

**Hesperia Community Schools
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings
– unless parents have notified the district that they **do not** want their child’s information disclosed.

The district will occasionally receive requests for directory information from other sources – through the Freedom of Information Act we are required by law to provide the requested information (names, addresses, phone numbers, major course of study, and if requested other information that the district has designated as directory information in Board Policy 5180) unless requested that you **do not** wish this information disclosed.

If you **do not** wish to have this information disclosed you must complete this form and return it to the high school student service office, no later than **September 10, 2022**.

Do not release my secondary student’s information.

Name of Student (print)

Name of Parent/Guardian (print)

Parent/Guardian Signature

Date

I understand this only prevents my student’s information from being disclosed to those who request it through the district and I may still receive information/advertisements from other sources.

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: Ken Muckey at 231-854-1010 or muckeyk@hesp.net.

SECTION ONE **FORWARD**

DISTRICT 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 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.

HESPERIA HIGH SCHOOL VISION STATEMENT

Achieving Excellence Together

TITLE IX, TITLE VI, AND SECTION 504

It is the policy of Hesperia Community Schools not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admissions or employment policies as required by Title IX or the 1972 Education Amendments Executive Order 11246 as amended: Section 799A and 845 of the Public Health Act; Title VI of the Civil Rights Act of 1964; and the Equal Pay Act.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their right to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and school staff. Students will be expected to follow teacher/staff directions and obey all school rules.

Parents/Guardians have the right to know how their child is progressing in school and as such, will be provided information on a regular basis when concerns arise. On many occasions, it will be the responsibility of the student to deliver this information to parents/guardians. If necessary, mail or hand delivery will be used to insure that contact has been made. Parent/Guardians are encouraged to build a positive two way link with teachers and staff. This may be accomplished by informing these persons of suggestions or concerns regarding their child.

The high school staff expects that students will arrive at school prepared to learn. It is the student's responsibility to arrive on time, have necessary materials, and to be prepared to participate in the educational program. If for some reason this is not possible (we understand that from time-to-time special situations arise – it happens to everyone), the student should seek help from a teacher, a counselor, or from some other adult to help resolve the problem.

SECTION TWO

GENERAL INFORMATION

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 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 guidance counselor

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

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 eighteen (18). 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.

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 building principal.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities ACT (A.D.A.) requires the school to insure 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 Director of Student Services or the building principal.

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.

Directory Information:

Directory information may be distributed for non-profit making purposes when requested, unless the parent/guardian of a student makes a written request to restrict this material. Directory information may include: student names, addresses, telephone numbers, date of birth, major field of study, participation in officially recognized school activities or athletics, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, or other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Information and records of former students shall also fall into this directory information category and these materials will be handled in the same manner as those of active students.

Confidential Records:

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This type of information can only be released with written consent of the parent/guardian, the adult student, or a surrogate. The only exception to this guideline is to comply with state and/or federal laws that may require release without consent.

Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the student's family and outside service providers. Confidential information that is contained in a student's records that originates from an outside professional or agency may be released to the parent/guardian only with the permission of the originator. Such reports shall be placed in a student's file with the knowledge of the parent/guardian.

SECTION THREE

ACADEMIC GUIDELINES

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 which will provide for enriched living, good citizenship, and academic and vocational skills. Students may enroll in programs which 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 guidance 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. Student 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 ELA 9, 10, 11, and 12 developed by MDE
3 Credits	Science	Biology; Physics or Chemistry; one additional Science credit
3 Credits	Social Studies	.5 credit in Civics; .5 credit in Economics; U.S. History and Geography; World History and Geography
2 Credits	World Language (Class Of 2016 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	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 on participation 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

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%

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	- E =	0.00		
3. Grade point average includes all courses taken for a grade and is cumulative for grades 9 through 12.

ALL "A" Breakfast

A student must receive all "A's" at the conclusion of each of the 9-week grading periods for participation in the annual spring all "A" breakfast. Beginning with the 2022/2023 school year a student must receive all A's at the conclusion of the 1st semester for participation in the annual all "A" breakfast. Beginning in the 2022/2023 school year, students must receive all A's for the previous year's spring semester as well as the end of the current 1st semester to qualify for the annual all "A" breakfast.

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 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 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 as 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 as a “Distinguished Honor Graduate” and earn a collar to wear at graduation.

Class Rank

Determination of 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 by 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 to 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 that 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) requires 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 a 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 course 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, 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 the 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 (1st, 2nd and 3rd period) or the afternoon (5th, 6th, and 7th 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 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, 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 which were taken through homeschooling. Testing out guidelines number 1, 3, and 4 must be followed.

If the home schooling 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. The Hesperia Community Schools reserves the right to require the student to test out before credit is granted.

The Hesperia Community Schools reserves the right to insure 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 in 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.

SECTION FOUR

STUDENT LIFE

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 High School allows 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 High School is the agency that oversees the event. At all activities, the following guidelines must be met:

1. Only enrolled Hesperia High 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 high school secretary, complete required information on the pass, and submit the completed pass to the high 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 High 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 high 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 High School allows 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 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 High School 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

ined 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 fund raising 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 scheduling, 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, and 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 are 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.

WORK PERMITS

A work permit is required for all students, age 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 age fourteen (14) may not be legally employed in a job that requires a work permit.

VISITORS

Adult visitors, particularly parents/guardians, are welcome at Hesperia High School. **In order to properly monitor the safety of students and staff, all visitors must report to the high 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 school property. If this is not possible, the visitor must spend the day in the in-school suspension room.

USE OF CLASSROOM TELEPHONE /CELL PHONES

Telephones in classrooms are not to be used by students at any time. Telephones in the office are only to be used with permission of office staff and the use must be related to an emergency situation. The office staff will receive telephone messages from parents/guardians and will attempt to deliver the message content to the student.

Cell phones are not to be used or visible during class time unless as part of a structured classroom activity. Violation of this provision will result in the student's phone being confiscated. It will then be returned to the student's parent or guardian no earlier than the end of the current school day. Repeated offenses will be treated as a class disruption or insubordination, and increased consequences will be handed out at the discretion of the building principal.

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 use 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 insure 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.

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.

SECTION FIVE

STUDENT HEALTH

SPECIAL HEALTH CARE NEEDS

Students with special health care needs should submit appropriate information to the high school 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 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 parent/guardian for the student to drive themselves home.
4. The high school office will be notified by the nurse if the student goes home. The absence will be noted as 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 medications 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.**

SECTION SIX **SAFETY AND EMERGENCY PROCEDURES**

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. Consequences for misconduct relative to an evacuation situation are outlined in section five of this handbook.

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 employee charged with overseeing the situation.

Consequences for misconduct relative to these situations are outlined in section five of this handbook.

SCHOOL CLOSINGS AND DELAYS

If school must be closed or if the starting time must be delayed due to inclement weather or other conditions, television and radio stations will be notified to broadcast such announcements. **PLEASE DO NOT CALL THE SCHOOL.** The following are a few of the information networks that can be accessed in the event of severe weather conditions.

- | | | | | | |
|------|-----------|---------|---------------|---------|---------------|
| - TV | Channel 8 | - TV | Channel 13 | - Radio | Station 105.3 |
| - TV | Fox 17 | - Radio | Station 100.1 | - Radio | Station 106.9 |

SECTION SEVEN

STUDENT ATTENDANCE IN SCHOOL

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 High School has an attendance policy to avoid these negative consequences.

PHILOSOPHY

Hesperia Community Schools believes that regular school attendance is essential and a major factor in the academic success of each student. Therefore, students enrolled at the high school are expected and required to attend school every day. 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 and the high school, it is hoped each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success.

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, "once in a lifetime" family opportunities. Parents/guardians will be notified on the fifth (5th) and ninth (9th) absences

Upon accumulating his or her 11th 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, "once in a lifetime" family opportunities. In the event of an absence(s) School Messenger Auto Dial will inform 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.

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
10 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 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 as 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 the high school 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.

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 as unexcused. 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.

SECTION EIGHT

STUDENT DISCIPLINARY GUIDELINES

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

An important element in the educational process is that of discipline. It underlies the whole educational structure. Discipline is the catalyst for self-control, character, orderliness, and positive societal relationships. It is the key to acceptable conduct and respectful behavior toward others.

Our school cannot function in an orderly manner without a set of rules that govern the actions of the students we are responsible to educate. The student's knowledge, understanding, acceptance and adherence to the rules of discipline are essential for the successful operation of the educational environment at Hesperia High School. We expect all students, and their parents/guardians, to understand the established disciplinary guidelines and the consequences that can be expected if these guidelines are violated.

A major component in the educational program at Hesperia High School is to prepare students to become responsible citizens and workers by teaching them to conduct themselves in accordance with established standards. 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 and the high school building.

CLOSED CAMPUS

Hesperia High School is a closed campus school. Specifics regarding closed campus may be found in section seven of this handbook.

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. **Community Service:** Supervised activities related to the upkeep and maintenance of school facilities. Work assignments will not interfere with a student's regular class schedule.
- B. **Voluntary Restitution:** Repayment agreed to by the student of the cost or expense incurred by the school district or others arising out of the student's misconduct.
- C. **School Bus Suspension:** Denial of school bus riding privileges based on misconduct constituting an abuse of that privilege.
- D. **Driving Suspension:** Denial of driving privileges for a specified period of time.
- E. **Warning:** A warning is a general first offense consequence for those disciplinary infractions that are considered minor offenses. Typically when a warning is issued, written documentation will be kept on file by the disciplinary coordinator.
- F. **After School Detention (primary):** A detention session spent in the media center (or other announced site beginning five minutes after the dismissal of regular classes at the end of the school day and continuing for 60 minutes. Students assigned to this type of detention session must follow the same guidelines as described above for a before school detention. Failure to follow these expectations will result in the assignment of a Saturday detention session. Failure to serve this type of detention will result in the assignment of one (1) Saturday detention.

General Detention Guidelines

- a. If possible, students will be notified of a detention assignment at least twenty-four (24) hours in advance of the consequence.
- b. Notice of the detention assignment will be in writing with the student also being notified verbally. At the time of the verbal notification, students will be expected to sign their written notification form indicating their knowledge of the assigned consequence.
- c. During the after school detention sessions, generally no breaks will be allowed.
- d. No food or beverage will be allowed in the detention location.
- e. The detention room door will be closed and locked at a time to be determined by the principal and the detention room supervisor each year. Students who do not arrive by this time may be considered no-shows and may be immediately suspended from school.

In-School Suspension (ISS)

In general, an in-school suspension (ISS) will be utilized when a student must be removed from a classroom setting for disciplinary reasons. The length of time a student spends in ISS will be determined by specific circumstances concerning the reason a student is referred. The Disciplinary Coordinator and/or the Building Principal will determine the length of time spent in the ISS room

While in the ISS room, students are expected to work on appropriate school related assignments or reading. This is not expected to be a time for 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 the disciplinary procedure, generally out-of-school (OSS) suspension.

Failure to Serve

Students and their parents/guardians will be notified of the date and time that a detention is to be served. Failure to serve the detention or comply with the detention room rules will result in an immediate one (1) day out of school suspension for the first offense.

Out-Of-School Suspension (OSS)

A student may be suspended from school for a specified period of time, from one (1) to ten (10) days, by the building principal for disciplinary infractions of a severe or repetitive nature, as outlined below in the section specifying consequences

When assigned an OSS, students may not be on any school owned property and may not attend any school-sponsored activity. This means a suspended student may not participate in, or be a spectator at, any activity sponsored by the school. If a weekend, vacation period, or other "no school" day occurs during the time of suspension, the student must remain away from school property and activities until the full time period of the suspension has been served.

Students who do attend school or a school activity during a suspension period will be considered to be insubordinate with consequences for this action assigned. The student will be directed to leave school property. If a student refuses this direction, it would constitute further insubordination and law enforcement officials will be contacted for the student's removal. Potentially, trespassing charges may be filed.

Expulsion

An expulsion from school is a denial of the right to attend school and to participate in or attend any school function 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 the Superintendent of Schools.

The Building Principal may immediately suspend a student from school if the student's presence poses a danger to themselves, other students, school personnel, property, or they are a threat to disrupt the educational environment of Hesperia High School.

Expulsion Procedure

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:

- a. The student will be under suspension pending the recommendation of the superintendent to the Board and pending the Board's decision.
- b. The superintendent's recommendation to the Board will be in writing. It will include essential elements that form a 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.
- c. The Board of Education will set a date, time and place of a hearing and notify the student and parents/guardians.
- d. 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 laws of the State of Michigan and may result in long-term suspension and/or expulsion.

- A. Arson – The intentional setting of fire.
- B. Assault – Physical threats of violence to persons.
- C. Rape – Forcing of 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 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 were 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 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.).

DISCLAIMER

On the following pages, various types of disciplinary situations are indicated with consequences for violation. The school administration reserves the right to amend this listing and to modify consequences as specific situations may warrant. The intent in this disclaimer is to allow for unforeseen circumstances. In addition, the school administration reserves the right to remove a student from school in the event there is persistent disobedience to establish policies, rules, and regulations for student behavior and conduct.

DRESS AND GROOMING – DRESS CODE

Student attire should reflect the expectations of the organization of which they are a member. Student attire should insure their personal health, safety and welfare while permitting the normal functioning of the school. A variety of styles of dress are permitted with the two main considerations of appropriate attire being neatness and common sense. Cleanliness of person and apparel is expected as a matter of good health care. Any student wearing clothing deemed inappropriate will be dealt with on an individual basis. Specific dress code rules are:

1. No clothing or accessories that have obscene or suggestive language, gestures or pictures.
2. No clothing or accessories that advertise or promote alcohol, tobacco, and/or other types of controlled substances.

3. No clothing that exposes one's back, midriff, extended sides and underarms, spaghetti straps, cleavage or undergarments, and any other that is deemed inappropriate by the principal.
4. No short shorts or short skirt- the length of shorts/skirts must be below the tips of the fingers with arms and shoulders extended down
5. No hats or other head covering.
6. No coats may be worn during the school day.
7. No wallet or other heavy weight chains. The building principal will make all determinations relative to the appropriateness of chain types. If the wearing of chains continues to be a problem after a warning, the possession of chains will be determined to be a weapon and handled accordingly.
8. No accessories that could present a health or safety hazard to the student or others. This determination will be made by the building principal.

Students who are representing Hesperia High School 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.

The final interpretation of this dress code will rest at the discretion of the building principal. Students with inappropriate attire will be required to change. If different clothing must be obtained from home, students will be permitted to contact parents/guardians. Students will not be allowed to attend classes until their attire is acceptable. The time absent from class will be considered to be unexcused. If clothing cannot be obtained from parents/guardians in a timely manner, appropriate clothing may be provided.

Consequences for dress code violation (in addition to the requirement for changing clothing):

- 1st offense Warning
- 2nd offense One (1) after school detention
- 3rd offense Two (2) after school detention or One (1) Day ISS
- 4th offense Out of School Suspension

TARDINESS

One of the designed aspects of an educational program is to provide training to meet the challenges of adult life. Important in this training is the need to be punctual. Tardiness is disruptive to classes in session and can disrupt future employment situations. To operate a school building and its individual classrooms in an orderly manner, it is necessary that members of the student body regard tardiness as a highly irregular behavior. As a means of providing for the orderly operation of this school, the following tardiness procedures will be in effect:

1. If a student arrives late for school (after the bell), that student must first report to the office to sign-in and to obtain an admit pass to their assigned class. This must be done before proceeding to any other location of the building, including lockers.
2. If the tardiness is to be excused, a student must have a note of explanation or telephone contact must have been received from the student's parent/guardian. Students who are eighteen (18) or older and are residing with their parents must also follow this procedure.
3. If a student has been in school but is tardy in arriving to an assigned class from their previous one, they must still have a signed pass from their previous teacher or the office. If a pass is not obtained, the tardiness will be recorded as unexcused.
4. Students who have an unexcused tardiness of more than twenty (20) minutes will be recorded as unexcused absent from that class. This absence will count toward the student's ten (10) day absence limit.
5. Students, who are tardy due to late arriving busses, should proceed immediately to their assigned class. There is no need to report to the office for sign-in in this type of situation.

Consequences of Tardiness

1st Tardy- Warning; student is allowed to enter class

2nd Tardy- Student referral entered in Skyward, Teacher contact parent/guardian

3rd Tardy- Student referred to RTC, parent/guardian contacted

4th Tardy- Student referred to RTC, parent/guardian contacted, 1 ASD (after school detention)

5th Tardy- Intervention meeting (Parent, Student, Teacher, Counselor), 2 ASD

STUDENT DRIVING

Driving to school and parking on school property is a privilege. Violation of the following guidelines may result in this privilege being denied along with other disciplinary actions.

1. Students are to park only in those areas specified for student parking. Students who park in non-designated locations may face the consequence of having their vehicle towed at their expense.

Students are not to be engaged in "hot rodding", racing, or other such activities in the parking lot or in other areas near the

2. School property. This type of activity likely will result in the suspension of driving privileges for a length of time determined by the building principal.
3. No student may be in the school parking area during regular school hours (8:05 a.m. to 3:15 p.m.) without the permission of the building principal or other designated person. Consequences for violation are:

- 1st offense One (1) before or after school detention
- 2nd offense Loss of driving privileges for two (2) weeks
- 3rd offense Loss of driving privileges for the remainder of the school year

4. No student may drive or ride in a vehicle to the vocational-technical center or to other off campus courses or internship without the permission of the building principal. A driving permission form must be fully completed in order to seek permission. Consequences for violation are:

1st offense One (1) After school detention

2nd offense Two (2) After school detentions and loss of total driving privilege for a period of time set by the building principal

3rd offense Withdrawal from off campus program or internship - loss of credit for that activity - student placed on a half day schedule of classes.

5. No student may drive a vehicle, or ride in a vehicle, during the school day without permission of the building principal. Before such permission can be granted by the principal, parents/guardians must be contacted or written permission from parents/guardians must be produced by the student. Consequences for violation are:

- 1st offense One (1) before or after school detention

- 2nd offense One (1) day ISS

- 3rd offense Two (2) days ISS and loss of driving privilege for a period of time set by the building principal

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 High School is a closed campus school. 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 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 will be the same as specified for skipping school.

Harassment

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

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

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

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

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

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

Any student that believes he or she has been or is the victim of harassment should immediately report the situation to the teacher, principal, or RTC Supervisor.

The affected person may submit a report in writing, by telephone, or in person. The reporting person should provide the names of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While the charge is under investigation, no information is to be released to anyone who is not involved in the investigation, except as required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken to prevent the continuation of the harassment or its reoccurrence.

Typically, when a complaint is made to the building principal, the person making the report will be asked to complete a Report of Harassment Form that is available in the high school office. All persons making a claim of harassment are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student or other persons may be considered a form of child abuse which will require that the student and abuser be reported to proper protection and/or law enforcement authorities.

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

Hazing

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

BULLYING, INTIMIDATION, AND/OR INCITING UNREST WITHIN THE SCHOOL OR ON SCHOOL PROPERTY

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to a teacher, counselor or another adult who will be responsible for notifying the appropriate administrator.

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

The Dean of Students and/or Principal (*or designee*) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

Non-Retaliation/False Reports

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

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

Bullying

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-

related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharges for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Definitions

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. interne, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

POSSESSION OF A WEAPON, ACTS OF ARSON, SEXUAL MISCONDUCT, AND USE OF AN OBJECT AS A WEAPON - Public Act 250 of 1995

In compliance with Michigan School Code, the Hesperia Board of Education shall expel any student who possesses a dangerous weapon at school or on any school owned property, including busses and other transportation. In addition, the Board shall also expel any student who commits acts of either arson or third degree sexual misconduct in any school owned building or on school property, including vehicles. The time of this expulsion shall be for no less than one hundred eighty (180) school days. The student involved shall be immediately suspended from school pending Board of Education action. Such expulsion is mandatory under both Federal and State Law, along with adopted school policy, unless the student establishes in a clear and convincing manner one of the following:

1. The object was not brought to school by the student to be used as a weapon or to be transferred to another individual for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not know or have reason to know that the object possessed constituted a weapon.
4. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of school or law enforcement officials.

A weapon or dangerous weapon includes the following; a firearm, gun, revolver, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles. A firearm is (1) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by explosive, or by gas, or air, (2) the frame or receiver or any such weapon, (3) any arm muffler or firearm silencer, (4) and destructive device, including explosives, incendiaries, poison gas, or any weapon which will expel a projectile by the action of any explosive or other propellant. For purposes of application and enforcement, a B-B gun is considered a weapon.

Specific guidelines relative to the administration of the items described above may be obtained from the building principal. The Michigan School Code does allow modifications of these provisions for those students with specific handicaps and/or who qualify for classifications determined by IDEA legislation.

If a student has established that one of the four conditions indicated above does exist, and thus it is not mandated that the Board of Education must expel the student, the Board reserves the right to assign consequences, as they feel appropriate. This consequence could include expulsion, dependent upon circumstances of the individual situation.

POSSESSION OF DANGEROUS OBJECTS

There are objects, not included in Public Act 250, that are inappropriate for students to possess in the school setting. If it is reported to the building principal that a student possesses such an object, this will be investigated, and if deemed appropriate, the object will be confiscated. The building principal will reserves the right to contact appropriate law enforcement officials and to assign disciplinary consequences as provided for in the disclaimer section of the handbook section. Dependent on the seriousness of the situation, the discipline measures may range from a warning to a recommendation for the student's expulsion from school.

BOMB THREATS

Any student who makes a threat of a bomb in the school that results in the loss of student instructional time or that necessitates the calling of law enforcement authorities to investigate, will be immediately suspended from school. In addition, a recommendation will be made to the Board of Education for expulsion from the Hesperia Community Schools.

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 on 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 1st and 2nd Offense.

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

- 1st offense Three (3) days OSS.
- 2nd offense Five (5) days OSS.
- 3rd offense OSS pending an expulsion hearing.

***Police referral is required for all fights.**

If in the course of 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 - PHYSICAL ASSAULT (involving student to staff person) - Public Act 104

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

- 1st offense Four (4) day minimum OSS.
Parent conference prior to the student's return to school.
Possible recommendation to Board of Education for expulsion.
- 2nd offense OSS pending an expulsion hearing.

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.

VERBAL OR WRITTEN THREATS (involving student to student)

Any student who makes a verified verbal threat of violence toward another student or their personal property will be removed from school, at a minimum, until the situation is resolved and the student is no longer a threat to others.

The above is subject to the principal's discretion depending on the severity of the threat.

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.

- 1st offense Five (5) day maximum OSS plus restitution of cost for replacement or repair.
Restitution, or arrangements for restitution, must be made prior to return to school.
- 2nd offense Up to ten (10) day 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. Students involved in acts of extortion can expect the following types of consequences:

- 1st offense Three (3) day OSS and possible notification of law enforcement officials.
- 2nd offense Five (5) day OSS and notification of law enforcement officials.
- 3rd offense Ten (10) day OSS and notification of law enforcement officials; pending action for 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.

The possession, use, and/or distribution of any form of intoxicant on school property or at any type of school sponsored activity is strictly prohibited. Persons who attend 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. Students involved in this type of activity can expect the following consequences:

1st offense

Ten (10) day OSS

Notification of law enforcement officials.

Loss of privilege to attend extra-curricular activities for one hundred eighty (180) school days, including commencement ceremonies (social probation).

2nd offense

Ten (10) day OSS

Notification of law enforcement officials.

Recommendation for expulsion.

POSSESSING AND/OR USE OF ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES, INCLUDING PRESCRIPTION DRUGS

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. Students involved in this type of activity can expect the following consequences:

1st offense

Ten (10) day OSS.

Notification of law enforcement officials.

Mandatory random drug testing at the school's request and parents' expense.

2nd offense

Ten (10) day OSS

Notification of law enforcement officials.

Recommendation for expulsion.

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)

- 1st offense Three (3) day OSS and notification of law enforcement officials.
- 2nd offense Five (5) days OSS, and notification of law enforcement officials.
- 3rd offense Ten (10) days OSS, and notification of law enforcement officials.

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. This type of action cannot be tolerated and students can expect the following consequences for violation:

- 1st offense Five (5) day OSS.
Notification of law enforcement officials (for alarm activation).
- 2nd offense Ten (10) day OSS.
Notification of law enforcement officials (for alarm activation).
Recommendation for expulsion.

STUDENT VALUABLES

The school district will not be responsible for student items brought to school. Students are discouraged from bringing items of value to 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.

The theft of money is virtually impossible to trace. The same holds true for many other items of value. While school administration will make reasonable efforts to investigate instances of theft, the likelihood of finding the responsible person is limited. In the event a person responsible for a theft is caught, the consequences are outlined in section five of this handbook.

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.

- 1st offense Up to three (3) day OSS.
Possible notification of law enforcement officials.
Return of property or reimbursement of cost if property is lost or damaged.
- 2nd offense Up to ten (10) day OSS.
Notification of law enforcement officials.
Return of property or reimbursement if property is lost or damaged.
Recommendation for expulsion.

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. Students demonstrating these verbal or physical actions can expect the following consequences being assigned:

- 1st offense One (1) after school detention.
- 2nd offense One (1) day ISS
- 3rd offense One (1) day ISS.
- 4th offense Three (3) days OSS with parent conference

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.

INSUBORDINATION – FAILING TO ACCEPT DISCIPLINE

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

The consequences for such actions will be left to the principal's discretion.

CHEATING AND/OR SUBMISSION OF PLAGIARIZED MATERIAL

Submitting the work of another person as your own is contrary to the process of education. This action can be considered as a form of theft. These actions must be discouraged in an educational setting and consequences will be assigned as follows:

- 1st offense Failing grade on that assignment.
- 2nd offense Two (2) After school detention. Failing grade for the nine week marking period in that class.
- 3rd offense Failing grade for the semester in that class.

FORGING PASSES

Hall passes and passes for class admittance can only be issued by adult school employees. Passes that have not originated in this manner must be considered to be forged. Consequences for creating and/or possessing a forged pass are as follows:

- 1st offense One (1) After School Detention.
- 2nd offense One (1) day ISS.
- 3rd offense Three (3) day ISS.

PARTICIPATION IN AN ACTIVITY THAT DISRUPTS CLASS OR THE NORMAL FUNCTIONING OF THE SCHOOL DAY - BOISTEROUS CONDUCT - HORSEPLAY

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. The following consequences can be expected in this type of activity.

- 1st offense One (1) after school detention.
- 2nd offense Two (2) after school detentions.
- 3rd offense One (1) day ISS.
- 4th offense Three (3) days ISS.

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

- 1st offense Three (3) days OSS

Direct derogatory references on Social media on any school grounds can result in disciplinary action at the building Principal's discretion.

SOCIAL PROBATION

As a result of a violation of school rules or policy while in attendance at extra-curricular activities, or as part of other disciplinary action, a student may have the privilege to attend extra-curricular activities suspended, meaning they are placed on social probation. Students placed on social probation may not attend any type of school sponsored activity either at their home school or at any other site. Violation of social probation will be considered an act of insubordination beginning at the 3rd offense for not accepting discipline.

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 is not the venue for this activity. Students are reminded not to embarrass themselves and others, and to avoid displays in and around school. Consequences include:

- 1st offense Warning.
- 2nd offense One (1) ISS or 2 (two) day ASD
- 3rd offense One (1) day OSS. A parent conference must be held prior to the student's return to school.

GAMBLING - ANY FORM WHERE MONEY OR MATERIAL ITEMS ARE AT STAKE

Gambling includes casual betting, betting pools, organized sport betting, and other forms of wagering. There is no place for this type of activity in school. Participants can expect the following consequences:

- 1st offense One (1) After school detention.
- 2nd offense One (1) Day OSS
Possible notification of law enforcement officials.
- 3rd offense Three (3) days OSS.
Notification of law enforcement officials.

SKIPPING SCHOOL - SKIPPING CLASS

Although this action may seem minor, students must realize that the school district is responsible for them and that it's a responsibility that must be taken seriously. Students who leave school for any reason, who have not followed the building sign-out procedure, will be considered to be skipping. In addition, 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. The following consequences can be expected for skipping.

- 1st offense Two (2) day ASD
- 2nd offense One (1) day ISS.
- 3rd offense Three (3) days ISS.

In addition to these consequences, students should note the sections relative to closed campus and to student driving for possible additional consequences.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Person's 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 with specified consequences assigned:

- 1st offense Two (2) day OSS, Social probation/ school sponsored activities
- 2nd offense Five (5) day OSS

SECTION NINE

TECHNOLOGY CODE

GENERAL INFORMATION

Use of technology at Hesperia High School is a privilege extended to students in order to enhance learning and for the exchange of information. Interaction with learning tools provided by technology will furnish a graduate with many of the job readiness and learning skills required by our evolving business and educational community.

With access to technology comes responsibility, both for the equipment and for the information accessed and created. Acceptable uses of technology are those activities, which support teaching and learning. Users working within the guidelines of the Hesperia High School Technology Code will receive maximum benefits of all available technology.

In order to be issued access privileges, students and their parents/guardians must complete and sign the Hesperia Community Schools' usage application on a yearly basis.

NETWORK AND COMPUTER USAGE

Users have the right to make use of all hardware and software on which he/she has been trained. All students who use any technology at Hesperia High School are expected to use these resources in an educational, responsible, ethical and legal manner. User behavior, which is educational, responsible, ethical and legal, adheres to the following set of standards:

- Users are responsible for utilizing district technology only for facilitating learning and enhancing educational information exchange consistent with the purpose of the district. Student accounts are only issued for research and other classroom related assignments. All other use is prohibited and will result in loss of user privilege.
- Users are responsible for using only the network ID assigned to them and are responsible for all use of their account. Concern that the security of an account is compromised; it is the account holder's responsibility to notify the network administrator for a password change. Passwords must be kept private and are not to be shared. Users found to be sharing their password with others will have committed a Level One Offense.
- Users of the Hesperia Community Schools network are responsible for "logging off" the network at the conclusion of each use. Failure to log off properly could result in an unauthorized use of that workstation. If damage or improper use of that workstation occurs, the user who failed to log off is responsible. Failure to log off is a Level One Offense. A second failure to log off is a Level Two Offense.
- Entry into any network folder, unless used for a specific class with faculty permission, is absolutely prohibited and will be considered a Level Two Offense. A repeat occurrence will be a Level Three Offense. Students found to have accessed network files, or system settings on a workstation or device, or to have used any function of the operating system to reach unauthorized areas will have committed a Level Three Offense.
- Users are prohibited from interfering with the operation of any portion of the Hesperia Community School computer network.
- Users who have accessed the files of any faculty or staff member, who have altered any file without authorization, who have damaged the security programs on the network or on any workstation or device, or who have in any way damaged network operations, will have committed a Level Four Offense. Students can also expect consequences for cheating, grade fixing and etc.
- Users are responsible for taking into account the impact of their actions and interests on other users.
- Users are to respect the privacy of others at all times by not sending unwanted e-mail or tampering with their accounts, files or data.
- Users are to be aware that use of the Hesperia Community School's network is not private. All usage is subject to monitoring by technology staff, faculty, and administration at any time. Any inappropriate material will be deleted and the user can expect consequences at a Level Two or Level Three Offense dependent on seriousness.
- Users are prohibited from using district technology for private business or personal gain, for product advertisement or political lobbying, or for making any unauthorized financial commitments. Any action to the contrary will be considered no less than a Level Two Offense.
- Users are responsible for keeping all programs or files which may carry a virus off all school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus. Such action will be a Level Four Offense.

- Users are responsible for adhering to the rules established in various labs relating to specialized equipment. The responsible faculty member will establish such rules.
- Users are responsible for seeing that no hardware is disconnected, removed, abused, or relocated. If damage results from this action, the user will be held responsible for restitution for cost of replacement or repair. This is also handled as a Level Two Offense.
- Users are expected to cooperate fully and promptly with the district when responding to FOIA requests. Correspondence, photographs, video, documents, and records that are sent, received or created via the district's technology resources may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL 15.231, et seq.
- Users are responsible for ensuring that no software is relocated, modified, or abused in any way. Modifying software includes changing screen savers, icon names, and preference options. The first violation is a Level One Offense with repeat violations being Level Two Offenses.
- Users are responsible for any input peripheral (flash drive, cd, etc.) on school equipment. Users needing use of this medium must secure permission from the network administrator. If a virus or other damage is caused by use, with or without permission, the user is responsible for restitution for repair. Using any peripheral without permission is a Level Two Offense.
- Users will not bully using technology resources, this is called cyberbullying and is not tolerated. Any form of harassment using electronic devices by staff, students or outside sources is prohibited. This includes sexting, impersonating someone else, sending defamatory images or videos, communicating in a hostile manner or creates an unsafe environment for another.
- Users will comply with social media guidelines established by the Superintendent. Permission must be granted before creating a social media account that represents Hesperia High School or the district.

PRINTER USAGE GUIDELINES

Multiple printers are available to students for the production of quality documents. Students are also able to print articles and other documents relating to assigned topics and areas of personal interest. When utilizing printing resources, students must adhere to the following guidelines:

- Users will be responsible for printing conservation. Print only what is needed. Wasteful use of paper and printing resources and inappropriate printer use will not be tolerated. If wasteful printer practices are employed by a user, they will be charged at 10 cents per copy for black and white copies and 25 cents for each color copy. Color printing is to be done by faculty only. Computer/printer usage will be denied until payment is made.
- Users are not to repeatedly send a print job. If there is a question as to why a printing request hasn't printed, it is the user responsibility to seek help from a staff person. Repeat occurrences will be a Level One Offense with the addition of charges of 10 cents for black ink and 25 cents for color.
- Users are responsible for keeping all images deemed inappropriate for school use from being printed on any printer.

E-MAIL

Student users of the Internet will have conditional access to services such as e-mail and social media. The school issues an individual district e-mail account to each student.

- Users are responsible for making appropriate use of the electronic mail system and social media for making only those contacts, which facilitate learning and enhance educational information exchange.
- Users are responsible for abiding by the generally accepted rules of e-mail etiquette.
 - Do not reveal your name, address, telephone number, or other personal information about yourself or others.
 - Make your subject line as specific as possible.
 - Use appropriate and specific language. Do not be vulgar or offensive.
 - Do not publicly criticize or humiliate other persons.
 - Do not flood another system, network or user account with e-mail.
 - Do not obscure the true identity of the sender or forge e-mail messages.

Electronic mail through the Hesperia Community School's network is not private.

Messages relating to, or in support of, illegal activities will be reported to the authorities and students can expect prosecution to the fullest extent of the law. Using e-mail or social media to harass or threaten another person is a federal offense and will be dealt with accordingly.

Student users must respect the privacy of personal email accounts and messages. Any entrance into, or use of, another's e-mail

account will result in the loss of all Internet privileges.

INTERNET USE

The Internet offers vast, diverse, and unique resources to students. The goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. With access to computers, and people all over the world, comes the availability of materials that may not have any educational value in a school setting. However, the Hesperia Community Schools believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. The district complies with the Children's Internet Protection Act (CIPA) by filtering content to protect students and staff from inappropriate or harmful content.

Loss of internet privileges could greatly affect the quality of student work since internet activity is such a great part of student coursework. Adherence to these policies is required for best performance expectations. When utilizing the Internet, it is expected that the following procedures will be followed:

- Users must have on file a signed current Internet Usage Form. The student and their parent/guardian on an annual basis must sign this form.
- All Internet usage, including e-mail and social media, must be classroom/school related. The usage must coordinate with a specific school related assignment issued by a faculty member. Failure to follow this procedure is a Level One Offense.
- Content filtering must not be bypassed or otherwise avoided and should be reported immediately if it is observed that someone is viewing inappropriate content.

The responsibilities of student users are as follows:

- Users are responsible for all transactions and materials received via the Internet under their user account.
- Users accept responsibility for preventing all sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment or software from entering the school's network. Anything that causes discomfort or a feeling of harassment for other persons will be considered offensive. Users agree to not to utilize any sites with vulgarity, swearing or obscene language. Any violation of this type will be considered a Level Four Offense.
- Users are responsible for adhering to copyright policies and procedures when copying text or other files from the Internet.
- Users agree not to download any software/programs from the Internet onto school computers without instructor authorization. Any violation will be a Level Three Offense.

COPYRIGHT GUIDELINES

Users may not copy or use any software, images, music etc. without the legal right to do so. Educational institutions are not exempt from the laws covering copyrights. Most software, images, and files available for use at Hesperia High School are protected by federal copyright and license protection. Software and information resources, including the Internet, provided by Hesperia High School for use by students may be used on computing equipment only as specified in the various software licenses and cooperative agreements. It is against building policy to copy or reproduce any licensed software on district equipment, except as expressly permitted by the software license. Users are also not to use unauthorized copies of software on district computers.

DISCIPLINARY ACTION RELATIVE TO DISTRICT TECHNOLOGY

Users violating any of the procedures or responsibilities detailed in this Technology Code will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or damages caused. Those who commit major violations may be subject to loss of computer privileges, suspension or expulsion. Multiple offenses of a similar nature will result in increased disciplinary action. Hesperia High School administration reserves the right to administer disciplinary action in a discretionary manner

SECTION TEN **TRANSPORTATION**

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.

VOCATIONAL-TECHNICAL CENTER BUS TRANSPORTATION

All guidelines for regular bus transportation will apply to students riding the bus to the Vocational-Technical Center.

If a student is removed from the bus during regular route transportation for disciplinary reasons, and that student also attends the Vocational-Technical Center, the student also may not ride the bus to the center. However, since driving privileges to the center will not be granted in this situation, students involved must report to the high school office during their center time.

BUS ROUTES

Bus routes are planned in accordance with state guidelines by the transportation supervisor. If there are questions or concerns regarding bus transportation, the supervisor may be telephoned at 854-9301.

1. Students suspended from the bus are not excused from attending school. Another form of transportation must be sought to and from the student's home.
2. Students who are suspended from riding the bus, who attend classes at the vocational center, must report to the high school office in-school suspension room during the time of their bus suspension. These students may not seek alternate forms of transportation to the center. Students who are permanently removed from the bus (upon a 5th violation) will be placed on a half school day schedule. They will be dropped from their class at the vocational center.

TRESPASSING

Although school buildings and surrounding lands are public property, the law does allow the school district officials to restrict access to this property. If a student has been suspended or expelled from school, or if a student has been placed on social probation, that student is not allowed on local school property or at school sponsored activities at other sites, without specific authorization from school administrators. Trespassing will result in the following consequences, in addition to those previously assigned that caused the exclusion from school.

- 1st offense Five (5) day OSS.
 Notification of law enforcement officials for student's removal.
- 2nd offense Ten (10) day OSS.
 Notification of law enforcement officials for student's removal.
 Recommendation for expulsion (possible extension of expulsion time previously assigned).

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Persons 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 with specified consequences assigned.

SECTION ELEVEN

LIBRARY/ MEDIA CENTER (LMC)

Student LMC Procedures

Students may use the LMC before and after school as well as during their lunch period.

When not under the guidance of a staff member, students must have a student planner signed by a staff member to utilize the LMC. Students must also sign -in and sign-out at the checkout desk.

Students are expected to behave in a productive manner while in the LMC: working on homework, researching, using a computer, and reading for pleasure.

The student code of conduct as stated in the student handbook applies while using the LMC. Any disruptive behavior will not be tolerated. (Loud talking, misuse of LMC materials, etc.) Food and beverages of any kind are prohibited in the LMC.

Tape players, radios, headphones, cell phones, and other personal electronic devices are prohibited in the LMC.

Borrowing Privileges

Books are checked out for two weeks and may be renewed.

Reference materials, magazines, and newspapers circulate for two days.

Calculators may be checked out overnight.

Fines are charged for overdue, damaged and lost materials.

Fines must be paid before a student is allowed to check out additional materials.

Current replacement costs will be charged for lost or damaged materials.

