EAST KENTWOOD HIGH SCHOOL
EAST KENTWOOD FRESHMAN CAMPUS
STUDENT HANDBOOK
RECEIPT
2015-2016

I, _____,
(Please Print Name)

Received all materials distributed during student registration including:

- ✓ **Free and Reduced Meal Application**
- ✓ **Authorization for Emergency Treatment**
- ✓ **A student planner which contains:**
    1. Student Handbook
    2. Code of Conduct
    3. Athletic Code of Conduct
    4. Weapons Policy
    5. Bus Conduct Rules
    6. Internet & Computer Use Agreement
    7. Gang Policy
    8. Bullying Policy
    9. Concussion Form

My signature indicates that I agree to become familiar with and abide by these regulations. It is the responsibility of the student to share the contents of this handbook with his or her parent(s) or guardian(s).

Signature:_____

Date: _____

Grade: _____

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WELCOME TO THE EAST KENTWOOD CAMPUS!

The administration and staff would like to take this opportunity to welcome you to East Kentwood High School! It is our wish that you have a successful, productive, and active school year.

All East Kentwood High School staff members are here to assist you with your education. If you have any questions or problems, seek their advice. We look forward to working with you this year.

Sincerely,
The East Kentwood High School Administration

EAST KENTWOOD HIGH SCHOOL ADMINISTRATION (10-12)
www.kentwoodps.org/highschool
616-698-6700

Principal:	John Keenoy	Phone: ext. 42200
Assistant Principal:	Rich Friberg (A-K)	Phone: ext. 42293
Assistant Principal:	Jamie Gordon	Phone: ext. 42203
Assistant Principal:	Dominic Lowe (L-Z)	Phone: ext. 42216
Athletic Director:	Blaine Brumels	Phone: ext. 74560

FRESHMAN CAMPUS ADMINISTRATION
www.kentwoodps.org/freshman
616-698-9292

Principal:	Michele Siderman	Phone: ext. 41431
Assistant Principal:	Andrew Kolzow	Phone: ext. 41434

KENTWOOD PUBLIC SCHOOLS MISSION STATEMENT

Kentwood Public Schools, together with parents and the community, will educate all students in a safe, secure environment. We are committed to excellence, equity and diversity in education. Our goal is for students to master and apply the essential skills to become successful, productive citizens.

HIGH SCHOOL MISSION STATEMENT

East Kentwood High School will create graduates who are inspired, educated and empowered by:

- Providing intellectually rigorous and relevant educational opportunities within an environment conducive to learning;
- Incorporating and demonstrating skills needed for success in a global society;
- Encouraging and supporting creativity and educational risk-taking; Building and modeling a community that supports and values diversity, equity and relationships;
- Expecting exemplary performance in behavior and learning;
- Involving parents and community.

FRESHMAN CAMPUS MISSION STATEMENT

The East Kentwood Freshman Campus, through a collaborative learning environment, will develop the characteristics of Adaptability, Integrity, and Perseverance in all students for the purpose of becoming successful and productive citizens.

EQUAL RIGHTS

Kentwood Public Schools shall not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political belief, or handicap in its educational programs or employment practices.

NOTICE OF NONDISCRIMINATION

Kentwood Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

ASSISTANT SUPERINTENDENT OF STUDENT SERVICES
5820 EASTERN AVENUE SE
KENTWOOD, MI 49508
616-455-4400

NOTIFICATION OF RIGHTS UNDER FERPA FOR STUDENTS OF THE KENTWOOD PUBLIC SCHOOLS

(Revised 3/03)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or Director of Student Services a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of education records are available upon written request and verification of identity within 45 calendar days of an initial request for access.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Kentwood Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The District has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students to outside organizations.

In addition, two federal laws (No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002) require local educational agencies to provide military recruiters, upon request, with three directory information categories: - names, addresses and phone listings.

Parents or eligible students have the right to refuse to let the school designate any or all of those types of information as directory information. Requests must be filed in writing with the Office of Student Services by September 18, 2006 or within 10 school days of the student's official enrollment date.

The District shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosures to other individuals generally require consent. A school official is and includes all of the following:

A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task as required by the district, or who performs a supervisory or instructional task related to a student's education or behavior at school; an employee who will use personal information about the student in performing education, discipline related or clerical task in connection with a student;

A person serving on the School Board, to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional, or clerical task in connection with a student as prescribed the District;

A person employed by an agency or other nonprofit organization who, with the prior written approval of the District's Superintendent or designee, will use personal information about the student to provide services approved or requested by the District, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement;

A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks;

A volunteer, who with the District's approval, uses personal information about a student to perform an administrative or clerical task, or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement;

Personally identifiable information is also provided to child study or student support teams, or the Threat & Violence Assessment Team, which may include individuals employed by external agencies or organizations who provide services to the student or student's family, however external resources shall only have access to information concerning students with whom they are involved.

A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to the District; perform an administrative task required in the employee's job description or in a contract with the District; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the District.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. The District may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standard established by law and the District. The District discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law.

Parents or guardians of minor students, and students who are 18 or older have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERFA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington D.C.

Directory information includes:

- Student's name
- Address
- Phone number
- Electronic mail address
- Photographs & videos
- Parent or guardian
- Date & place of birth
- Major field of study
- Weight & height of members of athletic teams
- Participation in & eligibility for officially recognized activities & sports
- Dates of attendance
- Grade placement
- Honors & awards received
- Most recent educational agency or school attended by the student

TITLE V1, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

A. Grievance Definition

A grievance shall be any complaint of alleged discrimination practices on the basis of race, color, national origin, sex or handicap. The person may file a grievance with the Title VI, Title IX and Section 504 coordinator at the office of the Assistant Superintendent for Instruction, 5820 Eastern Avenue, S.E., Kentwood, Michigan 49508, phone 455-4400.

B. **Procedure Steps**

1. The person shall discuss the grievance informally with the Title VI, Title IX and Section 504 coordinator within 5 working days.

2. If the aggrieved person is not satisfied, a written statement of the grievance shall be submitted to the Title VI, Title IX and Section 504 coordinator within 5 working days of receipt of the informal grievance reply. The Title VI, Title IX and Section 504 coordinator shall reply in writing to the aggrieved within 10 working days.

3. If the aggrieved person is not satisfied, an appeal may be made to the Superintendent of Schools within 5 working days after the receipt of the Title VI, Title IX and Section 504 coordinator's response. The Superintendent of Schools shall respond in writing to the aggrieved within 10 working days.

4. If the aggrieved person remains unsatisfied, a written appeal may be made to the Board of Education within 10 working days of receipt of the Superintendent's response in Step 3. The Board of Education shall respond in writing within 30 working days of the above meeting.

5. If the grievance has not been satisfactorily settled, an appeal may be made to the Department of Education, Office of Civil Rights, Washington, DC 20202.

ELL COMPLAINT RESOLUTION PROCESS

Parents are advised to use the following process to address concerns regarding the English Language Learner Program:

Step 1) Parent, child's teacher and building principal will meet to resolve the concern. Translation services are provided.

Step 2) If a resolution is not reached, then the matter will be addressed with the Asst. Superintendent for Student Services.

Step 3) Asst. Superintendent will send a written resolution in English and in the home language to Parent within 10 school days. **Copies of the ELL Complaint/Resolution form will be distributed to principal and file in the students CA-60.**

ACADEMICS

GRADING POLICY

Courses following the College Board defined curriculum and designated as AP in the course description book will be weighted an additional 1 point when computing GPA. All EKHS instructional staff will use a standard grading format. When calculating grades,.5 or above will be rounded to the next whole number.

Grading Scale

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
E	0-59	0

Final grades for seniors completing their last semester will be determined and reported no later than 8 am the Monday following the last senior exam day to the registrar's office. All work must be completed and turned in to the teacher no later than 3 pm on the day the student takes the final exam for a specific class.

FINAL EXAMINATION POLICIES

In all classes an exam (paper/pencil, project, performance) appropriate for the content area will be administered. The assessment (all or part) will be given during the designated exam time and must reflect exit outcomes and address course standards. **All seniors will be required to take a final exam during the scheduled exam day**.

Note: Career/Tech Center students are not exempt from the Tech Center --they must attend as usual. **If you are absent during your scheduled exam, you must have that absence excused and schedule a time within one week of the exam date with the teacher to take the exam.**

TESTING OUT

According to **Michigan Merit Curriculum Law 380.1278 (a)(4)(c), and 380.1279 (b)**, Students are allowed to test out of any course following these district guidelines:

1. Students may not test out of a class they are currently enrolled in.
2. Students must pass with a C+ (77%) to receive credit. Credits earned under testing out are not computed in students G.P.A. but count toward graduation requirements.
3. Students will be given 3 opportunities a school year to test out of courses.

SENIOR GRADES / GRADUATION REQUIREMENTS

For senior grades and graduation requirements, you must schedule an appointment with your academic counselor. All obligations must be met before a student is allowed to walk in the graduation ceremony. **The graduation ceremony is a privilege, not a right.**

REPORT CARDS/PROGRESS REPORTS

Progress Reports indicating a student's performance in an individual class may be issued to the student at any time throughout each semester. Students are expected to share their reports with parents or guardians.

Report Cards are issued at the end of each semester. Letter grades and standards are used to designate a student's progress. Parents are encouraged to call the teacher if any information is unclear or appears to be incorrect.

Synergy Parent Vue

Individual progress reports are available online with **Synergy Parent Vue**. A password is required. The password will be issued to a parent/guardian only. They can be requested by phone and mailed or issued in person at the Principal's Office. Call 616-698-6700 ext. 42200 for the 10-12 building or 698-9292 ext. 41431 for the freshman campus.

GUIDANCE DEPARTMENT

Students are assigned to a counselor alphabetically according to the student's last name. Students are encouraged to come to the Guidance Office for counseling regarding personal problems, educational information, program planning, test interpretation, career information, schedule changes, etc. Booklets, pamphlets, and catalogs, many of which may be signed out, are available for student use. Feel free to come to browse or to make an appointment with one of the counselors.
Students are assigned by last name as follows:

10-12 building		Freshman building	
Ms. Twilling	A-E	Mrs. Bernard	A-K
Mr. Mitchell	F-L	Mr. Thornton	L-Z
Ms. VanOveren	M-R		
Mrs. Bailey	S-Z		

To work on your **Educational Development Plan** or to use **Career Cruising** to explore careers and education options, login to Career Cruising anywhere you have internet access.

1. Login at: http://www.careercruising.com
Username: **ekhs**
Password: **kentwood**

2. EDP Login: (2nd Login Screen)
Username: **kps + student ID #**
(Example: **Kps12345**)
Password: **birth date (MDYYYY)**

3. Stop in Guidance Office if you can't login.

Schools to Careers Office
Becky Buyze
Extension: 42227

ATTENDANCE

TARDY POLICY

1-7 Tardies
Teacher contact with guardians on #5 and #7

8-9 Tardies
Student will receive a Saturday School for each tardy.

10 or more Tardies
Student will be put on Persistent Disobedience by administration.

ABSENCE POLICY

1-9 Absences:

Students with 9 or less absences at the end of the semester will receive the grade earned in the class. *Exception*: If a student's Final Grade in the course including the final exam is less than a 59%, yet the student had scored a 77% or better on the final exam, then the student will receive an EA.

10 or more Absences:

Students with 10 or more absences at the end of the semester must earn a 77% or higher on the exam to earn an **EA**. Students with 10 or more absences at the end of the semester who earn less than a 77% on the final exam will receive an **E**.

Absences	Semester Grade	Exam Grade	Final Grade
9 or less			Student will earn the grade. (Exception: If a student's Final Grade including the final exam is less than 59% yet the student had scored a 77% or better on the final exam, then the student will receive an "EA".)
10 or more	Pass or Fail	77% or better	Student will earn an "EA".
		Less than 77%	Student will earn an "E".

In addition to the above, students and parents will have access online to track the student's grades and/or attendance. Progress reports may be sent during the middle of each semester. Parent/guardians may also contact our attendance office anytime to inquire about your child's attendance.

- Administration and Staff reserve the right to assign detention and/or Saturday session at any time regarding tardies and/or absences.
- Students missing more than ten (10) minutes of a class due to a late arrival without a pass will be counted as absent and/or potentially skipping. The student will be allowed to make up work in the class.
- School related programs such as field trips and Student Council activities will not be charged as absences.
- Out of school suspensions will not be charged as absences.
- Extenuated absences (see below) will not be charged as absences.

ATTENDANCE POLICY FOR CREDIT RECOVERY

1-8 Absences = The student will receive the grade and credit earned for the class.
9 or more Absences = The student will receive a No Credit (NC) and be removed from the class.

EXTENUATED ABSENCE POLICY

1. **Extenuation request forms must be submitted within 7 days of the absence(s).** Forms are available in the East Wing Assistant Principal's office or Freshman Campus administration office.
2. Only excused absences can be extenuated.
3. The following absences (with proper documentation) may be extenuated:
   a. Hospital stay with admittance and release documentation
   b. Extended/Chronic illness, absence with doctor's documentation
   c. Funeral
   d. College visit with signature and phone number of college representative
   e. Religious Holiday

APPEAL PROCESS FOR EXTENUATIONS AND ABSENCES

1. If the student/parent wishes to appeal the loss of opportunity to earn credit he/she has three school days from the day they are informed to notify that student's assistant principal. A committee consisting of an administrator, counselor, and teacher will schedule a conference with the student and his/her parent/guardian to hear extenuating circumstances and make a recommendation to the Principal.

2. Within five school days after receiving the appeal committee's recommendation, the Principal will make a decision and notify the student/parent in the writing of the decision.

3. If the student/parent wishes to appeal the Principal's decision, he/she has five school days in which to notify the Asst. Superintendent of Student Services. The Asst. Superintendent of Student Services will conduct an informal meeting with the student and parents. The Asst. Superintendent of Student Services' decision regarding the appeal will be final and not subject to further review.

Make-up Work: Students with excused absences will be given a number of school days equal to the number of days absent to complete make-up assignments. Homework, major projects, and tests assigned prior to the absence will be due or made-up on the day of return unless other arrangements are agreed upon with the teacher. It is the student's responsibility to find out what was missed during the absence. Students or parents may call the Attendance Office to arrange for homework assignments for extended absences. Please allow twenty-four hours advance notice.

EARLY DISMISSAL

Students who must leave school early for any reason must obtain an early dismissal slip from the Attendance Office. Parental request for the early dismissal must be approved by the attendance office in advance or the recorded absence will remain unexcused.

CLOSED CAMPUS

Students may not leave their designated building without administrative permission at any time during the school day unless they are participating in an approved off-site program. **This includes lunch periods**. All students must sign-out at the Attendance office in the 10-12 building or at the administrative office in the Freshman Campus.

ACTIVITIES

STUDENT COUNCIL AND ACTIVITIES

Student Council has a highly active role. Its purpose is to coordinate and serve as a discussion group between the student body, staff and the administration. It is the forum where problems, ideas, or questions arising from students, staff, or the administration can be presented for discussion and consideration.

Student organizations wishing to initiate a school-sponsored activity must obtain an activity request form from the Student Council. Students are encouraged to become involved in club, class and school activities of all types.

ACTIVITIES LIST

Amnesty Club	Anime/Manga Club	Drama Club
FCCLA	Gay/Straight Alliance Club	Photo Club
Mountain Biking Club	Robotics Club	Ski Club
Shakespeare Club	Swing Dance Club	Video Club
Falcon Flier	National Honor Society	Student Council
Yearbook	American Political Thought	Debate
DECA/YEA	Forensics Club	Latin Club
Mock Trial Team	National Art Honor Society	Challenge Day
Teen Institute	Fall Play Set Construction	Strive
Band Performances	Choral Performances	Fall Play
Musical		

NON-ATHLETICELIGIBILITY STANDARDS

Students participating in non-athletic events must have met all eligibility standards. Students must have passed five classes the prior semester in order to be selected for auditions. Advisors may require a weekly academic progress report from all participating students. Requirements apply to all members of musical and/or dramatic productions. A student involved in these activities must attend all classes on the day of the activity, except with prior approval of the principal or his/her designee. All students are expected to be in class on the day following the activities.

Students participating in activities which will take them to other locations are required to complete and submit a parental permission slip and return to the sponsor of the activity. It is the understanding of all sponsors and supervisors of any non-athletic activity that every effort will be made to coordinate practices, meetings, functions, etc. with other programs or conflicting schedules (See School Activity Conflicts below). Enforcement of all Kentwood Board of Education policies and regulations will be followed as they pertain to the activity.

ACTIVITY CONFLICTS

Students at East Kentwood are encouraged to participate in a variety of activities sponsored by the school. During the course of the school year, however, conflicts between activities often occur. In these cases, students should establish communication between all parties well in advance of the conflict. This may provide opportunities for students to participate in both activities.

The following guidelines shall apply for students who experience conflicts between school- related activities:

A. **When a conflict occurs between a competition or performance and a scheduled practice**, students are expected to attend the competition or performance without loss of group membership or standing in the other activity.

B. **When a conflict occurs between scheduled practices**, the students may choose either activity without loss of group membership in the other activity; however, frequently missing practice sessions may jeopardize a student's standing within his/her group. An expectation will be that frequent conflicts will be balanced so that the student attends both activities equally.

C. **When a conflict occurs between competition/performances**, students may choose either activity without loss of group membership or standing in the other activity. There may be times when students may participate in one activity and part of the other by special approval of the sponsor.

GENERAL INFORMATION

AFTER SCHOOL ACTIVITIES

Students are expected to be at the location of their after school activities by 2:45 pm.
Only students who are under the direct supervision of a KPS staff member are permitted to remain on campus after school.
Students waiting for a ride must wait at the designated area: Door C at the Freshman campus, Door B at the 10-12 building.

DAILY BULLETIN

Students will be informed of activities and events at East Kentwood High School by the daily bulletin or via the public address system. Student organizations wishing to place items in the bulletin must secure a form from the East Wing Assistant Principal's Office or Freshman Campus administration office and have it authorized by a staff member. The daily bulletin is also available on the high school web sites.

BUS INFORMATION

Students must have their East Kentwood High School Identification Card with their bus number clearly displayed on the front in order to access Kentwood Transportation Services. Any falsification or misuse of East Kentwood High School Identification Cards may result in the loss of transportation privileges for the remainder of the school year.
In the event of a lost Student ID, an emergency "one-day" bus pass is available from the Safety Office in either building. New IDs are available for $5.00 at the LMC in the Freshman building and in the Safety Office in the 10-12 building.
Bus conduct rules for students will be published annually in the Kentwood News and by each Kentwood school to ensure that parents and students are aware of student responsibilities for behavior and safety. (See page 20 for consequences.)

CELL PHONE / ELECTRONIC DEVICE POLICY

1. Electronic devices (For Example: cell phones, iPods, MP3 players, Smartwatches, etc…) are allowed outside of instructional time only. (Before school, Passing time, Lunch, After school)

2. Electronic devices are allowed to be used in the classroom with teacher permission and for educational purposes only.

3. Phones must be on silent mode at all times. This means phones cannot be set on vibrate and/or ringtones. If the electronic device is being used as a music device, the volume must be set at a level which allows only the user to hear.

4. Electronic devices may not be used as a still camera, video camera, with the speaker function on, or with a blue tooth accessory.

5. Electronic devices are allowed to be plugged into building electrical outlets with teacher permission and for educational purposes only.

6. If a student is found guilty of using the phone during the school day for inappropriate reasons (i.e. inappropriate use of social media, inappropriate videotaping, inappropriate posting to the internet, inappropriate texts, bullying, cheating, etc.) the phone will be taken and returned only upon the parent meeting with the student and the Assistant Principal or Principal to discuss the matter. The student may face additional consequences as indicated in the handbook.

7. **The district accepts no responsibility for any lost, stolen or damaged cell phones, iPods, or other electronic devices**.

DISABILITY ASSISTANCE

If you are disabled and need special accommodation to participate in an activity or if you speak a language other than English and need interpreter/translation services, please contact building administrators. Advance notice will enable us to better serve you.

Si alguna persona esta incapacitada y necesita ayuda especial para participar en una actividad, o si habla un idioma que no sea ingles y necesita interprete o servic~os de traduccion, favor de llamar a *Building Principal.* Este aviso de antemano nos permite servirle major.

Ako ste hendikepirani ili trebate specijalne uslove da bi ucesh-ovali u aktivnosti, ili ako govorite jezik razlicit od Engleskog I trebate prevodicalprevodilacki servis, molimo vas kontaktirjte *Building Principal*. Obavijest unapnjed data ce nam pomoci da vas bolje usluzimo.

DRESS CODE

The Board of Education recognizes that each student's mode of dress and grooming is manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress, insignia, headwear or grooming practices which:

A. Present a hazard to the health or safety of the student him/herself or to others in school.
B. Interfere with schoolwork, create disorder, or disrupt the educational program.
C. Create, promote, or contain vulgar, lewd or obscene language, gang affiliation, or illegal activity.
D. Create ill will, hatred, or is divisive or prejudicial on the basis of religion, race, color, national origin, gender, sexual orientation, or disability.
E. Portray death and or destruction.
F. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
G. Contain chains on clothing or wallets

Also not allowed will be pajamas, any clothing which is too revealing, sagging pants and/or sagging pants that show undergarments, short skirts/shorts and tops that do not cover mid-drift and bust area. We will use the slap test to see if a student's skirt or shorts are too short. If a student extends their arms down to their side and their fingers touch skin, that garment is too short. (Elbows and shoulders are to remain straight when taking this test). Except for religious reasons, headwear (hoodies, caps, stocking caps, scarves, etc.) are not to be worn in the building.

FIRE AND TORNADO DRILLS

Report all fires to the nearest staff member immediately. Fire drills are required by law and are an important safety precaution. It is very important that students follow directions quickly and carefully while clearing the building by the prescribed route. Designated areas are assigned within the school for use in the event of a tornado. Fire and tornado procedures are posted throughout the school.

DRIVING AND PARKING PRIVILEDGES

(STUDENT DRIVING IS A **PRIVILEGE** NOT A **RIGHT**!)

Applications for a permit to drive to school are available only to licensed 10th, 11th, and 12th grade students. Applications for a permit may be obtained from the Safety Office, room 21. **All students who drive to school must have their car registered and complete a parking permit application. Proof of insurance is required to register all vehicles.** **Permit Cost:**

1st Semester: **$30.00** **2nd** Semester: **$15.00**

*** Students that purchase a parking permit before school or during the 1st Semester must pay $30.00 for their permit. There will be no individual semester permits for first semester only.***

East Kentwood parking permits must be displayed on the appropriate area of the vehicle. Each vehicle you register must have its own permit. Permits are not transferable and may not be switched to other vehicles.

Students must park their vehicles in the assigned lots. **Students are not permitted to loiter in the parking lots or to return to vehicles during the school day without administration permission.** Failure to comply with parking guidelines and regulations will result in disciplinary action as outlined in the student driving and parking disciplinary procedures written on the back of the parking permit application and available in the Safety Office. Misuse of driving privileges anywhere on the campus of EKHS may result in disciplinary action, including, but not limited to, booting of a student's vehicle, fine, or revoking a parking permit. (See page 21.)

FOOD SERVICE PROGRAM

Breakfast and lunch are available in the cafeterias. Students are expected to assist in keeping the cafeterias clean. No food, snacks or beverages are to be consumed outside the cafeteria. When students have finished their meal, they are to remain in the cafeteria until dismissed. Students may not bring in food to distribute to others.

HALL PASSES

When it is necessary for students to be in the hallways during class periods, the student **must** have a signed planner from a staff member. Upon a staff member's request, the student must show the hall pass.

HEALTH ROOM

Students who become ill during the school day should report directly to their teacher or the Assistant Principal's Office for a pass to be admitted to the Health Room. Students are required to contact their parents or guardian before admission to the health room. Those students may remain in the health or injury room up to one class period until parent pick up. Students should report emergency health or injury situations to the Assistant Principal's Office or the Safety Office immediately. Students who report to the health room will be considered under an excused absence.

STUDENT ID CARDS

Students will receive an identification card and a lanyard at registration before the school year starts. Students must wear their ID/Lanyard around their neck at all times during the school day; failure to comply will result in administrative action. If a student forgets his/her ID, he/she must report to the safety office for a temporary replacement **(See page 23 for consequence)**. ID will be required for admission to various school activities and for school services. Students must carry their ID card with them at all times. **Replacement ID Cards are available for $5.00 ($2.00 for lanyard) at the Safety Office in the 10 -12 Building and the Library/Media Center at the Freshman Campus. ID cards will be checked at all sporting events and dances.**

INTERNET & COMPUTER USE POLICY

The Kentwood Public Schools (KPS) is happy to provide the use of computers, computing resources, Internet access and related materials to students. KPS' goal is to provide an excellent education for students, to promote personal development, educational resource sharing, innovation and communication, and to accomplish the educational mission of the Kentwood Public Schools.

Access to KPS resources, including the Internet, is a privilege and not a right. KPS, and its designees, will be the sole judge(s) regarding the type, quality and duration of access to computing and Internet resources and may discontinue use at any time for any reason whatsoever. Use of other organizations' networks and computing resources, must comply with the rules for that network. Users will maintain high standards of personal conduct. Accessing, generating, storing and/or transmitting obscene, demeaning, lewd, pornographic, inappropriate language or threatening material and/or that violates codes of ethics or personal responsibility is prohibited.

Any use which is inconsistent with the "mission" of KPS, as defined here and/or by all Board of Education policies, official statements and publications, administrative

regulations, applicable federal, state or local laws and codes of ethics and conduct is prohibited. Violation may result in cancellation of privileges and/or disciplinary action including criminal prosecution. KPS reserves the right to forward information pertaining to inappropriate conduct to appropriate law enforcement authorities.

Use of the Internet, and information and available resources, are at the users' own risk. KPS makes no warranties of any kind, either express or implied, for the services/product/access it provides and is not responsible for damages of any kind whatsoever or for the security of the users' personal information.

Users may not use KPS resources in any manner that interferes with KPS' goals and operations. Users will protect the security of KPS' resources and information and may not use KPS resources to compromise the security of any other individual or entity and their resources by any means whatsoever.

Users are personally responsible for adhering to all laws and regulations regarding copyright, patent and other protections for intellectual property rights. Users are personally responsible for any restitution that may be required including unauthorized expenses and damages. KPS may search and seize its resources at any time for any reason whatsoever. It may conduct on-site, or remote, physical and electronic searches and audits of computers, software, electronic/digital or printed files, Internet accounts, storage systems and computer media. KPS reserves the right to monitor resource use and Internet access, to establish and use electronic footprint capabilities, and to do so with or without the user's prior knowledge or consent.

LIBRARY MEDIA CENTER

Students are expected to maintain a quiet atmosphere in the Library Media Center (LMC) and to check out the materials that they wish to borrow. It is the responsibility of each student to return his/her materials on time. **Students must have a pass from a staff member in order to use the LMC during the school day.** Passes to the media center are issued by subject area teachers and/or media center personnel. Students are expected to remain in the media center and work quietly until the end of the class period, unless excused with a pass. Food and beverages may not be brought into the facility. The 10-12 Media Center is available for student use between 7:00 A.M. and 3:00 P.M. The Freshman Campus Media Center is available between 7:15 A.M. and 2:35 P.M. Books circulate for three (3) week periods, magazines and other temporary items for one (1) week. Reference materials circulate on an overnight basis only. Overdue fines are not charged, but persons who choose not to return library materials on time will lose their checkout privileges. Students must pay for lost or damaged library materials.

LOST AND FOUND

Items lost, stolen, or damaged, should be reported to the Assistant Principal's office. Any books or items found are to be turned in to the Assistant Principal's office. Kentwood Public Schools is not responsible for replacement of lost, stolen or damaged items.

MEDICATION POLICY

Medication is administered from the East Wing Assistant Principal's office for 10-12 students and the Guidance Office for 9th grade students.

1. Parents must fill out a form giving us permission to administer medication to the student with instructions. Doctor's signature must be on form. Pills must be in a prescription bottle. (No baggies) Special Education students may receive their medication from a designated Special Education staff member.
2. Students who self-administer/self-possess also must fill out a form giving permission to carry medication on them. Doctor's signature must appear on the form. Prescription medication must be in a prescription bottle. (No baggies)
3. A form also has to be filled out even if it is not a Doctor's prescription, but it will not need a Doctor's signature. <u>All medication must be reported to the East Wing Assistant Principal's office for 10-12 students and Guidance Office at Freshman Campus for 9th graders.</u>
4. We do not have any kind of medication in the office to give to students. (No aspirin, inhalers, cream….etc.)

5. Everything pertaining to medication must be in writing. This includes dosages or any changes needed.
6. Asthmatic students must fill out a form in the office and provide the office with a back-up inhaler.

OUTSTANDING OBLIGATIONS

Students are responsible for any fees, fines, fundraising expenses, etc. Possible consequences include student not being allowed to participate in the programs in which the obligations were incurred, police contact, student not allowed to participate in senior activities such as graduation ceremony, senior trip, all-night party, and prom.

PERMANENT PASSES

Students, whose daily arrival or dismissal time is different than the scheduled school day, must obtain a permanent pass from the assistant principal's office. Misuse of this pass is a violation of the Student Conduct Code.

POSTING PRIVILEDGES

Signs advertising various school-related activities must be approved by an Assistant Principal prior to being displayed. Students must use the designated bulletin boards to display posters, etc.

SCHOOL CLOSURE

School closure will be announced on local TV and radio stations and on the Kentwood Public School website. The cancellation of school includes all practices and student activities. Any changes in student activities will be announced after 1:00 p.m.

SCHEDULE

Hour 1 (7:34-8:34)
Hour 2 (8:40-9:40)
Hour 3 (9:46-10:46)
Hour 4 (10:52-12:22)
A Lunch 10:52-11:22
B Lunch 11:22-11:52
C Lunch 11:52-12:22
Hour 5 (12:28-1:28)
Hour 6 (1:34-2:34)

TEXTBOOKS AND BOOKSTORE

Ninth grade student textbooks are available through the Library Media Center. Textbooks for 10-12 students are available in the school bookstore (Falcon's Nest) which is located in the 10-12 building. Students who lose an assigned textbook should make arrangements to pay for the lost book and secure a replacement.

VISITORS

Visitors are allowed only through administrative approval. All visitors are to enter both the Freshman Campus and the 10-12 building at door A and report to the Administration Office upon entering the building where they will receive a visitor's pass. There are no student visitors allowed during school hours.

WORK PERMITS

Work permits may be obtained from the School to Careers Office, which is located in the guidance office in the 10-12 building and the administration office of the Freshman Campus.

BEHAVIOR AND DISCIPLINARY CONCERNS

AFTER SCHOOL DETENTION

After school detention for 10-12 students is held in the West Wing cafeteria from 2:45pm to 3:45pm on Tuesdays/Wednesdays. After school detention for 9th grade students is held in the Library/Media Center from 2:45pm to 3:45pm on Tuesdays/Thursdays and from 2:45 to 5:00 on Wednesdays. It is the responsibility of the student to communicate this detention to their parent/guardian. Students must be on time. **Students who do not report to After School Detention will receive a Saturday Session.** A detention may be rescheduled once prior to the day of the detention. Rescheduling must be approved by the administration.

SATURDAY SCHOOL

Saturday Session will be in session from **8:00 a.m. - 11:00 a.m.** in the Freshman Campus Cafeteria or other designated area(s). Any rescheduling of a Saturday Session must be made in advance with the approval of Administration.
The basic rules and regulations of Saturday Session are:

1. All students must be on time. The cafeteria doors will be locked at 8:00 am sharp and students will not be admitted after 8:00 am.
2. Students must bring study materials and/or reading materials to last the entire session.
3. Students will not be allowed to talk, sleep, or play computer video games.
4. Violations of rules and regulations will result in loss of Saturday Session time served for that date, and an automatic suspension on the following school day.

Not attending Saturday session will result in a 1-day out of school suspension on the following school day.

Failure to attend a second assigned Saturday session will result in a 2-day out of school suspension.

Failure to attend a third assigned Saturday session will result in a 3-day out of school suspension.

All Saturday offenses after the third missed Saturday session could result in persistent disobedience suspension(s) per the discretion of administration.

SUSPENSION

A student on suspension is not allowed on any Kentwood Public School property or at any Kentwood Public school activities for the duration of the suspension.

BULLYING POLICY

The District strictly prohibits the bullying of a District pupil, and also prohibits the retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under Board Policy JAAB and Public Act 241.

SAFE SCHOOLS LEGISLATION

Act PA102 is legislation, effective January, 2000, that requires school officials to report student incidences to law enforcement agencies. Law enforcement agencies also report crimes involving district students to school officials. The reportable incidents as required by law are as follows:

- Armed student or hostage
- Suspected armed student
- Weapons on school property
- Fight
- Death or homicide
- Drive-by shooting
- Bomb threat
- Explosion
- Arson
- Sexual assault
- Robbery or extortion
- Unauthorized removal of student

- Threat of suicide
- Suicide attempt
- Larceny (theft)
- Intruders
- Illegal drug use or overdose
- Drug possession or drug sale
- Vandalism or destruction of property
- Minor in possession of alcohol or tobacco products
- Bus incident or accident

ALCOHOL AND PRELIMINARY BREATH TESTING

Students shall not possess or consume alcohol or be under the influence of alcohol on school property or at school related activities. Students who are suspected of using alcohol because of observable behavior—impaired speech, impaired coordination, glazed eyes, unruly behavior, alcohol on the breath—may be subjected to taking a breath/alcohol test. The breath/alcohol test shall by administered only by the high school Principal, Assistant Principal, Athletic Director, Safety Personnel, or law officials who have been properly trained in giving the test**. Refusal to take the test by students who are suspected of using alcohol will result in discipline in accordance with the school policy on alcohol.** (See page 20 for explanation of disciplinary actions)

STUDENT SEARCH AND SEIZURE

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing inappropriate and/or illegal materials onto school property or to school-related activities, and to achieve these objectives consistent with law. While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of inappropriate and/or illegal materials in violation of school rules, policy or law.

K9 Searches

In an effort to be pro-active in maintaining a drug-free school zone, the Kentwood Public Schools conducts unannounced, random canine searches of school buildings, hallways, classrooms, lockers, parking lots and other school property. While canines are not used to search individuals, they may search student belongings, lockers or desks. The canine unit consists of a qualified handler, and a dog specially trained to sniff for drugs, bombs or weapons. The purpose of the random canine searches is to maintain a drug-free learning environment in which students feel safe. Canine searches may also be used to sniff student's personal belongings, car, or assigned school property if there is individualized suspicion that a student is in possession of drugs, bombs or weapons.

Wand Searches

The District also conducts unannounced, random wand searches for weapons. These searches are conducted in order to provide a school and classroom environment in a weapons-free zone so that students can learn and feel safe. Wand searches may also be conducted if there is individualized suspicion that a student is in possession of dangerous or other unlawful weapons on school premises, school transportation, or at school sponsored activities.

Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law, school rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of school personnel, information from a reliable informant, a silent observer tip, a canine alert, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol or marijuana, unusual behavior, an incident captured via security cameras, or the student's history and school record. A mere "hunch" or an attempt to "clear" a student is not a sufficient basis to undertake a search.

School Property – Lockers and Desks, etc.

Student lockers, desks, student vehicles and other similar property are owned, leased or controlled at all times by the school. The school exercises exclusive control over the school-related property and a student should not expect any privacy whatsoever regarding items placed or stored in or on school-related property, because school-related property is subject to search at any time by school officials.

School Computers

School computers, files, software, and other similar educational technology, including Internet access records, including but not limited to data are controlled by the school. The school exercises exclusive control over the school property, and a student should not expect any privacy whatsoever regarding the property because the school property is subject to search at any time by school officials.

The Person

A student may be searched if there is reasonable suspicion of that the student has violated the law, a school rule or policy. With consent, given by a student or parent, a particular student's effects (e.g. purse, book bag, coat, pockets or shoes) are also subject to being searched by school officials and are subject to the same rule. The scope of the search must be reasonably related to the objectives of the search. If a student resists or refuses the consent to a search as established in this policy it will be considered grounds for disciplinary action. The maximum penalty for refusal will be equal to the student's current level of offense of the suspected violation.

Location

A search should be conducted in private, to the extent practicable. In all circumstances, female students will be searched by a female school official while male students will be searched by a male school official. All searches will be conducted with two adults present.

Seizure of Illegal Item

If a search conducted pursuant to this policy yields or reveals an illegal item or contraband materials, such findings will be turned over the proper legal authorities for ultimate disposition.

Parental Contact

It is always our goal to work in collaboration with parents at East Kentwood High School. In the event a student is searched the parent/guardian will be notified. The contact will explain the reasonable suspicion that led to the search and any inappropriate and/or illegal materials obtained as a result of this search.

POLICE INTERVIEW WITH STUDENT

All students must comply with police questioning upon request. If a student, regardless of age is not a suspect, he/she will be permitted to speak with a police officer without parental consent. A courtesy call will be made to the parent/guardian of the student to be interviewed. If the student is 16 or under and is definitely identified as the suspect, a parent/guardian must and will be contacted before questioning proceeds.

GANG ACTIVITY REGULATIONS

The Board of Education does not tolerate any gang or gang-like activity within the Kentwood Public Schools. The Board considers gang or gang-like activity to constitute gross disobedience which will result in a lengthy suspension and/or expulsion of a student.

Gang activity means: any activity by a group of two or more, or by an individual student on behalf of a group, whose purpose includes but is not limited to, the commission of one or more illegal, delinquent or disruptive acts that significantly interfere with or cause a significant disruption in learning or an unsafe school environment, or is reasonably likely to cause such significant interference or disruption, or acts in violation of the Student Code of Conduct and/or Board of Education policies, or the formation of a group to defend its members (by the use of physical force, threats, or intimidation) against a perceived threat by another group or known gang; where the group or gang is identifiable by name, sign, clothing, symbol, etc, or other conduct as described in the numbered paragraphs below.

Students are also prohibited from engaging in any gang-like activity which means: any conduct engaged in by a student (1) on behalf of any gang or group intending to function as a gang or formed for the purposes described above; or (2) to perpetuate the existence of any gang or gang-like group; or (3) to effect the common purpose and design of any gang or gang-like group; or (4) to represent, encourage, promote, or advance a gang affiliation , loyalty, or membership in such gang or gang-like group, in any way while on school grounds or while attending a school function.

The administrative regulations and the Student Code of Conduct also apply to any gang or gang-like activity *off school premises* which has the effect of disrupting the educational environment, is detrimental to the normal functioning of the school and/or of school activities, or jeopardizes the safety or emotional well-being of any student, staff member, or the school district community at school, on school premises, or at school-sponsored activities.

Any student who is found to engage in gang or gang-like activity, or who disrupts the school environment, facilitates the illegal or disruptive acts of a gang or gang-like group within school or on school premises, or whose continued presence creates a reasonable likelihood of harm to any district student or staff member as a result of affiliation or activity with a gang, gang-like group or group formed for the purposes described above, a reasonable likelihood of significant disruption or significant interference with a safe and productive learning environment, or the creation of unsafe or disruptive conditions at school or at school sponsored activities is subject to discipline, suspension, expulsion, arrest or referral to law enforcement authorities. In addition, the Michigan School code requires the District to report gang-related activity crimes to the superintendent of public instruction.

All students accused of violating Board policy and regulations assured access to the due process hearing procedures and appeal rights outlined in Board rules and regulations

Because the Board of Education believes that the presence of gang members and gang or gang-like activities (as described above) in or outside of school causes a substantial disruption of the educational environment and materially interferes with learning and school activities, students on school property or at any school activity or school sponsored event shall not:

1. Wear, possess, use, distribute, display, or sell any overt gang paraphernalia, such as clothing, jewelry, emblem, badge, symbol, color, sign or any other things which are knows to be evidence of membership or affiliation with any gang, or membership or affiliation in any gang-like group or other group as described above.

NOTE: Students who wear clothing or accessories that display affiliation with gang-like groups, gangs, or criminally motivated organizations as defined above may be subject to discipline and accordance with the terms of the Code.

2. Commit any act, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) known to show membership in or affiliation with any gang, gang-like group, or other group as defined above.

3. Use any speech or commit any act to promote, encourage, or advance the interest of any gang or gang-like activity, including but not limited to:

a. Soliciting others for a membership in any gangs or gang-like groups or other groups as defined above;

b. Intimidating or threatening any person as a result of gang affiliation or gang-like activity or other activities described in this regulation;

c. Committing any other illegal act or violation of school district policies as part of a gang initiation, or gang-like activity, or as a result of a belief that students are part of a gang;

d. Inciting other students to act with physical violence on or off school premises, to engage in criminal activity on or off school premises, or to engage in any significantly disruptive conduct in violation of the Student Code of Conduct and/or Board of Education policies;

e. Acting or recruiting with use of intimidation, tagging or marking, assault, battery, theft, trespassing, or extortion, performed by or on behalf of a gang member, gang-like group as defined above, or any such acts intended to further a common criminal objective, or to retaliate for conduct viewed as hostile to a particular gang, gang-like group or other group as defined above.

NOTE: Frequent association with known gang members or gang-like organizations, in or out of school, is one factor considered in determining whether a student is engaged in gang or gang-like activity, but it shall not be the sole factor for concluding Board policy has been violated.

4. Because gang activity, by its nature, is often subtle or covert, gang activity or affiliation can be implied from the character of a student's acts as well as the **circumstances** surrounding any misconduct. As a result, one or more of the following shall be considered evidence of gang affiliation, conduct, gang-like activity:

a. Website or Internet postings describing or reasonably implying the student's membership, affiliation or participation in a gang, gang-like group or activities;

b. Any form of Internet communication depicting the student making gang gestures or displaying other overt gang paraphernalia or gang-like affiliation;

c. Displays on school assignments or objects, such as notebooks or lockers, of gang names, symbols, paraphernalia, street names, "a.k.a." monikers, etc.;

d. Posting threats on Internet blogs or otherwise making verbal or written threats in any manner against a district student or staff member, to promote, advertise, or encourage gang activity or affiliation, or on behalf of a gang-like group which is significantly disruptive of the educational environment, is reasonably likely to create anxiety, fear, or other disruption of a student's educational experience, or significantly disturb the health, safety or emotional well-being of a staff member;

e. Possessing, selling, or otherwise promoting in any way, lyrics or songs that specifically threaten or encourage physical violence against known gangs or known gang members, or support criminal gang activities.

NOTE: The entirety of the circumstances surrounding any misconduct or violation of the Student Code of Conduct.

As needed, the school administration will develop a list of activities identified as gang activity. Any student may offer suggestions or input on curbing these activities, request a copy of the list, if he/she has any question about whether any particular behavior or conduct is considered to be gang activity under this policy. However, this list is not intended to be all-inclusive.

Any student aware of gang activity or other activity in violation of these regulations is encouraged to contact Silent Observer at 1-866-774-2345. Your identity will be fully protected. A monetary reward may be available depending on the specificity of the information provided.

SEXUAL/RACIAL HARASSMENT OF STUDENTS

The Kentwood Public Schools prohibits sexual/racial harassment of students. Sexual/racial harassment of students is not only illegal, it is disruptive of the educational process and interferes with this District's commitment to provide a stable learning environment for its students. All KPS staff, students, and volunteers are expected to conduct themselves with respect for the dignity of others. The Kentwood Public Schools, because of its desire to prevent and prohibit sexual/racial harassment of its students, adopts this policy to give notice that sexual/racial harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual/racial harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

WEAPONS, RAPE AND ARSON

A law passed by the State legislature in September 1994 requires expulsion as the penalty for any K-12 student who possesses a dangerous weapon, or commits rape or arson in a school building or on school grounds. The law went into effect January 1, 1995. The following objects are considered dangerous weapons by State and Federal law: a gun, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

East Kentwood High School is committed to providing an educational environment in which students feel safe and able to learn. As part of this commitment, the administration intends to strictly enforce the mandatory expulsion penalties as directed by the State and Federal law in its effort to maintain schools free of dangerous weapons and unsafe behavior. We ask the cooperation of all students in working to accomplish this goal.

STUDENT CODE OF CONDUCT

UNACCEPTABLE BEHAVIOR	RANGE OF CONSEQUENCE
1. ACADEMIC DISHONESTY (Cheating, Plagiarizing, etc…)	**Homework/Quiz/Test** **1st Offense:** Zero on assignment, parent call by instructor, and Saturday School. **2nd Offense:** Zero on assignment, parent call by instructor, 1-3 day suspension **Exam** **1st offense:** Zero on exam, parent call by instructor, and 3 to 5 days suspension. **2nd offense:** Zero on exam, parent call by instructor, and 5-10 days suspension *Subsequent offenses for both will be treated as persistent disobedience.*
2. ALCOHOL **A. Distribution** and/or selling or intent to sell alcoholic beverages on all Kentwood School property or at any school sponsored activities.	Parental conference, 10 days suspension, police contact, possible expulsion.
B. Possession or under the influence of alcoholic beverages on any Kentwood School property or at any school sponsored activities.	**1st offense:** parent contact, 5 days suspension, police contact, possible expulsion. **Subsequent offenses:** Parental conference, 10 days suspension, police contact, suggest rehabilitation program, possible expulsion.
3. ARSON	State mandatory expulsion. Parent contact. Police contact.
4. ASSAULT, BATTERY (An unprovoked attack on another person):	Parent contact. Possible 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion.
5. BUS BEHAVIOR BEFORE, DURING, AND AFTER THE RIDE Including but not limited to: profanity, threatening behavior to bus driver or student, leaving by the emergency exit, and fighting.	Parent contact, after school detention, Saturday session, loss of bus privileges, 1-10 day suspension, long-term suspension, police contact, recommendation for expulsion.

6. CRIMINAL ACTIVITY	When a student's commission of/or participation in a criminal activity occurs in a non-school context, school officials may nevertheless impose an appropriate punishment, including suspension or expulsion, when such punishment is reasonably necessary to protect the interests and learning environment of the building and/or school district.
7. DISRESPECTFUL, INAPPROPRIATE, AND DISRUPTIVE BEHAVIOR: Conduct detrimental to the normal functioning of school or school activities and safety of students and/or staff. Including, but not limited to: bullying, dishonesty, obscene gestures, behavior and/or notes, threatening behavior, drug related drawings, offensive or profane language, gathering of students for the purpose of promoting an altercation and videotaping an altercation.	Parent contact, after school detention, Saturday session, 1-10 days suspension, long term suspension, police contact, recommendation for expulsion.
8. DRESS CODE VIOLATION: Inappropriate, revealing clothing, sagging, headwear, etc. (Refer to page 11 for further clarification)	**1st offense:** Call home for a change of clothing, after school detention. **2nd offense:** Call home for a change of clothing, Saturday detention. **Subsequent offenses:** Sent home for the day, counted as a suspension.
9**. DRIVING OR PARKING INFRACTIONS:** *Administration holds the right to revoke driving privileges at any time and administer school discipline with offenses filed in safety office.	Possible parent contact, written warning, $10.00 fine, boot, loss of driving privileges and/or vehicle will be towed at owner's expense. **An additional $10.00 fee will be charged to remove the boot.**
10. DRUGS **A. Distribution and/or selling or intent to sell** an illegal or controlled substance, drugs (marijuana, barbiturate, etc.), or ersatz (substitute) drug or drug paraphernalia on any Kentwood Public School property or any school sponsored event:	Parental conference, 10 days suspension, police contact, possible recommendation for expulsion.
B. Possession of drugs or paraphernalia or under the influence of any illegal or controlled substance or drug on Kentwood Public School property or any school sponsored event:	Parent contact Possible: 5-10 days suspension, police contact, recommendation for treatment, recommendation for expulsion.

11. ELECTRONIC DEVICES/CELL PHONES ***Failure to release device upon request will be a 1 day suspension*** ** On 3rd and 4th offense parent may pick up the device and student will still serve the issued detention. ***Offenses will be accumulative for the school year. (See page 10 for more information.)	**1-2 Offense:** device will be confiscated and returned to student at end of day. **3-4 Offense:** device will be confiscated and returned after serving a detention. **Subsequent offenses:** device will be confiscated, parent will pick up, and student will be given a Saturday School. Possible persistent disobedience.
12. FAILURE TO SERVE DETENTION	Parent contact, automatic Saturday session.
13. FAILURE TO SERVE SATURDAY SESSION	Parent will be contacted on Saturday. Automatic suspension on the following school day.
14. FORGED SIGNATURE, IMPERSONATING A PARENT/GUARDIAN TO EXCUSE STUDENT AND FALSIFYING A **WITNESS STATEMENT**	Parent contact. 1-5 days suspension. Subsequent offenses will be treated as persistent disobedience.
15. GAMBLING	Parent contact. 1-5 days suspension. Subsequent offenses will be treated as persistent disobedience.
16. GANG ACTIVITY, AFFILIATION OR PROMOTION	Parent contact. 1-10 days suspension, and/or recommendation for expulsion. (Refer to page 17 for further clarification)
17. GROSS MISCONDUCT: Deliberate, malicious, premeditated or willful conduct on or off school property that is determined to be detrimental to the normal functioning of school or school activities and safety of students and/or staff.	Parent contact, Saturday School, 1-10 days suspension, and/or recommendation for expulsion.

18. ID/LANYARD Students must have their ID/Lanyard worn around their neck at all times during school. Offenses will be accumulative for the school year. (See page 12 for more information.)	**1-3 Offense:** Given temporary ID and Warning. **Subsequent offenses:** Given temporary ID and After School Detention.
19. ID SWEEPS:	I.D. sweeps will occur throughout each trimester; those students that do not have their I.D. properly displayed will be issued an automatic detention. The penalty will be issued and the I.D. violation will not count towards the student's total I.D. violations for the semester.
20. INTERNET MISUSE	Parent contact, warning, after school detention, Saturday School, 1-10 day suspension, loss of computer access. If behavior continues, will be considered persistent disobedience.
21. INSUBORDINATION Including, but not limited to, not complying with staff request, disobedient, failure to identify self upon request, refusing to permit search of person or personal belongings.	Parent contact, detention, Saturday session 1-10 days suspension, long-term suspension, recommendation for expulsion.
22. LEAVING CLASS WITHOUT PERMISSION	Parent contact, after school detention. **2nd Offense:** Saturday session **3rd Offense:** 1-5 days suspension. **Subsequent offenses** will be treated as persistent disobedience
23. LEAVING SCHOOL WITHOUT PERMISSION	**1st Offense:** Parent contact, Saturday session, Loss of driving privileges for 30 days for all participants. **2nd Offense:** 1-3 days suspension, Loss of driving privileges for the remainder of school year for all participants. If behavior continues, will be treated as persistent disobedience.
24. MISUSE OF BOOKS MATERIALS, EQUIPMENT, PASSES AND ATTENDANCE RECORDS	Parent contact, after school detention, Saturday session, 1-10 days suspension, long-term suspension, recommendation for expulsion.

25. ORAL OR WRITTEN ABUSE OF SCHOOL EMPLOYEES OR STUDENTS (Includes online sites)	Parent contact, after school detention, Saturday session, 1-10 days suspension, long-term suspension, recommendation for expulsion
26. PERSISTENT DISOBEDIENCE **Repeated offenses and multiple referrals**	Parental contact. Possible: five to ten days suspension, long-term suspension, police contact, recommended expulsion.
27. PHYSICAL ALTERCATION:	Parent contact. Possible: 5-10 days suspension, long-term suspension, police contact, recommendation for expulsion. 2ND Offense: recommendation for expulsion
28. PUBLIC DISPLAYS OF AFFECTION: Actions that are deemed inappropriate ways to show affection in a school setting	Possible: Parent contact, after school detention, Saturday session, 1-3 days suspension.
29. PYROTECHNICS: The possession and/or use of any explosive, smoke, or odor producing device is prohibited in or on the school setting.	Parent contact and a 1-10 day suspension. An automatic recommendation for expulsion will be issued if a firework/explosive device is used in or on school grounds.
30. RAPE:	State Mandatory Expulsion. Police contact.
31. SEXUAL AND RACIAL HARASSMENT: **Sexual harassment** includes, but is not limited to, any unwelcome or unwanted sexual advances, or other verbal, written or physical conduct of a sexual nature. Racial harassment includes, but is not limited to, racial slurs, degrading remarks, and comments.	1-10 days suspension, long-term suspension, police contact, recommendation for expulsion.
32. SKIPPING CLASS: *While still in school building*	**1st Offense:** parent contact, after school detention **2nd Offense:** Saturday School. **3rd Offense:** Saturday School. **Subsequent offenses** will be treated as persistent disobedience. **On all skipping offenses a zero will be issued for the class work that hour and will not be able to be completed for credit.**

33. STUDENT ASSISTANTS WHO ABUSE THEIR RESPONSIBILITIES:	Parent contact, 1-10 days suspension, loss of position and credit, recommendation for expulsion.
34. TARDY SWEEPS:	Tardy sweeps will occur throughout each semester; those students that are in the hall after the bell has rung will be issued an automatic detention or Saturday School. The penalty will be issued and the tardy will not count towards the student's total tardies for that class.
35. THEFT OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY:	Parent contact, 1-10 days suspension. Possible request for restitution, police contact, recommendation for expulsion.
36. TOBACCO: Act 314 of the 1988 Youth Tobacco Act makes it unlawful for persons under age 18 to possess, buy, or use any type of tobacco product. In addition, students of Kentwood Public Schools must abide by the following rules for possession, use, sale or furnishing of tobacco products, i.e., smoking, chewing, facsimiles (such as E-Cigarettes, Vapor Pens), etc. on all Kentwood School property and at school sponsored activities	**1st offense:** parent contact, 2 days suspension, possible police contact. **Subsequent offenses:** parent contact, 5-10 days suspension, possible police contact.
37. UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY OR VISITS TO OTHER SCHOOL BUILDINGS: (This includes the Freshman campus, 10-12 building, and other Kentwood Public school buildings.)	Parent contact, after school detention, Saturday School. Subsequent offenses will be treated as persistent disobedience.
38. VANDALISM, DESTRUCTION/DEFACING OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY:	Parent contact. Possible restitution. The state of Michigan has passed legislation which makes parents/guardians financially liable for property damaged by vandalism. This includes all school property, furniture, and textbooks. Possible: 1-10 days suspension, police contact, recommended expulsion.
39. VERBAL ALTERCATION:	**1st offense:** Parent contact, 1-5 days suspension **Subsequent offenses** will be treated as persistent disobedience.

40. WEAPONS: (Possession or use of, including facsimiles)	Possible: 5-10 days suspension, police contact, long-term suspension, recommended expulsion. *Certain weapons are a state mandatory expulsion and police contact. (Refer to page 19 for further clarification)

Although possible consequences are listed, the final decision of disciplinary measures in a particular situation is up to the discretion of the administration.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

APPEAL PROCESS FOR OUT-OF-SCHOOL SUSPENSION 1-10 DAYS OR VIOLATION OF BEHAVIORAL CONTRACT

Parents/guardians and students have the right to appeal an out-of-school suspension of ten days or less.

1. If a parent/guardian wishes to appeal a suspension, a meeting must take place with the building principal within two (2) school days of the notification of suspension.
2. The parent/guardian has two (2) school days to request a meeting with the Asst. Superintendent of Student Services if the issue is not resolved with the Building Principal.
3. The Asst. Superintendent of Student Services will inform the appealing parties of his/her decision. If a decision is made to reduce or reverse the suspension, the student's records will be corrected and the student given an opportunity to make up all schoolwork missed for full credit.

The Asst. Superintendent of Student Services decision is final and not subject to further review.

NOTE: IF A REQUEST TO APPEAL IS NOT MADE WITHIN THE AFORMENTIONED TIME LIMIT, THE ADMINISTRATOR'S DECISION WILL NOT BE SUBJECT TO FURTHER REVIEW.

APPEAL PROCESS OUT-OF-SCHOOL SUSPENSION MORE THAN 10 DAYS OR EXPULSION

When the decision to suspend for more than ten school days (long term suspension) or to expel a student from KPS the student/parent/guardian will receive the applicable sections of Kentwood Public Schools policy JDD and associated regulations from the enforcing administrator.

Students/parents/guardians wishing to appeal the decision must make a written request to the Asst. Superintendent of Student Services within three school days (Policy JDD). **If there is an appeal, the student will remain suspended pending the appeal.**

Note: Federal or State of Michigan guidelines for the suspension/expulsion of handicapped (special education) students supersede the Kentwood Policy related to suspension, expulsion, and transportation.

EXPLANATION OF TERMS

Below is a brief definition of some of the terms and phrases used in the Conduct Code that need special clarification:

1. **Battery** – A physical attack upon a person without their retaliation.
2. **Electronic Devices** – Electronic or battery operated games or devices, e.g. laser pens, headsets, compact disk players, hand-held electronic games, cell phones, iPods, MP3 players, etc.
3. **Expulsion** – Exclusion from the school district for more than a school semester. This includes a permanent or indefinite expulsion.
4. **Parental Conference** -Actual face to face meeting with parents/guardians, student, and an administrator.
5. **Parental Contact** -Any communication with a student's parent/guardian. This may take the form of a phone call, email, letter, or meeting.

WRITING WITH RESEARCH

MLA Works Cited Guidelines

*Provided by the East Kentwood High School English Department, the following are guidelines for "Works Cited" pages in Modern Language Association style research papers. Please visit Diana Hacker's website at <www.dianahacker.com/resdoc> or the Owl at Purdue site at <http://owl.english.purdue.edu/owl/resource/557/o1/>. A classroom teacher reserves the right to use another MLA site for instructional purposes.

The following pages are meant to serve as reminders of classroom instruction. If a writer is unsure of how to proceed, he/she should check with the classroom teacher OR access the websites mentioned above.

I. Anthology—Individual selection

Shakespeare, William. The Tragedy of Romeo and Juliet, Prentice Hall Literature Gold.

Englewood Cliffs, NJ: Prentice Hall, 1994, pp. 287-388.

Stuart, Jesse. "Split Cherry Tree." In Adventures in Reading. Ed. Fannie. Orlando:

Harcourt Brace Jovanovich, 1985, pp. 44-52.

**Double space throughout entire page. Left justify first line of entry, indent 1/2" on subsequent lines. If more than one city is listed on the title page, cite only the first one. Do not include the state for major cities. You can shorten the name of the publishing firm. Use the most recent copyright date, followed by page number. Label the page Works Cited and center at the top of the page. Double space all citations.*

II. Book—(Fiction or Non-fiction)

A. Anonymous Work

Go Ask Alice. Englewood Cliffs, NJ: Prentice Hall, 1971.

B. Single Author

Dickens, Charles. A Tale of Two Cities. New York: Greenwich

House, 1982.

C. Joint authors

Peters, Tom, and Nancy Austin. A Passion for Excellence. New York:

Random House, 1985.

**The order of names on the title page should always be followed. Only the first author's name is inverted.*

D. Multiple Authors

Powell, Arthur G., Eleanor Farrar, and David K. Cohen. The Shopping Mall

High School. Boston: Houghton Mifflin, 1985.

*If a work has three authors or editors, all three are cited. If there are four or more, **only** the **first** is necessary.

E. One of a Series

Friedman, Lenemaja. Shirley Jackson. Twayne's United States Authors

Series. Ed. Sylvia E. Bowman. Boston: Twayne, 1975.

F. Work Within an Anthology

Parker, David. "Two Versions of the Hero." In F. Scott Fitzgerald. Ed.

Harold Bloom. New York: Chelsea House. 1985, pp. 141-156.

Murray, Charles. "Losing Ground." In Taking sides: Clashing Views on Controversial Social Issues. Guilford, Ct: Dushkin, 1990, pp. 208-217.

III. Data Bases—Electronic Editions—accessed with icons on EKHS computer desktop

*For sources retrieved from a library subscription database service, give as much of the following information as is available: publication information for the source, name of the database (underlined); the name of the service; the name and location of the library where you retrieved the source; your date of access; and the URL of the service.

A. INFOTRAC (ProQuest) – password "falcons"

1. OPPOSING VIEWS

Johnson, Kirk. "The Mountain Lions of Michigan." Endangered Species Update 19.2 (2002): 27+. Opposing Views. Infotrac. East Kentwood High School LMC, Grand Rapids. 23 Jan. 2007. <http://infotrac.galegroup.com>.

2. SCRIBNERS WRITERS SERIES

*Formulated similar to above, except substitute **Name of Database** for "Opposing Views."

3. MEL—Michigan Electronic Library

*Formatted similar to above, except substitute **Name of Database** for "Opposing Views."

B. S.I.R.S.—Social Issues Resource Series
**The information you need for your bibliography of S.I.R.S. articles is on the first page of each article.*

1. SIRS KNOWLEDGE SOURCE

*Formatted similar to above, except substitute **Name of Database** for "Opposing Views."

2. SIRS DISCOVERER

*Formatted similar to above, except substitute **Name of Database** for "Opposing Views."

C. WORLD BOOK ONLINE REFERENCE CENTER

*Formatted as an **online encyclopedia article**, similar to below.

IV. ENCYCLOPEDIA

A. Article with Author

Hanchett, William. "Lincoln's Assassination." Encyclopedia Americans. 1986 ed.

B. Article with Author (on CD ROM)

Jones, Philip J. "Papaya." World Book Encyclopedia. 1995 ed. (CD-ROM)

C. Article without Author

"Literature." World Book Encyclopedia. 1998 ed.

D. Article Without author Online

"Literature." World Book Encyclopedia. 2004 ed. (Online).

V. PERIODICAL – hard copy

A. Magazine

1. Article with Author (for joint and multiple authors-see **Book** above)
Cowley, Geoff. "The Wisdom of Animals" Newsweek. 23 May 1997:

pp. 52-59.

*The volume number is not necessary for an issue of a weekly or a monthly magazine, but is always used for a quarterly. Months of more than four letters are abbreviated.

2. Article without Author
"The Excitement of Life in the Library" Omni. Apr. 1989: pp 10-11.

B. Newspaper

1. Article with Author (for joint and multiple authors, see **Book** above)
Wilderson, Roland. "City Commission OK's North Park Bridge Project."

The Grand Rapids Press 24 May 1990, pp. A1-2.

2. Article without Author
"Kentwood Girls Take State VB Title!" The Grand Rapids Press 20 Mar.

1990, D1.

3. Article with Author—Online
Hunt, Albert R. "The Red Flip Flopper." The Wall Street Journal 18 Mar.

2004. 4 Jan. 2005. http://starbulletin.com/2004/03/18/.html.

C. Pamphlet

1. With Author (for joint and multiple authors, see **Book** above)
Berman, Claire. Stepfamilies: a Growing Reality. New York, Public

Affairs Pamphlets, 1982.

2. **Without Author**
GR: The Guide. Grand Rapids, MI: Community Information Services, 1987.

D. S.I.R.S. (Social Issues Resource Series) – hard copies (In notebooks in EKHS Library.

Miller, Judith, and Mark Miller. "Hunger: the World's Oldest Sorrow."
USA Today.

15 Jan. 1985, pp. 57-59. (Located in SIRS Series Indexed

Reprints. Global

Issues, 1988, Vol. 2, Art. 41).

**The information you need for your bibliography of S.I.R.S. articles is on the first page of each article.*

VI. INTERNET SOURCE

*Short works from a WEB site are articles, poems, and other documents that are not book length. To cite them, include as many of the following elements as apply and as are available: author's name; title of the short work (in quotation marks); title of the site (underlined); date of publication or last update; sponsor of the site (if not named as author or given as the title of the site); date you accessed the source; and the URL in angle brackets.

A. WEB page or Internet site:

1. With an author
Shiva, Vandana. "Biothecs: A Third World Issue." NativeWeb, 15 Sept. 2004. 4 Nov. 2008.<http://www.nativeweb.org/pages/legal/shiva.html>.

2. With corporate (group) author
U.S. Census Bureau. "American Fact Finder: Facts About My Community." (Online) <www.Factfinder.cencus.gov/servlet?BasicFactsServlet. org>. 17 Aug. 2004.

3. With editor
Exploring Ancient World Cultures. Ed. Anthony F. Beavers. 1997. U of Evansville. 24 Jan. 2005. <http://eawc.evansville.edu/indes.htm>.

4. **Unknown author**
Margaret Sanger Papers Project. 18 Oct. 2000. History Dept., New York U. 6 Dec. 2004. <http://www.nyu.edu/projects/sanger>.

B. Online Image or Graphic:

Abel, Jack. "Map: Major Volcanoes." (Onlineimage) <http://geocities.com/Volcanos/maps>. 17 Aug. 2001.

VII. Interview

Beel, Joe. Personal Interview. Kentwood, MI. 24 May 2007.

Gates, Bill. Telephone interview. 6 Mar. 2005.

VIII. Lecture

Ozanich, Ken. Lecture. Kentwood, MI. 30 Sept. 2006.

IX. Other Media Sources.

A. Audiovisual Source:

Martin Luther King. New York: MPI, 1986.

Rebel Without A Cause. Burbank, Ca: Warner Brothers, Inc. 16 Feb. 1983. (Videocassette)

Connect: A New Ecological Paradigm. Videocassette. Written and produced by David Berstein, Jim Prues, and Joshua Safe. Magic Baby Productions, 1997.

B. Television and Radio Programs, Commercials:

Rather, Dan. CBS Evening News. CBS TV, 9 June 2004.

KLO Morning Zoo. WKLQ Radio. 5 Apr. 1990.

Frito-Lay Potato Chip Commercial. NBC TV. 16 Feb. 2003.

"Daddy Knows Best." Cold Case Files. Narr. Bill Kurtis.

A&E. 6 Sept. 2004.

C. CD-ROM:

"France." Discovering Nations, States, & Cultures. Version

2.0. CD-ROM. Gale Research, 1998.

Parenthetical Citations

A parenthetical citation, or internal citation, acts as a signpost that directs a reader to an entry on a separate Works Cited page at the end of the research paper. Like everything else in MLA style, there are rules for the correct form for these citations. The two most common forms are shown below.

Source with an author: author's last name and page number

(Beel 7)

Source with no author: first 2-3 significant word of article and page number

("Tardiness" 8)

Location of the parenthetical citation in the text of your paper: place the citation after the last work of the quotation or paraphrase, followed by an endmark of punctuation.

(for a direct quotation) "……." (Beel 7).

(for a paraphrase) …….. (Beel 7)

*Parenthetical Citations Special Case

Use of a Source Within a Source:

If you are citing a source that is found within another source, use the abbreviation "qtd. in." For instance, if you want to cite musician Miles Davis as he appears in a Nat Hentoff article, you would use the folloing format:

(Davis, qtd. in Hentoff 34)

For additional information, please see the MLA Handbook for Writers of Research Papers (6th edition) and the MLA style website.

PLAGIARISM:

Plagiarism is the use of facts, opinions, and language taken from another writer without acknowledgment. In its purest form plagiarism is literally "stealing" another person's writing. To avoid all forms of plagiarism read and remember the following rules:

1. The language in your paper must either be your own or a direct quote from the original author.
2. Changing or omitting words is not enough to make the writing your own.
3. If the language comes from another writer, quotation marks and a parenthetical citations are necessary.
4. Paraphrasing still requires a parenthetical citation

EXAMPLES USING AN ORIGINAL QUOTE:

A tidal wave of genetically engineered foods is heading for grocery shelves. Within ten years, experts predict, an estimated 95 percent of American's plant-derived foods will be genetically engineered. Moreover, they say, organic farmers eventually will decide to grow transgenic crops.

Koch, Kathy. "Food Safety Battle: Organic vs. Biotech." CQ Researcher. 4 Sept. 1998

A case of plagiarism by simple word changes:

Genetically engineered food is heading for the grocery shelves. Experts predict an estimated 95 percent of America's plant-derived foods will be genetically engineered.

Comment This is plagiarism. Changing or omitting words does not make it the student's own work.

Not Plagiarism

"Within 10 years, experts predict, an estimated 95 percent of America's plant-derived foods will be genetically engineered" (Koch 761).

Comment_ This is correct. The quotation marks acknowledge a direct quote followed by a parenthetical citation to acknowledge the source.

ANSWERING STUDY QUESTIONS

In addition to answering essay questions, you may be asked to answer study questions in various subject areas. When you receive study questions, approach answering them in this way:

1. Read all parts of the question.
2. Locate the answer.
3. Use part of the question as a lead-in for the answer.
4. Use complete sentences.

General "Do's and Don'ts" for Good, Formal Writing

1. Good paragraphs have a clear topic sentence, five to seven supporting sentences, and a clear closing sentence.
2. Avoid phrases like "My paper is about. . ." and "I think.. .".
3. Never use "The End" at the conclusion of the paper.
4. Never use "etc."
5. Never begin sentences with "so" and "well" unless you are writing dialogue and are trying to indicate how people talk.
6. "A lot" and "all right" are always two words.
7. Do not abbreviate the following: Names of countries and states, months and days, measurements (foot, yard, and quart), the words Christmas, chapter, page, and percent.
8. Titles of short stories, articles, songs and poems are in "quotation marks."
9. Titles of books, plays, magazines, and newspapers, court cases, names of ships, albums, CD's, movies, and television shows are underlined.
10. When using numbers in your writing, spell out the numbers of one or two digits or words (twenty-one, two million). Numbers of three digits or more can be expressed in figures. Figures are always used for dates, street numbers, percentages and telephone numbers. Avoid beginning sentences with figures ("518 people were killed.") Reword the sentence ("According to the latest report, 518 people were killed.")

Glossary of Usage

Accept	is a verb meaning *to receive* I accept your bid.
Except *than*	is usually a preposition meaning *other* *Everyone is going to the football game except for Mike*
Affect	is a verb meaning *to influence* *The weather will affect our decision about attending.*

Effect	is generally a noun meaning *result* *The effect of the storm was devastating.*
A lot	is always two words; do not write a lot as one word
Aloud	is an adverb meaning *in a loud voice*.
Allowed	is the past tense *of allow;* to let or permit.
Already	is an adverb meaning *now* *We are already late for the game.*
All right	is all ways two words, regardless of what "spell check" tells you.
Brake	is a device to stop a car.
Break	is a verb meaning to separate or destroy.
Choose	is the present tense *Please choose me for your team.*
Chose	is the past tense *She chose French dressing for her salad.*
Choice	is a noun indicating a *decision* *The blue dress was my first choice for the dance.*
Complement	means something with *completes* *That scarf really complements your suit.*
Compliment	is an expression of *admiration* and *praise.* *I compliment you on a job well done.*
Counsel	means *advice* or to *advise*
Council	means a *group*: student council
Hear	is what you do with *your ears*.
Here	is an adverb meaning *near by*.
Its	is the possessive form of it *The team lost its game.*
It's	is the contraction of *it is* *It's obvious that you are not prepared.*
Moral	relates to what is *right or wrong*
Morale	refers to a person's *mental and emotional condition* *A compliment will boost his morale*
Past	can be a noun, an adjective, or a preposition *Please don't ask about my past.*
Passed	is a verb *He passed me without waving.*
Personal	is an adjective meaning *belonging to a person, private*
Personnel	refers to people *employed in any work, business, O service*
Principal	can be an adjective meaning *primary or main* *Selling candy is our principal source of income.*
Principle	is a noun meaning *idea or doctrine* *Our economy is based on the principle of* capitalism.
Quiet	means *no noise!*
Quit	is a verb meaning *to stop*
Quite	is an adverb meaning *completely or entirely* *He looks quite tired*
Right	Means *correct or proper*, it also means a *legal claim*
Write	means *record words*
Wright	is a person who *makes or builds something*
Rite	is a *ritual or ceremony*
Scene	is a *setting or location*; a spectacle
Seen	is the past particle of see *I have seen him*
Sight	means the act of *seeing* or *spectacle*
Cite	is a verb meaning *to quote or refer to*
Site	a *position or location*
Sole	means *single or only*; also the *bottom of the foot*
Their	is a possessive pronoun *Their house burned down.*
There	is a demonstrative pronoun showing location *There are our books.*
They're	is a contraction of they are *They're only here for a week.*
Threw	is the past tense of throw
Through	a preposition or adverb meaning passing from one place to another
To	a preposition indicating direction
Too	is an adverb indicating degree; also

Two	in a number
Waist	is a part of the body
Waste	can be a noun or an adjective
	Please put this in the waste basket.
	Can be a verb
	Don't waste food
Ware	is a product to be sold
Wear	is a very meaning to have or carry on the body
Where	is an adverb indicating a place or situation
Weather	is the elements outside; rain, snow sunshine
Whether	is a possibility
	Let me know whether you can come
Who's	is an contraction of who is
Whose	is a possessive pronoun
	Whose book is this?
Your	is a possessive pronoun
	Is this your book?
You're	is a contraction of you are

Capitalization

Capitalize the first word in sentence:	The girl went to the store.
Proper names:	Kentwood, Barbara
Days of the week:	Friday, Saturday, Sunday
Months:	June, July, August
Languages:	English, French
Religions:	Catholic, Muslim
Races:	African-American, Bosnian
Abbreviations of countries:	U.S.A.
Abbreviations of titles:	M.D., C.P.A.
Abbreviations of organizations:	N.B.A., N.H.L.
Important words in book titles:	To Kill a Mockingbird
Magazine titles:	U.S. News and World Report
Plays/Musical:	The Lion King, Fame

Capitalize the titles of poems, stories and articles as well.

Punctuation

1. Use a period (.) at the end of a statement or sentence:

   Example: *All students are accountable***.**
   In abbreviations: *U S.A., Mr., Mrs., Dr.*
   Or after initials: *Dwight* D. *Eisenhower*

2. Use an ellipsis (...) to show that words or phrases have been omitted in a quotation. .Example: *"That is a good book which ...closed with a profit."*

3. Use a comma (,) to separate items in a series. Example: *Kentwood is a large, multicultural urban area.*

4. Use a comma (,) to set an explanatory phrase apart in a sentence. Example: *The EKHS Marching Falcons, our school band, have received many honors.*

5. Use a comma (,) between two independent clauses or after a subordinating clause. Example: *My friend graduated from high school, but he decided to take a year off before going to college*. Example: *Although Tom took first place in the last event, he did not run his best time.*

6. Use a semicolon (;) between two related clauses that could stand alone as separate sentences. Example: *Sue received an A in Physics; it was her first*.

7. Use a colon (:) to indicate a list of items. Example: *There are three qualities necessary for success: determination, creativity, and a positive attitude.*

8 Use a question mark (?) at the end of a question. Example: *Did you go to the dance Friday?*

9. Use an exclamation point (!) to express strong feeling, but avoid this form of punctuation in formal papers, and never use more than one. Example: *Let's go Falcons!*

Guidelines for Final Copies

1. Identify all work with:
   a. title
   b. your name
   c. the class and your hour
   d. the date

Consult with your teacher for specific instructions on the arrangement of this information.

1. Assignments and papers should be written in ink (blue or black only). Strive to write as legibly as possible. Publishable papers should be written on every other line; for other drafts, follow your teacher's instructions.
2. Use standard size (8 ½" x 11") white paper.
3. Write on one side only.
4. Typed papers must be double spaced.
5. Trim rough edges from spiral bound notebooks.
6. Number the second and all succeeding pages in the upper right hand corner.
7. Staple your paper in the upper left corner if necessary.

Five Types of Writing

Type One:	***Capture Ideas***	***One Draft***
	Writing that has no correct answer -or -if there is a correct answer, it is okay to guess.	
Type Two:	***Respond Correctly***	***One Draft***
	Writing that makes a point—has a correct answer or content.	
Type Three:	***Edit for FCA's***	***One Draft***
	Writing that is read out loud and reviewed by the author who then asks three critical questions: Does it complete the assignment? Is it easy to read? Does it fulfill the focus correction areas?	
Type Four:	***Peer Edit for FCA* 's**	***Two Drafts***
	Writing that is Type Three writing and has been read out loud by the writer and critiqued by another person.	
Type Five:	***Publish***	***Multiple Drafts***
For All Types:	For all types, skip lines. For Types One and Two, label the type of writing that you are doing at the top left hand side of the paper. For Types Three and Four, list focus correction areas on the top left hand side.	

ATHLETICS

East Kentwood Athletic Program

Welcome from the East Kentwood Athletic Department! We are excited to have you join a program that carries such a great tradition of excellence. This excellence involves areas of education that extend far beyond winning and losing. Athletic success is the direct result of the combination of effort, teamwork, commitment, and sportsmanship. These traits have long been the building blocks of Kentwood's own special brand of athletic success.

We are pleased you have joined the coaches, athletes, and parents alike in continuing this longstanding tradition of excellence.

Message to the Parents

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal, athletic, and academic growth.

As parents of student athletes, you also have committed yourselves to certain responsibilities and obligations, which are outlined in this Athletic Code. Your signature on the Athletic Code, along with the signature of your student-athlete, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with school personnel in enforcing the Athletic Code. Compliance with the Athletic Code is mandatory and essential to the success of the athletic program. Failure to comply with the Athletic Code may lead to expulsions from the team. In addition, student athletes are also subject to discipline under the East Kentwood High School (EKHS) Code of Conduct.

The East Kentwood Athletic Staff strives to provide:

1. Adequate equipment and facilities;
2. Well trained coaches;
3. Appropriate contests with skilled officials;
4. Support to athletes, coaches and parents.

Good sportsmanship is encouraged and expected from our fans and spectators at all times during athletic events to serve as a role model for our student-athletes. Failure to lead by example may result in removal from the event and/or future events. In addition to showing your support of East Kentwood Athletics through good sportsmanship, you are invited to join the Athletic Boosters and help promote the tradition of excellence associated with East Kentwood Athletics.

We believe athletics are an integral part of the high school educational experience. We look forward to working with you and to enjoying your student-athlete participate in their chosen sport.

Message to the Athlete

East Kentwood has a long history and tradition of athletic excellence. This tradition was not built overnight. It took years of dedication, commitment, and hard work by a countless number of people. As an East Kentwood Athlete you must continue to strive to uphold this high standard of excellence.

Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community:

1. The use of vulgar or profane language is unacceptable anywhere and at any time.
2. A member of an athletic team is to be well groomed.
3. The coach shall set the standard for dress as it pertains to his/her sport.
4. The athletic department shall set the standards for hair and facial hair as it pertains to his/her sport.
5. Clothing worn at competitions must be worn in a neat and mannerly fashion (i.e., shirts tucked in and buttoned, etc.).

Your participation in athletics is a privilege and should be treated as such. Any time you wear the red and black, you are representing yourself, your family, your school and all those that have worn these colors before you. Your behavior should be above reproach in

all areas. Other students, staff, parents, and the community will closely observe your conduct.

The rules outlined in this handbook are not designed solely to describe punishment; rather they are intended as a guide to successful participation. As a student-athlete, you will be expected to understand and abide by these rules and your team's rules. It is your responsibility to follow them to their fullest.

1. RESPONSIBILITIES TO YOURSELF: The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible benefit from your high school experiences.

   Your academic studies and your participation in other extracurricular activities, as well as in sports, help to prepare you for your life as an adult.

2. RESPONSIBILITIES TO YOUR SCHOOL: Another responsibility you assume as a team member is to your school. You assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride.

   East Kentwood High School cannot maintain its reputation as an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

3. RESPONSIBILITIES TO OTHERS: As a team member you also bear a heavy responsibility to your family. When you know that you have lived up to all of your commitments, that you have practiced with great enthusiasm, and that you have played the game to the best of your ability, you can keep your self-respect and your family can be justly proud of you.

Mission/Belief Statement

The purpose of East Kentwood High School Athletics is to provide opportunities for all participating students to learn life-long values in a safe environment.

These values include: Cooperation, Sportsmanship, Pride, Respect and Leadership Skills.

The athletes, coaches and parents of the East Kentwood Athletic Department believe:

1. That student-athletes will develop leadership characteristics through athletic competition that carry into the classroom and the future.
2. That student-athletes serve as role models within the school community and are expected to act in a manner that reinforces that role.
3. That self-discipline and sportsmanship are essential to a sound athletic foundation.
4. That pride builds respect, which helps create strong and lasting friendships through athletic competition.
5. That participation in athletics is a privilege; with that privilege, comes responsibility.
6. That a strong commitment is an important ingredient to the success of East Kentwood Athletics.
7. That athletics should be fun as well as character building.

Sportsmanship

As an athlete and as parents, you can help us establish an outstanding reputation for good sportsmanship. We must all work hard in conducting ourselves in a commendable manner. A display of unsportsmanlike conduct can result in sanctions against the offending athlete, parent, and/or school. Always observe the following guidelines for good sportsmanship:

1. The good name of our school is more important than any contest won by unfair play.
2. Be supportive of all athletes, coaches, and officials before, during, and after all contests.
3. Accept decisions of officials without dispute. They are seldom responsible for your success, so do not blame them for your circumstances.
4. Recognize and show appreciation for the fine play of your opponent.
5. Be proud of our school's reputation and work hard to protect it.
6. Cheer for your team, not against the opponent.
7. Don't allow others negative sportsmanship to become an excuse to do the same.

Parent/Coach Relations

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

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

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

Communication Coaches Expect from Student-Athletes:

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

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

Appropriate Concerns to Discuss with Coaches:

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

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

Issues Not Appropriate To Discuss With Coaches:

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

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

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

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

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director, and the meeting will be set up for you.
3. Please give yourself time to understand your concern before approaching a coach. Attempting to confront a coach before or after a contest or practice is not an ideal time. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution?

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

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

SECTION ONE:

General Information - Varsity Sports at East Kentwood High School:

Fall

Girls: Basketball, Swimming/Diving, Cross Country, Tennis, Sideline Cheer*

Boys: Football, Water Polo*, Cross Country, Golf, Soccer

Winter

Girls: Volleyball, Gymnastics, Dance*, Competitive Cheer, Sideline Cheer*

Boys: Basketball, Wrestling, Swimming/Diving, Hockey

Spring

Girls: Softball, Golf, Track, Water Polo*, Soccer

Boys: Baseball, Tennis, Track & Field

*Not MHSAA Sponsored

I. JOINING/LEAVING TEAM

A. Current EKHS students must join the respective team at the beginning of the practice/tryouts season. Conflicts with sports finishing a previous season must be communicated to the coach of the new sport PRIOR to the beginning of the season.
B. Transfer students may not join an athletic team after 30% of the scheduled dates of competition for the sport in which they desire to participate have been completed
C. Managers, statisticians and non-participants may join an athletic team prior to 50% of the season being completed, as long as the mandatory forms have been completed and turned in to the athletic office.
D. An athlete desiring to drop from a team or leaving/being dismissed is covered in Section Two, G. Leaving a Team.
E. Students who wish to participate in dual sports in the same season must apply to the Athletic Director as described in Section One, Part X.

II. REQUIRED FORMS - As an athlete you ARE NOT eligible to participate in any sport UNTIL the following items have been completed & turned in:

- Signed Acknowledgement of commitment to abide by the Athletic Code.
- Physical Examination card filled out and signed by registered physician after April 15 of the previous school year. This exam is good for the following school year.
- Injury Consent Waiver, Eligibility Requirements, Athletic Code and Financial Responsibility Forms signed.
- Signed Insurance Waiver or Proof of Premium Paid.
- Pay to participate fee has been paid.

All forms must be turned in to the office of the Director of Athletics BEFORE you can begin practice.

III. POTENTIAL DANGERS IN ATHLETIC PARTICIPATION

Parents and student athletes should fully understand and appreciate the risk of serious personal injury associated with participation in the educational sports program provided by Kentwood Public Schools. Participation in school athletics involves flying objects, swift movement of bodies, which many times are airborne, and unavoidable collisions.

Athletic activities are hazardous and could include serious injuries such as paralysis, head injuries, or possible death. Taking part in such activities is calculated risk-taking on the part of the student athlete and parents. Reducing injuries to a minimum is a continuous goal of our coaching and administrative staff. To assist the District in this process, students are required and expected to fully comply with the Athletic Code.

IV. INJURIES & INSURANCE OR WAIVER

Kentwood Public Schools DOES NOT assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. Athletics is a VOLUNTARY program in which students participate if they so desire. They do this at their own risk.

Insurance Coverage

In order to participate in athletics, proof of insurance or an insurance waiver must be on file in the Athletic Office.

In addition, each athlete has Catastrophe Insurance from $25,000 up to $1,000,000 medical for any injury through athletic participation through the Michigan High School Athletic Association.

To help eliminate any CONFUSION or MISUNDERSTANDING concerning the insurance program we ask you to please follow this procedure:

- Please have your son/daughter notify their coach and/or trainer of all injuries.
- Contact the Athletic Office for the appropriate forms if you wish to purchase insurance.

V. AGE - A student shall not be eligible to participate in the athletic program if he/she has reached his/her 19th birthday before September 1st of the current school year.

VI. AMATEUR PRACTICE – A student shall not be eligible if he/she accepts any money and/or merchandise for participation in athletics. If you have any questions about the impact of any award on eligibility, please contact the Director of Athletics.

VII. RESTRICTIONS ON TEAM MEMBERSHIP - After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.

VIII. COLLEGE RECRUITMENT POLICY - In the event you should be contacted personally by a college recruiter, you have an obligation to work through your coach and the athletic department. Inform your coach of such a contact as soon as possible.

IX. NCAA CLEARINGHOUSE. The requirements for the NCAA Clearinghouse are not the same as the graduation requirements from East Kentwood High School. EKHS is not responsible for ensuring an athlete's compliance with NCAA rules. For information, please refer to the NCAA Clearinghouse pamphlet or the NCAA website at www.NCAA.com. If you have any questions, please ask someone in the Athletic Department or the guidance office, for directions on how to contact the NCAA.

X. DUAL SPORTS. Students are normally not permitted to participate in dual sports during the same sports season (fall, winter, spring). Students who desire to participate in dual sports shall, two (2) weeks before the season begins, must apply and receive permission from the Athletic Director on a form provided by the Athletic Department. The Athletic Director will consider input from parents, student, coaches and EKHS faculty. The Athletic Director's decision is final.

XI. CONFLICTS IN CO-CURRICULAR ACTIVITIES - Despite all scheduling efforts by the administration, conflicts will develop between athletic and non-athletic activities and events. The following guidelines shall apply to students who experience conflicts between EKHS school-related activities:

A. When a conflict occurs between two scheduled activities the student's first duty is to notify both coach/sponsors as early as possible. The coach/sponsors will attempt to resolve the conflict to best allow the student to participate in as many activities as possible. The student will then be advised of the recommended solution to the conflict. It is expected that the student will follow the recommendation OR propose an equally acceptable alternative.

B. When a conflict occurs between a competition/performance and a scheduled practice, students will be expected to attend the competition/performance (without loss of group membership or standing in the other activity).

C. When a conflict occurs between scheduled practices, the students will be expected to participate in one (without loss of group membership in the other activity). Frequently missing practice sessions may jeopardize a student's standing within his/her group or team. Frequent conflicts will be balanced to the extent possible so that the student attends both activities equally.

D. When a conflict occurs between competitions/performances, students may participate in one activity without loss of group membership or standing in the other activity.

E. There may be times when students may simultaneously participate in multiple EKHS activities/events by prior arrangement with the sponsors/coaches.

It is strongly recommended that any athlete participating on an interscholastic team shall refrain from participating on any recreation or non-school sponsored team in another sport while the interscholastic sport is in season. The first obligation and responsibility of the athlete is to East Kentwood High School's academic and athletic programs.

XII. SCHOOL EQUIPMENT

Students are responsible for all school equipment issued to them. Athletic uniforms, both practice and game, are supplied for the sole purpose of athletic participation. This equipment is not to be used for any other purpose. When the season is completed all school equipment is to be returned to the school. There are no exceptions to this policy. The theft of school equipment is larceny and Michigan law regards larceny as a felony. Students who violate this policy are subject to school rules, the Athletic Code, and may be referred to law enforcement.

Students who wish to wear a uniform for pictures, need a coach's approval first. Any such pictures are to be taken in good taste and with pride. Remember, any time you wear the red and black, you are representing yourself, your family, your school and all those that have worn these colors before you.

XIII. VARSITY ATHLETIC PROGRAMS

The Athletic Boosters Club sponsors three awards programs (at the conclusion of each season). Those eligible to attend the program are varsity letter winners and team members in grades 11 and 12 who have earned a Varsity Reserve Award.

XIV NOTICE OF NONDISCRIMINATION

Kentwood Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight, or martial status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Director of Student Services
5820 Eastern Avenue SE
Kentwood, MI 49508
616-455-4400

XV TITLE IX GRIEVANCE PRODECURE

A. **Grievance Definition**

A grievance shall be any complaint of alleged discrimination practices on the basis of race, color, national origin, gender or handicap. The person may file a grievance with the Title IX coordinator at the office of the Assistant Superintendent for Instruction, 5820 Eastern Avenue, SE, Kentwood, MI 49508, phone 455-4400.

B. **Procedure Steps**

Step 1

The person shall discuss the grievance informally with the Title IX coordinator within 5 working days.

Step 2

If the aggrieved person is not satisfied, a written statement of the grievance shall be submitted to the Title IX coordinator within 5 working days of receipt of the informal grievance reply. The Title IX coordinator shall reply in writing to the aggrieved within 10 working days.

Step 3

If the aggrieved person is not satisfied, an appeal may be made to the Superintendent of Schools within 5 working days after the receipt of the Title IX coordinator's response. The Superintendent of Schools shall respond in writing to the aggrieved within 10 working days.

Step 4
If the aggrieved person remains unsatisfied, a written appeal may be made to the Board of Education within 10 working days of receipt of the Superintendent's response in Step 3. The Board of Education shall respond in writing within 30 working days of the above meeting.
Step 5
If the grievance has not been satisfactorily settled, an appeal may be made to the Department of Education, Office of Civil Rights, Washington, D.C. 20202.

SECTION TWO:
The EKHS Athletic Code

I. PURPOSE AND AUTHORITY

The Kentwood Public Schools Athletic Code is established under the authority of the Kentwood Board of Education. The purpose of the Athletic Code is to establish standards for the athlete in the area of academic performance and athletic behavior for those individuals who voluntarily become involved in the interscholastic athletic program.

A student who voluntarily participates in a sport sponsored by Kentwood Public Schools agrees to abide by the EKHS Athletic Code of Conduct throughout the year in which the student participates in the sport. The year is a calendar year - 365 days. Compliance with the Athletic Code is not limited to school sponsored sports activities or school premises.

The Code is not a complete list of undesirable conduct by athletes. East Kentwood athletes are considered to be examples and role models and expected to act accordingly during their high school career. Any student athlete whose conduct is found to be a discredit or to cause unfavorable notoriety to the athlete, the team, or EKHS during their high school career, shall be subject to disciplinary action as determined by the coach, Athletic Director, or principal, whether or not the conduct is specifically described in the Athletic Code of Conduct.

The Kentwood Public Schools interscholastic athletic program is affiliated with the Michigan High School Athletic Association (MHSAA). The MHSAA standards are found in the "Handbook of the Michigan High School Athletic Association for Junior High/Middle Schools and Senior High Schools."

II. "ATHLETE" DEFINED

An athlete is defined as any Kentwood Public Schools student who is a member of an interscholastic team sponsored by Kentwood Public Schools. This includes team members, managers, student trainers, dance teams, cheerleaders, statisticians, etc.

III. ELIGIBILITY REQUIREMENTS

A. Academic Standards

1. Trimester/Semester Eligibility
No student/athlete shall represent Kentwood Public Schools who has failed two (2) or more classes in the previous trimester and/or semester. Approved summer school course work that is successfully completed can be applied to this requirement provided the coursework occurs at the end of the current school year.

PENALTY
Athletes who fail to meet the trimester/semester eligibility standards shall be ineligible for participation for 90 school days.

2. Weekly Eligibility

a. The athlete must carry a minimum of 5 full time classes or equivalent as determined by the principal and recommended to the Superintendent, i.e. college classes.

b. The athlete is expected to do passing work in full-time classes. Should, the athlete be failing more than one (1) class, then he/she would not be meeting the weekly eligibility standard.

c. Weekly eligibility is to be accumulative throughout the trimester/semester.

PENALTY

An athlete who fails to meet the weekly standards will not participate in the following week's athletic contest(s) (Mon-Sun). He/she will be expected to practice and will be subject to all team rules and regulations unless otherwise directed by the coach and/or Director of Athletics.

Note: Students will receive a warning one week before a scholastic fail (SF) is recorded.

B. Behavior And Citizenship Standards

The athlete may not receive 2 or more unsatisfactory marks in citizenship (CF) by two or more teachers on the weekly eligibility form.

PENALTY

An athlete who fails to meet the weekly standards will not participate in the following week's athletic contest(s) (Mon-Sun). He/she will be expected to practice and will be subject to all team rules and regulations unless otherwise directed by the coach and/or Director of Athletics.

Note: Students will receive a warning one week before a citizenship fail (CF) is recorded.

C. Building/Community Standards

All EKHS student athletes are also responsible for complying with the rules in the EKHS Student Handbook. Depending upon the situation, an athlete may face consequences under both the Athletic Code and the EKHS Code of Conduct.

PENALTY

If a student athlete is disciplined for a violation of the EKHS Student Handbook and the Director of Athletics is notified in writing, a conference between the Director of Athletics and student will be conducted to determine:

1. Athletic Code violations
2. The appropriate penalty

Any questions about Eligibility Requirements should be directed to Athletic Department Administration. Disputes about eligibility shall be resolved by the High School Principal, whose decision is final.

IV. SPECIFIC ATHLETIC CODE STANDARDS & CONSEQUENCES

The following rules are not an exhaustive list of conduct that subjects an athlete to discipline. At all times, student athletes are expected to follow the EKHS Student Code of Conduct and to behave in a manner consistent with the special privilege of being an EKHS athlete. The consequences described below outline the range of possible discipline that may be imposed for the listed violations. However, the Athletic Director has complete discretion to depart from the listed range of discipline if the circumstances of a particular case justify a departure. Please note violations of the Athletic Code may be

required to be disclosed and may reflect negatively on applications to universities, colleges, and military academies. The District reserves the right to disclose violations in its sole discretion.

Violations will be cumulative during a student's high school athletic career. Cumulation will begin the first day an athlete begins trying out for any team and will continue throughout his/her entire high school career. The first violation of any of the following codes will be considered the first offense when determining the penalty. When a second violation of any of the following codes occurs, then the second offense penalty will be imposed. Upon a third offense of any of the following codes, then the third offense penalty will be applied.

As stated earlier, these rules apply 365 days, on or off school premises, and are not limited to school sponsored activities or sports.

A. ALCOHOL, DRUGS & TOBACCO ARE STRICTLY PROHIBITED. The possession, use, consumption, distribution, purchase, sale or manufacture of, or any other improper or unlawful involvement of any kind or description with illegal drugs, controlled substances, alcohol or alcoholic beverages, anabolic or androgenic steroids, tobacco, tobacco products, E-Cigarettes, Vapor Pens, or facsimiles, "look-alike" drugs, drug paraphernalia, or substances or products that mask or tamper with any of these, is strictly prohibited. Also prohibited is the distribution, abuse or misuse of over the counter medications or prescription drugs, or other chemicals or substances.

1. Testing
The District believes that they have the responsibility to detect, deter and prevent drug, alcohol and tobacco use. The District reserves the right to adopt a random testing program for District athletes.

2. Search
Students who voluntarily participate in the athletic program also agree to submit to random searches of their personal effects, and to searches, including but not limited to breathalyzer testing, based on individualized suspicion for violation of these rules.

PENALTY
Because student athletes bear additional responsibilities as examples and role models within the school and the community, the District and the Athletic Department reserve the right to impose penalties above and beyond those listed below when appropriate. Whenever conduct may constitute a crime, a referral to law enforcement is also possible, and may be required by law.

Possession or Use of Prohibited Substances as Defined Above:

First Offense:	Suspension from 20-50% of scheduled sanctioned competitive events; referral to appropriate substance abuse counseling program; possible random testing for rest of year or high school career at option of Athletic Director; loss of privilege of being a team captain during the season of suspension.
Second Offense:	Suspension from 50% of scheduled, sanctioned competitive events; referral to appropriate substance abuse counseling program; possible random testing for rest of year or high school career at option of Athletic Director; loss of athletic awards and privilege of being a team captain during the season of suspension.
Third Offense:	Exclusion from athletic events for rest of high school career; loss of all athletic awards.

Sale or Distribution Of Prohibited Substances as Defined Above:

First Offense:	Exclusion from athletic events for rest of high school career

B. Hazing

HAZING IS STRICTLY PROHIBITED. Because hazing is unsafe, and can discourage participation as well as negatively affect a student's enjoyment in athletic participation, all forms of hazing are strictly prohibited.

Hazing includes, but is not limited to:

- Any gesture or written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or placing a student in reasonable fear of harm to his or her person, or damage to his or her property;
- any type of physical force, harm or injury inflicted by athletes on their team members such as whipping, beating, striking, branding, electronic shocking, or placing an unwanted substance on the student's body;
- any type of coerced or involuntary sexual or physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other coerced or unwelcome confinement, restriction or other forced activity by athletes on their fellow team members;
- any coerced or involuntary activity by athletes on their team members that subject the athletes to an unreasonable risk of harm or that adversely affects their mental or physical health, safety, or welfare; or
- any coerced or involuntary activity inflicted, encouraged or mandated by athletes on their team members, such as the consumption of alcoholic beverages, illegal, unauthorized, or foreign substances of any type whatsoever, tobacco or tobacco products, over the counter medication or prescription drugs, or any other unreasonable risk of harm or activity that adversely affects an athlete's mental or physical health, safety, welfare or interest in the sport.

For purposes of this rule, a team member's voluntary participation in hazing is not necessarily a defense to a claimed violation of this rule. Athletes who organize or initiate hazing activities, but do not directly participate in them, are equally subject to possible discipline as students who directly participate in acts of hazing.

In addition, student athletes are expected and required to report suspected violations of this rule. Athletes may be disciplined for failure to report known hazing violations or for falsely denying knowledge of known hazing activities.

PENALTY
Because student athletes bear additional responsibilities as examples and role models within the school and the community, the District and the Athletic Department reserve the right to impose penalties above and beyond those listed below when deemed appropriate. Whenever conduct may constitute a crime, a referral to law enforcement is also possible, and may be required by law.

Hazing:

First Offense:	Suspension from 20-50% of scheduled sanctioned competitive events; possible loss of athletic awards and/or leadership role; possible referral to counseling.
Second Offense:	Suspension from 50% of scheduled, sanctioned competitive events; referral to counseling, possible loss of athletic awards and/or leadership role.
Third Offense:	Exclusion from participating in athletic events for rest of high school career; loss of all athletic awards.

C. Stealing, Property Destruction. To steal or be an accomplice to the act of stealing community property, school property, or the property of athletes, team managers or coaches; to destroy or deface school property or the property of others.

Penalties for Stealing, Property Destruction:

First Offense:	Suspension from 20-50% of scheduled, sanctioned competitive events; restitution; possible loss of athletic awards, and/or leadership role; possible referral to counseling.
Second Offense:	Suspension from 50% of scheduled, sanctioned competitive events; possible exclusion from team for a season; possible restitution; loss of athletic awards and/or loss of leadership role; referral to counseling.
Third Offense:	Exclusion from athletic events for balance of high school career; restitution; loss of athletic awards and/or loss of leadership role.

D. Gross Misconduct

Gross misconduct is defined as cheating, fighting, or unfavorable notoriety, violation of a civil or criminal law, or any socially unacceptable behavior that brings discredit to the athlete, parents, school or team. This includes any behavior on social media.

PENALTY
Penalty will be dependent upon the severity of the offense. Range of consequences include suspension at the Athletic Director's discretion, from 20% up to one year of the scheduled dates of the season during which the violation occurred; possible removal of the privilege of being a team captain; possible suspension from the team for the remainder of the season or seasons; possible suspension from athletic participation for up to one calendar year.

E. Travel Regulations

1. TO CONTESTS: All team members must travel and return from away contests with the team except with prior approval of the coach. If a request to ride home with the parent is granted the coach must meet with the parent before allowing the parent's child only to leave. Athletes may not ride with anyone other than their parent or guardian.

PENALTY

First Offense:	Suspension from the scheduled contest(s) that date. (When the violation involves missing school transportation after a contest or practice, the penalty will involve the next scheduled date.)
Second Offense:	Suspension from three consecutive athletic dates
Third Offense:	Suspension from participation in athletic contests for six calendar months.

2. TO PRACTICES: The District may provide transportation to practice sites away from EKHS. Student athletes are responsible for being at practice whether or not the District provides transportation. Any athlete who has attained an East Kentwood High School driving permit shall be allowed to drive to and from a practice site which is not at the high school. The District is not responsible or liable in any way for transportation it does not provide. Student athletes who drive themselves or others to and from practice sites agree that the District has no liability for any damages or injuries whatsoever arising directly or indirectly out of the student-provided transportation.

PENALTY
Loss of driving to practice privileges; other consequences at the discretion of the Athletic Director.

Note: If an athlete misses the school transportation under no circumstances shall they transport themselves to a contest. He/she must ride with their parent/ guardian. THERE ARE NO EXCEPTIONS TO THIS RULE.

F. School Attendance. An athlete shall be in attendance in every class during the day of the contests, except as excused by the Director of Athletics/designee at least 1 day prior to the absence. The Director of Athletics/designee may waive this rule in cases of unusual circumstances.

PENALTY
Each Offense: Suspension from the scheduled athletic contest(s) on that date; other consequences at the discretion of the Athletic Director.

G. Leaving a Team.

1. An athlete desiring to drop from a team within the first two weeks of practice shall notify the coach immediately to obtain a release without penalty. The coach is required to notify the athletic office of said release within three working days.
2. An athlete desiring to drop from the team after the first two weeks of practice, or after team selection has been made, may be subject to a penalty at the discretion of the Athletic Department Administration. A meeting between the athlete, coach and Director of Athletics will be held to decide the validity of a release or penalty, which could include exclusion from athletics for the next sport or season. The decision of the Administration is final.

Note: Coaches have the right to recommend to the Athletic Department Administration the dismissal of participants from the team roster for conduct considered detrimental to the team. Release can be done with or without penalty. The decision of the Administration is final.

H. Miscellaneous.

1. Not all violations of the Student Code of Conduct will result in discipline under the Athletic Code, but if the student is suspended out of school they shall not practice or participate on the day/days of their suspension.
2. Penalties do not include scrimmage dates, only scheduled, officially recognized or sanctioned competitive events.
3. During an athletic code suspension the athlete shall participate in practice sessions and attend all team functions unless specifically excused by the coach.
4. If the athlete is not presently involved in a sport, the penalty will be applied during the next sport in which he/she is involved. If the penalty exceeds the number of contests remaining in that sport, the balance of the penalty will be pro-rated and applied during the next sport (using that sport's schedule) in which the athlete participates.
5. All percentages in determining penalties will round up/down to closest full contest. (.5 rounds up).

V. COACHES' RULES

A. It is expected that daily attendance in practice sessions is a requirement of team membership. Coaches will establish, and publish, any team rules and expectations, which can be an addition to this Code.

B. Coaches who invoke their right to suspend/penalize a team member for a violation of a team rule, which is not considered a violation of The Athletic Code, will notify the Director of Athletics of the situation before a penalty is invoked. The purpose of notification is to record the infraction in the event it is affected by a previous infraction or may have an effect on a future infraction.

C. Membership on a team does not dictate any level of participation in contests. Only the coach of each team maintains the discretion of assigning "playing time."

VI. REPORTING CODE VIOLATIONS

A. Written report to Director of Athletics of the infraction or warning of an infraction via police report, court decisions or public information vehicles (papers, magazines, etc.), or source considered reliable by the Athletic Director.

B. The Director of Athletics shall notify the athlete of reported violation within a reasonable time after receiving the report or learning of the violation.

C. Written report of the charges and penalty to parents/guardian from the Director of Athletics within five school days of the Athletic Director's decision.

VII. APPEAL PROCEDURE

Except where stated otherwise, a student, or the student's parent or guardian, may appeal a penalty imposed by the Athletic Department Administration if the action is believed to be arbitrary or capricious, or a violation of this Code as written.

VIII. APPEAL CHANNEL FOR SPECIFIC ATHLETIC CODE VIOLATIONS

A. Student or student's parent/guardian initiates the appeal by contacting the building principal within 3 school days of the Athletic Director's decision. The principal shall respond to the appeal within 3 school days.

B. The principal's decision may be appealed to the Assistant Superintendent within 3 school days after receiving the principal's decision. The Assistant Superintendent shall respond to the appeal within 3 school days. The decision of the Assistant Superintendent shall be final and binding.

C. While the appeal period is pending, the penalties shall normally be served.

IX. DURATION

As stated, the athlete is under the Athletic Code effective the date it is signed and turned in to the proper administration office. The code is in effect for 12 calendar months from the date of signature, including during the summer months.

FIRST SEMESTER

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

SECOND SEMESTER

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

DATE:	TIME:	DESTINATION:	TEACHER:

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