



FHPS

9-12

FAMILY/STUDENT HANDBOOK

Revised 9/6/2017



All learners achieving individual potential

Central High School



Eastern High School



Northern High School



Administration Office
6590 Cascade Rd. SE Grand
Rapids, MI 49546
616-493-8800
www.fhps.net

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VISION

Forest Hills Public Schools...all learners 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 build 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 parents 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 others' intentions are good
- keeping promises
- demonstrating good stewardship

Dear Families:

This student handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your family. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the school principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised after June 30 of the calendar year, the language in the most current policy or administrative guideline prevails.

FOREST HILLS PUBLIC SCHOOLS DIRECTORY

Administration Building

6590 Cascade Road SE
Grand Rapids, MI 49546
(616) 493-8800

Daniel Behm – Superintendent
Christine Annese – Assistant Superintendent for Human Resources
Julie Davis – Assistant Superintendent for Finance and Operations
Margaret Fellingner – Assistant Superintendent for Instruction

Board of Education

(616) 493-8800

Mary Vonck – President
Martha Atwater – Vice President
Susan Lenhardt – Secretary
Walter Perschbacher III – Treasurer
Suzanne Callahan – Trustee
Nicole Meloche-Gregory – Trustee
Michael Seekell – Trustee

Locations

Central High School
5901 Hall Street SE
Grand Rapids, MI 49546
(616) 493-8700

Eastern High School
2200 Pettis NE
Ada, MI 49301
(616) 493-8850

Northern High School
3801 Leonard NE
Grand Rapids, MI 49525
(616) 493-8600

Student Services (Special Education)
Mrs. Jann VanAirsdale
3787 Leonard NE
Grand Rapids, MI 49525
(616) 493-8660

Food Service
160 Alta Dale SE
Ada, MI 49301
(616) 493-8774

Transportation Department
6001 Hall SE
Grand Rapids, MI 49546
(616) 493-49546

FOREST HILLS PUBLIC SCHOOLS WEBSITE: www.fhps.net

CURRENT DISTRICT CALENDAR

START AND END TIMES

SCHOOL	START	END
Central High School www.fhps.net/high-schools/central/	7:40 a.m. (Zero Hour 6:40)	2:45 p.m.
Eastern High School www.fhps.net/high-schools/eastern/	7:35 a.m. (Zero Hour 6:40)	2:45 p.m.
Northern High School www.fhps.net/high-schools/northern/	7:40 a.m. (Zero Hour 6:40)	2:45 p.m.

FAMILY INVOLVEMENT

The Board of Education recognizes and values parents and families as a student's first teachers and decision-makers in education. The term "families" is used in order to include students' primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their students generally results in higher academic achievement, improved student behavior, and reduced absenteeism.

Through this policy, the Board directs the establishment of a Family Involvement Plan by which a school partnership can be established and provided to the parent of each students in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Family Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

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

B. Effective Communication

1. Providing information to families to support the proper health, safety, and well-being of their students.
2. Providing information to families about school policies, procedures, programs, and activities.
3. Promoting regular and open communication between school personnel and students' family members.
4. Communicating with families in a format and language that is understandable, to the extent practicable.

5. Providing information and involving families in monitoring student progress.
6. Providing families with timely and meaningful information regarding Michigan's academic standards, state, and local assessments, and pertinent legal provisions.
7. Preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. Providing volunteer opportunities for families to support their student's school activities.
2. Supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school.
2. Working with families to establish learning goals and help their students accomplish these goals.
3. Helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision-making and Advocacy

1. Involving families as partners in the process of school review and continuous improvement planning.
2. Involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. Building constructive partnerships and connecting families with community-based programs and other community resources.
2. Coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their student's education, growth, and development.

PARENT/GUARDIAN ROLE IN STUDENT CONDUCT

The Board needs parents/guardians to assume and exercise responsibility for their student's behavior, including the behavior of students who have reached the legal age of majority (eighteen [18]), but are still supported by the parents. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the students, the Board encourages parents to support their student's career in school by:

- Working with school staff to develop and implement strategies to help their student achieve the appropriate learning outcomes;
- Providing a home environment, which encourages learning and augments the learning experiences provided by the school;
- Supporting the learning outcomes for their student with the goal of developing a responsible, adult member of society;
- Supporting a consistent and shared approach to student guidance and discipline;
- Providing for the proper health, safety, and well-being of their student;

- Assisting school staff to develop their student's English language proficiency;
- Participating in school functions, organizations and committees;
- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- Requiring their student to observe all school rules and regulations;
- Supporting or enforcing consequences for their student's willful misbehavior in school;
- Sending their students to school with proper attention to their health, personal cleanliness, and dress;
- Maintaining an active interest in their student's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning them promptly when requested;
- Cooperating with the school in attending conferences set up for the exchange of information about their student's progress in school, and by attending school open houses or curriculum nights;
- Ensuring that students attend school consistently and arrive/depart on time.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

Adult students (age 18 years or older) must follow all school rules. If residing at home, adult students should include their families in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility taken very seriously by our staff. All staff members are familiar with emergency procedures such as fire, lockdown, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

INJURY AND ILLNESS

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

All injuries must be reported to a teacher or the office. The school makes every effort to prevent accidents.

When they do occur, first aid is given and parents/guardians will be notified as quickly as possible. If an emergency situation is apparent, 911 will be called and emergency responders are expected to respond and treat as necessary. Any treatment beyond first aid is entirely the parent or guardian's responsibility. As soon as the parents/guardians have been notified, it is expected they will take full charge of the student and see that proper medical attention is obtained. Parents must complete emergency forms at the beginning of each school year and are responsible for keeping the information updated.

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.***

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.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been

expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal, or until the expiration of the period of expulsion or removal, which the student would have received in the District had the student committed the offense while enrolled in the District.

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 during the first five (5) days of each semester. Any course dropped will be graded or recorded on the student's permanent record/transcript according to the following:

1. Any course dropped by the 5th day of the semester will be dropped without record.
2. Any course dropped after the 5th day of the semester 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.

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.

TRANSFER 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 FROM SCHOOL

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

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions regarding immunizations or waivers should be directed to the Health and Wellness Coordinator at (616)493-8635 or [click here](#) to visit the Health and Wellness webpage on our website.

Immunization requirements for students entering kindergarten, seventh grade or student entering a new school district in Grades 1-12 are outlined on the [Health and Wellness webpage](#) on the district website.

If you have a religious or medical reason why your student cannot be immunized, a certified waiver from the Kent County Health Department must be completed and signed before starting the first day of school (for required immunizations only).

You are encouraged to discuss these changes with your healthcare provider or local Health Department.

Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the student from attendance. Please call the FHPS District Health and Wellness Coordinator at 493-8635, if you have any concerns or questions.

HEALTH CARE NEEDS

If your student has a medical condition such as diabetes, epilepsy, asthma, acute allergies (food, insect bites, animals), or a physical disability, and/or requires treatments or procedures during school hours, please inform a school staff member prior to the first day of school.

An Emergency Care Plan (ECP) is needed for those students with potential complications such as allergies, asthma, seizure disorder, or diabetes. The ECP must be signed by both the physician and the parent/guardian. See your school secretary for forms.

USE OF MEDICATIONS (Prescribed and Over the Counter (OTC)/Treatments)

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

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

Students should only possess a single daily recommended dose of prescribed medication at any time.

Before any prescribed medication or treatment may be administered to any student during school hours, the District shall require the written prescription and instructions from the student's physician accompanied

by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the District shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her student.

For the safety of your student, Forest Hills has a medication/treatment policy, which requires signatures from either the healthcare provider and/or the parent/guardian before any medication (including OTC) or treatment may be administered by an authorized school staff member. See your school secretary for a copy of the form(s), which you may present to your healthcare provider.

We are committed to the development of prevention programs that ensure effective responses to urgent and emergent health problems of students in the school community. We invite you to direct your questions to your student's school office staff, or the Health and Wellness Coordinator at (616) 493-8635.

Administration of medication by injection, rectal, pump, inhalation or ultrasonic Nebulizer will be individually planned with the student's parent/guardian, Health and Wellness Coordinator, health care provider, building office staff, and principal.

School personnel are not permitted to honor independent requests from a parent/legal guardian to administer medication other than as specified on the medication authorization form.

Any change in medication, dosage, or directions will require the completion of a new Medication Authorization Form.

All signatures, including health care provider, parent/guardian, must be original and handwritten. Faxed Medication Authorization Forms requiring a health care provider's signature must be sent directly to the school from the health care provider's office.

In those circumstances where a student must take **ANY** medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Authorization Form must be filed with the respective building principal's office staff before the student will be allowed to begin taking any medication during school hours.
- Medication that is brought to the office will be properly secured.
- All prescription medication must be delivered to school by the parent/guardian or other authorized adult, in the current original container with an unaltered prescription label attached. A two to four (2-4) week supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies/reactions or asthma.
- Any unused medication unclaimed by the parent or guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parent(s) or guardian shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent/guardian written permission release.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified by the Health and Wellness Coordinator and local health department.

Please notify the school office if your student develops a communicable disease.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question may have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

As required by federal law, parent(s)/guardian may be requested to have their students blood checked for HIV, HBV, and other blood-borne pathogens when the student has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

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

A student may be eligible to access special education or 504 accommodations through the proper evaluation procedures. Parent/ guardian involvement in this procedure is important and required by federal (IDEA) and state law. Contact your school counselor or principal to inquire about school and district interventions and evaluation procedures.

SPECIAL EDUCATION SERVICES

Programs and services are offered to students who are found eligible for special education. Programs include resource and categorical classrooms. Related services may include teacher consultant support, speech and language, social work, occupational therapy, and/or physical therapy as determined by an individualized educational plan. Students identified for special education programs and/or services must meet state and federal eligibility guidelines. Parents/guardians who suspect their student may have a disability should contact the school counselor or principal for further consultation.

STUDENT RECORDS AND DIRECTORY INFORMATION

Directory information includes: a student's name; address; telephone number; date of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers for inclusion in school or PTO directories; and, school photographs or videos of students participating in school activities, events or programs. The School District maintains many student records including both directory information and confidential information.

Directory information may be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents/Guardians may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the principal. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Human Resources Department.

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

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

A student's cumulative file may include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

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

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

SURVEYS

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the parent to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents.
- Mental or psychological problems of the student or his/her family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or his/her parents.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.
- The administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Officer for Forest Hills Public Schools will administer both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint first with:

Christine Annese
 Assistant Superintendent for Human Resources
 6590 Cascade Road SE, Grand Rapids, MI 49546
 616-493-8800
cannese@fhps.net

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

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

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

FERPA@ED.Gov and

PPRA@ED.Gov

STUDENT FEES, FINES, AND SUPPLIES

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

Fees may be waived in situations where there is financial hardship. Please contact school principal for more information.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Other students may need the use of these materials.

STUDENT FUNDRAISING

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

Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by or for a parent group, booster club, or community organization on school property without the approval of the principal.

STUDENT VALUABLES

Students are encouraged to secure items of value they bring to school. Items such as cell phones, computers, jewelry, expensive clothing, electronic equipment, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The school is not responsible for resolving claims for losses or damages caused by other students.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in class and review materials when arrangements have been made in advance with the principal. Because classroom visitations can be distracting to students, visits are subject to reasonable restrictions and limits.

FOOD SERVICE

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

Please visit our website to download the interactive school menu app or [click here](#).

Cafeteria/Commons Regulations

The cafeteria is available to all students during their assigned lunch period. Any student who eats at school must eat in the cafeteria. Students are expected to properly dispose of refuse in the appropriate containers and leave their area clean and suitable for lunch use by other students. Food is to remain in the cafeteria, and is not to be eaten in hallways or classrooms. Applications for the school's Free and Reduced-Priced Meal program are available to all students. Any questions regarding this program should be directed to the District Director of Food Service.

FIRE, LOCKDOWN, AND TORNADO DRILLS

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

EMERGENCY CLOSINGS AND 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, 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 student 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.

Tornado Watch – A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. When the National Weather Service issues a tornado watch, the District will do the following:

- Continue a normal school day schedule. School will not be dismissed and dismissal time will be at the regular time even if the watch is still in effect.
- Move recess and other scheduled outdoor activities to inside the building.
- Ensure that a staff member in each building continuously monitors official weather bulletins and local radar while students are in the school or on the premises.
- Consider the impact of storm fronts and squall lines on the transportation of students; transportation times may be altered to avoid transporting students during a thunderstorm when a tornado watch is in effect.
- Cancel or postpone after-school activities and athletic events if the watch is issued prior to the start of these activities.

- Designate a staff member to monitor weather bulletins and local radar if a watch is issued during after-school activities and athletic events (these events may be halted at the discretion of the on-site supervisor)

Tornado Warning – When the National Weather Service issues a tornado warning for any region encompassed by the geographical area of the Forest Hills Public Schools, the District will do the following:

- Issue the tornado warning alert/alarm/ announcement.
- Move people to designated shelter areas.
- Continuously monitor weather bulletins and local radar.
- Suspend all routine operations until the warning has expired (this may include delay of the starting and ending of the school day).

We urge parents to refrain from coming to school to pick up their student during a tornado warning. The process of checking a student out of school diverts the attention of staff when their presence is needed to perform other important tasks during a warning.

Finally, students take their emotional cues from the caring adults in their lives. Please discuss with your family what should be done during periods of threatening weather. Severe weather watches and warnings are a common aspect of living in Michigan, and students are able to learn to calmly and deliberately respond to tornado watches and warnings.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain and display a pass. Any visitor found in the building without a pass shall be asked to report to the main office. 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.

PARKING

Parents/Guardians and other visitors are requested to park in the designated parking areas. Cars should not interfere with the operation of school buses and/or emergency vehicles. Please obey handicapped parking regulations. Be aware that the yellow lines indicate fire lanes and cars may be ticketed. Each building has its own procedure for parking, student pickup, and student drop-off.

PARKING LOT SAFETY

Due to heavy traffic in the immediate school area, students should exercise caution at all times when walking or driving on school property. Students boarding buses should be especially careful to follow all safe boarding practices. Should a student be aware of any accident or dangerous situation, s/he should notify any staff member immediately. **Students and parents are requested to utilize the designated**

pick-up and drop-off area located on the south side of the building. Due to heavy traffic flow, parents are requested not to linger in the drive.

MEDIA CENTER

The media center is open daily for use by students and staff. Students are encouraged to check out books and other materials. Books may be checked out for one week and renewed as needed.

If a book is lost or destroyed while checked out, that student is responsible for paying the replacement cost of the book.

LOST AND FOUND

Students who have lost items should check with the lost and found and may retrieve their items. Unclaimed items will be given to charity with advance notice.

If items are left on a bus, check with the Transportation Department at (616)493-8785. Lost items are kept on each bus for several days but unclaimed items or valuables are brought into the Transportation Department and placed in the lost and found, and like at the schools, unclaimed items are given to charity periodically throughout the school year.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property.

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

STUDENT I.D./DATA CARD

Students are required to have their ID cards in their possession during the school day or at any school activity. ID cards may be used for the computer lab, media center, and as a debit card in the cafeteria. Replacement cost for lost ID cards is \$5.00. Students must present their ID when requested by school personnel.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from school administration. The school's administrator's will try to respond to requests for approval within 24 hours of their receipt. Information regarding outside activities is available in the main office.

STUDENT ACTIVITIES AND DANCES

Students who wish to initiate a school-sponsored activity or club must submit an application for permission to the principal's office. Students are encouraged to become involved in club, class, and school activities of all types. 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 after 9:00 p.m.
6. Dances will terminate promptly at 11:00 p.m. Exceptions will be made for special occasion dances.
7. No student will be permitted to leave and re-enter a dance.
8. Loitering in the parking lot is not permitted.
9. Students must be in positive attendance for students to attend activities and dances.

SECTION II – ACADEMICS

EDUCATIONAL FIELD TRIPS

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

Students on authorized school trips are considered “in attendance” and are expected to make up missed classroom assignments. Students’ participation in field trips is subject to the approval of school administration based on academic and/or disciplinary concerns.

ACADEMIC REPORTING

Common grading scale can be found [here](#) .

Grade Policy for Repeated Courses

To encourage a student to repeat a course in which s/he has not demonstrated a satisfactory level of achievement, 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). Note: both grades for the course will remain on the transcript. A student will receive credit for the class only once for each semester passed.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school’s computer network and the Internet, s/he and his/her adult family member must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. A copy of the School District’s *Responsible Computer, Network, and Internet Use Agreement* and the requisite digital signature form are located on the district’s website

where it can be electronically signed at the start of each school year. The digital citizenship webpage can be found on our website or [click here](#) to access the page directly. The acceptable use policy can be found [here](#).

ENGLISH LEARNERS (EL)

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

Please note that the district website (www.fhps.net) can be translated by using the “select language” field in the lower right corner of all webpages.

STUDENT ASSESSMENT

The link to MDE State Assessments can be found [here](#).

SECTION III – STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and 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.

Notification of Absence

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:

- Illness
- Recovery from an accident
- Required court attendance
- Professional appointments if unable to schedule after school hours
- Funerals
- Religious Observance
- School field trip
- College visit (2 per year) junior/senior: prior approval needed/signed college form after visit

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.

Parents must provide an explanation for their student's absence within two school days. They are to call the Attendance Office at their school and explain the reason for the absence. If the absence can be foreseen the parent should arrange to discuss the matter with the Attendance Office as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

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.

Suspension from School

Absence from school due to suspension shall be considered a "suspension absence" and not counted toward truancy or chronic absenteeism.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return to school. Assignments may be obtained from the Attendance Office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. All work must be completed within the number of days suspended (i.e. if suspended out of school for three days, student has three days to make up the work).

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Unexcused Absences and Truancy

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state.

No credit shall be given for any school work not completed as a result of truancy.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. 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:

- 1st and 2nd tardy will receive a warning from the teacher
- 3rd 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.

Vacations During the School Year

Parents are discouraged from taking their student out of school for vacations. When a family vacation must be scheduled during the school year, the student must receive a permission form from the Attendance Office and have it signed by all of her/his teachers. The form must be returned to the Attendance Office no less than five days prior to the scheduled absence if the absence(s) are to be excused. When a pre-arranged absence is requested, the student must arrange to make up assignments, tests, or quizzes prior to leaving.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students with an excused absence from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the Attendance Office as soon as possible to obtain assignments.

It is the responsibility of the student to ask for make-up work/tests upon returning from an absence. Students with excused absences will be given “assignment make-up” days equal to the number of days absent. Homework, major projects, and tests assigned or announced prior to the absence will be due or made-up on the day of return, unless other arrangements are agreed upon with the teacher. Families may call the Attendance Office to arrange for homework assignments if the absence is expected to exceed three days. If this situation occurs, please allow at least twenty-four hours advance notice in order for teachers to gather homework material.

CHEATING POLICY

Cheating is defined as acquiring improper access to answers on a test, quiz or exam, or violating rules or agreements established by the teacher. Examples of cheating include, but are not limited to, the following:

1. Copying answers from another student’s homework, test, quiz, etc.
2. Knowingly supplying another student with answers for any classroom assignment or test.
3. Plagiarism on a term paper or other written material.
4. Using notes, cheat sheets or any other device on a written response without the instructor’s expressed permission.
5. Taking a copy of a test, exam, quiz, etc. from the teacher’s desk and/or room without the permission of the instructor. This act may also warrant additional disciplinary action.
6. Using an online translator to produce work for a foreign language class.
7. Using another author’s work without attribution (from hard document or internet sources).

In an effort to establish a uniform school policy regarding cheating as it applies to academic achievement in the classroom, the following policy is maintained by every staff member.

AFTER VERIFICATION OF CHEATING:

The first incident may result in a penalty of a “zero” on the assigned project, report, term paper, test, quiz or assignment. The parents are notified by verbal and/or written verification within 48 hours of the incident. Parents and students are informed that if the incident should occur again, a failing grade for the semester may be given.

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

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

Dress Code

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts or distracts the educational process or presents risk to themselves or others, they may be removed from the educational setting or provided with alternate clothing to wear.

Electronic Devices

Technology can enhance student learning when implemented and used appropriately; however, technology devices can also be a distraction to student learning. Electronic devices may be used in the classroom when the teacher permits. At all other times, electronic devices are not permitted for use during instructional time. Failure to turn over your electronic device upon request will be considered insubordination and may result in disciplinary action, up to and including suspension from school.

If devices become a distraction, they will be confiscated.

- First offense, the student may pick up his/her device from an administrator at the end of the day.
- Second offense will result in the confiscation of the property until claimed by a parent.
- Third offense will result in the confiscation of the property and/or meeting with parents, and/or one day of in-school suspension and thirty days of social probation, which prevents a student from attending school dances, athletic events, and other school functions at home or away.

Electronic devices may be used in common areas during non-instructional time.

Reminder: The school prohibits the use of any video device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing is also prohibited.

Student Driving and Transportation

Students who do not reside in the Forest Hills school district must utilize private transportation both to and from school. Full responsibility for this transportation must be assumed by the parents of the attending student. Unless a student is involved in a school-sponsored activity, it is expected students will depart promptly at the end of the school day.

Applications for a permit to drive may be obtained from the school office. Students are reminded that driving to, and parking on, school property is a privilege which can be revoked at any time. All students who drive to school must register their cars. A district sponsored parking fee of \$35.00 will be charged each student who parks his/her vehicle on school grounds. Parking permits must be displayed on the vehicle at all times.

Students who drive to school are expected to adhere to the following policies:

1. Students who drive vehicles on campus must register all vehicles.
2. Students who drive vehicles on campus must park in the area designated for student parking. PARKING IN THE AREA DESIGNATED FOR FACULTY/STAFF OR VISITORS MAY RESULT IN A TEMPORARY LOSS OF DRIVING PRIVILEGES.
3. Students must lock their vehicles on arrival, and must remain out of the vehicle until the conclusion of the school day (which INCLUDES LUNCH). Students are not to linger within vehicles upon arrival at school.
4. Any vehicle brought on District premises by a student may be searched when the administrator has reasonable suspicion to justify the search (this includes students leaving campus without prior approval and following the appropriate sign out procedures). Random canine searches of parking lots will also occur throughout the school year.
5. Students are not allowed to drive off campus during the lunch period.
6. Students are required to operate the vehicle in an entirely legal and safe manner at all times. Please observe the posted speed limit at all times on school property.
 - a. RECKLESS OR NEGLIGENT DRIVING MAY RESULT IN IMMEDIATE AND PERMANENT LOSS OF ON-CAMPUS DRIVING PRIVILEGE.
 - b. PENALTIES FOR VIOLATIONS OF STUDENT DRIVING AND PARKING REGULATIONS MAY RESULT IN TEMPORARY OR PERMANENT LOSS OF DRIVING PRIVILEGES AND/OR DETENTION TIME AND/OR "THE BOOT." Removal of the boot will only be initiated after consequences have been assigned or fees charged.
7. The High School reserves the right to deny, revoke, or suspend a student's driving privilege.

Closed Campus

It is a district policy that students may not leave campus at any time during the school day without permission, including lunch periods. A STUDENT LEAVING CAMPUS WITHOUT AUTHORIZATION/SIGNING OUT MAY BE ISSUED A SUSPENSION, AND MAY ALSO LOSE ON-CAMPUS DRIVING PRIVILEGES. Students leaving campus without permission may be immediately subjected to a search.

Procedure for Student Leaving School:

Parents must call the attendance office to excuse their child with time, date and reason, or student must have a written note from parent stating the time and date of appointment. Please submit this information in the morning to the Attendance Secretary. The attendance office will issue the student a pass with the

time and date. The student can show his/her teacher the pass in order to leave on time for their appointment. The student will then sign out at the attendance office before leaving the building. When the student returns to the building, they must sign-in at the attendance office.

Consequences for failing to follow correct procedures for leaving school:

- **First Offense:** Detention and loss of driving privileges for both driver and passenger(s) for 10 school days.
- **Second Offense:** Detention and loss of driving privileges for both driver and passenger(s) for 20 school days.
- **Third Offense:** Detention and loss of driving privileges for both driver and passenger(s) for the remainder of the semester.

Liability: The school is not liable for any problems that may occur on or off campus when a student leaves the building. The school is not liable for any students that might be in the car of a student driver with or without parental permission.

To ensure the safety of all students during the school day, it is imperative that these procedures are followed!

CAFETERIA/COMMONS REGULATIONS

The cafeteria is available to all students during their assigned lunch period. Any student who eats at school must eat in the cafeteria. Students are expected to properly dispose of refuse in the appropriate containers and leave their area clean and suitable for lunch use by other students. Food is to remain in the cafeteria, and is not to be eaten in hallways or classrooms. [Applications](#) for the school's Free and Reduced-Priced Meal program are available to all students. Any questions regarding this program should be directed to the District Director of Food Service.

STUDENT I.D./DATA CARD

Students are required to have their ID cards in their possession during the school day or at any school activity. ID cards may be used for the computer lab, media center, and as a debit card in the cafeteria. Replacement cost for lost ID cards is \$5.00. Students must present their ID when requested by school personnel

STUDENT DISCIPLINE CODE

The school staff is committed to providing a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts of the situation. The district supports the utilization of Restorative Practices for community building and conflict resolution. Restorative Practices will be utilized as part of the disciplinary procedures when appropriate.

Policy Regarding Detention/Suspension

Detention: After School

Students may be required to remain before/after school for inappropriate behavior. Such detentions must be served within three (3) school days of the violation. Detention time will be supervised by a staff member and can be used for study or work around the building. Students who refuse to serve a detention may be suspended from school or suspended from class until the detention is served.

Students Subject To Short-Term Suspension (Less Than 10 Days)

When a student suspension of 10 days or less is being considered by an administrator, the student must

be notified of the charges against him/her and given the opportunity to respond prior to the implementation of the assigned disciplinary action. The principal or assistant principal will then make the suspension decision. Parents will be notified of the suspension within one day. The decision may be appealed to the Assistant Superintendent within two days of the suspension notification. The student may not remain in school during the appeal process; but may make up work missed while on suspension.

Students Subject To Long-Term Suspension (More Than 10 Days)

A student and his/her guardian must be given notice of the intention to suspend or expel and for what reasons and be notified to appear before the Assistant Superintendent or Superintendent (expulsions). The student and/or his/her guardian must be provided a brief description of the student's rights, the hearing procedure and a list of witnesses who will provide testimony. The Board shall act on any appeal. A hearing before the Board may be private, but the Board must act publicly. If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary actions as well as to action by the community's legal system. These are separate jurisdiction and do not constitute double jeopardy (being tried twice for the same crime.)

In-School Suspension

The Alternative Learning Environment room is for students who might ordinarily be suspended from school or for those who are experiencing behavioral difficulties in one or more classes. All privileges are suspended; no classes are attended. Students are placed in a room designed for corrective purposes, and will be supervised while completing assignments. They will receive full credit for assignments completed, including tests and exams. Students are encouraged to arrive at school early on the day of their in-school suspension to receive directions and assignments from their teacher.

Detention: Snap Suspension

Teachers may suspend students from a subject, class, or activity for up to one day when a student engages in inappropriate behavior that includes, but is not limited to the following: 1) acts of aggression towards himself or others, 2) possession of a dangerous weapon as defined in Section 1313 of the Michigan Revised School Code, 3) profane or vulgar comments (oral or written) toward a classroom teacher, 4) a student engages in inappropriate physical contact of a sexual nature, or 5) a disruption of the educational process by behaving inappropriately.

Acts of Misconduct and Consequences

Category 1: Mildly Disruptive, Committed Without Malice, and Not Purposely Disrespectful

Consequences:

Minimum: Conference with Teacher and/or Administrator

Maximum: In-school suspension for flagrant or repeated violations

1. Running and/or making excessive noise in the hall or building
2. Littering
3. Improper dress (e.g., bare feet; immodest, extreme or exhibitionistic dress, clothing displaying obscene messages) Participating in unacceptable suspension for flagrant or physical contact (e.g., kissing, repeated violations rough play, etc.)
4. Failure to carry out directions
5. Unauthorized use of electronic equipment

Category 2: Deliberately Disruptive and/or Purposely Disrespectful Behavior

Consequences:

Minimum: Conference with Teacher and/or Administrator and/or detention

Maximum: In-School suspension or out of school suspension for flagrant or repeated violations

1. Tardiness or unexcused absence(s)
2. Throwing objects
3. Posting or distributing unauthorized materials on school grounds
4. Leaving school grounds without permission
5. Using or displaying profane, obscene, indecent, immoral or offensive language, gestures, or materials
6. Harassing other students
 - a. 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.

- b. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.
- c. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, computer or wireless hand held device), 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.
- d. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to Christine Annese, Assistant Superintendent of Human Resources at the administrative office, phone 1-616-493-8805. Complaints will be investigated in accordance with board policy.
- e. Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.
- f. 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 an employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.
- g. 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 intentional false reports may result in disciplinary action as indicated above.
- h. 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.
 - i) **Harassment**
 - (1) submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
 - (2) submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
 - (3) the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.
 - ii) **Sexual Harassment**, may include, but is not limited to:
 - (1) verbal harassment or abuse;
 - (2) pressure for sexual activity;
 - (3) repeated remarks with sexual or demeaning implications;
 - (4) unwelcome touching;
 - (5) sexual jokes, posters, cartoons, etc.;
 - (6) suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
 - (7) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
 - (8) remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

7. Hazing
 - a. 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.
 - b. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
 - c. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
 - i) Illegal activity, such as drinking or drugs;
 - ii) physical punishment or infliction of pain;
 - iii) intentional humiliation or embarrassment;
 - iv) dangerous activity;
 - v) activity likely to cause mental or psychological stress;
 - vi) forced detention or kidnapping;
 - vii) undressing or otherwise exposing initiates.
8. Bullying other students
 - a. It is the policy of the District to provide a safe and nurturing educational environment for all of its students.
 - b. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.
 - c. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.
 - d. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.
 - e. This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.
9. Cheating (see “Cheating Policy”)
10. Loitering - repeated violations
11. Displaying any behavior which is disruptive to the process of instruction, including disobedience
12. Disruptive behavior on a school bus
13. Parking violation (see “Student Parking”)
14. Gambling
15. Being in restricted areas

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

Consequences:

Minimum: In-school suspension

Maximum: Out of school suspension for flagrant or repeated violations

1. Truancy
2. Using profane, obscene, indecent, suspension immoral or offensive language and/or gestures; making propositions
3. Interfering with school authorities or programs through walk-outs or “sit-ins”
 - a. Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Administration to discuss the proper way to plan such an activity.
 - b. Students who disrupt the school may be subject to suspension or expulsion.
4. Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Administration to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
5. Displaying disrespect toward school personnel
6. Forgery/falsifying information
 - a. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.
 - b. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
7. Exhibiting any hostile actions (i.e., inciting a fight or other disruptive behavior)
8. Failure to identify self or present student ID to school personnel

Category 4: Extremely Disruptive and/or Illegal Behavior

Consequences:

Minimum: Out of school suspension

Maximum: Expulsion and/or arrest

1. Fighting
2. Vandalism/criminal damage to property
3. Use of intimidation, coercion, or force (i.e. hate crime)
4. Theft – When a student is caught stealing school or someone’s property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.
5. Trespassing - Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
6. Possession and/or sale of stolen property
7. False activation of fire alarms, bomb threats, etc.- A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
8. Threat or use of hostile actions toward school personnel
 - a. Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to

- expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”
- b. Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
9. Arson - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
10. Tobacco products or electronic cigarette products
- a. Smoking (tobacco and electronic cigarette) and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity.
 - b. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.
 - c. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes and use of any electronic cigarettes
 - d. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.
 - e. Possession will be subject to a minimum one-day suspension and a 30 day social probation.
 - f. Use and/or distribution on school property or at school events will be subject to a minimum two-day suspension and a 30 day social probation.
11. Possession, use or distribution of illegal or dangerous substances or drug look-a-likes
- a. A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.
 - b. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.
 - c. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
 - d. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.
 - e. Use of Breath-Test Instruments
 - i. The Administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.
 - ii. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.
 - iii. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

- iv. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.
 - f. Possession of alcohol on school grounds or at a school event will be subject to a minimum three-day suspension and a 60 day social probation.
 - g. Consumption, under the influence, or distribution of alcohol on school grounds or at a school event will be subject to a minimum five-day suspension and a 90 day social probation. .
 - h. Possession of, consumption, or under the influence of drugs will be subject to a minimum five-day suspension and a 90 day social probation. .
 - i. Distribution or sale of drugs will be subject to a recommendation for expulsion.
 - j. Repeated violations of the drug policy may result in a recommendation for expulsion.
12. Use, possession of, and/or concealing a weapon or item which may be considered to be used as a weapon
- a. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
 - b. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:
 - i. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
 - ii. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
 - iii. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.)
 - c. Any object that is used to threaten harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
 - d. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
13. Extortion or robbery – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
14. Violations related to sexual crimes or sexual activities (includes but not limited to “sexting”).
15. Possession, concealment, or use of an explosive device – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion
16. Possession, concealment, or use of an unauthorized electronic device

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed:

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Assistant Superintendent of Human Resources. The request for an appeal must be in writing.

During the appeal process the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. The decision of the Assistant Superintendent is final.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

In addition to the procedures described above, a student facing a long-term suspension (more than ten (10) days) or expulsion is entitled to a hearing before the Superintendent. Prior to the hearing, the student will receive a formal letter of notification addressed to the parents/guardians which will contain:

- the charge and related evidence;
- the time and place of the meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the superintendent (or his/her designee) during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. The Board shall act on any appeal, which must be submitted in writing. The hearing may be private, but the Board must act publicly.

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

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

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concern, and grievances may be directed to the principal or top the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION IV – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the Transportation Department at 616-493-8785.

Students may only ride assigned school buses and must board and depart from the bus at his or her assigned bus stop. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal or supervisor of transportation or designee.

The school principal, in cooperation with the director of transportation or designee, may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change. Day-to-day changes in a student's bus assignment are reserved for emergency situations.

Please visit our website or [click here](#) to review the bus rider rules and regulations.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Previous to Loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (five minutes prior to scheduled stop), drivers will not wait for students who are not at their designated stops on time.
- Stay off the road at all times while walking to and waiting for the school transportation.
- Line up single file off the roadway to enter.
- Keep back a safe distance (approximately 20 feet) away from where the vehicle comes to a stop.
- Wait until the school transportation is completely stopped before moving forward to enter.

- No running, playing, pushing, or shoving while waiting.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their student will not be aboard school transportation. The bus will not wait.

During the Trip

Each student shall:

- Remain seated while the vehicle is in motion.
- Keep head, hands, arms, and legs inside the school vehicle at all times.
- Not litter in the school vehicle or throw anything from the vehicle.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to other riders.
- Not tamper with the school vehicle or any of its equipment.

Leaving the Bus

Each student shall:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions have been recorded on video, the video may be submitted to the principal and may be used as evidence of the misbehavior. Since these videos are considered part of a student's record, they can be viewed only in accordance with federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SECTION V – STUDENT ACTIVITIES

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.

Student Attendance at School Events

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

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, genetic information, or national origin, while at school or a school activity should immediately contact:

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

Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Assistant Superintendent for Human Resources can provide additional information concerning equal access to educational opportunity.

ATHLETIC HANDBOOK FOREST HILLS PUBLIC SCHOOLS

Mission Statement

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

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

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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. 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 an 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.

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.

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 and encouraged 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. 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 requires 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.

Insurance:

Forest Hills Public Schools provides 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. Please [click here](#) for additional information.

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

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 son or daughter 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 son/daughter 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 son/daughter 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 you student-athlete, mentally and physically.
2. Ways to help your son/daughter to improve.
3. Concerns about your student-athlete's behavior.

It is very difficult to accept if your son/daughter 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 son/daughter 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 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 tobacco in any form;
- Use, possession or being under the influence of alcohol in any form;
- Use, possession or being under the influence of a controlled substance (illegal or prescription drug) other than as prescribed by a physician;
- Actions, in or out of school, 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 at the first tryout or practice (if there are no tryouts scheduled). Athletes and parents/guardians will receive a copy of the team rules during the ***required Parent 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 guardian and the student within five school days after the decision is made.

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 within five working days.

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

Group I Violation:

- Quitting a team after the first schedule competition

Group I Penalties

- First violation will result in exclusion from competition for a minimum of 10 percent of the season of participation. Pay to participate fee will not be refunded.

Group II Violations:

- Use or possession of tobacco in any form; includes electronic cigarettes, paraphernalia
- Use, possession or being under the influence of alcohol
- Use, possession or being under the influence of a controlled substance (other than as prescribed by a physician);
- Actions, in or out of school, which would bring disfavor upon the school including hazing.
- Actions, in or out of school, which would be deemed misdemeanors under the criminal code.

Group II Penalties:

- First violation will result in exclusion from competition for a minimum of 25 percent of the scheduled competitions in that sport. If the suspension is not completed in one sport, it will be carried over to the next sport in which the athlete participates.
- Second violation will result in exclusion from competition for one season (100%). Your suspension must be served in a high school sport that you have previously participated in, grades 9-12. Reduction of this consequence is not available.
- Third violation will result in elimination from athletics for one calendar year. Reduction of this consequence is not available.
- Fourth violation will result in elimination from participation in athletics for Forest Hills Public Schools. Reduction of this consequence is not available.
- In addition, with any of the penalties listed above, the athlete may lose the privilege of attending other athletic or co-curricular activities. The Head Coach, in consultation with the Director of Athletics, may withdraw or remove any team honors or awards and impose penalties, which do not exceed the Athletic Code.

Group III Violations:

- Sale or distribution of a controlled substance or alcoholic beverages;
- Actions, in or out of school, which would bring disfavor upon the school.
- Actions, in or out of school, which would be deemed felonies under the criminal code.

Group III Penalties:

- First violation will result in dismissal from the athletic program for a minimum of one calendar year from the date of the offense. Reduction of this consequence is not available.
- Second violation will result in elimination from participation in athletics for Forest Hills Public Schools. Reduction of this consequence is not available.
- In addition, with any of the penalties listed above, the athlete may lose the privilege of attending other athletic or co-curricular activities. The Head Coach, in consultation with the Director of

Athletics, may withdraw or remove any team honors or awards and impose penalties, which do not exceed the Athletic Code.

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-house suspension for any part of a day, may not play in a contest that day, but may practice with the team;
- Failure to complete the season in good standing 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 imposition of a probationary period.
- Penalties resulting from a first violation, may be reduced by up to 50% by a building administrator for self-reporting and seeking counsel or assessment.

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 "Group I Penalties," "Group II Penalties" and "Group III 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 Group I, Group II, or Group III 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 meet with the athlete with the alleged violation and provide an opportunity for due process. 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 "Group I Penalties", "Group II Penalties" or "Group III 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 Assistant Superintendent. 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 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 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. Quitting a team will be considered a Group I violation. 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 the 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.

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 19th 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 in grades nine through twelve who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one of the published exceptions. (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 \$25. 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 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 POLICY FOR MANAGING HEAT & 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 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.

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
6590 Cascade Road, SE
Grand Rapids, Michigan 49546
Telephone: 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 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