

# FH

**FOREST HILLS**  
— PUBLIC SCHOOLS —



**2023-2024 Student/Family Handbook**  
**High School (Grades 9-12)**

REVISED SEPTEMBER 2023

# Vision, Mission, and Guiding Principles

## VISION

Forest Hills Public Schools...all learning achieving individual potential.

## MISSION

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills, and experiences necessary to building meaningful and productive lives.

## GUIDING PRINCIPLES

We believe Forest hills Public Schools is a learning organization, built upon integrity, and to this end:

We are committed to the principle of **Caring**.

We believe in:

- maintaining a family atmosphere
- supporting each other
- being warm, sincere and genuine
- accepting and including everyone
- confronting the tough issues
- keeping each other safe and secure

We are committed to the principle of **Collaboration**.

We believe in:

- solving problems together
- working toward win/win
- building partnerships
- sharing best practices
- volunteering
- being generous
- engaging parents as full partners

We are committed to the principle of **Open Communication**.

We believe in:

- listening
- sharing
- promoting trust
- building community through dialogue
- encouraging participation from all

We are committed to the principle of **Diversity and Inclusiveness**.

We believe in:

- helping students value their unique talents and gifts
- knowing, understanding and appreciating each other
- valuing individual differences
- celebrating our heritage
- healing racism
- embracing differences to enrich, strengthen and connect our community
- striving for equity
- considering all viewpoints to arrive at better decisions

We are committed to the principle of **High Expectations**.

We believe in:

- expecting all students to learn
- requiring all to give their best
- providing opportunities for all to contribute
- assuming families want what's best for their students
- maintaining high academic standards
- offering challenging opportunities
- helping students make healthy choices
- contributing to the development of good character

We are committed to the principle of **Learning**.

We believe in:

- learning for its own sake
- offering a range of educational opportunities
- providing diverse experiences
- individualizing learning programs
- accommodating multiple intelligences and learning styles
- preparing students for lifelong learning
- providing quality resources
- accessing the world beyond our classrooms

We are committed to the principle of **Respect**.

We believe in:

- fostering high regard for self and others
- modeling civility
- appreciating differences
- adhering to our code of conduct
- having zero tolerance for inappropriate behaviors

We are committed to the principle of **Trust**.

We believe in:

- being honest
- being consistent
- being loyal
- assuming other's intentions are good
- keeping promises
- demonstrating good stewardship

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## IMPORTANT INFORMATION

District Calendar is available by clicking [here](#).

Daily schedule for each building can be found by clicking on the school name below:

[Central High](#)  
[Eastern High](#)  
[Northern High](#)

School staff will be available in the buildings 25 minutes before the school day begins and 25 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

### Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: local television stations will be notified and messaging will be pushed out through SchoolMessenger. To find out more about SchoolMessenger, click [here](#).

### Board of Education

Kristen Fauson, President  
Kristen Covelle, Vice President  
Maggie Terryn, Secretary  
CJ Michaud, Treasurer  
Holly DeBoer, Trustee  
Malorie Ninemeier, Trustee  
Mary Vonck, Trustee

### District Administration

**Sara Shubel, Ph.D.**, Interim Superintendent

**Scott Haid**, Assistant Superintendent for Instruction

**Julie Davis**, Assistant Superintendent for Finance and Operations

**Christine Annese**, Assistant Superintendent for Human Resources

## Directory of Schools

<p style="text-align: center;"><b><u>ADA ELEMENTARY</u></b></p> <p style="text-align: center;">731 Ada Drive SE Ada, MI 49301 Phone: 616-493-8940 Principal: <u>Melanie Hoeksema</u></p>	<p style="text-align: center;"><b><u>ADA VISTA ELEMENTARY</u></b></p> <p style="text-align: center;">7192 Bradfield SE Ada, MI 49301 Phone: 616-493-8970 Principal: <u>Allison Woodside</u></p>	<p style="text-align: center;"><b><u>COLLINS ELEMENTARY</u></b></p> <p style="text-align: center;">4368 Heather Lane SE Grand Rapids, MI 49546 Phone: 616-493-8900 Principal: <u>Mitchell Balingit</u></p>	<p style="text-align: center;"><b><u>KNAPP FOREST ELEMENTARY</u></b></p> <p style="text-align: center;">4243 Knapp Valley Dr. NE Grand Rapids, MI 49525 Phone: 616-493-8980 Principal: <u>Lisa Roedel</u></p>
<p style="text-align: center;"><b><u>MEADOW BROOK ELEMENTARY</u></b></p> <p style="text-align: center;">1450 Forest Hill Avenue SE Grand Rapids, MI 49546 Phone: 616-493-8740 Principal: <u>Dawn Heerema</u></p>	<p style="text-align: center;"><b><u>ORCHARD VIEW ELEMENTARY</u></b></p> <p style="text-align: center;">2770 Leffingwell NE Grand Rapids, MI 49525 Phone: 616-493-8930 Principal: <u>Christina Mendoza</u></p>	<p style="text-align: center;"><b><u>PINE RIDGE ELEMENTARY</u></b></p> <p style="text-align: center;">3250 Redford Avenue SE Grand Rapids, MI 49546 Phone: 616-493-8910 Principal: <u>Nathan Peltz</u></p>	<p style="text-align: center;"><b><u>THORNAPPLE ELEMENTARY</u></b></p> <p style="text-align: center;">6932 Bridgewater Dr. SE Grand Rapids, MI 49546 Phone: 616-493-8920 Principal: <u>Heather Fix</u></p>
<p style="text-align: center;"><b><u>CENTRAL WOODLANDS</u></b></p> <p style="text-align: center;">400 Alta Dale Avenue SE Ada, MI 49301 Phone: 616-493-8790 Principal: <u>Amy Burton-Major</u></p>	<p style="text-align: center;"><b><u>GOODWILLIE ENVIRONMENTAL</u></b></p> <p style="text-align: center;">8400 2 Mile Road NE Ada, MI 49301 Phone: 616-493-8633 Principal: <u>Jason Yelding</u></p>		<p style="text-align: center;"><b><u>NORTHERN TRAILS</u></b></p> <p style="text-align: center;">3777 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8990 Principal: <u>Sue Gutierrez</u></p>
<p style="text-align: center;"><b><u>CENTRAL MIDDLE</u></b></p> <p style="text-align: center;">5810 Ada Drive SE Ada, MI 49301 Phone: 616-493-8750 Principal: <u>Jonathan Haga</u></p>	<p style="text-align: center;"><b><u>EASTERN MIDDLE</u></b></p> <p style="text-align: center;">2200 Pettis Avenue NE Ada, MI 49301 Phone: 616-493-8850 Principal: <u>Kristine Yelding</u></p>	<p style="text-align: center;"><b><u>NORTHERN HILLS MIDDLE</u></b></p> <p style="text-align: center;">3775 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8650 Principal: <u>David Simpson</u></p>	
<p style="text-align: center;"><b><u>CENTRAL HIGH SCHOOL</u></b></p> <p style="text-align: center;">5901 Hall Street SE Grand Rapids, MI 49546 Phone: 616-493-8700 Principal: <u>Steve Passinault</u></p>	<p style="text-align: center;"><b><u>EASTERN HIGH SCHOOL</u></b></p> <p style="text-align: center;">2200 Pettis Avenue NE Ada, MI 49301 Phone: 616-493-8830 Principal: <u>Amy Pallo</u></p>	<p style="text-align: center;"><b><u>NORTHERN HIGH SCHOOL</u></b></p> <p style="text-align: center;">3801 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8600 Principal: <u>Amena Moiz</u></p>	
<p style="text-align: center;"><b><u>FLEX ACADEMY</u></b></p> <p style="text-align: center;">3775 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8670 Administrator: <u>Steve Harvey</u></p>		<p style="text-align: center;"><b><u>TRANSITION CENTER</u></b></p> <p style="text-align: center;">3787 Leonard Street NE Grand Rapids, MI 49525 Phone: 616-493-8660 Supervisor: <u>Sarah Castro</u></p>	
<p style="text-align: center;"><b><u>Student Services (Special Education)</u></b></p> <p style="text-align: center;">3787 Leonard NE Grand Rapids, MI 49525 Phone: 616-493-8660 Director: <u>Jann VanAirsdale</u></p>	<p style="text-align: center;"><b><u>Food Service</u></b></p> <p style="text-align: center;">160 Alta Dale SE Ada, MI 49301 Phone: 616-493-8774 Director: <u>Sarah Hawkins</u></p>	<p style="text-align: center;"><b><u>Transportation</u></b></p> <p style="text-align: center;">6001 Hall SE Grand Rapids, MI 49546 Phone: 616-493-8785 Director: <u>Darryl Hofstra</u></p>	<p style="text-align: center;"><b><u>Communications</u></b></p> <p style="text-align: center;">6590 Cascade Rd. SE Grand Rapids, MI 49546 Phone: 616-493-8800 Director: <u>Elizabeth Brink</u></p>

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation; disability-based discrimination, harassment, or retaliation; or any other type of unlawful discrimination, harassment, or retaliation** you may file a report with any District employee. Formal Complaints must be filed with:



**Christine Annese**, Assistant Superintendent of Human Resources  
6590 Cascade Road  
Grand Rapids, MI 49546  
Phone: 616-493-8950      Email: [cannese@fhps.net](mailto:cannese@fhps.net)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning results from active participation in the 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 on time. This is a habit the school wants to help students develop as early as possible in their school careers. In compliance with state law, attendance will be reported on students' official transcripts.

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the appropriate building attendance office.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

Students who arrive after the tardy bell considered tardy. Students who arrive ten or minutes late are considered unexcused absent (unless excused by a parent).

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

#### **Absence Notifications**

A parent/guardian must provide an explanation for their student's absence within two school days by calling the Attendance Office at their school and citing a reason for the absence. Absences not excused within two school days will be identified as unexcused. If the absence can be foreseen, the parent should discuss the matter with the Attendance Office in advance so that arrangements can be made to assist the student in making up the missed school work.

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

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

- The student's physical or mental illness
- Severe weather
- Medical appointment for the student
- Death or serious illness of the student's family member
- Attendance at a funeral, wedding, or graduation
- Appearance at court or for other legal matters
- Observance of religious holidays of the student's own faith
- College planning visits (two per year, junior/senior: prior approval needed/signed college form after visit)
- Personal or family vacations

Students with a health condition that results in repeated absence are to provide the school office with an explanation of the condition from a registered physician.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has one day for each day of absence to complete missed assignments.

### **Arrival/Departure**

Students should arrive at school no earlier than 20 minutes prior to the start of the school day and should not remain at school more than 25 minutes after the end of the school day (unless involved in an after school activity, extra-curricular activity, or serving a detention).

### **Chronic Absenteeism**

Students who are absent for more than 10% of school days or individual class periods, regardless of the reasons (excluding school related absences), will be considered "chronically absent." Students not in attendance for 10% of their class periods may have social probation for 30 days. If there is a pattern of frequent absence for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

As required by the state, students considered chronically absent will be reported to the Kent County Intermediate School District. The focus for these attendance referrals is to provide support as families and students work with schools to achieve consistent school attendance.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without custodial parent(s) request or a person whose signature is on file in the school office or the parent coming to the school office to request the release. **Students must always sign out at the Attendance Office when leaving the building during the school day and must always sign in when arriving late for school.** If a student leaves school property for

any reason without signing out, the absence will be considered unexcused and a detention may be assigned. For funerals or any of the other above-mentioned reasons, parental permission must be secured in advance. Immediately upon returning to school, report to the attendance office to obtain an excused pass to class. Reasons other than those listed above can be excused at the discretion of the administrator.

### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

### **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

### **Skipping Class**

For the education, safety and security of everyone in the building, students are required to be in his/her assigned location throughout the school day. Students not attending an assigned class, without prior permission, will receive an unexcused absence. This includes leaving class for an extended period of time without staff communication. A parent/guardian will be notified of the absence, and the student will complete detention congruent with the amount of class time missed. Detentions will be arranged with administration and *may* be served before school, during lunch or after school.

### **Tardiness**

Students are expected to be in his/her assigned location and on time throughout the school day. Any student who is late up to ten minutes shall be considered tardy. Students who are more than ten minutes late will be considered unexcused absent for that instructional period. Students who are tardy shall receive the following consequences:

- 1<sup>st</sup> and 2<sup>nd</sup> tardy will receive a warning from the teacher
- 3<sup>rd</sup> and following tardies will receive a detention from the teacher
- Family will be notified by the teacher when a detention is assigned.
- Unserved detentions will be subject to further discipline.

## **Accident, Injury, and Illness**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonable possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Good attendance is desirable. However, a student should never be sent to school if he/she has symptoms of illness. A student must be free of fever for 24-hours without the assistance of medication before they return to school.

## **Age of Majority**

If a student reaches the legal age of eighteen before graduation, he/she may authorize those school matters previously handled by a parent/guardian. In seeking age of majority status, an adult student must complete the required paperwork and assume responsibility for performance in school, attendance, compliance with regard to school rules, and consequences that may result from violations of the student code of conduct.

## **Animals/Pets**

Students may not bring any animals or pets to school. Pets/animals are also not permitted on school buses.

## **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 or district nurse and updated annually.

## **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may

purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

### **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

### **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's anti-bullying policy (5207) can be found by [clicking here](#).

### **Cell Phone Use**

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored away during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

## Academic Dishonesty, Cheating, Plagiarism

### Disciplinary Action Guidelines for Violations of Academic Conduct Code

When a student makes a decision that results in a violation of the academic code of conduct, the teachers will write up the offense on a disciplinary referral form, contact parents, and submit the referral form to the Office. The Assistant Principal then meets with the student and parent(s).

### Academic Dishonesty

We feel that being academically dishonest inhibits a student's achievement and compromises the trust between teacher and student, which is fundamental to the learning process. The functions of the academic integrity policy are to communicate the meaning and importance of intellectual honesty to all students, articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs, and to identify, sanction, and educate those who fail to live up to the stated expectation of the school community with regards to these standards.

### What is Academic Integrity?

The core values underlying and reflected in this academic integrity policy include the following:

Academic honesty is demonstrated by students when the ideas and writing of others are properly cited, when students submit their own work for tests and assessments without unauthorized assistance, when students do not provide unauthorized assistance to others, and when student report their research or accomplishments accurately.

Respect for others and the learning process to demonstrate academic honesty.

Trust in others to act with academic honesty as a positive community-building force in the school.

Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks.

Fairness and equity are demonstrated so that every student can experience an academic environment that is free from injustices caused by any form of intellectual dishonesty.

Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

### What is Academic Dishonesty?

**CHEATING** is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give an unfair advantage. Examples of cheating include, but are not limited to:

- Unpermitted collaboration on assigned work
- Unauthorized use of a cheat sheet, reference materials, or electronic resources
- Passing test or quiz information to other students
- Unauthorized use of previously administered assessment

**PLAGIARISM** is defined as using the words or ideas of another person or artificial intelligence (AI) as if they were your own words or ideas.

Examples of plagiarism include, but are not limited to:

- Submitting a body of work created by another person
- Using another's words or ideas without proper citation
- Having another person complete work assigned to you

**LYING** is defined as making a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression.

Examples of lying include, but are not limited to:

- Fabrication of data or information
- Forgery of a signature on documents
- Changing a grade or attendance record in a teacher's grade book or in the attendance record
- Making statements that you know have caused a false impression

**STEALING** is defined as taking or appropriating without the right or permission to do so and with the intent to keep or improperly use it.

Examples of stealing include, but are not limited to:

- Stealing copies tests or quizzes
- Accessing the teacher's answer key
- Using the teacher's edition of the textbook
- Stealing another student's homework

**FORGERY** is defined as replicating the signature of another person on a document and using this document in or out of the school as if it featured a valid signature.

Examples of forgery include, but are not limited to:

- Forged hall passes
- Forged parent signature on syllabus/course grading procedure
- Forged teacher signature on a permission slip



**FALSIFICATION** is defined as inventing any information, data, or citation in any academic work.

Examples of falsification include, but are not limited to:

- Changing data on a lab report
- Citation of information not taken from the source indicated
- Submission of false or fictitious data

**MULTIPLE SUBMISSIONS** is defined as submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

Examples of multiple submissions include, but are not limited to:

- Resubmitting an assignment on a course website when only one submission is permitted
- Creating numerous accounts on TurnItIn in order to submit more than one version of a paper

**COMPLICITY** is defined as facilitating any of these preceding actions or performing work that another student then presents as her or her own work.

Examples of complicity include, but are not limited to:

- Using artificial intelligence (AI) and passing it on as your own
- Passing along a cheat sheet
- Using an electronic device to disseminate test questions and/or answers
- Revealing information about specific test questions and/or answers to students in later class periods

## **CONSEQUENCES**

An essential part of education is developing a sense of academic honesty and integrity. There is zero tolerance in regards to cheating/plagiarism. If a student cheats or plagiarizes on any class work or assessment (tests/quizzes), that student will receive a zero and their parent/guardian will be notified by the classroom teacher. In addition, any student who assists another student in the act of cheating/plagiarizing will experience the same consequences. Students will have an opportunity to complete the assignment or take the assessment to assist the student in mastery of the content; however, their grade will remain a zero.

**1<sup>st</sup> Violation:** The student receives a failing grade on the assessment and an assistant principal meets with the student and parent.

**2<sup>nd</sup> Violation:** The student will receive a failing grade in the course, for the semester. However, the student will be given the opportunity to remain in the class and earn a D- if he/she passes the cumulative project/exam with a 60% or higher.

## **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

## **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

## **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

## **Closing/Delays**

When weather conditions or utility problems dictate a delay of school opening or other changes in the school day schedule, local radio and television stations are notified immediately and parents are encouraged to use these as sources of information, as well as setting your preferences for receiving SchoolMessenger messages by visiting the online parent portal. This information also is posted on our district website at [www.fhps.net](http://www.fhps.net), on Twitter (sign up for Twitter on the website home page), and on the district Facebook page.

When uncertain weather conditions exist, decisions to open or delay school are made one to two hours before buses depart because drivers must be notified. Conditions can change significantly during this window of time in the morning. Parents are reminded that their decision is respected in these matters and guaranteed that no child will be penalized if a parent believes changing weather conditions have made transportation unsafe.

A family emergency plan for changes in the school day should include before, during, and after school arrangements.

School district policy requires that when school is closed, all after-school events are canceled. Any exceptions to this rule will be considered on an individual basis and participants will be notified if an event is not canceled. Community Services classes held for youth and adults also are canceled when school is closed.

We urge parents to refrain from coming to school to pick up their child during a tornado warning. The process of checking a child out of school diverts the attention of staff when

their presence is needed to perform other important tasks during a warning. Please discuss with your family what should be done during periods of threatening weather.

If you have any questions regarding the District's procedures during a tornado watch or warning, feel free to contact your child's principal. For contact information, please visit your child's school website.

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## Dress Code

Fashion changes. The reason for being in school does not. Students are in school to learn. Students should dress comfortably to engage in the educational environment. The responsibility for a student's attire resides with the student and the parent(s)/guardian(s). Any clothing or accessory that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

- Student clothing should protect the health of the student
- Student clothing must include:
  - Shirt with fabric in the front, back, on the sides under the arms, and over the shoulder
  - Must **NOT** be see-through
  - Must cover the midriff when arms are at the student's side.
  - Pants/shorts/skirts/dresses must reach mid-thigh
  - Clothing with rips must have rips below mid-thigh
  - Footwear is to be worn at all times
- Student clothing must **NOT**:
  - Be materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption
  - Be obscene, sexually explicit, indecent or lewd
  - Promote the use of or advertise illegal substance, including but not limited to substances illegal for minors
  - Incite violence
  - Contain "fighting words"
  - Constitute a threat of violence
  - Demonstrate hate group association/affiliation or use hate speech targeting groups based on their membership in a protected class
- Flags, costumes, and sunglasses may not be worn in the school (unless as part of a school sponsored activity).

## Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the building.

## Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

- Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
- Students may not drive carelessly or with excessive speed on school grounds.

- By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
- Student drivers must be licensed and purchase a permit to park their vehicle on district property during the school day.
- Students are responsible for their vehicle and the contents of their vehicle.
- Parking is only allowed in designated areas.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

### **Food Services**

Hot lunches are provided at a reasonable cost for students to purchase daily. Student ID cards will be used as debit cards for lunches. Parents are to send in checks made out to Forest Hills Schools and this amount will be credited to the child's account. All students are responsible for cleaning up after themselves. Students wishing to go to the media center or a teacher's classroom during lunch must obtain a pass from the adult supervisor.

Free and reduced lunches are available to qualified families. Information is sent home on orientation/preregistration day. Completed forms are to be returned to the main office. Food Service will notify families if you qualify. Applications for the Forest Hills Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Director of Food Service at 493-8774. All information is confidential.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Jeffrey Simon, Homeless Liaison  
6590 Cascade Road SE  
Grand Rapids, MI 49546  
Phone: (616)493-8800

Email: [jsimon@fhps.net](mailto:jsimon@fhps.net)

For detailed information about Homeless Children and Youth, see Policy 5307.

## **Identification Cards**

Students are issued picture ID cards each school year. These may be used for lunch debit purposes, media center materials checkout, entrance into athletic contests and dances, and should be carried at all times. To utilize the debit feature, families pre-pay into their student's lunch account, which will allow charges against that balance. Students who lose their cards should report to the media center for a replacement. A \$5.00 fee will be charged to replace the card.

## **Immunizations**

For a student entering the District for the first time or entering 7<sup>th</sup> grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least one dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within four months of the student entering the District for the first time or upon entering 7<sup>th</sup> grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

## **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

## **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District

administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

### **Lost and Found**

All lost and found items are to be taken to the office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Lunch Procedures**

Hot lunches are provided at a reasonable cost for students to purchase daily. Student ID cards will be used as debit cards for lunches. Parents are to send in checks made out to Forest Hills Schools and this amount will be credited to the child's account. All students are responsible for cleaning up after themselves. Students wishing to go to the media center or a teacher's classroom during lunch must obtain a pass from the adult supervisor.

Free and reduced lunches are available to qualified families. Information is sent home on orientation/preregistration day. Completed forms are to be returned to the main office. Food Service will notify families if you qualify. Applications for the Forest Hills Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Director of Food Service at 493-8774. All information is confidential.

### **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

### **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:



- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Outside Communication/Deliveries**

In order to maintain the quality of instruction and focus, deliveries and messages for students are discouraged. Your efforts to encourage your child to get items ready in advance of the school day will help eliminate messages/deliveries. If there is an emergency and you must bring an item to school, which needs to be delivered to your child, please help us by bringing the item to the office with your child's name on the item.

Communicating with students via technology during the school day may interfere with the educational process and/or lead to a violation of the electronic device policy.

### **Pesticide Applications**

Should you want to be notified prior to application please contact the school office. Materials that are considered pesticides used on school sites are fertilizer, herbicide, and bee and ant spray. Certified technicians are used in the application process and most of it is applied during the summer months. All areas that are being treated are posted with proper signs.

## **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment can be found by [clicking here](#).

## **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

## **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

## **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

#### **Directory Information**

The District designates the following information as directory information:

- Student names, addresses, and telephone numbers
- Photographs, including photographs and videos depicting a student's participation in school-related activities and classes
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status (e.g., full-time or part-time)
- Dates of attendance (e.g., 2013-2017)
- Participating in officially recognized activities and sports
- Weight and height of athletic team members
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the

student's directory information for one or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form can be found by [clicking here](#). This form allows the parent or eligible student to elect not to have the student's directory information disclosed for one or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement which can be found by [clicking here](#) before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving.

Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Valuables**

Students are strongly encouraged NOT to bring items of value to school. Items such as jewelry, expensive clothing, electronic devices, and the like, are unfortunately tempting targets for theft. Any electronic devices brought to school for any purpose are the sole responsibility of the student. School cannot be held responsible for their safekeeping and will not be liable for loss or damage to personal valuables. School personnel may not be able to investigate and/or recover lost or stolen valuables. Students bring valuables to school at their own risk.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and

reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order 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 without prior written permission from the Principal. We regret we are unable to accommodate student visitors except those planning to enroll in our school.

## SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool. To learn about the Parent Portal for PowerSchool, please [click here](#).

### Assessment/Grading Procedures

To measure academic progress, students will be assessed in accordance with State standards and District policy. Students electing to opt out of testing may see this reflected on their transcript. Report cards will be issued once each semester.

PowerSchool provides students and families immediate access to grade reporting. The common grading scale used in Forest Hills is as follows:

A	=	93% - 100%
A-	=	90% - 92.99%
B+	=	87% - 89.99%
B	=	83% - 86.99%
B-	=	80% - 82.99%
C+	=	77% - 79.99%
C	=	73% - 76.99%
C-	=	70% - 72.99%
D+	=	67% - 69.99%
D	=	63% - 66.99%
D-	=	60% - 62.99%
E	=	0% - 59.99%

### Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

### Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

Graduation requirements can be found on page 4 of the [Forest Hills Public Schools Course Description Guide](#).

## **Conferences**

Conferences are formally scheduled twice each school year. The purpose of the conference is to exchange information with parents/guardians regarding the strengths of their student and areas for improvement. Parents/guardians are encouraged to share information at this time that they deem necessary to the success of their child. If a more pressing issue arises that does not coincide with conferences, parents/guardians should communicate with teachers and/or a counselor.

## **Credit Recovery**

In the event a student does not earn credit in a course, the following State of Michigan policy will apply for courses repeated at a Forest Hills school, including Summer Academy. CEPI, Center for Educational Performance and Information, requires every grade for every class be listed on the student's transcript. If a student repeats a course, then only the higher grade will be included in the grade point average (GPA). Both grades for the course, however, will remain on the transcript.

## **Dropping or Adding a Class**

Students may not drop or add a class to their schedule after the first day of school without prior approval from an administrator. Contact school counselors for information regarding the process for dropping and adding.

## **Dual Enrollment**

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

More information regarding Dual Enrollment can be found by [clicking here](#).

## **Enrollment Process**

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under Schools of Choice.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, families must provide copies of the following:

- Proof of residency in Forest Hills Public Schools (e.g., closing document, rental agreement, utility bill).
- Original birth certificate (raised seal) or passport.
- Court papers allocating parental rights and responsibilities, or custody (if appropriate).



- Proof of immunizations.
- Copy of most recent report card.
- Hearing and vision screening results (kindergarten).
- Most recent physical (kindergarten).

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Jeffrey Simon, Homeless Liaison  
6590 Cascade Road SE  
Grand Rapids, MI 49546  
Phone: (616)493-8800

Email: [jsimon@fhps.net](mailto:jsimon@fhps.net)

For detailed information about Homeless Children and Youth, see [Policy 5307](#).

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.

### **Family Communication**

Activities, events and information about school programs are regularly shared with families by individual buildings and the District. All families are encouraged to keep SchoolMessenger preferences up to date in order to receive pertinent building and district information.

PowerSchool and Canvas are platforms to support communication between teachers, students and families. This often provides an overview of course content and an ability to monitor academic progress. If a problem arises with regard to an assignment/assessment/project or teacher, students and families are encouraged to speak with the teacher. This may provide a more complete understanding of the situation and/or a quick resolution. Issues that are not resolved with a teacher may be addressed with your child's counselor or one of the building principals. Please consider the following chain of communication:

Classroom Teacher  
Counselor  
Assistant Principal  
Principal  
Scott Haid, Asst. Supt. for Instruction  
Christine Annese, Asst. Supt. for Human Resources  
Dr. Sara Shubel, Interim Superintendent

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Student Services Department. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

### **Homework**

Homework is expected for most classes. It is generally coordinated among teachers and related to the goals of the class. Homework helps students show teachers how well he/she assumes responsibility and has absorbed and assimilated what has been taught. Student grades will reflect the completion of all work, including outside assignments. We encourage parents to help their children set a schedule where homework is done at the same time each night. If homework seems excessive parents should contact their child's teachers to discuss and review expectations.

### **Incomplete Grades**

Any student who receives an Incomplete on his/her report card will have two weeks from the last day of the quarter to make up work necessary to receive a grade for the class. If work is not made up, credit is given only for the work completed during the quarter and a letter grade will be assigned accordingly.

### **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) 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 Director of Special Education at 493-8660 to inquire about evaluation procedures and programs.

### **Open House**

An open house is held each year in September and is for parents only. The purpose of this event is to acquaint parents with their child's daily schedule, their teachers and the building. The schedule does not permit time for teachers and parents to confer about student progress. Parents/Guardians should call teachers to set up a separate time for conferences if desired.

### **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please [click here](#).

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

### **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 Counseling Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

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.

After the registration process, all drops/adds must occur prior to the first scheduled day of school. Any course dropped will be graded or recorded on the student's permanent record/transcript according to the following:

- Any course dropped by the first day of the school will be dropped without record.

- Any course dropped after the first day of the school will be recorded with an “E” for the semester. Any course dropped without proper authorization from the Guidance Office will be recorded as an “E” for the semester.

Teacher-initiated requests for deviation from this policy may be granted upon approval of the Principal or his/her designee.

### **Student Fees, Fines, and Supplies**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extra-curricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or loathing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required. Fees may be waived in situations where there is financial hardship. Please contact a building administrator for assistance. Students using school property and equipment can be fined for excessive wear and abuse of textbooks, property, equipment, or building damage. The fine will be used to pay for the damage, not profit.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Jann VanAirdale, Director of Student Services, at [jvanairsdale@fhps.net](mailto:jvanairsdale@fhps.net).

### **Student Assessment**

To measure student progress, students will be tested in accordance with the State standards and district policy. A copy of the schedule for standardized testing is available from the guidance office. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and to determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and to assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. The guidance staff often gives vocational and interest surveys to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent

consent may be needed. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **Study Sessions**

Academic study sessions may be issued by teachers for missing homework, not being prepared for class, or for tutorial assistance. Study sessions will be handled by the issuing classroom teacher and served with that teacher.

### **Summer School**

Forest Hills Public Schools offers summer school utilizing online platforms and some face to face learning. For more information regarding summer school, [click here](#).

### **Testing**

Forest Hills Public Schools complies with all state and federal requirements for annual testing of students. For information regarding the state summative assessments, please visit the Michigan Department of Education website for current and specific information related to the state assessment.

At the district level, interim assessments are provided in the fall, winter and spring, using NWEA's Measures of Academic Progress (MAP) to monitor student growth.

Your school staff will maintain a calendar of state and district assessments. Every school day is important. Please avoid unnecessary absences as make-up dates for large-scale assessments are limited.

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and [click here](#) for more information.

### **Textbooks**

Textbooks will be assigned to students by each of their teachers the first week of school and become the responsibility of the student upon receipt. Textbooks are now checked out electronically. Students record the condition of each book each fall and parents are asked to review the condition reported on the textbook inventory form. Any change in textbook condition, other than normal wear will result in the student being assessed repair or replacement costs when textbooks are collected. If a textbook is lost during the school year, the student will be assigned another textbook after the replacement cost has been paid. Reimbursement will be made if the book is found. Self-adhesive covers are not acceptable as they cause damage to the book's laminate cover and also leave a sticky residue. A \$10 damage and cleaning fee will be charged for each textbook covered with an adhesive cover.

## **Transfers Out of the District**

If a student plans to transfer, the custodial parent(s) or guardian must notify the school office personnel. Transfers will be authorized only after all the school materials are returned and any fees or fines are paid. School records may not be released if the transfer is not properly completed. Custodial parent(s) or guardians are encouraged to contact their school office personnel for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **Withdrawal Procedures**

If a student is leaving school, the parent/guardian should contact the guidance office for exiting information. School officials, when transferring student records to another school, are required by law to transmit disciplinary records including suspension and expulsion actions against the student. Student records will be released upon receipt of the request for records from the new enrolling school. Textbooks and locks must be turned in and all fines or fees paid.

## **Work Permits**

Information about work permits is available at the main office of your school. You can also find more information and a copy of the work permit by [clicking here](#).

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance. For more information, see Policy 5507.

#### **Athletics**

The Forest Hills Board of Education recognizes the value of an interscholastic athletic program, which provides students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that, which can be offered by a school or by the school district alone. Games, activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The goal of High School athletics is to provide student athletes with the opportunity to achieve success both on and off the field. Although there are an increasing amount of athletic opportunities outside of high school athletics (Club/AAU/Academy/Travel), an athlete's participation, role or position on a non-school team will have no bearing on participation, role or position on a high school team. High School athletics seek to develop the student athlete, academically, emotionally, socially as well as physically.

A well-organized interscholastic athletic program meets the athlete's needs for self-expression, mental alertness and physical growth, as well as enhancing each student's educational maturity. Participation in interscholastic athletics is, however, a privilege, which must be earned by the student by continuously adhering to the standards of conduct described in the High School Student Code of Conduct, the Athletic Handbook and the Team Rules, both in and out of school.

Our goal in academics, in athletics and in all extracurricular activities, is excellence. A student who elects to participate in athletics is voluntarily making a choice to participate in a program, which requires self-discipline. Failure to comply with the School Student

Code of Conduct, the Athletic Code or the Team Rules will result in disciplinary action, up to and including denial of future participation in athletics.

### **Announcements/Advertisements**

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.

### **Clubs and Activities**

#### **School Sponsored**

Forest Hills Public Schools provides students the opportunity to broaden their learning through curricular-related 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 sports, drama, clubs, etc. All students are permitted to participate or tryout in the activities of their choosing, as long as they meet the eligibility requirements. A listing of activities is available on each school's website. Students who participate in school sponsored activities are held to the same code of conduct as FHPS athletes as stated in the Athletic Handbook.

#### **Dance Procedures**

Students leaving early may not return to the dance and must leave with their ride. Students exhibiting inappropriate behavior will be sent home without a refund of their ticket price and may be prohibited from attending future dances. Parent chaperones are invited to assist and to help supervise dances and should be respected as adults in authority. Regulations for students attending a dance or school activity:

1. All Forest Hills PS rules apply at school sponsored social events. Students are required to bring a valid school ID; failure to do so will result in non-admission to the dance/activity.
2. Students attending social events will be appropriately dressed, demonstrate appropriate conduct, and show respect to all school chaperones. Students who demonstrate inappropriate conduct will be given one warning, and then asked to leave.
3. Only current FHPS students are admitted to school dances. If a current student wishes to bring a guest or an alumni s/he may do so only if prior permission is granted by an administrator during normal school hours. Permission will not be granted at the door.
4. No smoking or drinking will be permitted at any school sponsored activity (home or away). If students or guests have been suspected of drinking, their parents will be notified, and, if the situation warrants, available information will be promptly communicated to the police. Students under the influence of alcohol or drugs will not under any circumstances be permitted to drive home. Discipline will be imposed independently of police action.



5. No students will be permitted to enter a dance one hour after the posted start time of the dance.
6. No student will be permitted to leave and re-enter a dance.
7. Students must be off school premises within fifteen minutes of the posted end time of the dance. Failure to comply will result in denial of attending the next scheduled dance.
8. Loitering in the parking lot is not permitted.
9. Students must be in positive attendance to attend after-school activities.

### **Non-School Sponsored**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event during the work day, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

### **Off-Campus Events**

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to authority of the school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events. While traveling away from our school, students should remember that they represent their school and are expected to exhibit good sportsmanship and positive behavior.

### **Supervision**

In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. In the case of misbehavior, students may be required to only attend athletic events when their parents are present. School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Students may not remain after school without the direct supervision of an adult. Students must comply with the Code of Conduct at school events, regardless of the location.

## **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The goal of the Forest Hills School District is to provide a safe learning environment for all staff and students. This includes demonstrating respect for the school, personal property, and other people. In order to achieve this goal, there must be a shared commitment among families, staff, and students.

A major component of the Forest Hills education program is to prepare students to become responsible members of society by learning how to conduct themselves in accordance with established standards. We expect appropriate behavior at school, which includes district transportation, and at all school-sponsored events.

Respect for the law and for those persons in authority shall be expected of all students. This includes adherence to school rules as well as general adherence to law regarding minors. Members of the school community shall respect and work cooperatively with others, including people of every legally protected class.

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school. Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

## Forms of School Discipline & Applicable Due Process

### Detention

Teachers and administrators may require students to stay after school, before school, or during lunch to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day. Use of electronic devices for non-academic purposes is prohibited during detentions. If a student does not serve an assigned detention, consequences may rise in severity.

### Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

### Restitution

In the event a monetary loss is incurred as a result of student misconduct, restitution may be included as a part of the disciplinary consequences.

### Social Probation

Students are issued this consequence are unable to attend all after-school and extra-curricular activities that he/she is not directly involved in.

### In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Students who are issued in-school suspension must report to the building to serve this consequence. In-School suspension does not allow students to engage in a traditional classroom learning experience and limits access to peers throughout the school day. Students serving an in-school suspension may not participate in any after school or extra-curricular activities.

### Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the seven factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least three calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the seven factors noted in the Student Code of Conduct before suspending a student.

### **Removal for 60 or More School Days**

Before a student is suspended or expelled, the District must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The District will provide the parent or student at least three calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The District will not suspend or expel the student unless, following the hearing, the District finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The District will consider the seven factors noted in the Student Code of Conduct before suspending or expelling a student. The District's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## Misconduct Examples

### Academic Dishonest (Category 2)

An essential part of education is developing a sense of academic honesty and integrity. There is zero tolerance in regards to cheating/plagiarism. If a student cheats or plagiarizes on any class work or assessment (tests/quizzes), that student will receive a zero and their parent/guardian will be notified by the classroom teacher. In addition, any student who assists another student in the act of cheating/plagiarizing will experience the same consequences. Students will have an opportunity to complete the assignment or take the assessment to assist the student in mastery of the content; however, their grade will remain a zero.

**1<sup>st</sup> Violation:** The student receives a failing grade on the assignment and the teacher will meet with the student and parent.

**2<sup>nd</sup> Violation:** The student will receive a failing grade for semester. However, the student will be given the opportunity to remain in the class and earn a D-, if he/she passes the cumulative project/exam with a 60% or higher.

### Aiding or Abetting Violation of School Rules (Category 2)

If a student assists another student in violating any school rule, they will face discipline. Students are expected to report violations of the Code of Conduct.

### Apparel/Dress (Category 1)

Fashion changes. The reason for being in school does not. Students are in school to learn. Students should dress comfortably to engage in the educational environment. The responsibility for a student's attire resides with the student and the parent(s)/guardian(s). Any clothing or accessory that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

- Student clothing should protect the health of the student
- Student clothing must include:
  - Shirt with fabric in the front, back, on the sides under the arms, and over the shoulder
  - Must **NOT** be see-through
  - Must cover the midriff when arms are at the student's side.
  - Pants/shorts/skirts/dresses must reach mid-thigh
  - Clothing with rips must have rips below mid-thigh
  - Footwear is to be worn at all times
- Student clothing must **NOT**:
  - Be materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption
  - Be obscene, sexually explicit, indecent or lewd
  - Promote the use of or advertise illegal substance, including but not limited to substances illegal for minors

- Incite violence
- Contain “fighting words”
- Constitute a threat of violence
- Demonstrate hate group association/affiliation or use hate speech targeting groups based on their membership in a protected class
- Flags, costumes, and sunglasses may not be worn in the school (unless as part of a school sponsored activity).

**If a violation of the dress code occurs, a staff member will discreetly pull the student aside and ask them to put on something appropriate. The conversation will be restorative in nature. If the student does not have anything to change into, the student will be given the option of wearing something from the school or calling home to have appropriate clothing provided. If the student repeatedly violates the dress code, the Assistant Principal/Principal will schedule a conference with the student and parent/guardian to create a plan.**

#### **Arson (Category 4)**

A student shall not burn or attempt to burn anything on school property. This includes causing or attempting to cause an explosion. Violations of this policy may be reported to law enforcement.

#### **Bullying (Category 3/4)**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited. Please visit our website or [click here](#) for the most current anti-bullying policy (5207) information.

#### **Criminal Acts (Category 4)**

Students shall not commit or participate in any conduct or act defined as a crime by federal law, state law, or local ordinance. This includes, but is not limited to, criminal sexual conduct, kidnapping, fraud, and reckless endangerment.

#### **Disorder/Demonstration (Category 3)**

Students shall not disrupt, by any means, any school activity or urge other students to engage in such conduct. This includes interfering with normal pedestrian or vehicle traffic. If a student (or students) feel there is a need to organize some form of demonstration, the student(s) are encouraged to communicate with building administration to discuss the proper planning for such an activity.

#### **Electronic Devices (Category 1)**

Students are not allowed to use cell phones during the school day. This includes between classes and during lunch. Phones are available for student use in the office if there is a need to contact someone outside of the building.

Students are also not allowed to use “earbuds” (AirPods) during the school day unless authorized by a staff member for instructional purposes during class. Earbuds should not be worn between classes or during lunch.



Laser pointers are not permitted in the building without the express permission of school administration.

**Extortion, Coercion and Blackmail (Category 4)**

A student shall not through the use of threat, intimidation, force, or deception, secure or attempt to secure money, items of value, or actions from another person.

**Failure to Cooperate (Category 2)**

School staff is acting “in loco parentis,” which means law allows them 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.

As members of the school community, students are also expected to cooperate with school staff investigating possible violations of school rules. Students making false statements or refusing to cooperate may face discipline

**Failure to Report (Category 2)**

Students are required to report knowledge of dangerous weapons, illegal activity or threats of violence to building administration.

**False Alarms (Category 4)**

A false alarm including fire, bomb, threat, or catastrophic reports endanger the safety and security of people in the building and those responding to the report. False alarms will be subject to disciplinary action.

**Falsification of Records (Category 2)**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on District forms or records. Students providing false, misleading, or inaccurate information will be subject to disciplinary action. This includes passes used to monitor student attendance such as late arrival, early dismissal, and hall passes.

**Gambling (Category 3)**

Students are not allowed to engage in betting or any other form of wagering. Students who gamble on an activity in which they are involved may be banned from participating.

**Harassment (Category 3/4)**

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.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: creating an intimidating, hostile, or offensive environment; or unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, laptop or any electronic device [ED]), may be subject to District disciplinary procedures. Such behavior is 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 that believes s/he has been/or is the victim of harassment should immediately report the situation to District personnel. 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 District personnel.

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 employees, 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.

#### Race, Color, and National Origin

Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

#### Disability

Disability harassment is unwelcome conduct based on a student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes,

or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

### Sex-based Harassment

This may include, but is not limited to:

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including sexual assault or any act of sexual violence. Examples of conduct that may constitute sex-based harassment include, but are not limited to:

**Verbal:** unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or other achievements or advancements; threatening another person's academic or other accomplishments or reputation if that person does not submit to sexual requests or advances; or any other similar behavior.

**Visual:** subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.

**Physical:** unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Sex-based harassment may include allegations of harassment involving an alleged perpetrator and victim who are members of the same protected class.

Sexual conduct or relationships between District employees and students are prohibited. Consent is irrelevant.

### **Hazing (Category 3/4)**

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 is an intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This Policy applies

regardless of a student's consent, permission, or assumption of risk. Any student who engages in hazing may be subject to discipline. Hazing includes, but is not limited to: physical brutality or punishment (e.g., whipping, beating, striking, branding, or placing a harmful substance on a student's body); physical activity that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety (e.g., sleep deprivation, exposure to the elements, confinement in a small space, or undressing or exposing a student); consumption of food, liquid, alcohol, drugs, or other substance that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety; an activity that induces, causes, or requires a student to commit a crime or an act of hazing; intentional humiliation or embarrassment of a student; detention or seclusion of a student; and other activities that subject a student to an unreasonable risk of harm or that adversely affect a student's physical or mental health or safety.

### **Indecency (Category 1)**

Students are expected to be focused on learning at school, and inappropriate contact between students in a public setting is prohibited. This includes petting, kissing and other contact that may be considered sexual in nature.

In addition, students shall refrain from obscenity in verbal, written, pictorial, and gestural form.

### **Physical Assault (Category 4)**

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

### **Possession of a Weapon (Category 4)**

\*\*\*A violation of this policy will be reported to the law enforcement.\*\*\*

A weapon includes, but is not limited to, firearms, guns of any type including air and gas-powered guns (loaded or unloaded), knives, razors, clubs, electronic weapons, metallic knuckles, martial arts weapons and explosives. This includes any "toy" presented as a real weapon or reacted to as a real weapon. Explosives include fireworks and other items that may present a danger or disruption to learning such as smoke bombs. Ownership of the weapon is irrelevant 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 measures.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if a student brings or possesses any of the following on school property or at a school related activity: Any explosive, incendiary, or poison gas

including bombs, grenades, rockets, missiles, mines, or a device that can be converted into such a destructive item.

Any cutting instrument consisting of a sharp blade over three inches long fastened to a handle.

Any object that is intended to invoke bodily harm or fear of bodily harm.

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, and jewelry.

“Self-protection” devices such as pepper spray and Tasers are a threat to the safety and welfare of others and therefore considered weapons.

### **Possession, Use, or Distribution of Drugs/ Look-alikes including Paraphernalia (Category 4)**

\*\*\*A violation of this policy will be reported to the law enforcement.\*\*\*

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as any school activity and transportation. This means the possession, use, sale, and/or attempt to sell or distribute drugs, alcohol, steroids, inhalants, or look-alike drugs is prohibited. This includes over-the-counter and prescription drugs.

Breath-test instruments may be arranged for a student by administration if reasonable suspicion exists that an alcoholic beverage has been consumed. The student will be taken to a private area on school property with at least one other staff member 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 in cases where the student may need medical attention. If the result indicates a violation of school rules, the student will be disciplined in accordance with this handbook.

If a student refuses to take the test, it will be considered an admission of alcohol use with consequent discipline invoked.

### **Possession, Use, or Distribution of Tobacco/Nicotine including Paraphernalia (Category 4)**

Smoking and other tobacco/nicotine products are a danger to student health. The school prohibits the possession, use, sale, and/or attempt to sell or distribute any products containing tobacco or nicotine, which includes electronic cigarettes, vapes, and all other tobacco/nicotine delivery devices.

### **Recording or Transmitting Video or Photos (Category 4)**

The District prohibits the use of any electronic device to record sounds or images in any classroom, restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” Taking or transmitting images or messages during testing is also prohibited. If the administration has reasonable suspicion that a violation of this policy has occurred, the device will be confiscated and reviewed.

If a student refuses to provide the device or access its contents, it will be considered an admission of guilt with consequent discipline invoked and law enforcement may be involved to investigate the matter.

### **Theft (Category 3/4)**

Students stealing school or personal property will face disciplinary action and may be reported to law enforcement. Students should only bring items required for learning to school. The school is not responsible for personal property.

### **Trespassing (Category 4)**

Schools are public facilities; however, the law does allow the District 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 from administration. In addition, students may not trespass onto school property at unauthorized times or into unauthorized areas.

### **Unauthorized Use (Category 2)**

Students must obtain permission to use any school property or private property located on school premises. Unauthorized use of school property, including the internet and communication networks, in a manner not sanctioned by policy and administration will result in disciplinary action.

### **Unauthorized Sale (Category 2)**

Students may not sell any items in school without the approval of the principal or assistant principal.

### **Vandalism (Category 3/4)**

Students who cause damage, intentionally or unintentionally, to school or personal property will be required to pay restitution and face disciplinary action. Law enforcement may be notified in instances of vandalism.

### **Verbal Assault (Category 4)**

Verbal assault is a communicated intent to inflict physical or other harm on another person(s), with a present intent and ability to act on the threat. Verbal assault at school against a student, District employee, volunteer, or contractor will result in discipline and may result in legal charges being filed.

## Categories of Misconduct and Consequences

\*\*\*All Code of Conduct violations that may be deemed illegal will be referred to the Kent County Sheriff's Department.\*\*\*

A progression of consequences is specifically noted in connection with certain misconduct. Consideration will be given to situations where repeated infractions of a school policy occur, which may result in more severe disciplinary action.

### **Category 1: Mildly Disruptive, Committed without Malice and/or Not Purposely Disrespectful**

Minimum: Conference with Teacher and/or Administrator  
Maximum: One day in-school suspension

#### Category 1 Offenses:

##### **Apparel/Dress**

If a violation of the dress code occurs, a staff member will discreetly pull the student aside and ask them to put on something appropriate. The conversation will be restorative in nature. If the student does not have anything to change into, the student will be given the option of wearing something from the school or calling home to have appropriate clothing provided. If the student repeatedly violates the dress code, the Assistant Principal/Principal will schedule a conference with the student and parent/guardian to create a plan.

\*\*\*Persistent dress code violations will be deemed insubordination.\*\*\*

##### **Electronic Devices**

- First Offense: Student may pick up the device from an administrator at the end of the day
- Second Offense: Parent/Guardian will need to claim the device from an administrator
- Third Offense: Student, parent/guardian, and an administrator will meet to return the device and develop a plan to avoid future infractions. A third offense will result in a thirty-day social probation period, which prohibits students from attending after-school activities.

\*\*\*Additional infractions of this policy may result in suspension from school.

##### **Indecency**

- First Offense: student reminded of behavior expectations
- Second Offense: student reminded of behavior expectations and parent/guardian contacted w/ administrator carbon copied
- Third Offense: student reminded of behavior expectations and sent to office, student may be removed from class (suspended) and a meeting will be scheduled with student, parent/guardian, and an administrator

\*\*\*Additional infractions of this policy may result in suspension from school.

## **Category 2: Deliberately Disruptive and/or Purposely Disrespectful Behavior**

Minimum: Detention

Maximum: Three days in-school suspension

### Category 2 Offenses:

#### **Academic Dishonesty**

- **1<sup>st</sup> Violation:** The student receives a failing grade on the assessment and an assistant principal meets with the student and parent.
- **2<sup>nd</sup> Violation:** The student will receive a failing grade in the course, for the semester. However, the student will be given the opportunity to remain in the class and earn a D- if he/she passes the cumulative project/exam with a 60% or higher.

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

**Failure to Cooperate**

**Failure to Report**

**Falsification of Records**

**Unauthorized Use**

**Unauthorized Sale**

## **Category 3: Seriously Disruptive and/or Clearly Defiant of Authority**

Minimum: One day in-school suspension

Maximum: Three day out-of-school suspension

### Category 3 Offenses:

**Bullying (or Category 4)**

**Disorder/Demonstration**

**Gambling**

**Harassment (or Category 4)**

**Hazing (or Category 4)**

**Theft (under \$50 value)**

**Vandalism (under \$50 value)**

## **Category 4: Extremely Disruptive and/or Illegal Behavior**

Minimum: Three day out-of-school suspension

Maximum: Expulsion

### Category 4 Offenses:

**Arson**

**Bullying (or Category 3)**

**Criminal Acts**

**Extortion, Coercion and Blackmail**

**False Alarms**

**Harassment (or Category 3)**



**Hazing (or Category 3)**

**Physical Assault**

**Possession of a Weapon**

**Possession, use, or distribution of tobacco/nicotine including paraphernalia**

- 1<sup>st</sup> Offense: two days of suspension + 30 days of social probation
- 2<sup>nd</sup> Offense: four days of suspension + 60 days of social probation
- 3<sup>rd</sup> Offense: eight days of suspension + 90 days social probation

**Possession, use, or distribution of drugs/ look-alikes including paraphernalia**

- 1<sup>st</sup> Offense: three days of suspension + 30 days of social probation
- 2<sup>nd</sup> Offense: six days of suspension + 60 days social probation
- 3<sup>rd</sup> Offense: recommendation for expulsion

**Recording or Transmitting Video or Photos**

**Theft (over \$50 value)**

**Vandalism (over \$50 value)**

**Verbal Assault**

## APPENDIX A: ATHLETICS

### High School Sports

#### FALL

Football  
Soccer – Boys  
Cross Country – Boys  
Cross Country – Girls  
Swim/Dive – Girls  
Volleyball – Girls  
Golf – Girls  
Field Hockey - Girls  
Tennis - Boys  
Sideline Cheer  
Equestrian

#### WINTER

Basketball – Boys  
Basketball – Girls  
Swim/Dive – Boys  
Ice Hockey  
Ski – Boys  
Ski – Girls  
Competitive Cheer  
Gymnastics  
Bowling – Boys  
Bowling – Girls  
Wrestling  
Dance

#### SPRING

Baseball  
Softball  
Tennis – Girls  
Track – Boys  
Track - Girls  
Soccer – Girls  
Tennis – Girls  
Golf – Boys  
Lacrosse - Boys  
Lacrosse - Girls  
Rowing – Boys  
Rowing – Girls  
Water Polo - Girls  
Rugby

### Philosophy of Interscholastic Athletics

The Forest Hills Board of Education recognizes the value of an interscholastic athletic program, which provides students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that, which can be offered by a school or by the school district alone. Games, activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The goal of High School athletics is to provide student athletes with the opportunity to achieve success both on and off the field. High School athletics seek to develop the student athlete, academically, emotionally, socially as well as physically.

A well-organized interscholastic athletic program meets the athlete's needs for self-expression, mental alertness and physical growth, as well as enhancing each student's educational maturity. ***Participation in interscholastic athletics is, however, a privilege, which must be earned*** by the student by continuously adhering to the standards of conduct described in the High School Student Code of Conduct, the Athletic Handbook and the Team Rules, both in and out of school. The athletic department desires student athlete participation. Coaches will be encouraged to keep as many athletes as can be handled reasonably within the facilities, budget, and ***to the relative ability of the group***. Selecting the members of athletes for their teams is the responsibility of the coach. Coaches should explain the criteria for gaining and maintaining membership on the team before tryouts/practice begins.

A student who elects to participate in athletics is voluntarily making a choice to participate in a program which requires self-discipline. Failure to comply with the School Student Code of Conduct, the Athletic Code, or the Team Rules will result in disciplinary action, up to and including denial of future participation in athletics.

### Message to Parents/Guardians

Your student has indicated a desire to participate in the school interscholastic athletic program. Parents/Guardians of student athletes also commit themselves to certain responsibilities and obligations, which are outlined in this Athletic Handbook. Your signature on the Athletic Contract, along with the signature of your student athlete, indicates that you understand and accept those responsibilities and obligations and agree to cooperate with school personnel in enforcing the Athletic Code.

**Parents/guardians should allow their children to face adversity.** Athletic seasons are long and unpredictable. Your student may not play enough nor will they be happy every second. Support them but let them face adversity. Perseverance is one of the greatest attributes sports can teach athletes.

As fans and spectators at athletic events, parents/guardians of athletes play a special role in supporting their athlete, the coach and the team. *Parents/Guardians of athletes are expected to model good sportsmanship at all times during athletic events.* Failure to adhere to acceptable standards of adult behavior at high school interscholastic athletic contests may result in removal from the event and/or future events. After an event, we advise parents/guardians to allow for 24 hours before contacting coaches with any concerns. All parents/guardians are invited to join the Athletic Boosters and become part of the long-standing traditions associated with interscholastic athletic support in Forest Hills. Forest Hills Public Schools require a participation fee for each season of participation. There may be additional expenses required by some sports. In the event you are unable to pay the participation fee, please contact the athletic office.

**1. Parents/guardians will understand their role.** Parents parent, players play, officials officiate, and coaches coach. If you want your child to play at their highest level then make sure they listen to their coach. Mixed messages from you will only cause confusion and a decrease in performance level.

**2. Parents/guardians will support and encourage their child, teammates, and coaches no matter the outcome.** If you want to build a solid relationship with your student, then tell them after the game, win or lose, that you are proud of them and to keep listening to their coach.

**3. Parents/guardians will act with the highest level of sportsmanship in all situations.** This means no yelling at officials, players, coaches or staff. You may not realize this but it embarrasses your kid and reflects poorly on our players, coaches, teams and community. Every athletic event should be a positive experience for everyone.

**4. Alcohol/Tobacco/Drugs.** It is against the law for any individual to possess or consume alcohol/tobacco/drugs on school grounds. The prohibition against possession and/or consumption of alcohol/tobacco/drugs on our campuses will be strictly enforced. If an individual is found to be in possession of or having consumed alcohol/tobacco/drugs on our campuses, he/she will be removed from our premises. Additionally, an individual may be cited by the Sherriff department deputies who are on hand patrolling our parking lots and grounds to ensure a safe environment for all of our student-athletes and community members.

\*\*\*Failure to comply with these expectations may result in removal from future events at Forest Hills Public Schools.

#### Insurance:

Forest Hills Public Schools is providing student medical insurance coverage for any student injured at school or during a school-related activity including athletics. This coverage is secondary to any student or family medical insurance. In effect, the district's medical insurance will cover medical costs for school-related injuries that are not covered by the family's medical insurance as long as the injury falls within the range of coverage. All students who participate in sports which end with an MHSAA tournament are possibly covered by MHSAA Catastrophic Accident and Concussion Medical Insurance. More information regarding the MHSAA insurance can be found at [www.MHSAA.com](http://www.MHSAA.com)

#### Parent/Coach Relations

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student. As parents, when your student becomes involved in our programs, you have a right to understand what expectations are placed on your student-athletes. This begins with clear communication from the coach of your student-athlete's program.

Communication You Should Expect from your Son/Daughter's Coach:

1. Expectations the coach has for your student and the team
2. Locations and times of all practices and contests
3. Team requirements, i.e., fees, special equipment, off-season conditioning, team/individual camps
4. Procedure, should your student athlete become injured during participation
5. Team rules, guidelines, and requirements for earning awards

Communication Coaches Expect from Student-Athletes:

1. Notification of any schedule conflicts in advance
2. Special concerns in regards to a coach's philosophy and/or expectations
3. Injury or circumstances that may endanger the athlete when participating

As your student becomes involved in the athletic programs at Forest Hills Public Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student-athlete wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches:

1. The treatment of your student, mentally and physically
2. Ways to help your student improve
3. Concerns about your student-athlete's behavior

It is very difficult to accept if your student is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your student-athlete's coach. Other things, such as the following, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern, you may want to discuss the issue with your student first. You may find through this communication an answer, resolution, or understanding of the situation before contacting others. Your son or daughter should have the first communication with the coach regarding the concerns.

If You Have a Concern To Discuss With a Coach, the Procedure You Should Follow:

1. Call the coach to set up an appointment.
2. Please give yourself time to understand your concern before approaching a coach. Attempting to confront a coach before or after a contest or practice is not an ideal time. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. If at all possible, the athlete should be involved in this meeting.

What Can a Parent Do If the Meeting with the Coach Did Not Provide a Satisfactory Resolution?

1. If the concern is not satisfactorily resolved after meeting with the coach, the athlete and/or parent(s) should discuss the situation with the Athletic Director informally in an attempt to resolve the situation.
2. If the athlete and/or parent(s) wish to make a formal complaint to the Athletic Director about the coach, it should be put in writing, with a copy provided to the coach.
3. The Athletic Director will investigate the complaint, and discuss the concern with the coach and the Head Varsity Coach. The investigation may include observation of practice sessions by the Athletic Director.
4. If the formal complaint is not satisfactorily resolved by the Athletic Director, the athlete and/or parent(s) may appeal in writing to the Principal. The Principal will meet with the parties involved in a further attempt to resolve the situation.
5. If the complaint is not satisfactorily resolved at this level, the athlete and/or parent(s) may appeal to the Assistant Superintendent of Human Resources or his/her designee, in writing.

\*A conference that is set up with a coach and a parent shall not result in disciplinary action against the student-athlete because of this meeting.

### **Message to the Athlete**

Being a member of a Forest Hills interscholastic athletic team is the fulfillment of a goal for many students. The attainment of this goal carries with it certain traditions and responsibilities. Athletic tradition is not built overnight; it takes hard work by many people over many years.

When you wear our school colors as an athlete, you are expected to understand the traditions and understand the responsibilities they represent. In every situation, participation in our athletic program is regarded as a privilege that is earned through hard work in the classroom and in practice and through adherence to the high standards of conduct outlined in this athletic code.

The conduct of an athlete is closely observed by other students, staff, parents/guardians and the community. His/her behavior should be above reproach in all areas. All athletes are expected to follow the **Student Code of Conduct** issued to all students at the beginning of each academic year or upon enrollment during the school year.

***Athletes also agree to live by the Athletic Code during the entire calendar year (365 days). Athletes make a commitment to follow these rules at all times, including when they are out of season and when they are off school property.***

The athlete agrees to abide by the following code of conduct, which prohibits illegal or inappropriate actions including:

- Use or possession of alcohol, tobacco, electronic cigarette, vape, illegal drugs, paraphernalia, use of banned substances (as defined by NCAA), and/or misuse of prescription drugs.
- Actions, in or out of school, that are unbecoming of a student-athlete and which would bring disfavor upon the school, including hazing; and
- Actions, in or out of school, which would be deemed misdemeanors or felonies under the criminal code.

Soliciting, encouraging, aiding or engaging in **hazing** is prohibited. “Hazing” means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any organization, club or athletic team whose members are, or include other students. Student athletes involved in or engaging in hazing will be subject to disciplinary action according to Group II Penalties.

In addition to the Student Code of Conduct and the Athletic Code, athletes will be expected to adhere to the team rules established by each coach. Failure to abide by the Student Code of Conduct, the Athletic Code or the Team Rules will result in disciplinary action up to and including suspension from the team, suspension from school, and suspension from athletics, expulsion from school and/or denial of future participation in athletics.

In compliance with the State-Wide School Safety Act, the Kent County Prosecutor’s Office and the various courts within Kent County are now required to provide all school districts with periodic updates of juvenile offenders. Names that appear on the list are sent to the Administrator of the building he/she attends. The administrator will talk with these students, offer appropriate counseling services, and notify them of the disciplinary measures required by the Student Code of Conduct and the Athletic Code.

Team Rules:

Team rules will be approved by the Athletic Director prior to the start of the season and will be distributed to athletes. Athletes and parents/guardians will receive a copy of the team rules during the **required Parent/guardian Informational Meeting at the beginning of the season**. Penalties for violating team rules may not be more severe than the penalties approved in the Athletic Code.

Violation of Team Rules:

Each coach shall be afforded a reasonable amount of discretion, subject to final approval by the Athletic Director, in interpreting and applying his/her team rules and in determining whether a rule has been broken and setting the appropriate penalty or discipline for the athlete who has broken a team rule. The explanation of the infraction and the ruling will be communicated to the parent(s) or guardians in a timely manner.

Discipline imposed by a coach and approved by the Athletic Director, which results in suspension for more than half the season or removal from the team, may be appealed in accordance with procedures set forth under “Procedures and Appeals.” Pending an

appeal, the penalty or disciplinary action imposed by the coach and approved by the Athletic Director shall remain in effect.

### Violations of the Athletic Code

Allegations about Athletic Code violations must be presented to the Athletic Director who will determine the validity of the allegations and administer any disciplinary actions. The athlete, athlete’s parents/guardians, coach and principal will be advised of the disposition of the case in a timely manner.

Violations other than academic or eligibility deficiencies shall fall into the following categories:

Tier 1	Tier 2	Tier 3
<p>Can include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of conduct offenses as outlined in student handbook that result in one day of suspension.</li> <li>• Misuse of Social Media unbecoming of a student-athlete and/or bring disfavor upon the school.</li> </ul>	<p>Can include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of conduct offenses as outlined in the student handbook that result in 2-3 days of suspension.</li> <li>• Actions, in or out of school, that are unbecoming of a student-athlete and/or bring disfavor upon the school.</li> </ul>	<p>Can include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Code of conduct offenses as outlined in the student handbook that result in 4+ days of suspension.</li> <li>• Use or possession of alcohol, tobacco, electronic cigarette, vape, illegal drugs, paraphernalia, use of banned substances (as defined by NCAA), and/or misuse of prescription drugs, and/or actions that would be deemed as misdemeanors or felonies under the criminal code.</li> <li>• Hazing in or out of school.</li> <li>• Repeated actions, in or out of school, that are unbecoming of a student-athlete and/or bring disfavor upon the school.</li> </ul>
<p><b>First Offense:</b> 10% current and/or next sports season. A student athlete can reduce the consequence to 5% of the current and/or next sports season by meeting with the athletic director and agreeing to complete 4 hours of FHPS community service.*</p>	<p><b>First Offense:</b> 20% current and/or next sports season A student athlete can reduce the consequence to 10% of the current and/or next sports season by meeting with the athletic director and agreeing to complete 8 hours of FHPS community service.*</p>	<p><b>First Offense:</b> 30% of current and/or next sports season. A student athlete can reduce the consequence to 15% of the current and/or next sports season by meeting with the athletic director and agreeing to complete 12 hours of FHPS community service.*</p>



Tier 1	Tier 2	Tier 3
<b>Second Offense:</b> 20% current and/or next sports season.	<b>Second Offense:</b> 30% current and/or next sports season.	<b>Second Offense:</b> 50% current and/or next sports season.
<b>Third Offense:</b> 50% current and/or next sports season.	<b>Third Offense:</b> 50% current and/or next sports season.	<b>Third Offense:</b> Loss of one season of play.
<b>Fourth Offense:</b> Loss of one season of play.	<b>Fourth Offense:</b> Loss of one season of play.	<b>Fourth Offense:</b> Loss of interscholastic opportunities for 365 days.
<ul style="list-style-type: none"> <li>• If the student athlete does not complete the community service hours within the two weeks, community service is no longer an option and the student athlete will automatically serve the remainder of the original suspension during the current and/or next season. This will happen regardless of how many hours were served, if not the full amount. If you have not completed the full amount in the time allotted, served hours do not reduce the competition suspension. You will then serve the full competition suspension.</li> <li>• Senior Provision: If your suspension is not fully met before the season ends and you do not complete your community service within the 2-week window, you will automatically be placed on 90-day social probation.</li> <li>• NOTE: Community service is not an option for any offense beyond the first offense.</li> </ul>		

### General Provisions:

- An athlete shall not play in a contest or practice with the team while suspended from school;
- An athlete who is placed in in-school suspension less than a full day, must meet with the Athletic Director and Coach for issuance of athletic consequences;
- Failure to complete the season will result in forfeiture of any claim to athletic awards for that season;
- In order for the penalty to be served, the athlete must complete the season or seasons in good standing as identified by the Coach and Athletic Director; and
- Upon completion of any penalties prescribed in this code, other conditions may be required as a condition of reinstatement. These may include counseling, restitution and/or the implementation of a probationary period. Probationary periods will be as outlined below:
  - Tier 1 & 2: 365 days.
  - Tier 3: two (2) years.

\*\* If completed in good standing, the student-athlete will move back one offense level if another offense were to occur (i.e., a 9<sup>th</sup> grade student has a Tier 1 offense during the fall season. The athlete does not have another offense until spring of 12<sup>th</sup> grade year. The athlete would be considered to be at first offense.)

\*\*\* A second offense (if during the probation period) will result in a second offense consequence within the Tier the offense falls (i.e., Athlete has a Tier 1 first offense in September and then a Tier 2 offense in October - the consequence would be a Tier 2 – 2<sup>nd</sup> offense consequence).

### Procedures and Appeals

The following procedural steps will apply in all cases where a student athlete is alleged to have violated regulations and team rules as set forth in the “Violations of the Athletic Code” section of the Athletic Handbook. Infractions will result in minimum consequences as stipulated in the “Tier 1 Penalties,” “Tier 2 Penalties” and “Tier 3 Penalties” section. Additional or more severe penalties may be imposed for a first or second offense at the discretion of the Principal, depending on the circumstances surrounding the offense.

1. An alleged Tier 1, Tier 2, or Tier 3 violation by an athlete should first be brought to the attention of the Athletic Director. If the Athletic Director believes the claim has merit, he/she will confront the athlete with the alleged violation and ask for a response. After hearing the athlete’s response to the alleged violation(s), the Athletic Director will render a decision as to whether or not the student athlete has, in fact, violated the Athletic Code. If a violation has occurred, the consequence will be no less than those set forth under “Tier 1 Penalties”, “Tier 2 Penalties” or “Tier 3 Penalties,” whichever is applicable. The athlete, parent(s)/guardian(s) and head Coach will be informed of the violation and the decision to remove the athlete from participation in competition. The decision first will be communicated verbally and then followed up in writing.
2. After receiving notification of the Athletic Director’s decision to remove an athlete from participation, the athlete and/or parent(s)/guardian(s) may request a hearing to dispute either the nature of the charges against the athlete or the consequences imposed by the Athletic Director. The hearing will occur in a timely manner. The hearing will involve the student, the parent(s)/guardian(s), the Athletic Director
3. The Principal or Assistant Principal may temporarily suspend an athlete from participation in athletics prior to a hearing, if an athletic event is scheduled to occur before a hearing could reasonably be held.
4. The purpose of the hearing will be to further determine if a violation has occurred, and, if so, the appropriate penalty. The decision concerning the violation and penalty will be communicated to the athlete, parent(s)/guardian(s) and Head Coach in a timely manner and followed up in writing.
5. If the athlete and parent(s)/guardian(s) are not satisfied with the above decision, they may appeal to the Principal. The penalty imposed on the athlete will remain in effect until the outcome of the appeal. The Principal will meet with the athlete and parent(s)/guardian(s) to determine if the decision of the Athletic Director

should be upheld. The Principal will notify the athlete and parent(s)/guardian(s) of his/her decision on the appeal in a timely manner and follow up in writing.

6. If the athlete and parent(s)/guardian(s) are not satisfied with the above decision, they may appeal to the Superintendent or his/her designee. The penalty imposed on the athlete will remain in effect until the outcome of the appeal. The Assistant Superintendent of Human Resources or his/her designee will meet with the athlete and parent(s)/guardian(s) to determine if the decision of the Principal should be upheld. The Assistant Superintendent of Human Resources or his/her designee will notify the athlete and parent(s)/guardian(s) in writing of his/her decision on the appeal in a timely manner. The decision of the Assistant Superintendent shall be final.

### Format of Hearings

Hearings shall be conducted informally and formal hearing procedures and rules of evidence need not be followed. The objective of such hearings is to reach a reasonable, fair and just result. An athlete and his parent(s)/guardian(s) will be given the opportunity to hear the charges and evidence against the athlete and to present witnesses and evidence in denial of the allegation(s) or in mitigation or extenuation of the violation.

## **Expectations of Student-Athletes**

### **In the Classroom**

Athletes are expected to be hard working students who put academics first.

### **High School Academic Eligibility**

In addition to following the behavioral expectations outlined in the High School Student Code of Conduct, athletes must meet the Forest Hills Public Schools academic requirements for athletes, as well as the Michigan High School Athletic Association academic requirements for athletes, which are listed below:

- Students who do not pass four classes at the end of the semester are ineligible for the next 60 scheduled school days.

### **During Competition**

Athletes will not be allowed to use profanity or employ illegal tactics. Athletes will be gracious in defeat, modest in victory and will be expected to always congratulate the opponent on a well-played game.

### **Using School Equipment and Uniforms**

Each athlete is financially responsible for all equipment and uniforms issued to him/her. All equipment *and uniforms* must be cleaned and returned to the coach at the coach's request. Any equipment *and uniforms* not returned and/or paid for will result in the athlete not being allowed to practice or participate in the next season of competition until said equipment *and uniforms* are returned or paid for.

### **Trying Out for a Sport**

Students wishing to participate on an interscholastic athletic team in Forest Hills must meet the residency requirement set forth by the Michigan High School Athletic Association. Students must also meet the academic requirements of Forest Hills Public Schools and the Michigan High School Athletic Association. Students must have a completed physical examination and concussion protocol form and Athletic Code Contract signed by the student and his/her parent(s)/guardian(s). The student must have the Interscholastic Athletic Program Participation Fee form and fee in the athletic office prior to the first day of Competition.

Students who join a team after the first official practice (the date the coach has designated and announced as the beginning of practice) must practice with the team for at least the MHSAA minimum practice requirements for that particular sport before he/she is allowed to participate in a contracted athletic event. In sports which held a tryout, an evaluation of similar length and content must be completed within the team practice environment. Students who participate in a fall season sport or a winter season sport with an extended season due to conference, regional or state competition will be able to participate in the winter or spring season sport as soon as their previous season ends. Under extenuating circumstances, a student may try out for a team after the first date of competition, as long as allowable under MHSAA regulations. Students who wish to participate or try out in these sports must make arrangements with the Head Coach of the sport and be approved by the Athletic Director.

### **Dropping Out of a Sport**

Quitting a team is a serious matter. No athlete should quit a team without first discussing his/her intention to do so with his/her coach. An athlete will not be permitted to participate in another sport until the season of the sport he/she drops has been completed or unless he/she has the authorization of the Athletic Director and both coaches involved.

### **Attendance**

Coaches must be notified, either by the athlete or a parent/guardian, whenever an athlete will miss practice. Missing practices or games without good reason is a serious matter and may result in disciplinary action.

Athletes must be in school for a minimum of half a scheduled school day.

Before pursuing a team sport, athletes and their parent(s)/guardian(s) should carefully evaluate schedule conflicts which may arise due to other school activities, jobs or family vacations. If a family vacation is scheduled during a designated Forest Hills Public Schools break, such as Thanksgiving vacation, the holiday break in December, the mid-winter break in February, or spring break, the athlete will be excused from scheduled practices and/or contests by the coach, if the athlete communicated this information to the coach in a timely manner prior to the scheduled family vacation.

Individual coaches will clearly define their practice and competitive schedules for the season, as well as their expectations for team members, during the preseason parent/guardian meeting, so that students and parent(s)/guardian(s) can understand the responsibilities they accept in joining the team. Practices may only be held on one day per weekend and Sunday practice must be approved by the Athletic Director.

### **Transportation**

If school transportation is provided, athletes need to utilize it unless an alternate plan is approved by the Principal or Athletic Director. Violation will result in the athlete being prohibited from participating in the event. The coach/or designated adult will both supervise the loading and unloading of athletes with the bus. They may also ride the bus along with the athletes. Athletes are expected to follow the rules set forth by the transportation department while riding in school vehicles.

Parent(s)/Guardian(s) may take athletes home from an away event, provided parent notification is given to the coach. Parent(s)/Guardian(s) may not provide transportation home for other athletes unless the coach has received written permission from the parent/guardian of the other athlete.

- No transportation will be provided for athletic competitions within the district for Varsity athletes. One bus may be provided for freshman and JV athletic competitions.
- Drop-only one way transportation will be provided within Kent County for high school athletes. Transportation will not be provided returning from an athletic competition.
- Round trip transportation will be provided outside of Kent County at the coach's request.
- No transportation will be provided within Kent County for Saturday athletic competitions.
- Bus numbers will be provided to athletes for practices for cooperative internal sports. There will NOT be a separate bus run.

The only exception for round trip transportation will be for football, hockey, and track (one bus) because of the team and individual equipment necessary for such athletic competitions.

### **Awards**

During his/her high school career, an athlete can earn a maximum of one varsity letter, one certificate, one emblem and one graduation numeral. These will be awarded when the first varsity letter is earned. After the first varsity letter is earned, pins will be issued for each subsequent varsity letter earned. Additional certificates may also be issued to the athlete if the coach so desires.

## **Summary of Michigan High School Athletic Association Regulations for High School Athletes as Applicable in Forest Hills**

Forest Hills Public Schools is a member of the Michigan High School Athletic Association (MHSAA) which has been the governing body of high school athletics in our state since 1924. As a member of the MHSAA, it is the district's responsibility to operate under and enforce the regulations and guidelines established by the MHSAA. These regulations and guidelines can be found in the MHSAA Handbook at [www.MHSAA.com](http://www.MHSAA.com).

The following is a summary of the MHSAA Ten-Point Checklist for Student Eligibility.

### **Enrollment**

Students must be enrolled in school prior to the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester). A student must be enrolled in the school for which he/she competes. (Regulations I, Section 1)

### **Age**

High school students become ineligible if they reach their 19<sup>th</sup> birthday before September 1 of the current school year. (Regulation I, Section 2)

### **Physical Examination**

Students must have on file, in the school's office, a physician's statement for the current school year (after April 15) certifying that he/she is physically able to compete in athletic practices and contests. (Regulation I, Section 3)

### **Semesters of Enrollment**

Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four- second semesters of competition and cannot compete if they have graduated from high school. When two seasons leading to a state championship of the same sport are offered, an athlete may participate in only one. (Regulation I, Section 4-6 )

### **Semester Academic Records**

Students must have passed at least four full credit subjects in the previous semester of enrollment and must be currently passing four full credit courses. (Regulation I, Section 7-8)

### **Transfer Students**

A student enrolled in grades 9 through 12 who transfers from one high school or junior high/middle school to another high school is not immediately eligible to participate in an interscholastic athletic contest or scrimmage in the school to which the student transfers, UNLESS the student qualifies under one or more Exceptions and all related Interpretations.(Regulation I, Section 9)

### **Undue Influence**

The use of undue influence by a person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of one semester and up to four years. (Regulation I, Section 10)

### **Awards and Amateurism**

Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award, which does not have a value over \$45. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash merchandise, certificates or any other negotiable document are not allowed. (Regulation I, Section 11)

### **Limited Team Membership**

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by their school in the same sport during the same season. There are exceptions for individual sports as outlined in the MHSAA Handbook, Regulation I, Section 12(A). See Athletic Director for specific interpretations.

### **All-Star Competition**

Students shall not compete at any time in any sport under MHSAA jurisdiction in All-Star Contests or national championships regardless of the method of selection. Participation in such a contest shall cause the student to become ineligible for a maximum period of one year of school enrollment. (Regulation I, Section 12(B). There are exceptions made for Seniors and National Teams/Olympic Development programs as outlined in the MHSAA Handbook, Regulation I, Section 12(C & D). See Athletic Director for specific interpretations.

### **DISQUALIFICATION**

The following policies for disqualification shall apply in all sports:

- When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for at least the next contest/day of competition for that team.
- Failure of the school, for any reason, to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular season contest/day of competition.
- Disqualification from one season carries over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
- If the playing rules for a sport specify any additional penalty or more rapid progression, or use of such a progression for other violations, the play rules apply.

## TEAM ADVANCEMENT GUIDELINES

The intent of advancing an athlete to a level beyond that at which he/she would normally play (ninth grade athletes on the freshmen level, tenth grade athletes on the junior varsity level, and eleventh and twelfth grade athletes on the varsity level) is to provide a talented athlete with an opportunity to enhance his/her experience and skill development, as well as contribute to the team, by participating at a higher level.

The following Team Advancement Guidelines must be adhered to:

- The head varsity coach is responsible for making the initial recommendation regarding who should be considered for team advancement in the program.
- The proposed team advancement must be discussed and approved by the Athletic Director, the head varsity coach and the parent(s)/guardian(s) prior to any discussion of the opportunity with the athlete. Academic progress, emotional maturity, physical maturation, and peer relationships, as well as athletic ability, will be considered as part of these discussions.
- Consideration should be given to the effect the advancement will have on the team the athlete may move to and the team the athlete may leave. Providing an enhanced experience for the athlete should be weighed carefully against the contributions and commitment to the program demonstrated by players at the higher levels.
- If the athlete is advanced, he/she must be assured of an opportunity to improve his/her skills through communicated minimum playing time agreed upon prior to the advancement of the athlete.
- The team advancement decision must be assessed if there is a concern, by the coach, the Athletic Director, the athlete and the parent(s)/guardian(s), and the placement decision may be reversed.

## **MHSAA Protocol for Implementation of National Federation Sports Playing Rules for Concussions**

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.



1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
  - a. The clearance may not be on the same date on which the athlete was removed from play.
  - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
  - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
  - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior or after to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit an online report designated by the MHSAA to record and track head injury events when they occur in all levels of all sports during the season in practices and competitions. Schools with no concussions for a season (fall, winter and spring) are required to report this at the conclusion of that season.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.
7. Prior to returning to physical activity (practice or competition) the student and parent (if a minor student) must complete the Post-Concussion Consent Form. This form must be kept on file at the school and emailed to [concussion@mhsaa.com](mailto:concussion@mhsaa.com) or faxed to 517-332-4071.

### **Sanctions for Noncompliance with Concussion Management Policy**

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner and the MHSAA-designated "Post-Concussion Return to Activity Consent Form also signed by the student and parent."

These students are considered ineligible players and any meet or contest which they enter is forfeited. In addition, that program is placed on probation through that sport season of the following school year. For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.

### **MHSAA Model Policy for Managing Heat and Humidity Adopted March 22, 2013**

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.
3. **If the Heat Index is below 95 degrees:**
  - All Sports
    - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
    - Optional water breaks every 30 minutes for 10 minutes in duration.
    - Ice-down towels for cooling.
    - Watch/monitor athletes carefully for necessary action.

#### **If the Heat Index is 95 degrees to 99 degrees:**

- All Sports:
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
- Contact sports and activities with additional equipment:

- Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 99 degrees to 104 degrees:**

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Mandatory water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
  - Alter uniform by removing items if possible.
  - Allow for changes to dry t-shirts and shorts.
  - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - Postpone practice to later in the day.
- Contact sports and activities with additional equipment
  - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
  - Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 104 degrees:**

- All sports
  - Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

**Note:** When the temperature is below 80 degrees there is no combination of heat and humidity that will result in the need to curtail activity.

**MHSAA Tournament Managers at all levels will follow this policy without exception.**

**A Heat Index Calculation Chart can be downloaded from the Health & Safety Page of MHSAA.com.**

**Public Act 31(1990) Requires Notice that Possession/Use of Steroids is a Crime**

In 1990, the Michigan Legislature enacted Public Law 31 which requires athletic service providers – including both educational and recreational athletic facilities – to post notice that warns that any person who uses or knowingly possesses an androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine.

## **Public Act 187 (1999) Prohibits Promotion/Distribution of Performance Enhancing Supplements**

Michigan public school employees and volunteers are prohibited by Public Law 187 from promoting or supplying dietary supplements which carry claims of enhanced athletic performance. The Law covers androstenedione, creatine and any compound labeled as performance enhancing. See MCL 380.1317.

## **Public Acts 111 AND 112 (2004) Prohibit and Penalize Hazing**

In 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties.

Hazing is defined in the law as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five years and a fine up to \$2,500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years imprisonment and a maximum fine of \$10,000 or both.

## **Public Act 215 (2006) Banned Drugs**

The law requires all public school districts and academies to include in their local codes of conduct that possession or use of any National Collegiate Athletic Association banned drug is not permitted and shall subject the student to the same penalties that the school district has established for possession/use of tobacco, alcoholic beverages and illegal drugs.

- 1) The board of a school district or board of directors of a public school academy shall ensure that its policies concerning a pupil's eligibility for participation in interscholastic athletics include use of a performance-enhancing substance by the pupil as a violation that will affect a pupil's eligibility, as determined by the board or board of directors. The governing body of a nonpublic school is encouraged to adopt an eligibility policy that meets the requirements of this section.
- 2) For the purposes of this section, the Department of Community Health shall develop, periodically update and make available to school districts, public school academies and nonpublic schools a list of performance-enhancing substances. The Department of Community Health shall base the list on the list

of banned drugs contained in the Bylaws of the National Collegiate Athletic Association.

### **Public Acts 342 AND 343 (2012) Concussion Awareness in Non-MHSAA Sports Activities**

The law mandates that the Michigan Department of Community Health (MDCH) establish a concussion awareness website for youth sports sponsoring organizations (including schools) with educational material in non-MHSAA sports activities including physical education, intramurals, out-of-season activities, as well as out-of-season camps or clinics.

- Adult coaches must complete a one-time designated online concussion awareness course and the sponsoring organization maintain a record of completion.
- Students and parents must review concussion material and the organization maintain an acknowledgement of this material until age 18 or the student discontinues the activity.
- Participants with a suspected concussion must be withheld from activity and evaluated by an appropriate health care provider and not be returned to activity until written approval is provided by an appropriate health care provider. For MHSAA practices and competition, an MD or DO must provide written return to play. See MHSAA Concussion Protocol on Page 111.

\*\*\*The MDCH Website is accessible through MHSAA.com Health & Safety Page or directly at [michigan.gov/sportsconcussion](http://michigan.gov/sportsconcussion)

### **Grievance Procedures**

#### **Grievance Procedures for:**

- Title VI of the Education Amendment Act of 1972
- Title IX of the Education Amendment Act of 1972
- Section 504 of the Rehabilitation Act of 1973

#### **Section I**

If any person believes that the Forest Hills Public School District or any part of the school organization has inadequately applied for principles and/or regulations of (1) title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Christine Annese,  
Assistant Superintendent of Human Resources  
Forest Hills Public Schools  
6590 Cascade Road, SE, Grand Rapids, MI 49546  
(616) 493-8805

## **Section II**

The person who believes he/she has a valid basis for grievance may discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a single statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### Step 3

Further appeal or inquires concerning the non-discrimination may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

The local coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

## **Notice of Nondiscrimination Policy**

It is the policy of the Forest Hills Public School District that no person shall on the basis of race, age, color, religious, national origin, sex (including sexual orientation and transgender identity), or disability, height, weight, marital or family status, ancestry, genetic information, or any other legally protected category, be excluded from participation including employment.

Any questions concerning Title IX of the Educational Amendments of 1972, exclusive of athletic issues, which prohibits discrimination on the basis of sex, or inquiries to Section

504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Christine Annese  
Assistant Superintendent of Human Resources  
6590 Cascade Road, SE  
Grand Rapids, Michigan 49546  
Telephone: 616-493-8805