they compete in any event which is or purports to be a National High School Championships or All Star Event. A 12th-grade student may participate (with some limitation) in one all-star event after his or her season and not lose eligibility in upcoming sports.

### ***ACADEMIC ELIGIBILITY***

An athlete at Kalkaska High School must be passing all classes during participation in sports. Weekly eligibility lists will be posted at 8:00 a.m. on Monday. An athlete will be declared ineligible when he/she receives an "F" in any class at that time. Ineligibility for athletic competition will take effect on Monday and run through Sunday of that week. Parents are encouraged to check PowerSchool for their student's grades weekly. If internet access is not available, you may contact the office for information at any time. MHSAA rules are followed concerning "Previous Semester Record" an athlete must have passed a minimum of four classes the previous semester.

### ***ATHLETIC COMMUNICATION***

Student-athletes at Kalkaska High School will experience some rewarding moments. There may also be times of controversy. An open line of communication between all parties is essential. Any concerns should be addressed as follows:

- Athlete and coach
- Parent and coach - Please call to set up an appointment
- Parent and athletic director

- Parent and principal

### *ATHLETE OF THE YEAR AWARD*

Consideration for this prestigious award will be given to athletes who have received most valuable, all conference, all regional, and all state selections, and the number of sports the athlete participated in during the year. Other criteria include adhering to these principles of athletics:

- Dedication to the sport.
- Following training rules.
- An excellent representative of Kalkaska High School.

### *MEDICAL INSURANCE FOR ATHLETES (INTERSCHOLASTIC SPORTS ONLY)*

This insurance program is through First Agency, Inc. in Kalamazoo, Michigan. The program is intended to pay medical expenses incurred within one (1) year from the date of incident. Payment of all medical bills incurred from accidents is made ONLY IN EXCESS over any other family or employer group coverage or plan that must contribute its maximum before this program has any liability. This means your personal policy pays, and then the school policy makes up the difference. Insurance will only pay 70% with no deductible.

Procedures for all claims must be addressed as follows:

- The athlete must notify his / her coach of ALL injuries ASAP.
- The athlete, coach, & parent MUST fill out accident form within 90 days.
- After the athlete has gone to the doctor of his/her choice, the family's personal insurance company is to be billed first.
- All bills unpaid by the family's personal insurance policy are to be submitted to the First Agency, Inc. by the parent / guardian.

### *PARTICIPATION*

- A. An athlete may participate in two sports at the same time if BOTH coaches involved, parents, and the Athletic Director agree prior to any games or meets being played.
- B. To practice or participate in any athletic contest, an athlete must be in school from 10:45 am through the end of the school day. Exceptions include a doctor's appointment with note or funeral.
- C. Freshmen and sophomore athletes are permitted to play on a Varsity team with permission from his/her parents.
- D. Any athlete cut from a team shall be able to try out for another team during that season.
- E. An athlete may switch from one team to another by mutual agreement of both coaches involved prior to any games or meets being played.

- F. Students who have been issued an In-School or Out of School suspension from school for disciplinary reasons are not to practice or participate in athletic competition of any kind until they are reinstated in school. Those suspended on Friday may not participate in weekend events.
- G. An athlete may not miss school to attend a sporting activity when he/she is declared ineligible.
- H. When an athlete sustains injuries requiring medical attention, a signed statement from the doctor must be presented to the Athletic Director allowing the athlete to return to participation.
- I. Athletes who have not turned in all equipment from one sport will not be eligible for any further sports participation, either practice or games, until the equipment has been turned in.

### ***PAY TO PARTICIPATE***

Kalkaska Athletics has pay-to-participate during the 2019-2020 school year. All athletes must pay \$40 to participate in a sport per season. Money from the participants will go to cover the cost of uniforms, equipment, and tournament fees. This fee must be **paid in full** before the first competition of the season or the athlete will become ineligible until the fee is paid. Athletes, who are unable to pay this fee have the option to contact Sports Boosters for a scholarship. Any questions or financial concerns, please contact the high school office.

### ***TRANSPORTATION***

Transportation to athletic events will be by parent volunteer vehicles. Each coach will meet with his or her team and parents to set up a driving schedule.

Student athletes **MAY NOT DRIVE** a vehicle to their own school related athletic competition. A parent or guardian must drive. Vehicles traveling with students must meet at the high school first and leave as a group. All drivers are covered under their own personal no-fault insurance coverage. The school cannot take responsibility for any difficulties, which may arise. Students may not ride to or from a game with another student.

### ***TRAINING RULES AND REGULATIONS***

As mentioned in our Philosophy of Athletics, interscholastic athletic participation is a privilege granted to our students. As with any privilege, certain obligations and responsibilities must be accepted.

- A. KHS Training Rules and Regulations are in effect year round – twelve-month basis.
- B. Head coaches have the right to develop additional rules and regulations for his/her team provided they are approved by the A.D. before the start of the season. Rules are to be given to student athletes in written form along with penalties for violations. Penalties are to be imposed at the discretion of the coach and may include a form of suspension.
- C. Substance Abuse - Use, possession, concealment, or being under the influence of the following (but not limited to):

1. Alcohol
  2. Tobacco
  3. Illegal drugs
  4. Performance enhancing substances – steroids, human growth hormones.
  5. Inhalants/Electronic Cigarettes or Devices
- D. Confirmation of substance abuse is considered to be any of the following:
1. Admitting the offense to a coach or administrator
  2. When a school investigates an accusation and determines evidence to confirm (all due process has occurred including: the right to confront the accuser).
  3. Information from the following sources will be investigated – notification by 1) law enforcement agency, 2) court, 3) instructor, or staff member 4) adult with a signed complaint.
- D. The following guidelines will be used whenever a student has been confirmed of substance abuse:
1. **First Violation** – After confirmation of the first violation, the student / athlete will be suspended for 30% of the regularly scheduled athletic competition dates. If not enough time remains in the activity to satisfy the penalty, it will carry over to the next sport season as determined by the Athletic Director.
  2. **Second Violation** - After confirmation of the second violation, the student / athlete will be suspended for one (1) complete sports season the athlete is involved in. (Fall, Winter, Spring) If not enough time remains in the activity to satisfy the penalty, it will carry over to the next sport season as determined by the Athletic Director.
  3. **Third Violation** - After confirmation of the third violation, the student / athlete will be suspended from athletic competition for the remainder of his / her high school career.

### ***CONDUCT UNBECOMING OF AN ATHLETE***

Any illegal or disgraceful behavior that results in arrest or conviction or behavior that reflects in a seriously degrading fashion against our athletic program and accepted standards of conduct may result in suspension of 30 percent of the total number of games of a sport in which the athlete participates.

The school may impose a longer suspension depending on individual circumstances. The technicality of having charges dropped or reduced by a civil authority does not automatically clear the student-athlete from these rules; school investigation and findings will prevail over legal findings.

Disgraceful behavior that may result in permanent suspension from athletics shall include, but not be limited to a serious violation by an athlete when in uniform, or going to/coming from a game. Serious illegal activities or felonies that result in arrest or conviction will result in a suspension from athletics for twelve calendar months from the suspension decision, meaning that the athlete cannot participate in Kalkaska

Athletics in any form for the duration of the suspension. A longer suspension from athletics may be imposed by the athletic director and/or building principal.

Athletes will be expected to participate in practice sessions during any disciplinary suspension involving the above training rules, except in suspensions of one calendar year. All discipline involving an athlete for violation of these training rules or practice expectations will be handled by the coach in communication with the athletic director and building principal.

### ***ATHLETIC APPEAL PROCESS AND ATHLETIC COUNCIL***

The athlete or parents of the athlete can make an appeal of a suspension, by contacting the principal or athletic director. An appeal will consist of a meeting with the Athletic Council, the athlete and the athlete's parents or guardian. If the athlete is not satisfied with the Athletic Council's decision, he/she shall have the right to appeal to the Board of Education.

The Athletic Council shall consist of the Superintendent, High School Principal or Assistant High School Principal, and two athletic coaches. The Principal will be the chairperson of the Council and will conduct the meeting. A quorum shall consist of a simple majority of the members present.

- Uphold penalties imposed by the training rules.
- Uphold penalties with reduced length of suspension time.
- Grant probation, if warranted.
- Grant immediate reinstatement of all privileges.

Note - In cases where there is no written rule to cover a specific situation, the athletic director/or high school administrator will act in his/her own best judgment in light of the circumstance involved.

## **SECTION 5: CLUBS, GROUPS AND ACTIVITIES**

Students at Kalkaska High School are encouraged to participate in clubs, organizations, and sports that are available. The faculty and Student Council welcome suggestions from the student body that promote the established activities and for developing new ideas by students with common interests.

Kalkaska High School provides students the opportunity to broaden their learning through extra-curricular activities. 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. The purpose of these clubs is to establish and promote cooperation and mutual respect among students, faculty, and administration through the implementation of democratic principles and procedures. It also strives to strengthen school spirit and to keep open the lines of communication among anyone interested in the operations of the school.

Participation in clubs, groups, or after school activities is a privilege not a right.

Kalkaska High School recognizes many student groups. Authorized groups include:

Music Club	Chess Club	Drama Club	Dance Team
Kiteboarding	National Honor Society	Powerlifting	Student Council

**Student Council** – Good leadership skills are stressed for the elections. Elections are held in the fall and spring. Character is an important consideration in the Student Council, and candidates and members must demonstrate integrity and honesty.

**The National Honor Society:** This group is composed of sophomores, juniors and seniors who have been inducted into a local chapter of the NHS. Candidates for membership must have a minimum of a “B” (3.3 grade point average) and have participated in leadership and service activities. Character is an important consideration in the NHS and candidates must demonstrate integrity and honesty. The National Honor Society adds new members during the spring session of school each year at an annual ceremony. A committee of teachers, administrators, and counselors will select the successful candidates for membership in the NHS. The society also engages in worthwhile projects during the school year.

*Reference 2430*

## SECTION 6: STUDENT ATTENDANCE

### *ATTENDANCE POLICY*

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and being on time. This is a habit the School wants to help students develop as early as possible in their school careers.

When a student is absent from class for any reason, he/she is responsible for obtaining the make-up work. The time a student has to complete the make-up work will be determined by the teacher.

*Reference 5200*

### *TRUANCY*

Excessive absences from school (truancy) are not acceptable. Students who are truant are required to make up any school work that is missed, at the discretion of the classroom teacher. After 10 days of any type of absence, a student will be considered a "habitual truant" which may result in:

- a poor work-ethic grade which will become a part of the student's permanent record;
- a letter being sent to parent(s)/guardian(s)
- a report to local authorities;
- a hearing before a judge in a court of law.



## ***NOTIFICATION OF ABSENCE***

Students absent from school for one or more of the following reasons will be provided an opportunity to make-up missed school work and/or tests:

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- such other good cause as may be acceptable to the Principal

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. Any consecutive or non-consecutive absence after ten (10) days due to illness will require a physician's note.

If a student is going to be absent, the parents must contact the high school at 231-258-9167 by 3:30 p.m. to provide an explanation. If prior contact is not possible, the parents should provide a written note as soon as possible. Parent contact will be noted in their child's attendance record. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action may follow.

## ***SUSPENSION FROM SCHOOL***

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension.

*Reference 5610*

## ***MAKE-UP OF SCHOOL WORK***

It is the responsibility of the student to obtain missed assignments upon their return to school. Students must make arrangements with their teachers to make up missed work in a timely period. Students who have unexcused absences forfeit their right to make up their missed work.

It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The time a student has to complete the make-up work will be determined by the teacher.

If a student is absent, or scheduled to be absent for 3 or more school days, parents can request that teachers send the student's make-up work to the office. If such a request is made, parents must pick the work up by 3:30 p.m. of the agreed upon day, and the student must complete the work and hand it in upon their return to school. Failure to pick up, complete, and hand in "gathered" work may result in zero's for those assignments.

It is recommended that students who are absent attend after-school homework lab upon their return for help with making up work and instruction they have missed.

### *TARDY POLICY*

Each student is expected to be in his/her assigned location throughout the school day. Effective instruction for all students and positive school culture are seriously impacted by students entering classrooms late. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who are more than five minutes late to class will be considered absent for that instructional period, and will report to the ISS room for the remainder of that period. Students who are tardy between class periods, must report to the school office to obtain a pass.

Parents should call the office or give their student a note if the tardy is to be excused. Each student will be allowed three excused tardies per semester. Parents will be notified by phone daily if their student has an unexcused tardy.

Students who go over three tardies during a semester shall be disciplined as follows:

- 3 = 1 Lunch detention
- 5 = 2 Lunch detentions and parent conference
- 6-8 = 1 (ISS) In School Suspension
- 9 = A signed parent and student agreement

### *CLASSROOM PASSES*

Students are not to be in the halls or restrooms during class sessions without a pass. Classroom passes will be provided according to the following guidelines:

- Only one student is allowed to leave a classroom with the pass at a time.
- Students must leave their cell phones in the classroom.
- Students must carry a pass when in the hallway during the class. Having no pass will result in being sent back to class.
- Students with recorded health issues ON FILE may be exempt. Parents should make sure staff is properly notified of health conditions.
- Teachers may limit the number of passes that are issued throughout the class period.

### *VACATIONS DURING THE SCHOOL YEAR*

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should fill out and turn in the Student Pre-Approved Family Vacation form for approval by the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **SECTION 7: HEALTH AND SAFETY**

### ***STUDENT WELL-BEING***

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown 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 an Emergency Medical Form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School Office.

### ***INJURY AND ILLNESS***

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If the office determines 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. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

*Reference 5340A*

### ***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 Kalkaska Health Department.

*Reference 5320*

### ***EMERGENCY MEDICAL AUTHORIZATION***

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

*Reference 5341*

### ***USE OF MEDICATIONS***

In those circumstances where a student must take prescribed medication 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 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - 1. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - 2. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- 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. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

*Reference 5330/5330 F1/5330 F1a/5330 F1b/5330 F1c*

### ***ASTHMA INHALERS AND EPI-PENS***

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

*Reference 5330*

### ***NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS***

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student. Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

*Reference 5330*

### ***SAFETY CONCERNS***

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **SECTION 8: STUDENT CODE OF CONDUCT**

A major component of the educational program of Kalkaska High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

*Reference 5600*

### ***EXPECTED BEHAVIORS***

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others; allows others to have an uninterrupted education.
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### *DRESS CODE*

While fashion change; the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students are not permitted to wear apparel that causes a substantial disruption in the school environment. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. All clothing and accessories are to be worn as intended. Personal expression is permitted within these general guidelines:

- a. Good taste and appropriate attire will be expected. Any clothing that is a distraction to the learning environment is subject to review.
- b. All clothing and accessories will be worn as intended; footwear will be worn. Beach flip flops and slides are not acceptable school attire.
- c. Clothing deemed mutilated or vulgar in style/design is prohibited. Example: clothing promoting alcohol, drugs, tobacco, racially charged symbols, etc.
- d. Strapless shirts and dresses are prohibited.
- e. Undergarments should not be visible (i.e. spaghetti straps, sheer or see-through clothing). Tank top straps must be at least 2" wide and on both shoulders. No shoulder-less blouses are to be worn. Basketball jerseys or tank tops must be worn with a t-shirt underneath.
- f. Hats, hoods, bandanas, masks, etc. may not be worn in the building during the school day. Hats/head coverings must be kept in lockers and not to be carried throughout the school day.
- g. Bare midribs, exposed undergarments, and skirts or shorts of inappropriate length (must be fingertip length) are also prohibited.
- h. Yoga/stretch pants may not be worn unless under a dress, skirt, shirt extending to fingertip length or dress shorts.
- i. Pajamas are prohibited.
- j. Students may not wear any clothing that has rips, tears or shredding of any kind above the knee. Nor may they wear any shirts, sweaters or tops that are manufactured with tears rips or shredding.

If a student has inappropriate clothing, he/she will have the opportunity to change or call home and have someone bring suitable clothing.

Students who are representing Kalkaska High School at any official function or public event may be required to follow specific dress requirements.

The Dress Code Policy is subject to change and thus can be amended by administration.

*Reference 5511*

### ***CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES***

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after-school activities, and at school-related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. It is strongly recommended that students store their cell phone, ear buds/headphones, apple/smart watches and ECD/ESD devices in their locker during the school day. Should students elect to keep any electronic device on their person they must be powered off and out of sight.

Cellular phones, ear buds/headphones, apple/smart watches and ECD/ESD are prohibited:

- During classes or while testing, unless authorized by individual teacher for educational purposes only
- During daytime school activities or designated special events.
- In locker rooms or restrooms.

Students are allowed to use their cell phones and apple/smart watches during the lunch period and only in the lunchroom (not on their way to and from lunch). Students must leave their cell phone in the designated secure area behind the teacher's desk when using a hall pass during a class session.

Student violations for cell phones and/or electronic devices will be cumulative for their entire high school period starting with the 2019-2020 school year. First offense: parent must pick up student's cell phone; Second offense: parent must pick up student cell phone and student receives an In-School Suspension; Third Offense: parent must pick up cell phone, student receives an In-School Suspension and must turn in cell phone to main office at the beginning of the school day and pick up at the end of the school day for 10 consecutive school days. Students who have 4 or more cell phone violations will have their cell phone confiscated on each occurrence after 4 violations and returned after 10 school days. Repeated violations may result in additional disciplinary action.

### ***CARE OF PROPERTY***

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

*Reference 5513*

### ***INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES***

Police or other authorities should investigate alleged violations outside of school if at all possible. If an interview must occur and the principal concurs, the principal will attempt to notify the student's parents prior to any questioning, except in the case of child abuse. If the situation involves an alleged law violation, the parents are to be contacted before any questioning takes place. The principal may remain in the room during questioning. Should a student be taken into custody or removed from school, the principal will make every effort to contact the student's parents.

### ***STUDENT DISCIPLINE CODE***

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

School policy will be enforced in close proximity to the school before, during, and after school hours.

*Reference 5600A*

### ***EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE***

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Career Tech Center**

Students who are disciplined at the Career Tech Center (CTC) for violations of a serious nature will receive a reciprocal discipline at KHS. If a student is suspended at KHS, that student will not be allowed to attend the Career Tech Center until the suspension is over.

#### **2. Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste will be subject to disciplinary action.



### 3. Disruptions

Water balloons, squirt guns, laser pointers, skateboards, snowballs etc., and any other items that are disruptive to the educational environment are not allowed. No stereo speakers are allowed.

### 4. Fighting

Fighting is unacceptable and will be dealt with accordingly:

- 1st violation - Suspension to expulsion (minimum 1 Day of OSS)
- 2nd violation - Referral to Superintendent of Schools

Other incidents of physical aggression, including pushing and shoving another student, may receive a 1-3 day suspension depending on the circumstances.

### 5. Piercing and/or Tattooing

The act of piercing and tattooing on school grounds is absolutely forbidden. "Non-permanent tattoos or air-brushing" offered during school sanctioned events are exempt.

## *MINOR VIOLATIONS*

### Use of Drugs

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

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use or possession of alcohol or illegal drugs - will result in the following disciplinary actions:

- 1st Offense – may receive up to a ten day suspension depending on circumstances and proof of participation in counseling.
- 2nd Offense – ten day suspension.

- 3rd Offense - expulsion.

This will be cumulative over a four year period.

*\*Provide annually – 5330/5530F*

### Look-Alike Drug Paraphernalia Policy

It is against school policy to have “look-alikes” or drug paraphernalia on school property and will result in disciplinary action/suspension. Look-alikes – are a non-controlled substance which the person represents to be a controlled substance or represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.

### **5. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **6. Use of Tobacco**

Smoking and other tobacco uses including vaping devices 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, Juul, vaping products 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. Violations of this rule may result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, vaping or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Tobacco violations will result in: 1st violation – may result in up to 2 day (ISS) in-school suspension depending on circumstances and proof of participation in an approved smoking cessation program. Any other violations may result in a graduated out-of-school suspension depending on circumstances.

### **7. Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to

discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **8. Possession of a Weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## **9. Use of an Object as a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

## **10. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **11. Purposely Setting a Fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

## **12. Physically Assaulting a Staff member/Student/Person Associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

### **13. Verbally Threatening a Staff Member/Student/Person Associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### **14. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

### **15. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule may result in suspension or expulsion.

### **16. Falsification of School Work, Identification, Forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule may result in suspension or expulsion.

### **17. False Alarms, False Reports, and Bomb Threats**

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will be reported to the appropriate police authorities, and may result in suspension or expulsion.

### **18. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will be reported to the appropriate police authorities, and may result in suspension or expulsion.

### **19. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule may result in suspension or expulsion.

### **20. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### **21. Disobedience "Insubordination"**

School staff is acting "In Loco Parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion. Students must identify themselves to staff and/or administration in the school building, on school grounds or at school sponsored events. If they refuse to identify self to school personnel, they will be considered a trespasser and subject to disciplinary actions from suspension to expulsion.

#### **22. Damaging Property**

Vandalism and disregard for school property will not be tolerated. Violations may result in suspension or expulsion. Students will be expected to make restitution for any damaged property they are responsible for deliberately causing.

#### **23. Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. The number of excused tardies is limited to 3 per semester. Excessive absence or tardiness will be reported to a truancy officer, and may be subject to additional disciplinary measures.

#### **24. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule may result in suspension or expulsion.

#### **25. Refusing to Accept Discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal may result in a sterner action such as suspension or expulsion.

#### **26. Aiding or Abetting Violation of School Rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **27. Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in discipline. Holding hands is acceptable.

## **28. Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, transitions, and procedures all of which will be consistent with the policy of the school. Persistent violations of rules may result in suspension or expulsion.

## **29. Disruption of the Educational Process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Disrupting the educational process may result in discipline.

## **30. Harassment\***

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

*Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior may be considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.*

Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents,

guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports made to get someone in trouble are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment** may include but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.

*Reference 5517*

### **31. Bullying and Other Aggressive Behavior**

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.

### **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. There are Bullying, Harassment or Aggressive Behavior Incident Report forms in the Main Office. 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 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, aggressive, unwanted behavior or 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 or unwanted behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports against a staff member or student 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.

*Harassment and Bullying can adversely affect the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress. Bullying and or Harassment of any kind can result in consequences that range from a warning to suspension. Discipline will be progressive and vary in accordance with the circumstances. If necessary, a committee consisting of the principal, assistant principal, two (2) counselors, and one (1) teacher will investigate the allegation.*

*\*Provide in handbook - 5517.01*

## **32. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of

causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school-related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;

### **33. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

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

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **34. Criminal Acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **SECTION 9: DISCIPLINE**

### ***INFORMAL DISCIPLINE***

Informal Discipline takes place within the school. It includes:

- writing assignments
- change of seating or location
- lunch-time or after-school detention
- in-school restriction
- lunch lab
- restorative circles and restitution

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Any bus (KPTA, School Owned, or otherwise) assigned to a school and in transit to or from the school, or a school sponsored event, shall be considered an extension of the grounds of the school. The principal may take such action with reference to any misconduct upon the bus, or any violation of the driver's instructions, as a principal might take if the misconduct or violation had occurred upon the grounds of the school.

Ultimately, it is the principal's responsibility to keep things orderly; the principal will have the right to use his or her discretion concerning discipline. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### *MINOR VIOLATIONS*

Students will be assigned lunch detention for any minor behavior that results in a write-up. Continued minor violations may result in (ISS) In-School Suspension or (OSS) Out-of-school Suspension.

### *DETENTIONS*

Below are guidelines for detentions:

- Detentions will be held during the students lunch period. Students will be notified individually.
- Detentions may be served over multiple lunch periods.
- Students will report on time to the detention room. Students who fail to serve their detention or misbehave during detention will receive a one day in-school suspension (ISS).

### *OUT OF SCHOOL SUSPENSIONS*

- A. All Students suspended out of school for one or more days may serve a "reintegration" day upon their return to the middle school. The purpose of this day is to help the student make up their missing work, debrief about the action they were suspended for, and prepare to re-enter the normal school environment day.
- B. Students with only one day OSS will have twenty-four hours to complete their missing work upon return.

- C. Students with only two days OSS will have two days to complete their missing work upon return.
- D. Students with three or more days OSS will have their work gathered for them and brought to the middle school office. Parents must make arrangements to pick the work up, and students must complete it and turn it in at the end of their “reintegration” day. Work not turned in will be given a zero.
- E. Students who are suspended out of school may not attend any after-school events on the day of suspension unless given special permission by school personnel.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side, and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified by phone, as well as send a written notification by email or regular mail. The written notice shall include the reasons for the suspension, the date(s) of the suspension, and the rights to appeal, enclosing policy 5610.

Suspensions and expulsions may carry over into the next school year.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Kalkaska High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

#### *Reference 5610*

A student under the disciplinary action of suspension or expulsion is not to come to school, attend extra-curricular events or be on school property. Any student who violates this rule shall be considered an unwelcome trespasser and referred to proper law enforcement authorities. The excluded student may lose their right of future attendance at Kalkaska High School.

### ***SEARCH AND SEIZURE***

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

*Reference 5610*

### ***STUDENT 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:
  - is obscene to minors, libelous, indecent and pervasively or vulgar,
  - advertises any product or service not permitted to minors by law,
  - intends to be insulting or harassing,
  - intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 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 principal within twenty-four (24) hours prior to display.

*\*Required at secondary level (5723).*

## SECTION 10: NOTIFICATIONS

### *CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES 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 as specified in the school's administrative guidelines.

*Reference 8450/8431A*

### *CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES\**

In the case of non-casual 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.

Non-casual 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.

*Reference 8453*

### *INDIVIDUALS WITH DISABILITIES\**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

*Reference 9160 C*

## ***LIMITED ENGLISH PROFICIENCY\****

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 the principal to inquire about evaluation procedures and programs offered by the District.

*Reference 2225*

## ***STUDENT RECORDS\****

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- |  |   |
|--|---|
| A. A student's name;   | J. dates of attendance  |
| B. address;  | K. date of graduation;  |
| C. telephone number;   | L. awards received;   |
| D. date and place of birth;  | M. honor rolls;   |
| E. major field of study;   | N. scholarships;  |
| F. participation in officially recognized activities and sports;                   | O. telephone numbers and email addresses for inclusion in school or PTO directories;                |
| G. height and weight, if member of an athletic team;                               | P. school photographs or videos of students participating in school activities, events or programs; |
| H. height if member of an athletic team;   | Q. video or other graphic information;  |
| I. weight, if member of an athletic team which requires disclosure to participate; | R. information generally found in year books.   |

*Some common disclosures of directory information would include, photographs or names in a yearbook, a name on athletic program, honor roll lists, name on graduation program, student of the week/month, playbill, posting to district's website, and district or building social media sites, etc.*

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the



items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

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.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

*Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:*

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

*\*Provide annually - 8330*

### ***ARMED FORCES RECRUITING\****

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

*\*Provide annually - 8330*

### ***STUDENT FUNDRAISING***

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students involved in a fundraiser must immediately turn over all funds raised to the supervising staff member.

*Reference 5830*

### ***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.

*\*Provide annually - 5780*

### ***MEAL SERVICE***

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Food Service Director.

Both breakfast and lunch are served at school daily, with the exception of half days. On half days, the kitchen will serve breakfast only. Free and reduced meals are available to families with financial need. Forms to apply for free or reduced meals are available in the school office. Extra food items will be available at a cost to the student. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

**Charging Policy for Student Meals** - All students will receive a meal choice until his/her account reaches - \$8.00. After his/her account reaches -\$8.00, he/she will receive an alternate meal which will consist of a cheese sandwich, a fruit and milk. There is no charging for extra items. If you have questions, Food Service Director at 231-258-4630.

### **Food Delivery**

Lunchtime deliveries of food by parents or local businesses will not be allowed.

### ***FIRE, LOCKDOWN AND TORNADO***

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown 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 conduct.

*Reference 8420*

### ***PESTICIDE APPLICATION ADVISORY TO PARENTS***

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Kalkaska Public Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school / day-care center. The second method will be by one of the methods below:

- Posting in a public, common area of the school or day care center, other than an entrance.
- E-mail.
- A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.
- Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.
- Posting information on the school or day-care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

### ***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.

*Reference 8431*

### ***ADVERTISING OUTSIDE ACTIVITIES***

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the cafeteria hallway, which may be used for posting notices after receiving permission from the principal.

*Reference 9700.01*