

# Hesperia

## Secondary Schools

### Student Handbook

2023/2024



***Experience the PANTHER Pride!***

Notice: Hesperia Community School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designed to handle inquiries regarding the non-discrimination policies: Mr. Bryan Mey, Superintendent, 96 S. Division, Hesperia, MI 49421, (231) 854-6185

### David C. Outwin Middle School Office Personnel

Principal  
Administrative Assistant/ Special Education Secretary  
Counselor  
RTC Coordinator  
Special Education Coordinator

Chad Paine  
Brooke Hren  
Alissa Boerman  
Lindsey Walker  
Audrey Fosburg

### Hesperia High School Office Personnel

Principal  
Administrative Assistant  
Counselor  
Athletic Director  
College Advisor  
RTC Coordinator

Chad Paine  
Faith Vannett  
Amy Fairchild  
Jason Stariha  
Eric Hussey  
Lindsey Walker

District SRO

Deputy Rachael Botello

### School Fight Song

On Hesperia, on Hesperia, fight, fight for your name, prove your colors come on fellas show them once again rah, rah, rah. Make a touchdown pile the score up for the green and white. Fight! Come on fellas show them you can fight, fight, fight, fight, fight.

### Mission Statement

*The mission of the Hesperia Community Schools is to provide quality educational opportunities*

*that empower all students to become responsible, enlightened, and productive citizens today and in the future.*

*We Believe...*

- Education is a lifelong process necessary for the achievement of each individual's potential.
- Everyone can learn.
- In personal and civic responsibility, accountability, and mutual respect.
- A safe and structured environment is essential to learning.
- All students are entitled to quality education that acknowledges individual differences.

### Vision Statement

*Achieving Excellence Together*

Notice to parents: As part of our commitment to provide your child with a safe, pest-free learning environment, the Hesperia Community School District may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Hesperia Community District property are made only by trained and licensed technicians. Should you have any questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Mike Gerard at 231-854-1010 or [gerardmi@hesp.net](mailto:gerardmi@hesp.net).

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## **SCHEDULING AND COURSE ASSIGNMENT**

Typically during the winter months, a master schedule of classes for the next school year will be established with information relative to this schedule provided to students and parents. In the spring, students will be given the opportunity to register for their next year's classes. By the end of the school year (best case scenario) or in the early summer months, students will be provided a copy of their next year's class schedule.

## **SCHEDULE CHANGES**

It is important that students take the process of selecting classes for the next school year very seriously. The course master schedule is established based on pre-enrollment information. Changes after the fact can seriously hinder the process of scheduling and the allotment of district teaching resources. It is generally expected that once students make their course selections, very few changes will be necessary.

While schedule changes are generally discouraged, an established timeframe for dropping and/or adding courses to a class schedule is during the week prior to the start of the new school year for the first semester. Changes for the second semester must take place no later than during the week preceding the new semester. Changes will be made on a class availability basis under the direction of the counselor

Schedule changes after these time periods will only be done in rare circumstances and only with the permission of both the sending and receiving teacher, the building principal, and the counselor.

## **SPECIAL EDUCATION**

The Hesperia Community Schools provide a variety of special education programs for any student identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student may access special education services through the proper evaluation and placement procedure. Parent/Guardian involvement in this process is required. More importantly, the school district wants the parent/guardian to be an active participant. To inquire about special education services, contact should be made with the special education coordinator.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans with Disabilities ACT (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not only to students but to all persons who have contact with the school. Students with disabilities may be served within the regular education program with an accommodation plan developed to meet specific needs. Parents/Guardians who believe their child may have a disability that substantially limits the ability of the student to function properly in school should make contact with the Special Education Coordinator or the building principal.

## **EMANCIPATION OF STUDENTS**

While students who attain the age of eighteen (18) years are legally considered adults, the following will apply to school situations:

1. If the student is living under the care of their parents/guardians, they will be afforded only those privileges of a minor student.
2. If the student is providing for their own care, and are not dependent on a parent/guardian for any support, they will be afforded the privileges of an adult.

## **VISITORS**

Adult visitors, particularly parents/guardians, are welcome at Hesperia Schools. **In order to properly monitor the safety of students and staff, all visitors must report to the school office to sign in and receive a "Visitor" sticker.** If parents/guardians wish to confer with a member of the staff, they should first telephone the school to schedule a meeting time. Teachers must not be distracted from their teaching

duties for parent/guardian meetings.

Students may not bring like-aged visitors to school without the permission of the building principal. **In general, these types of visits will not be allowed.** If visitors arrive without specific permission, they will be directed to leave the school property. If this is not possible, the visitor must spend the day in the in-school suspension room.

## **STUDENT RECORDS**

Many types of student records are maintained by teachers, counselors, and administrative staff. Students and their parents/guardians have the right to review their records maintained by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be charged to the person making a request. If a review of records is desired, contact must be made with the guidance counselor or building principal in writing that states which records are required for review. There are two general types of records maintained by the school; directory information and confidential records.

## **ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen (18). Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Hesperia Community Schools have an attendance policy to avoid these negative consequences. Hesperia Community Schools believes that regular school attendance is essential and a major factor in the academic success of each student. The active participation and interaction by students in the classroom is an essential part of the instructional process and may only be experienced through regular school attendance. Through the cooperative efforts of parents, it is hoped each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success.

\* Board Policy 5200: The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

## **ABSENCES FROM SCHOOL**

Students will be allowed ten (10) absences in each class period during a semester-

Any student, missing 11 or more days during a semester in any class, not including school-related absences, may be denied credit for the class unless it can be shown that there were extenuating circumstances leading to the absences. Circumstances that may be considered under this provision would include, but not be limited to; serious injury or chronic illness documented by a physician, death in the immediate family, and "once in a lifetime" family opportunities. Parents/guardians will be notified on the **fourth (4<sup>th</sup>) and eighth (8<sup>th</sup>) absences**

Upon accumulating his or her 11<sup>th</sup> absence in any class during a semester, not including school-related absences, a student's extracurricular eligibility will be immediately rescinded for the remainder of the semester unless it can be shown that there were extenuating circumstances leading to the absences. Circumstances that may be considered under this provision would include, but not be limited to; serious injury or chronic illness documented by a physician, death in the immediate family, and "once in a lifetime" family opportunities. In the event of an absence(s) School Messenger Auto Dial will inform the parent.

Any senior, who misses 11 or more days in any class during his or her final semester, not including school-related absences, will not be allowed to participate in the Hesperia High School commencement ceremony unless it can be shown that there were extenuating circumstances leading to the absences.

**Please note that absence numbers referred to in each of the above provisions include, and do not differentiate between, excused and unexcused absences.**

## **Tardy Policy**

### **-1st Tardy- Warning**

-Each tardy after the first will be put in Skyward and the student will be assigned lunch detention.

-Upon the **5th tardy**, the student will be placed on a no-pass list, and upon the **10th tardy** the student will be placed on social probation for the remainder of the current semester.

## **Truancy Policy**

Truancy is when a student misses 10 non-valid days of school throughout a semester or has had a continuation of a school attendance problem from past years.

4 non-valid absences*	Letter to Parents
8 non-valid absences*	Letter to Parents/Referral Newaygo County Truancy Liaisons

### **\*What is a valid absence?**

- Doctor's excuse/note
- Parent requests pre-approved
- Court date
- School Activity
- Funeral/Death
- Other as approved by the school administrator

## **Planned Absences (pre-excused)**

Planned absences, which include family vacations or trips, will be counted toward the ten (10) day maximum that is allowed per semester. Students anticipating a planned absence from school must complete a Pre-Excused Absence Form if the absence is to be considered excused. These forms are available in the high school office. It is recommended that students obtain information relative to class homework and projects prior to their planned absence.

## **Excused Absences**

An excused absence is any non-attendance of school, for all or any portion of the school day, which is followed within forty-eight (48) hours after the student's return with a note or telephone call to the high school office from the student's parent or guardian. Absences considered to be excused will count toward the ten (10) day limit per semester.

All students are required to provide their building office with absence notes signed by a parent or guardian or a phone call from a parent or guardian, within forty-eight (48) hours of their return to school no matter their age if they are living in their parent's or guardian's home.

## **Make-Up Work**

Students will be given two (2) days, for each excused absence, to make up any work that has been missed while they are not in attendance at school.

## **Unexcused Absences**

An unexcused absence is any circumstance where a student is not in attendance at school and has not followed the procedures described above for either an excused or pre-excused absence. In addition, failure of a student to follow the high school sign-out procedure will result in an unexcused absence being assigned for those class periods missed. In this type of situation, the student will be considered to be skipping school and will face consequences outlined in the disciplinary section of this handbook.

## **The Implication of Lost Credit**

Students who lose credit for a class or classes, due to excessive absence from school should expect the following regarding their class standing and graduation status:

1. Students will need to retake the course in a future semester if that course is a

- requirement for graduation.
2. Students who need the lost credits for advancement to the next grade level will not be promoted.
  3. It is very possible that a student may not graduate at the time expected as a result of not having received the required number of graduation credits.

### **ATTENDANCE AT THE CAREER AND TECHNICAL CENTER**

It must be understood that student participation in classes at the Career & Technical is an extension of the educational program of Hesperia High School. As such, students attending classes at the center must abide by the same guidelines as those expected of a full-time student in the traditional high school program. Included are attendance guidelines.

Based on the written handbook published by the center, the following is stated: Regular attendance and being on time is important. Students should be prepared to begin work prior to class start-up times. You are expected to be in attendance whenever your class is in session unless arranged differently by the home school. All absences must be cleared with an admission slip from the home school. After eight (8) days without an admission slip, the absence will be considered unexcused. The center policy does not allow students to be dismissed from class or leave early for the purpose of attending assemblies or programs at the local high school without prior approval by the center administration in conjunction with the local high school principal.

### **ATTENDANCE AND PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

In order for students to attend an after-school activity, they must not have been absent unexcused from any part of the school day.

Students participating on a school-sponsored athletic team, or other school-sponsored established program, may only participate as outlined in the rules and regulations for that team or program.

### **COURSE OFFERINGS**

Hesperia High School offers a broad selection of courses in an effort to provide students with an opportunity to gain not only a basic education, but an education that will provide for enriched living, good citizenship, and academic and vocational skills. Students may enroll in programs that prepare them, in a general way, for adult life, or more specifically, for entrance into college or a career. Guidance services are available to help students make appropriate choices.

Specifics relative to the content of individual courses are outlined in the Course Description Guide. Copies of this guide are available through the office and are generally distributed during those times when registration for classes is in process and/or when individual Educational Development Planning (EDP) is formulated.

In addition to courses offered in the high school building, the Hesperia Community Schools operates in consortium with the Vocational-Technical Center in Fremont to offer education and training in specialized technical areas. Descriptions of these courses and the guidelines for the center are available in the guidance office. We also offer internship opportunities through the School-to-Work program.

### **MINIMUM GRADUATION REQUIREMENTS**

1. Meet attendance requirements as outlined in the attendance section of this handbook
2. Attend a regular high school program or accepted alternative for four full school calendar years
3. Students must earn a minimum of 22 credits to be considered for Graduation
4. The credits earned by Hesperia High School Students must include the following in accordance with The Michigan Merit Curriculum.

NUMBER OF CREDITS	CURRICULUM AREA	REQUIRED CONTENT
4 Credits	Mathematics	Algebra I; Geometry Algebra II; Including one credit in Senior year
4 Credits	English Language Arts	Units for ELS 9,10, 11 and 12 developed by MDE
3 Credits	Science	Biology, Physics or Chemistry; 1 additional Science credit
3 Credits	Social Studies	.5 credit in Civics; .5 credit in Economics; U.S. History and Geography;
2 Credits	World Language (Class of 2026 and beyond)	Credit guidelines developed by MDE
1 Credit	Physical Education/Health	Credit guidelines developed by MDE
1 Credit	Visual, Performing, Applied Arts	Credit guidelines developed by MDE
Online Learning Experience	Online Learning Experience	Credit guidelines developed by MDE

5. Seniors planning to participate in commencement exercises must be classified as full-time students. A full-time student is one that is scheduled in some course or program during the entire regular school day. The building principal may waive this requirement in extenuating circumstances.

It must be understood that all requirements must be met prior to the date of commencement ceremonies if a senior is intending to participate in this event. If incomplete or no credit grades are present on a grade report, the senior will not have met graduation requirements.

### **UNIFORM GRADING SCALE**

*High School Semester Grade:* Students' final semester grades will be calculated according to the following format.

Semester Course

Work - 80%  
Exam - 20%

Letter Grades: Letter grades will be determined as follows:

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

*Middles School Semester Grade:* Students' final semester grades will be calculated according to the following format:

1 <sup>st</sup> marking period	-	40%
2 <sup>nd</sup> marking period	-	40%
Exam (7 <sup>th</sup> /8 <sup>th</sup> grade)	-	20%

Letter Grades: Letter grades will be determined as follows:

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

### **CUMULATIVE GRADE POINT AVERAGES**

1. A grade point average is a student's overall performance and is often used as one criterion for college admission, awards, and honors. Grade point average may be used to determine eligibility for educational programs.
2. Adding the number of points assigned for each grade and then dividing by the total number of grades determine a grade point average. The point system is as follows:

A = 4.00	C = 2.00	I (Incomplete) = 0.00
A- = 3.70	C- = 1.70	NC (No credit) = 0.00
B+ = 3.30	D+ = 1.30	
B = 3.00	D = 1.00	
B- = 2.70	D- = 0.70	
C+ = 2.30	F = 0.00	

3. Grade point average includes all courses taken for a grade and is cumulative for grades 9 through 12.

### **INCOMPLETE GRADES**

A teacher may assign an incomplete grade when "emergency" situations arise where the completion of necessary assignments is not possible due to unforeseen circumstances. The intent in assigning this grade is not to allow additional assignment completion time to those students who used the allotted time unwisely and/or did not have unusual circumstances.

At the end of each grading period, the student body will be notified relative to the timeline for completing the necessary work for removing an incomplete grade. Typically, this deadline will be within two (2) weeks after the end of the grading period or as established by the individual teachers. If work has not been completed by the deadline, the missing assignments will be recorded as failing and the grade will be averaged accordingly.

### **STUDENT ASSESSMENT**

To measure student progress, individuals will be tested in accordance with state standards and with Hesperia Community School policy. Each student will be expected to participate in the Michigan Merit Exam (MME) and M-STEP testing at the time and in the grades established by the Michigan Department of Education. In addition, Hesperia High School will administer the PSAT Test to all freshmen and

sophomores each year.

During the course of a semester, students will participate in testing in individual classes. These will typically be teacher-created and administered evaluations and will be used in determining marking period and semester grades. Teachers will provide each student at the beginning of the semester, with a copy of the course syllabus. This document will outline the expectations for the course and the guidelines for the evaluation of student attainment of these expectations.

## **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS**

### **High School Honors**

In order to be considered a “Distinguished Honor Graduate”, a student must have attended Hesperia Community Schools for six consecutive semesters including the first term of his/her Senior year. Students who maintain a 3.9 GPA, take two AP Classes, and score an 1140 or higher on the SAT will be considered a “Distinguished Honor Graduate” and earn a collar to wear at graduation.

### **Class Rank**

Determination of the final class rank will be made at the conclusion of the first semester of the senior year.

During the commencement program, students with a 3.2 or higher will be recognized accordingly with honor cords. This is determined at the end of the first semester. If a student qualifies for an honor cord at the end of the last semester and brings it to the attention of the high school office, a cord will be issued.

Cords will be given based on the following scale:

1 Cord	3.2 - 3.49	Honors
2 Cords	3.5 - 3.84	High Honors
3 Cords	3.85 - 4.0	Highest Honors

## **INTERNSHIPS**

Students may choose to earn a portion of their graduation credit requirements through an internship program of instruction. The guidelines for this type of program will be established on an individual basis by the guidance counselor with approval from the building principal.

## **EARLY GRADUATION**

1. If circumstances require that a student graduate early, he/she may apply in writing to the building principal by December 1, of the current school year.
2. The student and parent/guardian must state the reason for early graduation in writing when making their application.
3. The building principal will review requests for early graduation and make a recommendation to the Superintendent of Schools.
4. The superintendent will review the building principal’s recommendation and make a recommendation to the Board of Education.
5. The board may either approve or deny the request. Upon reaching their decision, communication will be made with the students and his/her parents/guardians.
6. Students approved for early graduation may participate in spring commencement ceremonies.

## **COLLEGE CREDIT-DUAL ENROLLMENT**

The State of Michigan legislature has enacted House Bill 4572 which defines the eligibility of current high school students to participate in college courses during their high school career and receive tuition and fee support. Eligible students will receive a letter grade for their college course and this grade will be applied in one of three ways (see below). To be eligible under the law, a student must meet all of the following criteria:

### **Eligible Students**

1. MCC and the Michigan Transfer Agreement (MTA) require a grade of a “C” or better in order for that grade to be transferable to another college or university or to complete a category as outlined in the MCC required general education credits for those students who plan to continue their education at MCC. This basically renders any grade below a “C” to be unusable to the student.
  - a. The proposed change would require a student to receive a “C” or better in a course. Failure to receive a “C” or better in the course would result in the student’s responsibility to reimburse the district for the cost of the course, as outlined in #2 above.
  - b. The student would receive an NC on their district transcript for any grade below a “C”
2. The student would need to maintain a 2.5 GPA at Muskegon Community College to be able to enroll in courses during the next academic semester or year.

### **Options for transcription of credit**

**Students must submit their option form within the first two weeks of a class. See counselor for option forms.**

1. Students may elect to apply the grade as credit/no credit to their transcript.
2. Students may elect to apply the letter grade to their transcript and have it counted in their grade point average.
3. Students may elect to NOT apply the grade nor credit to the transcript; in cases where they plan to attend a college or university that does not accept Dual Enrollment courses if used for High School credit.
  - a. It is the responsibility of the student to make sure he/she will have enough credit to graduate if option 3 is chosen.

***STUDENTS WHO CHOOSE TO DUAL ENROLL AND DO NOT EARN CREDIT WILL BE RESPONSIBLE FOR REIMBURSING HESPERIA HIGH SCHOOL FOR THE COST OF TUITION FOR THE CLASSES FAILED.***

### **Eligible Courses**

Courses offered by state colleges and universities, community colleges, or independent nonprofit degree-granting colleges and universities in Michigan are subject to the following:

1. The course is not offered by Hesperia High School or by programs considered an extension of Hesperia High School, such as the Vocational – Technical Center in Fremont.
2. The course is offered by Hesperia High School but has been determined to be unavailable to the student due to legitimate scheduling conflicts that are beyond the student’s control.
3. The course is an academic course that the college normally applies toward satisfaction of degree requirements, and is not an activity course, a hobby craft or recreational course, a remedial course, or a course in physical education, theology, divinity, or religious education.

Students will be allowed one-half high school credit per semester for each college course passed. In order to earn high school credit, the college course must carry a weight of three college credits.

If a student feels they are eligible for dual enrollment opportunities, arrangements must be made through the guidance counselor.

### **VOCATIONAL-TECHNICAL CENTER**

We are very fortunate in Newaygo County to have one of the finest technical centers in the State of Michigan. We encourage all students at Hesperia High School to examine the variety of programs and offerings that are available through this center. Specific information regarding the center and/or the individual programs is available through the guidance office. The following are guidelines and criteria for Hesperia High School students interested in attending the center programs.

1. Students must be junior or senior level status.
2. Programs at the center are yearlong courses. Students can participate in either the morning (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> period) or the afternoon (5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> period)
3. All students attending the center must ride the school bus transportation provided by the local district. Permission to drive private vehicles will be granted by the building principal only on a very limited basis and then typically only as required as a part of the program.
4. Students attending center programs can expect that they will not be present in the high school building for some extracurricular activities. These may include assemblies or other special programs. Early release from the center will only be arranged on a limited basis by the building principal.
5. Generally, vacation days scheduled in the high school are the same as those at the center. However, if differences occur, students are expected to follow directions provided by the high school building principal. This will likely involve attending classes at the center when the local school may be closed.
6. Students who miss the bus traveling to the center will not be allowed to provide their own transportation. Students in this situation must immediately report to the high school office with appropriate school-related materials and spend the time in the in-school suspension room. Failure to do so will be reported as skipping school with appropriate consequences assigned.
7. Students who miss the bus returning from the center must contact the high school building principal to make other arrangements for the return trip. This might possibly be with another student who had provided their own transportation, but these arrangements can only be made with the permission of parents/guardians and the local high school building principal.

The Vocational–Technical Center is an extension of Hesperia High School. Students who attend the center are subject to the same rules and expectations as they are at the local high school. Students who are suspended or expelled from Hesperia High School will be automatically suspended or expelled from the Vocational–Technical Center. If they are suspended from the center, students are also suspended from Hesperia High School.

### **TESTING OUT**

1. The testing out period at Hesperia High School will be during the last two (2) weeks of summer vacation and the first week of the 2nd semester.
2. “Testing out” of a class for credit may consist of a Final Exam, Paper, and Portfolio, Lab Practicum, or any combination of these.
3. In order to earn credit for a course through the testing out process, the student must earn a minimum score of 77% on the assessment(s).
4. If a student wishes to test out of a class, he/she must make arrangements with the counselor’s office prior to the testing out period.
5. If a student tests out of a class prior to taking it, he/she will receive credit with no grade.
6. If a student tests out of a class after having taken and failed it, he/she will be given a grade of D- and credit for the class.

It should be noted that some courses such as music, art, and physical education are experiential in nature and one's full participation in them is necessary in order to obtain the intended benefit of the class. Therefore, students will not be allowed to invoke the testing out process for such participation-based classes.

### **CREDIT FROM OTHER INSTITUTIONS**

#### **General Transfer Credits**

Hesperia High School will recognize the credits of transfer students earned from a bona fide secondary school (public, private, or charter) and will apply these credits toward a Hesperia High School Diploma.

#### **Home School Transfer Credits**

Students who are homeschooled without the guidance/assistance of a bona fide program of instruction recognized by the State of Michigan, will not be granted credit toward receiving a Hesperia High School diploma. Students who transfer to Hesperia under these circumstances, and desire that credit be granted, must successfully test out for those courses offered in this district that were taken through homeschooling. Testing out guidelines number 1, 3, and 4 must be followed.

If the homeschooling was done via a bona fide program of instruction, documentation of such must be presented when enrolling. A determination will be made relative to accepting these credits based on these course requirements in comparison to those of the local course. Hesperia Community School reserves the right to require the student to test out before credit is granted.

The Hesperia Community Schools reserves the right to ensure that their graduation requirements are met before granting a diploma.

### **OTHER SOURCES OF CREDIT**

Credit Recovery – Students who have failed a class may recover credit for that class via a Hesperia High School-sanctioned credit recovery program. In order to receive credit in a course by way of the Credit Recovery process, a student must have taken and failed the class as offered in a traditional setting at Hesperia High School.

### **STUDENT CLASSIFICATION**

High School students will be classified into four grades. Classification will be made on the basis of the following:

<u>Grade</u>	<u>Number of Credits</u>
Freshman	0-5.0
Sophomore	5.50-11.0
Junior	11.50-17.0
Senior	17.50-24.0

### **WITHDRAWAL FROM SCHOOL**

The school will make every effort to have students remain in school and will discourage students from dropping out. No student may legally withdraw from school if they are under the age of sixteen (16). If it is the decision to drop from school attendance rolls, information will be provided regarding alternative education opportunities. Parents/guardians must authorize any dropping from school if the student is at least sixteen (16) but has not yet reached adult age status.

### **SPECTATOR BUS**

Students who ride school-provided transportation to an extracurricular activity must return on that same transportation. The exception will be a personal verbal request from a parent/guardian or a written note signed by the parent/guardian, that the student be allowed to return via a different mode of transportation. If a note is utilized, it must be presented prior to leaving for the activity to allow time for verification if necessary.

### **DANCES – SOCIAL ACTIVITIES**

Social activities, including dances, are an important part of student life. Hesperia Schools allow these types of activities when they are well planned and approval has been given by the Student Council and the building principal. The sponsoring group will need to complete an Activity Request Form at least one week prior to the planned date of the event. While various groups and/or clubs may actually sponsor the activity, the Hesperia Schools is the agency that oversees the event. At all activities, the following guidelines must be met:

1. Only enrolled Hesperia School students and their pre-registered guests are allowed to attend social activities.
2. To pre-register a guest, an enrolled student must obtain a guest pass from the school secretary, complete the required information on the pass, and submit the completed pass to the school principal for his/her signature. This process must be completed by the end of the lunch period on the day prior to the activity. If this is a weekend activity, the process of obtaining the pass and having it signed must be completed by the end of the school day on Thursday. The guest must present this pass when entering the activity. NO PASS, NO ENTRANCE.
3. No guests will be approved who are age 21 or older.
4. The Hesperia School student who pre-registers a guest will be responsible for their guest's actions. Any consequence for misconduct will be assigned to, and served by, the Hesperia student.
5. If a student or their registered guest leaves the activity, there will be no re-admittance. Once you leave, you may not return for any reason.
6. All school handbook rules and board policies will apply during social activities.
7. High school social activities are only open to grades 9-12. Students in lower grades are not permitted.

### **CLUBS AND ORGANIZATIONS – CLUB AND ORGANIZATION FUNDS**

Hesperia Schools allow several clubs and organizations to operate within the school setting. Any club or organization must operate within the framework of rules and policies established by the Board of Education and by this handbook. Clubs and organizations are open to all enrolled Hesperia High School students with the assurance that individuals will not be discriminated against. The following rules apply to clubs and organizations:

1. All financial transactions for clubs and organizations must be conducted through the district's internal accounting system.
2. Students representing school clubs and organizations are not permitted to make purchases or charges without first obtaining a requisition signed by the treasurer, advisor, and the building principal.
3. Students may not sign contractual agreements without the authorization of the advisor and the building principal.
4. Any student in the club or organization who has an outstanding bill will be placed on social probation until payment is made or arrangements for payment are agreed upon by all parties involved.
5. Any advertising for activities sponsored by the club or organization must be approved by the advisor and building principal prior to posting.

### **STUDENT FEES AND FINES**

Hesperia Schools may charge fees for non-curricular activities and programs. Such fees are determined by the cost of materials and other actual costs. It is not intended that the district will make a profit as a result of these fees. Fees may be waived in situations of financial hardship.

Students using school property and/or equipment can be fined for excessive wear and/or abuse of these items. Students can also be fined for loss of school owned-property and/or equipment. This fine is

intended to cover the cost of repair or replacement of the property.

Students involved in fundraising activities through a school-sponsored organization are expected to remit all money received to the activity sponsor in the manner and time frame designated. In addition, students involved with the Close-Up project or other similar activities are expected to make all payments, and if necessary pay such fines, as outlined by the sponsoring organization.

Failure to make payments as required may result in the student being placed on social probation until the debt is satisfied. If the student is a senior, and the debt isn't paid by the time of commencement ceremonies, students may not be allowed to participate and the district reserves the right to legal proceedings to recover funds. No diploma will be issued until all debts are paid.

### **MEAL SERVICE - BREAKFAST & LUNCH PERIOD – FOOD & DRINK IN THE BUILDING**

The Hesperia Community Schools participates in the National School Lunch Program and makes breakfast and lunch available to all students. If desired, students may bring breakfast and/or lunch items from their homes, and eat them in the cafeteria. Applications for free or reduced-price breakfasts and lunches are available to all families with students in the Hesperia Community Schools. For a student to be eligible for this service, the application form must be completed and returned to the food service director.

It is understood that accidents may occur where food and/or drink is spilled on the floor or other surfaces. As a matter of courtesy and responsibility, it is expected that the student who caused the spill will take steps to clean it up. This same expectation applies to dropped food or wrappers. If you mess it up, you clean it up.

### **COUNSELING SERVICES**

The purpose of a guidance program is to help individual students achieve their full potential; mentally, emotionally, and socially. This is accomplished by providing assistance to the following:

1. Answers to questions concerning academic records, class schedules, report cards, progress reports, and other types of documentation reports.
2. Personal counseling.
3. Career information.
4. Interpretation of test results.
5. Assist college-bound students with information about scholarships, entrance requirements, loan availability, form completion, etc.
6. Assist students in establishing academic goals.
7. Assist the student as an advocate.

### **ASSEMBLY PROGRAMS**

During the course of a school year, several opportunities for student assembly programs could be provided. While some programs could be designed to be entertaining, most will have an educational value. It must be understood that no assembly program will meet the needs or desires of all students. All students are expected to conduct themselves in a manner appropriate to the mission of the school.

Boisterous shouting or whistling is out of place during assembly programs or similar functions, with the possible exception of pep assemblies. Respectful behavior is expected, and nothing less will be accepted.

All students present in the building during an assembly program are expected to attend. When possible students attending vocational classes in Fremont will be brought back for assembly programs. However, it must be understood that these students may be excluded from some programs.

**\*If you are reading this please see Mrs. Walker and tell her what page this is on for a prize!\***

## **STUDENT PARKING PERMITS**

Students who drive to school must register their car. A registration fee of \$5.00 will be charged and a sticker will be issued. Replacement and/or additional stickers may be purchased for \$2.00. The sticker must be displayed on the right front window. Upon receiving the sticker, drivers must fill out a form giving the car's color, make, and license plate number. The form can be found in the back of the handbook or the High School Office.

## **WORK PERMITS**

A work permit is required for all students, aged fourteen (14) through eighteen (18), who are seeking employment or will be continuing a summer job after the start of the school year. All employers having workers in this age category are legally required to have a work permit document issued by the school in their employment files. The following guidelines must be followed relative to work permits:

1. Work permits are available from the high school office. During the summer months when the high school office is closed, work permits may be obtained from the superintendent's office.
2. A work permit is not required to deliver papers or for general household work when the student is employed by his/her parents/guardians or when he/she is employed in a non-profit camp.
3. A work permit is issued to a student for a specific employment job. It is not transferable. Each time a student changes employers or jobs, he/she must obtain a new work permit.
4. Students under the age of fourteen (14) may not be legally employed in a job that requires a work permit.

## **LOCKERS**

Lockers are provided as a convenience to students for the sole purpose of storing such items as may be required for school work along with appropriate personal belongings. THESE LOCKERS ARE SCHOOL PROPERTY. Because the lockers are school property, the administration reserves the right to search any locker as deemed necessary. A locker search will be conducted by the building principal or his/her designee. STUDENTS ARE RESPONSIBLE FOR ALL ITEMS CONTAINED IN THE LOCKER ASSIGNED TO THEM.

For student protection, do not share your locker or the combination with other persons. Do not trade lockers with another person. If you feel the security of your locker has been compromised, notification must be made to the building principal so that action may be taken to correct the problem. Keep your locker locked. Do not damage, disable, or remove the locking mechanism. The school district cannot be held liable for items lost or damaged while in your assigned locker.

Decoration on the inside of a locker may be done on a limited basis. However, at the end of a school year, all interior decorations must be removed. It is strongly suggested that magnets or low adhesive tape be used to attach decorations or other items. Writing on the locker surface is not allowed. Also, bumper sticker material is not to be used in lockers. The decorations placed inside your locker must be of a nature appropriate for a school setting. No student decorating may be done on the locker exterior without the permission of the building principal. This includes athletic and activity material.

Any deliberate damage to a locker will be treated as an act of vandalism with the consequence assigned as outlined in section five of this handbook.

## **ADVERTISING ACTIVITIES**

No announcements, posting of outside activities, or distribution of literature or materials will be permitted without the approval of the building principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has had the opportunity to review the announcement or posting.

Any printed item that has been approved for posting must be placed in designated areas. In general, postings may be placed in the "senior hallway" outside the cafeteria or in the main classroom hallway. Postings may not be located in the building lobby area except on the bulletin board.

## **CLOSED CAMPUS**

The term "School Day" in this section will be defined as being from the time a student arrives on school property in the morning until the end of his or her last class of the day

**The Hesperia Community Schools are a closed campus.** This means that students are not allowed to leave the building unless an adult staff person accompanies them while engaged in a class activity. Students are not permitted to be in the vehicle parking areas unless presence in these areas is by permission of school staff.

Parent(s)/Guardians may sign their child out and escort them off campus/lunch with the approval of the building Principal.

If a student finds it necessary to leave the building during the school day, and will not be under the supervision of a staff person, that student must sign out on the list provided in the school office. Students must gain permission from adult office staff prior to signing out. A student office aide may not grant this permission.

During the regular school day, students are not to be in either the elementary or middle school portions of the building complex unless their presence in these locations is due to their class schedule or if specific permission has been granted. This provision also applies during the lunch period.

**\*Consequences for violation of the closed campus policy can be found on the page of the handbook.**

### **SPECIAL HEALTH CARE NEEDS**

Students with special health care needs should submit appropriate information to their building office. This information will be forwarded to the school nurse as appropriate.

### **IMMUNIZATIONS**

All students must obtain the immunizations required by the State of Michigan or have an authorized waiver. If a student does not have required immunization records on file, it is the responsibility of the building principal to exclude that student from attending school until such time as this requirement is met. Immunizations are intended for the safety and well-being of all students and are required by law. Any questions relative to this issue should be directed to the school nurse.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because the school has a high concentration of people, it is necessary to take reasonable measures when the health and safety of the group may be 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. Any removal or isolation of the student will only be for the contagious period as specified by the health department or school nurse.

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

In the case of non-casual contact communicable diseases, the school district has an obligation to protect the safety of all students and staff. In these cases, the student in question will have his/her status reviewed by the school nurse and health department officials to ensure that the rights of the person infected, and those in contact with this person, are respected. The school district will seek to retain the infected student in school unless there is definite evidence to warrant exclusion.

### **STUDENT INSURANCE**

The Hesperia Community Schools DOES NOT provide student accident insurance. Health and accident coverage for students in classes, on school property, or during school-sponsored activities is the responsibility of parents/guardians. As a service to families, the school occasionally does provide an opportunity for students to enroll in an accident insurance plan as an option. If students already have health and/or accident insurance, you may wish to consider this optional insurance as a supplement to your current coverage. Student-athletes may wish to consider this optional insurance.

In no way should the offering of optional insurance coverage to students be considered as an endorsement of a particular provider or that provider's coverage.

## **HEALTH ROOM – SCHOOL NURSE - MEDICATIONS**

A full-time school nurse is employed by the Hesperia Community Schools. The intent is to provide on-site service to students who are injured or become ill during the school day. The following are guidelines for this service:

1. Students who become ill while at school are to report to the high school office. The office will then notify the nurse that a student is being sent. If necessary, an escort will be provided.
2. A determination will be made by the nurse regarding the student remaining in school or going home. If the student needs to go home, the nurse will contact the parents/guardians.
3. The parent/guardian is expected to provide transportation if the student goes home. If the student has provided their own transportation to school, permission will be sought from the parent/guardian for the student to drive themselves home.
4. The office will be notified by the nurse if the student goes home. The absence will be noted as an illness.
5. Any student, who has symptoms of a communicable disease or condition, will be sent home by the nurse. In this situation, the student may not return to school until the nurse has been contacted. This communication may take place between the student's family doctor and the nurse. The intent is to protect all students from communicable diseases.
6. Students, who are required to take any type of medication at school, including general pain relievers, must do so under the direction of the school nurse. Parents/guardians must contact the nurse before sending these medications to school so that instructions relative to administration can be given and received. The nurse will take charge of these medications and administer them as instructed.  
**STUDENTS ARE NOT TO KEEP ANY TYPE OF MEDICATION ON THEIR PERSON OR IN THEIR LOCKER.**

## **STATEMENT OF DISCIPLINE**

**The guidelines in these sections will be closely adhered to. However, the severity of an incident may warrant consequences above and beyond those outlined in this section**

A major component of the educational program at Hesperia Community Schools is to prepare students to become responsible citizens and workers by teaching them to conduct themselves in accordance with established expectations. Our goal is to encourage positive growth in all students in a safe, supportive, and orderly environment where respect for the rights of others guides our school behavior. The following guidelines will help us achieve this goal:

1. Develop and maintain a constant respect for persons whether they are other students, teachers, staff, and/or visitors.
2. Maintain an atmosphere of quiet in order to create an environment conducive to learning.
3. Develop and maintain good study and learning habits.
4. Take pride in yourself, your accomplishments, and in your school community.
5. Abide by national, state, and local laws as well as the rules of the school district.

## **LEVELS OF CONSEQUENCE**

The goal of any disciplinary action is to assist the student in changing unacceptable behavior. The following disciplinary action may be taken when a student's behavior interferes with his/her educational opportunity and/or that of others, or if it jeopardizes the safe and orderly operation of any school activity. Types of consequences available include, but are not limited to the following:

### **Disciplinary Action:**

Depending upon the severity, frequency, and nature of the offense, a student who disrupts the orderly educational process in the classroom or on the school grounds will face one or more of the following consequences:

- A. **Warning:** First offense consequence for those disciplinary infractions that are considered minor offenses. Documentation will be entered into Skyward.
- B. **After-School Detention:** A detention session spent in RTC at the end of the school day lasting for 60 minutes. Students will be required to silently work on homework, missing assignments, or

- read a book. Failure to serve will result in double detention.
- C. **Staffings:** An intervention team will meet with parents to share behaviors or other difficulties in school. The team will then begin setting goals for the student both academically and behaviorally and create a plan for success.
  - D. **Out-of-school Suspension:** The student will be suspended from the entire school program and its environment. The student will not be allowed to attend classes or even be on school grounds, nor participate in any school-sponsored activities.
  - E. **In-school Suspension:** The student will spend the school day in the RTC room where they will be expected to work on appropriate school-related assignments or reading. This is not a time of relaxation. Students who fail to follow directions relative to the use of ISS time, or those who cause disruptions while serving an ISS, can expect consequences at the next level of disciplinary procedures, generally OSS.
  - F. **Social Probation:** Students placed on social probation may not attend any extracurricular activities or school functions this includes: dances, plays, activity nights, athletic events (home or away), concerts, award ceremonies, or other school-sponsored events during the period of their probation.
  - G. **Community Service:** Supervised activities related to the upkeep and maintenance of the school facilities. Work assignments will not interfere with a student's regular class schedule.
  - H. **Driving Suspension:** Denial of driving privileges for a specified period of time.
  - I. **School Bus Suspension:** Denial of school bus privileges based on misconduct constituting an abuse of that privilege.
  - J. **Expulsion:** The denial of the right to attend school and to participate in or attend any school functions for a period of more than ten (10) school days. The right to expel a student rests solely with the Board of Education, typically based upon a recommendation from the building Principal and or Superintendent.
  - K. **No Pass List:** Student has lost privileges to leave class during class time. They are to remain in their scheduled classes.

### **Bullying/Harassment/Intimidation**

Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: **Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know as likely to harm one or more students either directly or indirectly by doing one or more of the behavior will be disciplined accordingly. Bullying is often a series of repeated behaviors that leads to a disruption to the learning environment.**

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear or physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

\*Criminal Sexual Conduct, is conduct which constitutes criminal sexual conduct as defined by Michigan law (MCL 750.520b,c,d,e,g) including but not limited to unwelcome sexual touching or sexual penetration by force or coercion. Expulsion. (Conviction is not necessary for the district to expel.) Inform local police.

\*Sexual Harassment is the violation of the district sexual harassment policy, including unwelcome sexual advances, unwelcome requests for sexual favors, or intimidating, hostile, or offensive verbal, non-verbal, or physical conduct of a sexual nature or exposure. Expulsion. (Conviction is not necessary for the district to expel.) Inform local police.

\*Inappropriate Sexual Activity is inappropriate sexual behavior, even when consensual, on school property or during school-related activities.

Conference with parent or guardian, suspension 1-10 days, possible expulsion, inform local police

**Reporting an Incident:** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing including email. If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals. If a student feels they are being bullied, teased, or harassed, Hesperia Community Schools has multiple ways to report the alleged behavior.

If a student feels they are being bullied, teased, or harassed it is imperative to report the behavior through one or more of the following means:

- Report to a staff member, teacher, counselor, or administrator
- Call 231-854-6094 to report the incident to RTC
- Call OK 2 Say at **1-8-555-OK2SAY (855-565-2729)**
- Fill out and return the bullying incident report (form found in back of handbook/additional forms can be found in each office)

**Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

### **Investigation**

All reported allegations of bullying and harassment shall be promptly and thoroughly investigated by the building principal or designee. An incident report will be subsequently documented to insure trends of behavior can be addressed.

### **Notice to Parent/Guardian**

If the Principal or designee determines bullying and harassment have occurred, s/he shall promptly provide notice to the victim of the harassment. Students who engage in any act of bullying while on school property at any time during school or school-sponsored activities shall be subject to disciplinary action. The proceeding behaviors will be subject to one or more disciplinary actions:

- Removal from participation in extracurricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

### **Hazing (Updated)**

“Hazing” means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical or emotional health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization (fraternity, sorority, association, corporation, order, society corps, cooperative, club, service group, social group, athletic team or similar group whose members are primarily students at an educational institution. Hazing includes, but is not limited to, any of the following that is done for such a purpose:

- Physical brutalities, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, subjects the other person to an unreasonable risk of harm or adversely affects the physical health or safety of the individual.
- Activity involving the consumption of a food, liquid, alcoholic beverage, drug, or other substance

that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing

### **Notice to Parent/Guardian**

If the Principal or designee determines that a form of hazing has occurred, s/he shall promptly provide notice to the victim of the incident. Students who engage in any act of hazing while on school property at any time during school or school-sponsored activities shall be subject to disciplinary action. The proceeding behaviors will be subject to one or more disciplinary actions:

- Removal from participation in extracurricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

### **WEAPON-FREE SCHOOLS- Public Act 250 of 1995 (Updated)**

In order to provide a safe learning environment for all children, our schools must be weapon-free.

a. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property, including a vehicle being used by a school to transport students to or from a school event or activity. Michigan law defines a dangerous weapon as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by a mechanical device (regardless of blade length), iron bar, or brass knuckles.

b. As a matter of School District policy, the Board of Education will also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle that may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB guns, pellet guns, airsoft guns, paintball guns, look-alike guns, knives with a blade three inches or less in length, razor blades, box cutters, chains, nunchucks, mace, pepper spray and any item intended for use as a weapon.

School officials will immediately contact the student's parent/legal guardian and school resource officer.

Conference, suspension (1-10 days), Possible expulsion (expulsion is mandatory if the weapon constitutes a "dangerous" weapon as defined by Michigan law.)

### **FIGHTING – PHYSICAL ASSAULT (involving student on student) - Public Act 102**

Michigan Public Act 102 requires school districts to expel a student for up to one hundred eighty (180) school days for student-on-student assault. Fighting is included in the State's definition of assaults.

**It must be understood that there is a very fine line between self-defense and that of being actively involved in a fighting situation.** If reasonable restraint or self-defense is claimed by the "victim" of a fight, the burden of proof that no other options were available rests with the "victim". Students are expected to refrain from any threats of harm if possible. The building principal will investigate and make determinations relative to claims of self-defense. The severity of the incident may warrant consequences up to and including a 10-day suspension for the 1<sup>st</sup> and 2<sup>nd</sup> Offenses.

Typically the following consequences will be utilized when the physical assault is minor in nature.

<b>1st offense</b>	Three (3) days OSS
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<b>2nd offense</b>	Five (5) days OSS
<b>3rd offense</b>	OSS pending an expulsion hearing

**\*SRO referral is required for all fights.**

If in the course of an investigation, it is determined that one student had been the instigator, that person could receive a consequence involving a greater number of suspension days.

**VERBAL OR WRITTEN THREATS - Public Act 104**

Any student who makes a verbal or written threat or engages in a physical act of violence toward another or their personal property, or who attempts to publicly humiliate or otherwise degrade or defame them will face the following disciplinary action:

<b>1<sup>st</sup> offense</b>	Minimum four day (4) OSS, <b>Parent meeting, referral to SRO</b> *Possible recommendation for expulsion.
<b>2<sup>nd</sup> offense</b>	OSS pending an expulsion hearing

Assault, intimidation and/or threats of any kind directed against employees, volunteers, contractors or visitors will result in the initiation of the expulsion procedure. **Bomb threats will result in the initiation of the expulsion procedure. Threats will be taken seriously and a threat assessment will be used for all parties involved.**

Board Policy 8400 is designed to be consistent with the process of identifying, assessing, and managing students who may pose a threat.

**Michigan Public Act 104** requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place in the same manner as under the weapons expulsion. The act also requires the expulsion of students for up to 180 school days for verbal threats, bomb threats, or similar threats.

**VANDALISM**

Vandalism is defined as the willful destruction or damage to property belonging to the school or others. This also includes damage or destruction of property due to actions taken by students engaged in inappropriate activities in the school building even though the resulting damage was not the student's intent.

<b>1<sup>st</sup> offense</b>	Five (5) days maximum OSS plus restitution of cost for replacement or repair. Restitution, or arrangements for restitution, must be made prior to returning to school.
<b>2<sup>nd</sup> offense</b>	Up to ten (10) days OSS plus restitution of cost for replacement or repair. Restitution must be made prior to return to school

**EXTORTION**

Extortion is the use of threat, intimidating force, or deception to take or receive something from another person or to compel another person to commit an act in violation of school or other rules.

<b>1<sup>st</sup> offense</b>	Three (3) days OSS, referral to SRO
<b>2<sup>nd</sup> offense</b>	Five (5) days OSS, referral to SRO
<b>3<sup>rd</sup> offense</b>	Ten (10) days OSS, pending expulsion

**POSSESSING, USING, AND/OR SELLING (including giving away) OF INTOXICANTS /ALCOHOL or representation of any substance presented as any of the above-named substances. POSSESSING AND/OR USE OF ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES, INCLUDING PRESCRIPTION DRUGS (Combined alcohol and illegal drugs into 1 category)**

The possession, use, and/or distribution of any form of an intoxicant on school property or at any type of school-sponsored activity is strictly prohibited. Persons who attend a school or a school-sponsored activity that are under the influence of an intoxicant will be considered to be in possession of these types of substances. The school is a designated drug-free zone. This includes all school-owned property including vehicles. The possession and/or use of any illegal drug or other controlled substance on school property or at any type of school-sponsored activity is strictly prohibited.

<b>1<sup>st</sup> offense</b>	Ten (10) days OSS, referral to SRO, social probation for 180 days *Consequences in Athletic Handbook will also apply
<b>2<sup>nd</sup> offense</b>	Ten (10) day OSS, referral to SRO, the recommendation for expulsion *Consequences in Athletic Handbook will also apply

**DISTRIBUTION OF ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES, INCLUDING PRESCRIPTION DRUGS**

Any student involved in the selling, buying, giving, or receiving of illegal drugs or other controlled substances including prescription drugs will be recommended to the Board of Education for expulsion.

**SMOKING OR THE USE OF ANY TOBACCO PRODUCT (including look-alike products)**

The school prohibits the sale, distribution, use, or possession of tobacco products at school and at school-sponsored activities, regardless of the student's age. This also applies to students when traveling to and from school or school activities and at school bus stops. Students involved in this type of activity can expect the following consequences:

**Use or Possession of Tobacco Products ( including look-alike products)**

<b>1<sup>st</sup> offense</b>	Three (3) days OSS
<b>2<sup>nd</sup> offense</b>	Five (5) days OSS, referral to SRO ticket will be issued
<b>3<sup>rd</sup> offense</b>	Ten (10) days OSS, referral to SRO ticket will be issued

**CAUSING A DISTURBANCE DURING AN EMERGENCY DRILL OR ACTUAL EMERGENCY EVENT AND/OR THE ACTIVATION OF EMERGENCY SYSTEMS WHEN A PLANNED DRILL OR AN ACTUAL EVENT DOESN'T EXIST**

During the time of an actual emergency or during a drill to practice emergency procedures, it is extremely important that an atmosphere of calm and order be maintained to the fullest extent possible. Students who

deliberately disrupt these types of situations can create a situation that is even more dangerous. In addition, the activation of alarm signals when a drill hasn't been planned or an actual emergency doesn't exist is a violation of state and federal laws in addition to school rules.

<b>1<sup>st</sup> offense</b>	Five (5) days OSS *Referral to SRO for alarm activation
<b>2<sup>nd</sup> offense</b>	Ten (10) days OSS *Referral to SRO for alarm activation

**THEFT OF SCHOOL OR PERSONAL PROPERTY**

If a student is caught, or if it can be shown that a student has stolen school and/or personal property belonging to another person, they can expect the consequences indicated below. Students are encouraged not to bring items of value to school that are not necessary for the regular educational process. The school district will not be responsible for student items brought to school. Students are discouraged from bringing items of value to the school. Items such as jewelry, expensive clothing, electronic equipment, and sports equipment are tempting targets for theft and extortion. Also, students are discouraged from bringing large amounts of money to school.

<b>1<sup>st</sup> offense</b>	Three (3) days OSS, referral to SRO *Return of property or reimbursement of cost if the property is lost or damaged
<b>2<sup>nd</sup> offense</b>	Up to ten (10) days OSS, referral to SRO *Return of property or reimbursement of cost if the property is lost or damaged

**USE OF PROFANITY AND OTHER FORMS OF INAPPROPRIATE LANGUAGE OR GESTURES**

In an educated society, particularly in an institution established for the purpose of education, there is no place for the use of profanity and other forms of inappropriate language and gestures. Inappropriate drawings or other visual mediums are included in this category.

<b>1st offense</b>	One (1) ASD
<b>2nd offense</b>	Two (2) ASD
<b>3rd offense</b>	One (1) ISS, staffing scheduled
<b>4th offense</b>	Three (3) days OSS, staffing scheduled upon return

**CHEATING AND OR SUBMISSION OF PLAGIARIZED MATERIAL**

Submitting work of another person as your own work is contrary to the process of education. These actions must be discouraged in an educational setting.

<b>1st offense</b>	Failing grade on assignment
<b>2nd offense</b>	Two (2) ASD, failing grade on assignment, staffing scheduled
<b>3rd offense</b>	Failing grade for the semester or marking period

**INSUBORDINATION**

This is defined as the blatant refusal of a student to follow the reasonable directions of a teacher, administration, or other member of the school staff.

**\*Consequences for such actions will be left to the discretion of the building Principal.**

**RUDE AND/OR DISRESPECTFUL BEHAVIOR TOWARD ANOTHER STUDENT, FACULTY, OR PERSON ASSOCIATED WITH THE SCHOOL**

It is understood that all persons become angry at some time or another. However, it is the responsibility of all persons to find an acceptable means to control this emotion. There is no excuse for rude and/or disrespectful displays. Students demonstrating inappropriate displays will be subject to detention, in-school suspension, or out-of-school suspension depending on the severity of the situation.

**PARTICIPATION IN AN ACTIVITY THAT DISRUPTS CLASS OR THE NORMAL FUNCTIONING OF THE SCHOOL DAY**

It is the general mission of the school to provide students with an education in a safe and orderly environment. This doesn't mean that students cannot have fun in the process. However, students must be mindful that some actions, although possibly minor in nature, can have a negative impact on learning.

<b>1st offense</b>	Iss for the remainder of the day, parent contact made
<b>2nd offense</b>	Two (2) ASD, staffing scheduled
<b>3rd offense</b>	One (1) day ISS, parent meeting
<b>4th offense</b>	Three (3) days OSS

**Unauthorized use of cameras/phones/pictures on social media post/photo sharing**

<b>1st offense</b>	Three (3) days OSS *Referral to SRO in severe cases
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**Direct derogatory references on Social media on any school grounds can result in disciplinary action at the building Principal's discretion.**

**INAPPROPRIATE DISPLAYS OF AFFECTION**

There is an appropriate time and place for the expression of affection between students. The school setting and at school-sponsored activities are not the venue for this activity. Students are reminded not to embarrass themselves and others, and to avoid displays in and around school.

<b>1st offense</b>	Warning
<b>2nd offense</b>	One (1) ASD *Possible referral to SRO
<b>3rd offense</b>	One (1) day OSS, parent conference before student return *Possible referral to SRO

**\*For severe cases of inappropriate displays of affection the consequences will be at the principal's discretion.**

**SKIPPING CLASS**

Students who remain on school property or in the building, but are not present in their assigned class, lunch period designation, or other assigned location, will be considered to be skipping.

<b>1st offense</b>	One (1) ASD
<b>2nd offense</b>	One (1) day ISS, staffing
<b>3rd offense</b>	Thress (3) days ISS, staffing

**LEAVING CAMPUS WITHOUT SIGNING OUT**

Any area outside the sidewalk which encircles the school building is considered an unauthorized area unless a student has left the building having followed the procedure defined in the attendance policy.

<b>1st offense</b>	Two (2) ASD
<b>2nd offense</b>	Two (2) ISS, staffing

**TRESPASSING, UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

People using school property or who are engaged in activities on school grounds must secure permission from school administration prior to such action. Failure to gain permission could result in trespassing and/or theft charges being filed.

<b>1st offense</b>	Three (3) days OSS, social probation for the remainder of the semester or marking period *Referral to SRO
<b>2nd offense</b>	Five (5) days OSS *Referral to SRO

**VEHICLE PRIVILEGES**

Students are not allowed to park in the staff or visitor sections. While driving, students must follow:

- A. Basic speed laws must be adhered to
- B. Careless or reckless driving is prohibited.
- C. Improper parking may result in the vehicle being towed at the owner's expense.
- D. Students must park in designated lots.
- E. Vehicles parked in school parking lots are subject to inspection (including trained dog searches) by proper authorities (including administration at any time for any reason).
- F. All cars in the parking lot are to be locked at all times.
- G. Students are not allowed in parked cars during the school day.
- H. Students are not to loiter in or around parked cars during the school day.
- I. Driving and/or parking on the grass is not permitted.
- J. Students may not drive underclassmen off campus without authorized permission from the building office.
- K. No student may drive or ride in a vehicle to the vocational-technical center or to other off-campus courses or internships without the permission of the building principal.

**\*Any vehicle found without a registered school parking sticker will be subjected to a \$25 fine/citation.**

This fine includes the cost of purchasing a sticker. The second offense will result in a loss of driving privileges for the remainder of the semester. (Two-week grace period from the first day of school.) If students fail to follow the rules set down in the handbook, they run the risk of losing the privilege of driving their vehicles to school.

**Driving Infractions**

<b>1st offense</b>	One (1) ASD
<b>2nd offense</b>	One (1) day ISS
<b>3rd offense</b>	Two (2) days ISS, staffing

**BACKPACKS**

Backpacks will be kept in lockers during the school day, and may not be carried from class to class. Students may not carry any bag with them during the school day that is larger than a pencil case (A standard pencil case is 8x3x3"). Backpacks may be allowed if the student is on crutches.

**CELLPHONES**

Cell phones are not to be out in the classroom unless it has been instructed by the teacher for a special assignment. For the middle school students cell phones are to be turned off and placed in their locker during class time or turned in to your teacher at the beginning of class if that is an option.

<b>1st offense</b>	Confiscation of the device, students may pick up the device at the end of the school day.
<b>2nd offense</b>	Confiscation of the device, a parent is contacted to arrange to pick up and the student will serve lunch detention. RTC referral
<b>3rd offense</b>	Confiscation of the device, a parent is contacted to arrange to pick up and staffing is scheduled. RTC referral

**DRESS CODE (Updated)**

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parents. The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

- Appropriate footwear must be worn at all times (slippers are not appropriate and will not be allowed with the exception of special dress-up days).
- Skirts, dresses, and shorts must be within 5" of the top of the knee because there is no inseam.
- Clothing with suggestive solicitation of profanity, tobacco, alcohol, illegal substances, vulgar suggestions, or anything else deemed to be offensive (i.e. confederate flag) are not permissible.
- Hats, coats, jackets, and all other non-essential classroom items (i.e. flags) will be removed and placed in lockers upon entering the building. Hats and "hoodies" are not to cover the head anywhere in the building during school hours.
- Any attire showing/exposing midsection (no bare midriffs), and or low cut (exposing cleavage) are not permissible.
- Clothing with holes, cuts, or slits exposing underwear or excessive skin will not be allowed. No jeans with holes in the thigh area.

- Writing on clothing and/or skin that distracts from the learning environment of others is not permissible.
- No spaghetti straps or halter tops.

Students who are representing Hesperia Community Schools at an official function or public event are reminded to follow specific dress requirements as determined by the group sponsor. Typically this applies to athletic teams, cheerleaders, band/choir members, and other recognized school groups.

<b>1st offense</b>	Warning, change attire
<b>2nd offense</b>	Change attire, One (1) ASD, parent contact
<b>3rd offense</b>	Change attire, Two (2) ASD, parent contact, staffing
<b>4th offense</b>	One (1) OSS, staffing

**\*If you don't have another option the school can provide you with an alternative.**

**BUILDING EVACUATION – FIRE AND BOMB THREAT**

A plan has been established for the evacuation of the building in the event of a fire (fire drill) or a bomb (bomb threat). The school district will comply with safety laws relative to these situations. During these times of emergency or the practice for an emergency, it is expected that all students will behave in a reasonable, responsible, and safe manner. It is also expected that students will follow the directions provided by their teachers, administration, or other school employees charged with overseeing the situation.

**SEVERE WEATHER SITUATION – BUILDING LOCK DOWN**

A plan has been developed for the safety of students in the event of severe weather (weather drill) or if a situation arises where a building lock-down must be conducted resulting from an intruder in the building. During these times of emergency or the practice for an emergency, it is expected that all students will behave in a reasonable, responsible, and safe manner. It is also expected that students will follow the directions provided by their teachers, administration, or other school employees charged with overseeing the situation.

**\*Consequences for misconduct relative to these situations can be found on page 25 of the handbook.**

**EXPULSION POLICY**

The Superintendent of Schools will make a recommendation for the expulsion of a student from school to the Board of Education. Such action is generally taken upon the recommendation of the Building Principal. The principal's recommendation will be communicated to the superintendent in writing, signed by the principal, and accompanied by the student's cumulative disciplinary file. If possible, a parent/guardian conference is to be held prior to the expulsion recommendation. The following procedure will be followed:

- The student will be under suspension pending the recommendation of the superintendent to the Board and pending the Board's decision.
- The superintendent's recommendation to the Board will be in writing. It will include essential elements that form the basis of the charge against the student. A copy of the recommendation will be sent to the parents or guardians of the student being considered for expulsion.
- The Board of Education will set a date, time, and place for a hearing and notify the student and parents/guardians.
- The Board of Education will conduct a hearing under the following rules and procedures:
  - Written notice will be given of the time, date, and place of the hearing.

- The student and/or parents/guardian may be represented by an attorney or other advocate/advisor of their choice.
- Witnesses may be presented at the hearing and the student or representative may question the individuals testifying against the student.
- The hearing is not a court proceeding and rules of evidence will not be enforced.
- The following may be present at the hearing: the building principal, the Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
- The Board of Education will render a written opinion of its determination within ten (10) days from the date of the hearing. Such written opinions will be forwarded to the parties concerned. Efforts will be made by the school, but not guaranteed, to provide means by which a student under a suspension or expulsion may continue his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another class or school system.

The following activities are among those defined as criminal under the laws of the State of Michigan and may result in long-term suspension and/or expulsion.

- A. Arson – The intentional setting of a fire.
- B. Assault – Physical threats of violence to persons.
- C. Rape – Forcing another person to submit to sexual activities.
- D. Explosives – The possession of explosives on school property or at school-sponsored events.
- E. Extortion, blackmail, or coercion – Obtaining money or property by violence or threat of violence or forcing someone to do something against his will or threat of force.
- F. Weapons – Students found to be in possession of, including in their locker or vehicle, will be suspended from school pending an expulsion hearing before the Board of Education.
- G. Larceny – Theft.
- H. Malicious Mischief – Property damage.
- I. Robbery – Stealing from an individual by force or threat of force.
- J. Drug Abuse – Sale, use, or possession of alcoholic beverages or illegal drugs.
- K. Trespass – Being present in an unauthorized place or refusing to leave when ordered to do so.
- L. Unlawful Intimidation of School Authorities– Interfering with administration or teachers by intimidation with the threat of force or violence.

### **QUESTIONING A STUDENT**

When possible, the building principal or his/her designee will notify parents/guardians prior to permitting the detainment of a minor student by law enforcement authorities. Also, every reasonable effort will be made to contact parents/guardians when such questioning might result in a suspension or expulsion from school or criminal charges being brought against a student.

If a civil law enforcement authority finds it necessary to question or detain a student during the school day and the parents/guardians cannot be reached or are unavailable to come to school, the building principal or a designee will be present when the student is being questioned.

School administrators may question students at any time throughout the course of a normal school day or at school-sponsored activities without the presence or notification of the student's parents/guardians.

### **DUE PROCESS RIGHTS**

Any student who is accused of misconduct that could result in disciplinary action being assigned will be given the opportunity to state their interpretation of the incident and to admit or deny the charge or charges. Typically if the disciplinary action involves warnings, before-school detention, after-school detention, or Saturday detention, the opportunity to state an interpretation of the incident would be with the discipline coordinator. Those actions involving suspension or expulsion would be stated with the building principal.

**The procedure to exercise due process rights is as follows:**

1. Appeal to the disciplinary coordinator or building principal in writing.
2. Appeal to the superintendent.
3. Appeal to the Board of Education.

**Due process for suspension:**

1. Informal meeting with the building principal.
2. Students presented with charges by the referring teacher or person most directly involved with the incident.
3. Students are given the opportunity to state his/her version of the alleged violation of a classroom or school conduct code.
4. Students may appeal an unfavorable decision to the next level if desired. The student will serve the consequence assigned while a decision is in the process of appeal.

**Due process for expulsion:**

1. Hearing before the Board of Education.
2. Students presented with evidence of the violation.
3. Students are given the opportunity to refute the evidence brought against them.
4. Students may have parents/guardians, an attorney or other counsel, and other witnesses present at a hearing.

\*Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (A.D.A.).

**SEARCH AND SEIZURE POLICY**

To maintain order and discipline in our school and to protect the safety and welfare of our students and school personnel, school authorities may search you, or your locker under the circumstances outlined below.

- **Personal Searches:** Your person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that you are in possession of illegal or unauthorized materials.
- **Locker Searches:** school authorities may conduct periodic general inspections of lockers at any time without notice, without your consent, and without a search warrant. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities.

**MILITARY OPT-OUT FORM (Updated)**

Military Opt-Out Form Request not to release name, address, or telephone number to the military. Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and telephone numbers to military recruiters upon their request. This will enable military recruiters to call students at home. The school is required to notify you of your right to Opt-Out from this by requesting that the school not release your information to military recruiters. You may come into your student's building office and request the Military Opt-Out Form. Filling this form out will request that the school does not share your student's personal information with military recruiters.

**TRANSPORTATION CONTACT INFORMATION**

**Transportation Coordinator:**

**Ken Muckey 231-854-9301  
231-854-6185 ext. 8608**

Hesperia Community Schools is responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school. Each child will be assigned to use a specific bus and a specific bus stop location. A child will not be permitted to use any other bus or stop without permission from the Director of Transportation. The Director of Transportation may grant permission for a student to ride a different bus or use a different stop when they have received a phone call or a written

request from a parent (s)/guardian(s) at a minimum of 48 hours before.

**\*Bus expectations can be found on the Hesperia Community School PRIDE Matrix on page of the handbook.**

**Major and Minor Offenses (Bus conduct)**

The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. In some cases a minor offense could be determined to be a major offense depending upon the circumstances and vice versa. The following examples are not all-encompassing:

**Minor**

- Consuming food or drink
- Disrespect towards others
- Abusive language towards others
- Pushing
- Standing while the bus is moving
- Spitting
- Yelling in or out of bus

**Major**

- Throwing Objects in and/or out of the bus
- Fighting
- Destruction of school or personal property
- Abusive language toward an adult
- Improper use of emergency door
- Use or possession of controlled substance
- Possession of any type of weapon
- Possession or use of tobacco products, drugs, or alcohol

**Corrective Discipline (Bus conduct report)**

<b>1st offense</b>	Warning
<b>2nd offense</b>	Bus conduct with parent contact, one (1) day suspension
<b>3rd offense</b>	Bus conduct with parent contact, three (3) days suspension, parent meeting
<b>4th offense</b>	Bus conduct with parent contact, recommendation of removal from the bus.

**Hesperia Community Schools**

**Technology Policy (Updated)**

The purpose of this Technology Policy is to enable the user to be knowledgeable of and comply with the District's Technology Resources and its related rules, regulations, policies and procedures governing their usage. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance. Staff and students at Hesperia Community Schools are provided access to computer equipment and services, including the Internet, in an effort to promote educational excellence through the use of effective and powerful information tools. Computer and network operations rely on the proper conduct of the users who must adhere to strict guidelines. This document outlines the responsibilities you are about to acquire. The use

of school equipment and network is a privilege not a right and inappropriate use will result in a cancellation of those privileges. Hesperia Community School's administrators will deem what is inappropriate and their decision is final. The administration may also remove access to equipment and networks at any time as they deem necessary. Access to computers and people all over the world may allow the users to obtain material that may not be considered to be of educational value. Hesperia Community Schools reserves the right to take steps to restrict access to inappropriate and controversial materials. In spite of steps taken, users may be able to access inappropriate materials. It is also possible to access inappropriate materials unintentionally. We believe that the positive use of the Internet far outweighs the potential access of inappropriate material.

### **Hesperia Community Schools Internet Safety Policy:**

Hesperia Community Schools has established policies to comply with the board policy 7540. These district policies are designed to protect minors who use school computers to access the Internet and the World Wide Web. Hesperia Community Schools is taking measures to protect students from harmful and/or inappropriate material on the Internet and the World Wide Web through measures such as staff monitoring, proxy servers, and filtering software installed in the network of each school in the district. All student computers accessing the Internet and World Wide Web utilize filtering software.

### **Hesperia School District takes measures to:**

- Protect students against visual depictions that are obscene or harmful to minors.
- Monitor the online activities of minors.
- Restrict access by minors to inappropriate matter and materials harmful to minors on the Internet and World Wide Web.
- Protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Protect students from unauthorized access, including so-called 'hacking', and other unlawful activities by minors online.

### **As a student or staff member of Hesperia Community Schools, I agree:**

- I will use the computer equipment and services in a way that is consistent with the educational objective of Hesperia Community Schools.
- I will prevent transmission of any material in violation of any U.S or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- Hesperia Community Schools may terminate use of computer equipment and services at any time. Inappropriate use will result in consequences including, but not limited to, cancellation of computer privileges, disciplinary action and legal action depending on the severity of the violation.
- I will use appropriate language. I will not swear, use vulgarities or any other inappropriate language. I will behave in such a way that reflects well of Hesperia Community Schools.
- I will not give out credit card numbers, addresses, phone numbers, or any personal identification on the Internet.
- Students will not make purchases or conduct financial transactions of any kind while using school resources or equipment. This includes, but is not limited to, app purchases.
- I understand that Hesperia Community Schools makes every attempt to keep my documents and communications private. However, communications outside of the network may not be accessible to others, and I acknowledge that the district reserves the right to observe activity, and to copy or delete files as needed to ensure efficient operation of its network and to monitor potential violations of acceptable use.
- Hesperia Community Schools makes no warranty of any kind, whether expressed or implied, for the services it is providing to me. HCS will not be responsible for any damages suffered. This includes loss of data resulting from service interruptions caused by negligence, errors, or omissions. Use of any information obtained via HCS is at your own risk. This includes viruses that

may have spread through HCS equipment. HCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- I understand that I am responsible for the proper care of Technology Resources at all times whether on or off school property, including costs associated with repairing or replacing the Resource due to damage caused beyond normal wear and tear, or no longer possessing the Resource. I will report a damaged, lost, or stolen Resource to the building administrator immediately. If a Resource is stolen, a report must also be filed with the local police. I understand that any Resource issued to me will be returned in acceptable working order and condition to the District upon request. **Common Repair Costs:**

Broken Screen (Chromebook)	\$35.00
Keyboard (Broken, Missing Keys)	Up to \$50.00
Broken Hinge	Up to \$90.00
Charger replacement (Chromebook, iPad)	\$35.00
Chromebook Full Replacement	\$250.00
iPad Repair (Screen, Headphone Jack)	\$90.00
iPad Full Replacement	\$340.00

**Important: Promptly report any problems/ damage with your device to staff members.**

- I acknowledge, understand, and accept that correspondence, photographs, video, documents, and records (collectively “communications”), sent or received over the District’s Technology Resources may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL 15.231, et seq. I agree to cooperate fully and promptly with the District when responding to FOIA requests concerning such communications sent or received over the District’s Technology Resources.
- Security on the district’s systems is a high priority. I will not use another user’s login. Attempts to login as another user or to obtain passwords may result in the loss of access. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- If I feel that I can identify a security problem, I will notify a staff member. I will not demonstrate the problem to other users.
- Theft or vandalism will result in the cancellation of privileges and may be disciplined under policies indicated in the student handbook. Vandalism is defined as any malicious attempt to alter, harm or destroy data of another user, or system. This includes, but is not limited to, the uploading or creation of computer viruses.

**Cyber-Bullying:**

HCS believes that all people in our learning community have the right to teach and learn in a supportive, caring, and safe environment without fear of being bullied. We believe that every individual has a responsibility to report an incident of bullying whether it happens to themselves or to another person. Any form of harassment using electronic devices, commonly known as cyber-bullying by staff, students, or third parties is prohibited and will not be tolerated in the district.

Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image audio, visual) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive

educational or working environment is also considered cyber-bullying.

**\*Hesperia Community Schools will take any report of cyber-bullying seriously and will investigate credible reports promptly.**