

Dear Students,

Welcome to the 2019-2020 school year. We look forward to working with you to make this a successful year. Please review this handbook as it contains important information for all Haslett High School students. It is your responsibility to know and abide by the school policies and guidelines contained in this book.

Make it a great school year!

Sincerely,

Your Principals, Teachers, Administrative Assistants,
Custodians, Bus Drivers and Cafeteria Staff

Haslett Spirit Song

**On the corner of old School Street
There's a high school known to all.
Its specialty is winning,
When those Vikings play good ball.**

**Viking teams are never beaten,
All through the game they fight.
Fight for the only colors,
Blue and Gold.**

**Smash right through that line of blue
Watch the points keep growing.
Viking teams are bound to win
They're fighting with a vim—
Rah, Rah, Rah!**

**See that line is weakening,
We're gonna win this game.
Fight, fight, come on team fight,
Victory for Haslett High.**

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018, the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District Compliance Officer listed below:

Steve Cook, Superintendent
Susan Gillings, Associate Superintendent
517-339-8242

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the students' parents and family. Such a partnership between the home and school, and greater involvement of parents in the education of their children, generally results in higher academic achievement, improvement of student behavior, and reduced absenteeism. The Board of Education is committed to developing relationships of families, effective communication, volunteer opportunities, learning at home, involving families in decision making and advocacy, and collaborating with the community.

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HASLETT HIGH SCHOOL MISSION STATEMENT

Haslett High School, in a collaborative effort with our community, will provide an inspirational environment in which students can become effective members of a globally diverse, ever-changing society.

ACADEMICS

ENROLLING IN HASLETT HIGH SCHOOL

In general, State law requires students to enroll in the school district in which their parents or legal guardian resides, unless enrolling as a Schools of Choice or Tuition student. The district's School of Choice window opens in May of each school year. Haslett Public Schools has the right to request reasonable verification and a proof of a student's residence within the Haslett Public School District.

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

- A. Birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations: Students must be current with all immunizations required by law or have an authorized waiver from the Michigan Department of Health in order to enroll in Haslett Public Schools.

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours, or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the district.

TRANSFERRING OUT OF DISTRICT

Parents are requested to notify the principal about plans to transfer their child to another school. Parents are required to sign a release in order for school records to be remitted to the receiving school. School officials, when transferring school records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

No student under the age of 18 will be allowed to withdraw from school without the written consent of parents or legal guardians.

HHS CLASS HOUR SCHEDULE

	<u>A Lunch Schedule</u>		<u>B Lunch Schedule</u>
1 st hour:	7:45 – 8:43		7:45 – 8:43
2 nd hour:	8:48 – 9:46		8:48 – 9:46
3 rd hour:	9:51 – 10:49		9:51 – 10:49
Lunch:	10:49 – 11:19	4 th hour:	10:54 – 11:52
4 th hour:	11:24 – 12:22	Lunch:	11:52 – 12:22
5 th hour:	12:27 – 1:25		12:27 – 1:25
6 th hour:	1:30 – 2:28		1:30 – 2:28

HASLETT HIGH SCHOOL GRADUATION REQUIREMENTS

1. Haslett District State Standardized Testing Requirement: *Best Effort*

In order to be promoted or meet graduation requirements for a diploma, all Haslett Public School students at the elementary, middle and high school levels are required to take all State or federal required assessments and are expected to put forth their ***best effort***.

All 11th graders will take the state assessment tests each year. It will provide students with a score report that they can use to apply to a college or university. Scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and Work Keys tests in mathematics, plus additional assessments in the areas of science and social studies. Parents and students should watch school newsletter and the local press for announcing testing times. Sophomores will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT.

2. High School Graduation Course Requirements

Per Board policy, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. The Board may adopt graduation requirements beyond the minimums set forth by the State Board of Education. In Haslett, students must earn a minimum of 22 credits.

Each student must successfully complete the required courses as outlined in accordance with the Board approved Haslett High School Educational Planning document.

English	4.0 credits
Visual, Performance, Applied Arts	1.0 credit
Math	4.0 credits
Physical Education/Health	1.0 credit
Science	3.0 credits
Social Studies	
U.S. History	1.0 credit
World History	1.0 credit
Economics	.50 credit
Government/Civics	.50 credit
World Language	2.0 credits
Other Classes	<u>4.0 credits</u>
Credits Required for Graduation	22.00 credits minimum required

3. Students Not Meeting the Necessary Requirements for Graduation

In the event a senior does not have the necessary twenty-two credits completed before the graduation date, the diploma will be withheld. Students not making sufficient progress will not participate in graduation exercises. Extenuating circumstances will be considered by the administration.

A senior may make up a deficiency in the following three ways with prior approval from the high school principal:

- a. Take an HHS online course with all tests administered at Haslett High School.
- b. Attend an approved summer school, evening adult school, or college course work program.
- c. Enroll in a special program as approved by the Haslett High School principal.
*Early graduation – students must speak with the principal before November 1st if they would like to explore graduating early.

4. Transfer Student Credit

Students transferring in from another school may receive semester credit under the following conditions:

- a. Students enrolled at Haslett for a minimum of one marking period may receive semester grades and credit based on their performance at Haslett High School combined with grades issued by the previous school.
- b. Students enrolled for less than one marking period may receive credit for the semester with no grade based on acceptable performance at Haslett High School combined with passing grades issued by the previous school.
- c. An incoming transfer student may receive up to six credits per any previous year of attendance at another school.

SCHEDULING OPTIONS AND PROCEDURES

1. Course Selection

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Students register for classes in the spring for the next school year. Each student must fill out a registration form, signed by a parent or guardian, listing the courses desired for the next school year. Students should select classes carefully and are encouraged to consult with a high school counselor for assistance in selecting the most appropriate courses. It is the student's responsibility to keep track of graduation requirements fulfilled.

2. Number of Classes

All students must take six classes each semester. Not more than one non-academic class may be taken per semester in any one-subject area. Exceptions will be made only if the subject is directly related to the student's career plan in their EDP and with administrative approval.

3. Dropping A Class

Should it become necessary for educational, medical or personal reasons for a student to drop a class after the first week, the decision will rest with the principal after conferring with the counselor, parent, teacher, and student. It may become necessary for the principal or associate principal to drop a student from a class because of attendance or disciplinary problems. The student may receive an "E" for the semester.

4. Repeating Classes

The guidelines for repeating classes are:

- a. A student who has failed a class required for graduation must repeat the class or its equivalent until credit is earned.
- b. A student may choose to repeat any class to improve a grade and/or to master skills or information.
- c. The initial grade will be dropped and replaced with an "R" which will be on the transcript, but will not count toward credit for graduation nor be computed in the GPA. The new grade will count toward credit for graduation and will be computed in the GPA.

5. Credit/No Credit Option

This option allows a student to take a one-semester course each year on a credit/no credit basis. This means that you elect not to receive a letter grade in

the course. You will receive credit (G) for the course if you do the work required, but the course will not affect your grade point average or your rank in class. No Credit (NC) is given if you do not meet the defined requirements. The teacher will determine the minimal requirements needed for credit.

The credit/no credit option is available in non-academic classes only. Credit/no credit may be considered for academic classes if extenuating circumstances exist. Forms are available in the counseling office and must be submitted before the second Friday of the semester.

6. **Testing Out of a Class**

In accordance with the Michigan Merit Curriculum Law 380.1278(a)(4)(c), Haslett High School will grant credit to students who earn a qualifying score of no less than 78% on a "test-out" assessment developed by the particular curricular department for a Michigan Merit Curriculum course. In accordance with the Michigan Law 380.1279(b), the Haslett School Board will also grant credit to students who are not enrolled in a course but who exhibit mastery of the subject matter of the course by attaining a grade of not less than 78% on all assessments or, if there are assessments, by exhibiting that mastery through the basic 8 assessment used in the course which may consist of a portfolio, paper, project, or presentation as developed by the particular department for a Michigan Merit curriculum course. This credit, expressed as "T" for "tested out for credit," will be recorded on the student's high school Transcript and may be counted toward high school credit.

Note that by "testing out" of a course, a student will miss participation in discussions, classroom activities, and other opportunities to develop the skills that are nurtured by daily contact with the teacher and fellow students. If you have questions or concerns, please contact your counselor or Associate Principal of Curriculum and Assessment.

Test Out Procedure

Test out applications are available on the HHS webpage and in the main office. Applications must have a parent signature and be submitted to the main office by the given deadline. Test out materials are also available on the HHS webpage. Students must take the test-out exam on one of the scheduled summer test-out dates. This allows for scoring and reporting of the assessment and for schedule changing, if appropriate. A refundable deposit is required for the use of textbooks and will be returned in full when the materials are returned in good condition. Students are allowed one test-out opportunity per academic class.

7. **Online Learning Courses**

Virtual High School classes are offered through a collaborative program of high schools around the country. Students who are interested in taking an online class can obtain the "Online Learning Opportunities" guidelines and application in the counseling office.

8. **Dual Enrollment**

Students may dual enroll in college for high school credit. Textbooks and transportation costs are the student's responsibility; however, textbooks may be covered depending on course costs. Each student must have the permission of the student's counselor and the high school principal prior to enrollment. Credit will be accepted by Haslett High School if the student passes the class and brings a grade report or transcript to his/her counselor. A maximum of two dual enrollment credits may be applied toward graduation. This program has two objectives:

- a. To provide an opportunity for qualified high school students to earn college credit while still in high school.

- b. To provide the opportunity to earn high school credit for classes not offered at Haslett High School. **No classes required for graduation may be taken at a college.**

In order to receive credit at the high school level, a student must:

- a. Obtain written permission each semester from a counselor and administrator.
- b. Enroll in a 3, 4, or 5 credit class to earn one-half credit at the high school.
- c. Submit a grade report or transcript to the counseling office. Credit, but no grade, will be included on the transcript for passed classes. A grade of E will be given for failed classes.

Dual Enrollment Procedures

- a. Meet with your counselor to review the process for dual enrollment.
- b. Complete the "Dual Enrollment Request for Approval" form. Turn it in to your counselor.
- c. Obtain the "Permission to Enroll" letter from your counselor after getting a response on the Dual Enrollment Request for Approval.
- d. Complete the application and other paperwork required by the college.
- e. Submit verification of enrollment in the class(es) to your counselor.
- f. Your counselor will then add "dual enrollment" to your schedule.
- g. At the end of the term, submit your grade report or transcript to your counselor.
- h. It is your responsibility to have an official transcript sent to HHS from the college where you dual enrolled so that we can forward it with your college applications.

Payment Policy for Dual Enrollment

The 1997-98 Michigan School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for a class at a public or private college or university, if all of the following conditions are met:

- a. Application to the principal must be made prior to taking the class. ("Dual Enrollment Request For Approval" form)
- b. Student is in grades 11 or 12.
- c. To dual enroll, you must have reached qualifying scores in the subject area of the courses you plan to take. Students can earn qualifying scores on any one of the following tests: PSAT, SAT or MME. (See Chart on Dual Enrollment Request form)
- d. Students must be enrolled in both Haslett High School and the postsecondary institutions during the regular academic year.
- e. The college class must be one not offered by Haslett High School. An exception to this could occur if a scheduling conflict, which is beyond the student's control, exists.
- f. The college courses must be academic in nature, applicable to career preparation. It cannot be a hobby, craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
- g. Haslett Public Schools will pay tuition and fees under this requirement only for a course that is an academic course. Students taking a course at Lansing Community College would have almost all tuition fees paid for by our school system. Students taking a course at Michigan State University would have approximately half of the tuition fee paid for by Haslett Public Schools. The amount of reimbursement is determined through a formula based on the state per pupil allocation.

9. **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Associate Superintendent. The District will provide homebound instruction only for those confinements expected to last at least 5 days.

Applications for individual instruction shall be made by a physician licensed to practice in the state of Michigan, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program. See Homebound application on the district website.

10. **Personal Curriculum**

The Personal Curriculum (PC) is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements.

Section 380.1278a of the Revised Code regarding the Michigan Merit Curriculum requirements for a high school diploma may be accessed and read online at

[http://www.legislature.mi.gov/\(hzka3q2cfmj4r0vc4mdmp055\)/documents/mcl/pdf/mcl-380-1278a.pdf](http://www.legislature.mi.gov/(hzka3q2cfmj4r0vc4mdmp055)/documents/mcl/pdf/mcl-380-1278a.pdf)

Section 380.1278b of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum may be accessed and read online at

[http://www.legislature.mi.gov/\(hzka3q2cfmj4r0vc4mdmp055\)/documents/mcl/pdf/mcl-380-1278b.pdf](http://www.legislature.mi.gov/(hzka3q2cfmj4r0vc4mdmp055)/documents/mcl/pdf/mcl-380-1278b.pdf)

CUMULATIVE RECORDS

Student records are kept in the counseling office. Standardized test scores, grades, credits, health information, attendance and grade point average are information included in each student's file.

GRADING SYSTEM

Haslett High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of course work. If students are not sure how grades will be determined, they should ask the teacher.

1. **Report Cards**

Students will receive report cards two times each year.

a. **Student Academic Progress**

At any time, refer to the "For Parents" access on the HHS or HPS website for information on how to login to the Family Access grade book.

b. **Grade Reports**

A letter grade is earned for each term. A semester equals two terms. A semester grade is figured as follows:

1st term grade counts 2/5 (40%)
 2nd term grade counts 2/5 (40%)
 Final exam grade counts 1/5 (20%)

The semester grades are used to compute grade point averages (GPA). The grades, which appear on the permanent transcripts are the semester grades reported at the end of each semester.

c. **Semester Grade Codes**

A to D-	As defined in #1 - each semester earns .5 credits.
E	Failure - earns no credit, does affect GPA
I	Incomplete - becomes an E at end of next semester if work is not completed.
CW	Credit withheld – due to attendance issues. Can be appealed for grade and credit through attendance contract.
G	Credit – does not affect GPA
NC	No Credit – does not affect GPA

2. **Grade Point Average**

The grade point average (GPA) is computed by dividing the total grade points earned by the number of credits earned.

Points shall be computed on the following scale:

A+ = 4.0	B+ = 3.333	C+ = 2.333	D+ = 1.333
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.667	B- = 2.667	C- = 1.667	D- = .667
			E = 0

3. **Grading Scale**
All courses at Haslett High School will use the same grading scale.

Letter Grade	Percentage (%)
A+	97.50-100.00+
A	92.50-97.49
A-	89.50-92.49
B+	86.50-89.49
B	82.50-86.49
B-	79.50-82.49
C+	76.50-79.49
C	72.50-76.49
C-	69.50-72.49
D+	66.50-69.49
D	62.50-66.49
D-	59.50-62.49
E	0.00-59.49

4. **Incomplete Grades**
When an incomplete grade (I) is changed, the grade point shall be re-computed. "Incomplete" is not a passing grade. Incompletes must be made up by the end of the following semester. If an Incomplete is not made up by the following semester, the "I" will be changed to an "E".

ACADEMIC RECOGNITION

- a) **Honor Roll**
At the end of each marking period, students who have achieved a GPA of 3.0 or above will be included in the honor roll.
- b) **Honors Night**
All students who have maintained a 3.5 GPA or higher are honored at an awards program.
- c) **Senior Recognition**
The senior class will be honored for their many accomplishments in academics, citizenship, and other areas. Special recognition is given to seniors who are in the top ten percent academically of their class. The top ten percent is based upon the enrollment of seniors as of the end of the first semester.

STUDENT LIFE

SERVICES FOR STUDENTS

1. **Conferences with Teachers**
Each teacher has a conference period each day. This makes it possible for students and parents to have personal and private conferences with teachers.
2. **Counseling and Guidance**
Haslett High School has two counselors who assist students in selecting high school classes, keeping track of progress toward graduation, developing post high school plans, and working through difficult situations. Students can request an appointment by visiting the counseling office.
3. **Limited English Proficiency**
Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.
4. **Free and Reduced-Cost Lunch**
Some students are eligible for free or reduced-cost lunches. Eligibility guidelines are described in an application form available at Registration, Open House and in the main office. The applications should be taken home, filled out by a parent/guardian and returned to the office. Notification will occur within a week of turning the application into the office.
5. **Guests**
Students are not allowed to have guests accompany them to their classes. This is for safety and security purposes.
6. **Insurance**
Student insurance is available in the district office. The insurance covers accidents occurring during school hours, required functions and riding the school bus.
7. **Media Center**
The Media Center is open from 7:30 a.m. to 2:30 p.m. every school day. Students are encouraged to use the Media Center to study, read newspapers, books, and magazines, or to use the many resources available to them. Students are expected to follow the rules and procedures of the Media Center. If a student has questions or is having difficulty finding any materials, he/she is encouraged to see the Media Specialist.
8. **Study Center**
Haslett High School provides a study center in the High School Media Center each Monday through Thursday from 2:30-3:30 p.m. Tutorial assistance is available.
9. **Telephone Use**
The main office telephone is available for students. Class time is not to be used for telephoning. The office phones may be used for emergency calls or unusual situations. The office telephones are business phones and are not available for personal calls.

10. **Work Permits**
Work permits are available in the high school office. Forms must be completed by the student and the employer and returned to the school office.
11. **Haslett High School DIXIT Yearbook**
The yearbook is published each year. DIXIT orders are taken during school registration in August and into spring term until all pre-ordered books are sold. The books are distributed the last week of May, first week of June.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Haslett Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extra-curricular participation.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements.

1. **Class Officers**
Every spring elections are held for the class officers for each grade to serve the following school year. Two staff advisors are appointed for each class. The class officers work with the advisors to develop class activities/meetings and attend all Student Council weekly meetings.
2. **Student Council**
The HHS Student Council serves to represent the student body to the school faculty and administration. It is responsible for school, district and community-wide events such as the annual Homecoming Parade, school car drive, and school dances. The Council traditionally awards college scholarships to graduating seniors who have excelled in school leadership. Any student may be a part of the Student Council as a general member or as an elected officer.
3. **National Honor Society**
Haslett High School has a chapter in the National Honor Society. Membership is by invitation to students in the spring of their sophomore year, based on a 3.5 cumulative grade point average and high standards of leadership, service and character. Students are not inducted into the NHS simply because of high academic achievement. The NHS strives to recognize the total student, one who excels in all of these areas.

After students become members of the National Honor Society, they are reviewed periodically by the faculty council and must maintain the high standards of the Society: character, leadership, service (30 service hours per year and participation in two annual projects are required) and a minimum of a 3.5 cumulative grade point average.
4. **Student Clubs**
There are varied opportunities for involvement in HHS school clubs. Listen to the daily announcements and visit the Clubs link on the HHS website. Students may

initiate new clubs if interest exists; they must find an adult sponsor and apply to the principal in writing.

5. **Field Trips**
Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without teacher and parental consent.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

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

SAFETY IN SCHOOL

1. **Accidents, Injuries, and Illness**
All accidents and injuries on school property are to be reported immediately to the principal's office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedure. An accident and injury form is available in the high school main office and must be completed by school staff.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will contact the parent or guardian and determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.
2. **Control of Casual-Contact Communicable Diseases and Pests**
Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

3. **Control of Noncasual-Contact Communicable Diseases**

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

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

4. **Preparedness for Toxic and Asbestos Hazards**

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

5. **Fire, Lock Down and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The steady sounding of the fire siren is the signal for a fire drill or fire. Students are to evacuate the building in a safe and orderly manner and stand at least 50 feet from the building. Students are to remain with the class and teacher they had when the fire siren sounded. When the tone is sounded to indicate the end of the fire drill, students will return with their teacher to the classroom.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. At a tornado tone or announcement, students must carefully follow teacher directions. Each class will go to their assigned shelter area. Because most serious injuries during tornadoes are to the head, students are to sit on floor, facing the walls, "drop and tuck" heads (with arms over heads).

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

6. **Lockers and Personal Property**

Each student is assigned a locker for personal use. All students are urged to have their names on all items they bring to school and by properly locking their school lockers (including gym lockers). Students should NOT bring large sums of money to school, electronic devices, video games, etc. nor give their locker combination to other students.

7. **Searches of Lockers and Students**
To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. Searches of school property and students shall be done in accordance with the rules developed by the district's administration.
8. **Surveillance Cameras**
Haslett Public Schools reserves the right to install surveillance cameras to monitor school owned buildings, parking lots and property. The purpose of surveillance cameras is to assist administration and to enhance school safety, security, and help protect individuals personal property.
9. **Drug Detection Policy**
The administration of Haslett Public Schools reserves the right to coordinate with local law enforcement agencies to help maintain the safety and security of our school buildings and school owned properties. This coordination of services includes the use of professional trained and handled canines used specifically for the detection of illegal drugs. Students will not receive prior notice as to the exact times and dates in which the dogs may be utilized during the school day.
10. **Emergency Closings and Delays**
If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents via their family access information. The school closing will also appear on the district website. Parents and students are responsible for knowing about emergency closings and delays.
11. **Trespassing in the Haslett School District**
For the safety and security of our school district, students must be where they are assigned during regular school hours and after-school activities. They will be considered trespassing and subject to disciplinary action under the following conditions:
 - a) Students shall not be on the campus of any Haslett school, except the one to which the student is assigned, without the knowledge and consent of the officials of the visited school.
 - b) Unless they have permission from the school administrator, students who loiter at any school before or after the close of the school day will be considered trespassers.
 - c) Students entering locked areas (i.e. school buildings, natatorium, gyms, football facility, but lot, etc.) or on rooftops will be considered trespassing.
 - d) A student under suspension from school is trespassing if he/she appears on the property or at any school-sponsored activity during the suspension period without the express permission of the principal.
 - e) If the student does not leave when instructed to do so, he/she may be prosecuted. A warning letter will be sent home to the student's parents and a copy of the letter will be sent to the Meridian Township Police Department.

STUDENT AND PARENT RIGHTS

1. Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Haslett Public Schools Department of Special Education at (517) 339-8205 to inquire about evaluation procedures and programs.

2. Student Records

The School District maintains many student records including both directory information and confidential information. Student information may be released only with prior approval according to policy set by the Haslett Board of Education.

On request, we will release a student's name, class or grade, extracurricular activities, achievements, awards or honors, height or weight (if member of an athletic team), photograph, previous school(s) attended, and health records, unless a parent or guardian specifies otherwise. At the start of each school year, a card is sent to parents asking their wishes regarding the use of this directory information. Parents have the following three options:

- Limited Access: This information will be provided for educational purposes that are approved by the administration.
- Total Access: This information will be provided to whomever asks.
- Total Denial: This information will not be provided to anyone.

3. Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

4. Student Rights of Expression

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

Material cannot be displayed if it:

- a. is obscene to minors, libelous, indecent and pervasively or vulgar,
- b. advertises any product or service not permitted to minors by law,
- c. intends to be insulting or harassing,

- d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

5. Search and Seizure

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

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

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

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

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

ATTENDANCE POLICY

Attendance is imperative for success in high school as well as for the development of the responsibility and self-discipline necessary in the career world. Active participation in classroom and other school activities cannot be replaced by individual study. Attendance is a responsibility between the student, parents/guardians and the school. Working together, we can insure that our students are successful in high school and beyond.

All students are expected to attend school on a daily and timely basis. Students should limit appointments unless necessary during the school day. School related activities such as athletics, musical performances, field trips, etc. will be excused.

1. **Early Dismissal**

Students will be allowed to leave school prior to dismissal time one of the following ways: 1). A written request signed by either the parent/guardian or a person whose signature is on file in the school office 2).Phone call at least one hour prior to dismissal time or 3).The parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

2. **Reporting Absences**

- a. Notification by the parent regarding the absence should be made within 24 hours of the absence by calling **339-8249**.
- b. Eighteen-year old students living at home must be excused by a parent or guardian. Students eighteen years or older and NOT living at home, having notified an administrator of their living arrangements, may excuse themselves.
- c. The school will attempt to contact the parent regarding any non-reported student absence.

3. **Excused Absences**

- a. An absence will be excused for the following reasons, provided there is contact with the parent/guardian:
 1. Illness
 2. Medical, dental, orthodontic appointments (Whenever possible, please schedule these appointments during non-school hours.)
 3. Religious observances
 4. Personal, family or legal matters
 5. Family travel – Students should arrange travel in conjunction with the school calendar.

4. **Unexcused Absences/Truancy**

Truancy is defined as failure to attend school without an approved reason. This includes failure to attend one or more classes when they are in session.

All absences not listed under Excused Absences above will be unexcused. The following are examples:

- a. Leaving school during the day without signing out in the main office.
- b. Skipping school for all or part of a day.
- c. Being absent from class while remaining on school property.

5. **Consequences for Unexcused Absence**

- a. The first violation will result in an after-school detention for each unexcused hour of absence.
- b. Subsequent violations will be a one-day, in-school suspension.
- c. The consequence for *leaving school during the day without signing out* will be suspension from school. (See Serious Violations - under Non-Criminal Acts).
- d. Students who accumulate **four unexcused** absences *will become ineligible for credit* for the class(es) in which the absences occurred.

Students need to see an administrator to obtain an attendance contract to regain eligibility for credit. Until then, credit will be withheld ("CW" on report card).

6. **Consequences for 12 Days of Absenteeism**

Students who are absent a total of 12 days (combination of excused and unexcused) of any semester will become ineligible for credit. Students need to see an administrator to obtain an attendance contract to regain eligibility for credit. Until then, credit will be withheld ("CW" on report card).

7. **Attendance Contract Procedure**

- a. A student who has a CW needs to see an administrator to be placed on an attendance contract.
- b. A student on a contract must continue to attend class.
- c. As part of the contract process, the student and administrator will review the details of the student's absenteeism and determine the terms of the contract. The purpose of this is to improve attendance long-term.
- d. Fulfilling the contract successfully earns back credit.

8. **Making up Missed School Work**

Class work missed due to excused absences may be made up in a timely manner as determined by the teacher. Class work missed due to a suspension may be made up within the same number of days as the duration of the suspension. It is the responsibility of the student to seek from each teacher the work missed. Class work missed due to unexcused absences may not be made up.

9. **Tardy Policy**

- Tardy 1 - 1 day of unverified absence toward the 12 day maximum.
- Tardy 2 - 1 day of unverified absence toward the 12 day maximum.
- Tardy 3 - 1 hour in ISS (in school suspension) Student must make up work.
- Tardy 4 - After School Detention
- Tardy 5 - After School Detention
- Tardy 6 - ½ day in ISS. Student must make up work.
- Tardy 7 - 1 Full Day ISS. ISS will be assigned on the next school day.
- Tardy 8 - 2 Full Days ISS. Following the 8th tardy the student will be escorted to class.
- Tardy 9 - 1 day OSS (out of school suspension).
- Tardy 10 - 2 days OSS
- Tardy 11 - 3 days OSS
- Tardy 12 - 5 days OSS
- Tardy 13 - Suspended until a conference can be held with the student's parents/guardian to develop a "Probationary Contract."
- Tardy 14 - An immediate administrative conference with the student to discuss the situation and re-evaluate a "Probationary contract."

- Students will be expected to go directly to ISS if they are tardy anytime during the school day.
- Students will remain in ISS for the hour they are tardy.
- Teachers are expected to contact the office, other staff or give a pass if a student(s) is tardy.
- Students will be suspended from school if they miss a detention.
- Parents will be contacted for all detentions and suspensions.

10. **Haslett's Policy Regarding Career Center Attendance and Transportation**
HHS/CACC students are not required to attend the Career Center on Haslett vacation days or when Haslett schools are closed due to weather conditions. When a student is suspended from Haslett High School, they are also suspended from the Career Center.

STUDENT CODE OF CONDUCT

RESPECTFUL * RESPONSIBLE * SUCCESSFUL

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

IN ALL AREAS

- ALL students, regardless of age, are responsible for abiding by the code of conduct and maintaining an atmosphere conducive to effective teaching and learning in all classes and activities in which they participate under the sponsorship of the school, including those held outside the school day.
- Students shall respect the rights of other students, teachers, administrators, school personnel, and visitors.
- Students shall respect the property of others and not cause damage to books, materials, facilities, equipment, buildings, furnishings, lockers, and others' personal property. Students will be charged for damages.
- Students shall respect the health, safety, and space of others and will NOT
 - Fight or create disturbances
 - Intentionally injure someone or act in a way to expose others to harm or injury
 - Deny others the use of school facilities, buildings, or equipment
 - Carry any weapon on school grounds
 - Threaten or intimidate any other person
 - Harass sexually, racially, or otherwise any member of the school community
 - Use tobacco
 - Use, possess, distribute, or be under the influence of alcohol or other drugs
 - Engage in any activities that diminish the rights and opportunities of others to receive an education and obtain maximum benefit from a public education
 - Exhibit strong romantic affection in school

LUNCH

- Students are responsible for remaining ON CAMPUS and in the cafeteria for lunch. Students may only leave during lunch with their parents and must first sign out. Leaving campus without permission will result in disciplinary action. (Hallways, parking lots, football field, cross-country course, and the woods are off limits.) Students are responsible for seeking permission from an administrator before going to their vehicles during the school day.

DANCES

- At school dances students are responsible for following the code of conduct. Students leaving a dance without permission will not be allowed to return and must leave school property immediately. Possession, use, and/or being under the influence of any substance could result in exclusion from all extracurricular activities for the remainder of the school year and/or suspension from school.

DRESS

- Students are responsible for maintaining dress and grooming habits that are conducive to an academic setting and provide for a healthy and safe teaching and learning environment.
 - Cover the belly, buttocks, back, and breasts.
 - Wear shoes at all times for health and safety.
 - Shorts and skirts should reach mid-thigh or longer.
 - No clothing with obscene messages, sexual references, references to alcohol or tobacco.
 - No halter tops, tube tops, loose cut tank tops, or spaghetti-strap tops.
 - No large holes or tears.
 - No sunglasses in school unless prescribed by a medical doctor.
 - Headgear (hats, scarves, caps, handkerchiefs, etc) can be worn at the discretion of the teacher.
 - Students in violation will be asked to change. Refusal to change or repeated offenses will result in disciplinary action.

DRIVING

- Students are responsible for registering their vehicles with a student tag and parking ONLY in the student lot. Students are responsible for driving carefully, cautiously, and safely. Violations may result in loss of the privilege of driving to school and further disciplinary action. Students are not to sit in cars or linger in the parking lot during school.

PASSES

- Students are responsible for carrying an HHS planner/handbook throughout the school day. Students should only be in the hallways during class if they have a signed and dated pass in their planner from a teacher.

ELECTRONICS: (laptop, smart device, phone, tablet, music player, or any electronic device)

- Students will be respectful of each classroom teacher's posted rules for using electronics. Electronics are allowed before and after school, during lunch, and in the hallways. HHS recognizes that electronics can be valuable tools and resources. Nevertheless, use of electronics is a privilege and can be revoked if not used responsibly.
 - 1st offense: Confiscation of device by teacher and loss of device for 24 hours.
 - 2nd offense: Confiscation of device by teacher and loss of device for 24 hours and detention.
 - Progressive disciplinary action for further infractions and/or refusal to surrender the device to school personnel
 - Refer to the Acceptable Use Policy in this handbook.

AFTER SCHOOL

- For safety and security, students are responsible for leaving the building by 2:35PM each day unless supervised by a teacher, coach, or staff member. Student-athletes waiting for practice after 2:35PM must be supervised or leave the building until practice. Students waiting for a ride home should wait outside of the building in the bus pick up loop (west entrance) or by the student parking lot (north entrance). In inclement weather students may wait inside the entrance doors.

AT ATHLETIC EVENTS AND CONTESTS

- Students are responsible for following the student code of conduct that shows respect for and pride in our school.

- During the National Anthem, students should stand facing the flag and remain silent until the end of the Anthem.
- Use proper language. No swearing, offensive language, or obscene gestures.
- Be safe.
 - No dangerous or boisterous behavior (like pushing, shoving, or passing students).
 - No throwing objects at others (spectators, band members, cheerleaders, officials, players, etc.) or onto the playing surface. It could result in injury and/or the team being penalized by officials.
- Respect fellow students, opponents, players, coaches, and officials.
- Demand proper behavior from fellow students. One individual's poor choices can reflect on the whole group.
- Remain seated during all athletic matches and follow the direction of school personnel at all home and away athletic contests.
- Demonstrate **positive** enthusiasm without causing harm, danger, or embarrassment to others or the school. Avoid obscene, degrading, or elitist cheers--when you participate, you give support to that image.
- Be concerned with anyone who is injured. Give concerned applause when an injured athlete is aided from the field.
- Watch any performance or presentation at halftime. Acknowledge the hard work, preparation, and performance of those involved. Do not in any way detract from the performance.
- Show good sportsmanship. Opponents are not enemies, but fellow students who attend another school. Acknowledge good plays by both teams.
- Be modest and humble in both victory and defeat. It is easy to be a good winner and difficult to show class when you lose.

Students who follow the code of conduct and show respect and responsibility create an atmosphere where ALL STUDENTS CAN BE SUCCESSFUL.

ACADEMIC INTEGRITY POLICY

Academic Integrity requires the highest standards of ethical conduct in a student's search for and demonstration of knowledge. Haslett High School expects that all students will create and maintain a community of truth and honesty in learning. Violating this expectation has consequences.

Academic work is defined as a test, quiz, project, paper, or assignment whether in class or assigned as homework.

Level I

Level I - Violations

Level one violations include, but are not limited to, the following:

- Submitting academic work that is not wholly one's own
- Submitting the same academic work in more than one class without teacher approval
- Allowing another student to use or copy any part of one's academic work
- Looking at answers or work from another student's academic work
- Using any type of notes or technology to complete academic work without teacher approval

- Fabricating or falsifying data or results
- Failing to be forthcoming and truthful with staff
- Receiving questions or answers for a test/quiz from someone who has already taken it or providing them to someone yet to take it
- Failing to report knowledge of others' theft or distribution of materials and/or altering of teacher records or files
- Plagiarism, including but not limited to:
 - Quoting or paraphrasing all or part of someone else's written or spoken words without documentation within the body of the work
 - Presenting an idea, theory, or formula originated by another person as one's own
 - Using information that is not common knowledge, including statistics and demographics, without documenting the source
 - Copying or pasting from the internet or another document material that is not one's own without documentation from the source
 - Using peer reviewed material as one's own
- Facilitating any of the above violations by others through lying, lack of reporting, or otherwise covering up

Level I - Consequences

Level one consequences include, but are not limited to, the following:

- Disciplinary documentation in Skyward and administrator notification
- National Honor Society notification
- Parent notification by teacher depending on the severity and/or in the instance of persistent level one violations
 - Persistent: more than one violation per year in one or more classes
- Consequences in class, which may include, but are not limited to the following:
 - Disciplinary action
 - A zero or reduced score or grade for the assignment or course
 - Required retake of a separate test, resubmission of work and/or completion of additional work that may or may not receive credit
- Teachers will consider a student's disciplinary history prior to writing letters of recommendation.
- If the violation occurs during a standardized test sponsored by an agency outside Haslett High School (SAT, PSAT, etc.), the agency will be contacted and proper documentation made.
- If the violation occurs in a class offered through an outside institution (LCC, MVU, etc.), the academic integrity policy and procedures of that institution will be enforced as well as the policy and procedure of Haslett High School.

Level II

Level II - Violations

Level two violations include, but are not limited to, the following:

- Possession, distribution, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering of teacher records.
- Intimidation or coercion of others to commit academic integrity violations
- Persistent level one violations

Level II - Consequences

- Level two consequences include, but are not limited to, the following:

- Level one consequences with the following additions:
 - Notation on student transcript of academic integrity violation: 1 school semester or 1 calendar school year
 - Suspension of student for 1-10 days (administrator discretion)
 - Conference with parent
 - Recommendation for dismissal from National Honor Society

The Haslett High School Academic Integrity Policy is adapted from the policies of Michigan State University, Birmingham High School, Thomas Jefferson High School, Williamston High School, Cliffside Park High School, Brookwood High School, Okemos High School, Venice High School Honor Academy, Palo Alto High School, Staples High School, Tipton High School, Mountain Lakes High School, East Grand Rapids High School, Forest Hills High School, Northville High School.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

There are situations in which immediate action by the administration will take place. Students will be suspended and/or possibly expelled depending on the seriousness of the student's behavior. Such situations include Criminal Acts and Non-Criminal Acts. Examples given below are not intended to be all-inclusive.

CRIMINAL ACTS

The committing of or participating in any act defined as a crime by federal or state law or by local ordinances is prohibited in any school building, on school district property or at any school-related activity. The police department may be called depending upon the crime. The following behaviors may subject the student to disciplinary action, including suspension and/or expulsion from school: use of drugs, use of breath-test instruments, use of tobacco, student disorder/demonstration, possession of a weapon, use of an object as a weapon, knowledge of dangerous weapons or threats of violence, purposely setting a fire, physically assaulting a staff member/student/person associated with the district, verbally threatening a staff member/student/person associated with the district, extortion, gambling, falsification of school work/identification/forgery, false alarms/false reports/bomb threats, explosives, trespassing, theft, disobedience, damaging property, persistent absence or tardiness, unauthorized use of school or private property, refusing to accept discipline, aiding or abetting school rules, displays affection, violation of individual school/classroom rules, violation of bus rules, disruption of the educational process, physical or emotional harassment, sexual harassment, hazing.

1. Possession or Use of Alcohol or Other Drugs

Possession, use or being under the influence of alcohol or other drugs on school district property or at school activities held at other schools, will result in immediate suspension from school. A conference will be held with the student, parent or guardian and a school administrator before the student is allowed to return to school. In lieu of a further suspension, a student can arrange for an assessment with a substance abuse treatment counselor. A second offense could result in a recommendation to the superintendent for expulsion from school. Sale or distribution of alcohol or other drugs on school property or at school activities will result in immediate suspension and possible expulsion. Assessment will not be an option in lieu of suspension in such cases. **The school will conduct random K-9 searches throughout the school year.**

2. **Breaking and Entering**

A student involved in illegal entry into any school district building will face immediate suspension from school. Depending on the seriousness of the incident, a student may be expelled. In addition, the matter will be reported to the police department. In all cases, a conference will be held with the student, parent or guardian and the school administration before a student is allowed to return to school.

3. **Tampering with Fire Alarms or Fire Fighting Equipment**

Any student who deliberately sets off the fire alarm or tampers with fire fighting equipment will be immediately suspended from school and face possible expulsion from school. A conference will be held with the student, parent and a school administrator before the student will be allowed to return to school. The police may be contacted.

4. **Theft of School Property**

Any student caught stealing and/or possessing stolen property, including possession of building keys, will be suspended. Depending on the seriousness of the crime, a student could be expelled. Restitution will be required. A conference will be held with the student, parent and the school administrator before the student will be allowed to return to school. The police may be contacted.

5. **Theft of Student Property**

Theft and/or possession of another student's property will result in immediate disciplinary action. Depending on the seriousness of the offense, a student may be suspended and/or face expulsion from school. The police may be contacted.

6. **Vandalism**

Willful destruction of school or personal property will result in immediate disciplinary action. Depending on the severity of the vandalism, a student may be suspended and/or possibly expelled. A student will be required to make restitution for any and all damages. The police may be contacted. A conference will be held with the student, parent and a school administrator before the student will be allowed to return to school.

7. **Possession of Weapons**

Possession, use of or threatened use of any type of object designed or intended to inflict harm to another student(s) or staff member will result in immediate disciplinary action. The superintendent and the police department will be notified. A student will be suspended from school immediately pending recommendation for expulsion.

NON-CRIMINAL ACTS

Non-criminal acts are any behavior or action of a student that is not a violation of a local ordinance or a state or federal law, but is against the rules and regulation of Haslett High School. Such behavior will result in disciplinary action being taken against the student. Examples given below are not meant to be all-inclusive:

1. **Fighting**
Any student(s) unable to resolve a conflict without fighting will be suspended from school. A conference with the student and a school administrator will be held. The parents will be notified.

2. **Insubordination**
Defiance of authority will not be tolerated. Students who deliberately refuse to obey the reasonable request of a school staff member may be immediately suspended from school for a period of up to ten days.

This includes refusal of a student to identify himself, as well as the use of obscene language/gestures directed at those in authority. A second offense could result in a long-term suspension or expulsion. A conference will be held with the student, parent and a school administrator before the student will be allowed to return to school.

3. **Tobacco Products NO SMOKING POLICY IN EFFECT**
As a means of protecting the public health, reducing the possibility of fire and avoiding personal injury or property damage, the Haslett Board of Education has approved a No-Smoking Policy throughout the school district. Smoking is prohibited in all school district facilities or on any portion of school district property by any individual.

Students shall not use or possess tobacco or vaping products or paraphernalia on school property. Students are not allowed to possess, smoke, or use smokeless (chewing, e-cigarette) tobacco on school district property or at any school function. This applies to all buildings, grounds, and property owned, leased or controlled by the Haslett Public Schools. Parents will be contacted. A student will be suspended for a minimum of three days. A second offense will result in a minimum of a five day suspension. Subsequent smoking offenses will result in long-term suspensions or expulsions. The Tobacco-Free Schools Law (Senate Bill 459) makes the use of tobacco on school grounds a misdemeanor with a fine. Meridian Township Police may be informed of any infraction of this rule.

4. **Leaving Campus without Authorization and/or Signing Out**
Students who leave campus during the school day, including lunch hour, without authorization will be suspended from school. Students must sign-out in the main office and have prior parent/guardian approval to leave campus. Students may leave at lunch hour only with their own parent/guardian. Violation of this policy will result in a one-day out-of-school suspension. Driving privileges may be suspended for students who violate the closed campus policy.

5. **Dangerous Behavior**
Students who engage in behavior which endangers the health or safety of other students or staff members will be subject to immediate suspension from school and all school activities.

EMERGENCY SECLUSION AND/OR RESTRAINT

The Michigan Department of Education standards for the emergency use of seclusion and restraint allow for this intervention in a situation where a student's behavior poses an imminent risk to the safety of an individual student or the safety of others.

Emergency seclusion is a "last resort safety intervention" that provides an opportunity for the student to regain self-control. The student is confined in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student by a trusted adult.

Specific rooms have been created in our schools where emergency seclusion can be provided in a setting that meets the requirements of Michigan Department of Education standards. There are specific protocols outlined for managing a student in such situations.

Prior to the use of this emergency intervention, a behavior plan is developed in partnership with the parent or guardian. Parents/guardians are fully informed of the condition under which these interventions will be used.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

1. **These behaviors may include but are not limited to:**
 - a. **Sexual Harassment and/or Intimidation**
Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment.
 - b. **Racial or Ethnic Harassment and/or Intimidation**

Racial and ethnic harassment and/or intimidation are serious misbehaviors and will be dealt with according to the building's discipline policy.

2. **Procedure for Reporting Harassment/Intimidation**

When students feel they have been the subject of harassment and/or intimidation, they should bring this information to a teacher, principal, or supervisor immediately so that an investigation may take place. The following will occur:

- a. The students involved must report the incident to a school administrator or other staff member.
- b. A high school administrator will investigate the situation.
- c. Parents of all students involved shall be notified in a timely fashion.
- d. Consequences may include suspension or expulsion.
- e. Students will be given the option of talking to the school counselor.

Ok2Say

Students are encouraged to contact Ok2Say to report anything that threatens their safety or the safety of others. Call 1-8-555-ok2say, email ok2say@mi.gov, text OK2SAY (652729), or use website www.mi.gov/ok2say.

DISCIPLINARY PROCEDURES

CLASSROOM DISCIPLINE PROCEDURES

Students are expected to follow the rules, regulations and requests of school personnel. They are not to disrupt the classroom or in any way interfere with the teaching process. If a classroom discipline matter occurs, a discipline referral and/or immediate action will be taken by a teacher. More serious situations may result in immediate action by an administrator.

GENERAL DISCIPLINE PROCEDURE

Students are expected to follow the reasonable directions and requests of all school personnel. They are not to disrupt the educational process or normal school functions. The following procedures may be used in routine disciplinary matters. More serious matters may result in immediate action by an administrator, including long-term suspension from school and school-sponsored activities.

- Conference with the student.
- The parent or guardian may be contacted depending on the severity of the situation.
- Appropriate disciplinary action will take place. Examples of action taken may be a conference with a parent and student, suspension from school or detention before or after school.

DETENTION, EXPULSION AND SUSPENSION

1. **Due Process Rights**

All students are guaranteed the right to an education. This right cannot be taken from them on the grounds of alleged misconduct unless fair procedures are used

to determine if a misconduct has indeed occurred. Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

2. **Detention**

As part of disciplinary procedures, students may be assigned a detention by administrators or teachers for any infraction of school or classroom rules, truancy (skipping), tardiness, disruptive classroom or hallway behavior, fighting or inappropriate language (swearing). A student who fails to attend an assigned detention session will serve further disciplinary action.

3. **In-School Suspension**

A student may be assigned to the in-school suspension program. While assigned to the in-school suspension program, students are excluded from classes and related activities, but remain in the school environment under the supervision of school personnel. Phones must be given to the secretary during the in-school detention, and parents will be notified.

4. **Suspension**

Students may be suspended from any or all of the following: a class or all classes, school buildings and premises and school sponsored activities. In most cases, a student suspended from school shall not be readmitted until a contact has occurred between the parent and a building principal. A student suspended from school cannot participate in or attend any school related activities during the suspension period.

Suspension Procedure

Suspension of students from school is a serious matter, because it temporarily interrupts their education program. To ensure that students are not unjustly treated in cases of suspension, the procedure listed below is followed:

- a. A student shall be verbally informed of any charges brought against them.
- b. A student will have the right to present to the school administrator any relevant information that will support their defense.
- c. If a student is suspended, the parent will be notified by telephone or a letter will be sent to the student's home. The reason for the suspension and the length of the suspension will be explained to the student and parent.
- d. In some cases, a conference will be held with the student, parent and a school administrator before the student will be allowed to return to school.
- f. The student and/or parent may appeal the decision of the school administrator to the superintendent.

5. **Expulsion**

Expulsion is defined as exclusion from school and all school sponsored activities for any length of time, as determined by the Board of Education. A student expelled from school shall not be readmitted until a conference has taken place between the parent and the superintendent. In some serious situations, a student may not be allowed to return to Haslett High School.

Expulsion Procedure

Students expelled from school are not only excluded from school and all related activities, but in most cases all course credit is lost during the period of expulsion. To ensure that a student's rights are protected in case of possible expulsion, the procedure to be followed is outlined below:

- a. A hearing shall be conducted by the Board of Education who shall make its decision solely upon the evidence presented at the hearing. A closed session of the hearing may be requested by the student and/or parent.
- b. Written notice of charges against a student shall be given to the student and parent/guardian. Included within the written notice shall be a statement of the time and place for the hearing. The time shall be mutually agreed upon by the parties involved.
- c. A parent may be present at the hearing.
- d. The student and his parents may be represented by legal counsel.
- d. The student shall be given an opportunity to give his version of the facts and their implications. A student shall be allowed to offer the testimony of other witnesses and other evidence.
- f. The student shall be allowed to hear all evidence.
- g. A written record shall be kept of the hearing.
- h. The Board of Education, within a reasonable length of time after the hearing, shall render a decision and determine the disciplinary action to be taken.

GUIDELINES FOR STUDENT CONDUCT ON BUSES

The school provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the Transportation Coordinator at (517) 339-2078.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal with permission from a parent or guardian.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

We believe all students can behave appropriately and safely while riding the school bus. We will tolerate no student stopping drivers from doing their job, or preventing other students from having safe transportation. Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

PENALTIES FOR INFRACTIONS

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

TECHNOLOGY ACCEPTABLE USE POLICY

Haslett Public Schools provides access to and encourages the use of technology resources for educational purposes. Use of these resources is a privilege and not a right. Users have no reasonable expectation that any information contained on District technology resources

is confidential or private. The District makes no warranties of any kind regarding the availability of its technology resources and is not responsible for damages incurred, including but not limited to the loss of data resulting from an interruption of service or the loss of data stored on District technology resources.

The District will designate a system administrator who will manage the system and make final determination as to what is inappropriate use based on the Technology Acceptable Use Policy. The system administrator has the right to access and review all electronic and voice mail communications, computer files, databases, audit trails and any other electronic transmissions contained in or accessed by District technology resources. The system administrator may suspend or close an account at any time for inappropriate use, and the user may face other disciplinary action and/or legal action.

In compliance with the Children's Internet Protection Act, Haslett Public Schools will implement Internet filtering software intended to block minors' access to materials that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors or that the District determines to be inappropriate for minors. Staff members will supervise and monitor student use of the Internet but the District does not guarantee that inappropriate material will not be accessible.

Haslett Public Schools will issue student and staff accounts for Google Apps for Education, an online suite of applications designed for schools that includes email, word processing, spreadsheets, presentations, calendars, web pages and more. While these accounts will be created on servers that are hosted off-site by Google, Haslett Public Schools maintains the ability to manage users and settings like other locally hosted systems to ensure a safe and secure environment for students and staff. The rules contained in this Technology Acceptable Use Policy apply to the Google Apps for Education service as well.

Users may bring personally owned electronic devices (i.e. laptops, tablets, smart phones, etc.) to school and may use them for educational purposes at the discretion of the classroom teacher and/or building principal. The District shall not be liable for the loss, damage, misuse and/or theft of any personally owned electronic device brought to school. The rules contained in this Technology Acceptable Use Policy apply to personally owned electronic devices used at school.

User Responsibilities

Users are responsible for:

- abiding by the rules set forth in this policy pertaining to the use of hardware, software, networks and other District technology resources
- using technology resources for educational purposes only
- maintaining the privacy of their passwords
- refraining from disclosing, using or disseminating personal identification information
- regarding students over the Internet without parent or guardian authorization
- obtaining permission from the Director of Technology prior to installing, removing, relocating or modifying hardware or software
- maintaining the integrity of the electronic messaging systems (voice, e-mail, etc.), by deleting files or messages if they have exceeded their established limit
- adhering to copyright laws and applicable licensing agreements while using District technology resources
- complying with all other applicable laws, both state and federal, with respect to their use of the District's technology resources
- payment and all financial obligations associated with the personal purchase of goods or services while using District technology resources
- financial restitution for damages or repairs necessitated by inappropriate use of District technology resources

- damages to their personally owned technology equipment incurred while on district property and any necessary repairs to the equipment

User Restrictions

Users are prohibited from:

- using District technology resources to disrupt the use of technology by others or to infiltrate unauthorized computer systems
- using District technology resources to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- participating in harassment, discriminatory remarks, bullying or other aggressive behaviors
- logging into or using network accounts of any user other than their own
- using anonymous proxy web sites or other methods to bypass the District Internet filter and/or proxy server
- connecting devices (switches, routers, hubs, computer systems, and wireless access points as examples) to the network without receiving the prior consent of the Director of Technology
- using the technology for a “for-profit” business, for product advertisement or political lobbying
- vandalizing District or any other technology resources, including, but not limited to, the creation or intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior

Any user who does not comply with the District Technology Acceptable Use Policy will lose technology use privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Users violating any of the terms of this agreement may face additional disciplinary action consistent with the disciplinary policies of the school and/or legal action.

I have read, understand and agree to the terms of this Technology Acceptable Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation of this agreement, my privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. I understand I may be required to make full financial restitution for damages or expenses incurred as a result of inappropriate use of the technology.

As the parent or guardian of this student, I grant permission for him/her to log on to the network and use the Internet, Google Apps for Education and other technology resources offered by or available at Haslett Public Schools. I have read the Technology Acceptable Use Policy and understand that I may be held financially responsible for damages or unauthorized expenses incurred as a result of inappropriate technology use by this student.

Dear Parents and Student-Athletes,

The role of interscholastic athletics in the Haslett Public Schools is to provide educational experiences in the framework of competitive athletics. By focusing on educational outcomes and student learning, athletics provides avenues for physical, emotional, social, and intellectual growth.

Contained within this document you will find very valuable basic information including our Philosophy and expected Educational Outcomes of Participation in Athletics, as well as, more detailed information regarding Eligibility and our Code of Conduct. If you wish additional information, please see the Haslett Public Schools website. On the home page, click Schools, then High School for Athletics.

Please take the time to read and discuss this information with your son/daughter/parent. Familiarity with this information is essential in accommodating an understanding of the policies and guidelines of our athletic programs.

I look forward to working with our athletes at Haslett High School. If you have any questions, please don't hesitate to call me at my office, 339-6067.

Sincerely,
Darin P. Ferguson
Athletic Director

**INTRODUCTION TO
ATHLETICS**

ATHLETIC POLICY HANDBOOK

For Students and Parents

I. Introductions

A. To the parent

Welcome to Haslett High School Athletics. 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 adjustments.

We, who are concerned with the educational development of students through athletics, feel that a properly controlled, well-organized sports program meets the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

When your daughter/son joined our sports program, he/she committed our staff to certain responsibilities and obligations. They are:

1. To provide adequate equipment and facilities;
2. To provide well trained coaches, and
3. To provide equalized contests with skilled officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics. The following information is not meant simply as a list of rules, but is offered as a guide for successful participation in athletics at Haslett High School.

We believe athletics are an integral part of the high school educational experience. We look forward to working with you and to watching your student-athlete participate on the playing field.

B. To the athlete

Being a member of a Haslett High School athletic team is both an honor and a privilege. We hope you will enjoy your time on the playing field and take the lessons you learn with you when you leave Haslett High School.

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. It is your responsibility to follow them to the 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, 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.

Haslett 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.

II. Mission Statement

The role of interscholastic athletics in the Haslett Public Schools is to **provide educational experiences in the framework of competitive athletics.**

III. Educational Outcomes of Participation in Athletics

- A. Physical Growth -
 1. Achieving personal fitness
 2. Learning to deal with stress
 3. Learning skills for participation
 4. Learning good health habits
- B. Emotional Growth –
 1. Gaining self-confidence, self-worth, and self-discipline
 2. Learning to accept criticism
 3. Learning to accept success and failure
- C. Social Growth
 1. Developing interpersonal relationship skills
 2. Developing loyalty to a group
 3. Learning to win/lose graciously
 4. Learning to work in a group - teamwork
 5. Learning sportsmanship - fair play
 6. Learning respect for teammates, opponents, coaches, and officials
 7. Representing yourself, your team, and your school in a

positive manner

- D. Intellectual Growth -
 - 1. Learning a sense of pride in achievement
 - 2. Learning commitment to a goal
 - 3. Learning time-management skills

IV. Athletic Philosophy

Athletics are a part of the extra curricular educational process of Haslett Public Schools, serving as an arena for learning. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature.

V. Governance

- A. The Board of Education - The Board of Education, responsible to the people, is the ruling agency for the Haslett Public Schools.

The Board of Education is responsible for the following areas:

- 1. Interpreting the needs of the community.
- 2. Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of the Haslett School District.
- 3. Approving means by which professional staff may make these policies effective.
- 4. Evaluating the interscholastic athletic program in terms of its value to the community.

- B. Association Membership - Haslett High School is a member in good standing of the Michigan High School Athletic Association that is a private, voluntary association of public, private and parochial secondary schools. The primary function of the Association is to sponsor tournaments and ensure that member schools follow rules and guidelines to promote equitable competition.

The purpose of the Michigan High School Athletic Association is to:

- 1. Increase and promote the educational value of interscholastic athletic programs throughout the state.
- 2. Assist member institutions in their regulation of interscholastic athletic eligibility and competition.
- 3. Promote uniformity, predictability and competitive equity in the application of eligibility rules for athletic contests.
- 4. Promote the physical welfare of participating students.

- C. League Affiliation - Haslett High School is a voluntary member of Capital Area Activities Conference. This league was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort.

The object of this league is to promote sportsmanship, to foster a spirit of wholesome rivalry, and to determine championships in high school sports or other activities in which member schools shall participate.

ELIGIBILITY

- I. Haslett High School Requirements for High School Participation - The following are requirements that shall be completed prior to participation on any Haslett athletic team. The first time a student tries out for any athletic team, he/she will be presented with the Athletic Policy handbook containing all the information for participating in athletics at Haslett High School.
- A. Athletic Participation Form – this is four forms in one. Included are the Student and Parent Consent form (pg. 1), the Physical Examination form (pg. 2), the Preparticipation Physical Evaluation form (pg. 3) and the Medical Treatment Consent form (pg. 4). ***These forms must be completed and returned to the athletic office before a student will be able to tryout/participate in athletics.***
- Page 1 – The Student and Parent Consent form must be signed by a parent and the athlete twice and insurance coverage indicated. These signatures verify your knowledge of the M.H.S.A.A. Catastrophic Insurance coverage, amateurism, knowledge of our Athletic Code of Conduct, and parental consent for participation.
- Page 2 – The top portion of the Physical Examination form should be completed by a parent, with the physician completing and signing the remainder.
- Page 3 – The Preparticipation Evaluation form must be completed and signed before the physical is given.
- Page 4 – The Medical Treatment Consent form is to be completed and signed by a parent.
- **All forms must be completed in full before permission for participation will be granted.****
- B. Scholastic eligibility - In order to participate on a Haslett athletic team, each athlete must have satisfied all of the scholastic eligibility requirements of the MHSAA prior to participation. Grades are checked at mid-term, term and semester. When grades are checked a student must be passing at least “66 percent of credit load potential for a full-time student”. If at semester a student is not passing at least sixty-six percent of their classes, they are academically ineligible for the first sixty days of the following semester. If at term or mid-term a student is not passing at least sixty-six percent of their classes, the student must first sit out one full week and is not again eligible for participation until he/she is passing at least sixty-six percent of their classes. Students, who are ineligible at the end of second semester of the school year, become eligible on their 61st scheduled school day of the 2015-2016 school year, provided they have been doing passing work cumulatively for the previous sixty days.
- C. Haslett Athletic Code of Conduct - Each parent or guardian shall read all of the above-mentioned material and certify that they understand the athletic eligibility rules, code of conduct and policies of the school district.
- D. Financial obligations and equipment
1. School issued uniforms, warm-ups and equipment - All

athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. Equipment not returned in good condition at the end of the season may be subject to a financial penalty.

2. Athlete purchased uniforms - In some cases, athletes will be required to purchase a portion of the game uniform, which will become their property.
(Example: swimsuits, hats, socks, turtlenecks)
3. Athletes may be required to purchase various pieces of sport specific equipment. Examples include, but are not limited to: shoes, cleats, various gloves, practice jerseys, etc. All athlete-supplied equipment will remain the property of the athlete.
4. If an athlete wishes to purchase any part of the high school issued uniform at the end of the season, approval must be granted by the head coach of that sport as well as the athletic director.

NOTE: Haslett athletics are for everyone. If financial conditions exist that make it difficult for a team member to purchase mandatory equipment or uniforms, please contact the athletic office so that confidential arrangements can be made to supply such equipment or uniforms.

II. M.H.S.A.A. Requirements for High School Eligibility – to be eligible for interscholastic athletics, a high school student must meet the following regulations:

- A. AGE – High school students become ineligible if they reach their nineteenth (19) birthday before September 1st of a current school year.
- B. ATHLETIC PARTICIPATION FORM – Students must have on file, in the school's office, a physician's statement for the current school year (after April 15) certifying that she/he is physically able to compete in athletic practices and contests.
- C. ENROLLMENT – Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.
- D. SEMESTERS OF ENROLLMENT – Students cannot be eligible in high school for more than eight semesters, and seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.
- E. SEMESTER RECORDS – students must have passed at least four full credit subjects in the previous semester of enrollment, and must be currently passing four full credit courses.

- F. TRANSFER STUDENTS – A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of fifteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
- G. UNDUE INFLUENCE – The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
- H. LIMITED 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.

Exceptions include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice.

Students in individual sports may practice, but not compete, in more than two non-school individual meets or contests during the school season while not representing their school.

- I. ALL-STAR COMPETITION – Students shall not compete at any time in any sport under M.H.S.A.A. jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
- J. AWARDS AND AMATEURISM – Students cannot receive money or other valuable consideration for participating in M.H.S.A.A. sponsored sports or officiating in interscholastic athletic contests, except as allowed by the M.H.S.A.A. Handbook.

Students may accept, for participation in M.H.S.A.A. sponsored sports, a symbolic or merchandise award, which does not have a value over \$25.

Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.

Note: Consult the M.H.S.A.A. Handbook for detailed regulations and/or interpretations.

<p>CODE OF CONDUCT</p>

Preamble

Representing Haslett High School in interscholastic athletic competition is regarded as a privilege and not a right. Students who participate in interscholastic athletics while attending Haslett High School are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship and good training, which includes abstaining from the use of tobacco, alcohol and drugs. Separate and apart from a student's performance as an athlete, the student's conduct, sportsmanship, citizenship and training reflect at all times on the student athlete, his or her team, our school, and our community. Accordingly, this Athletic Code has been established for all students who aspire to participate in interscholastic athletics while attending Haslett High School.

I. Application of the Athletic Code

When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Haslett High Schools Athletic Code throughout his/her high school athletic career. A student may neither attend tryouts nor practice with a team until he/she has submitted a signed acknowledgment form agreeing to abide by the Athletic Code (this is done on the front page of the physical form). This Athletic Code applies to candidates, members, and managers of all athletic teams.

- A. Calendar Application of the Athletic Code
Students shall be regarded to be under the rules of the School Athletic Code beginning with their first day of participation in interscholastic athletics and continuing through to their date of graduation or the last date of participation, whichever is later.
- B. Time/Place Application of the Athletic Code
This includes vacation breaks, summer recess, and off-season times. The participant is always under the student activity code from the beginning to the end of their athletic career.

II. Standards of Conduct

The following behaviors constitute a violation of the Haslett Public Schools Athletic Code and subject the athlete to discipline as outlined in the "Penalties" section of the Athletic Code:

- A. Use, possession, concealment, distribution, sale, or being under the influence of those substances listed in Items 1-7 below. For purposes of this section of the Athletic Code, the term "distribution" includes the "hosting" of a party at which any of the substances listed in Items 1-7 are provided:
 - 1. Tobacco or tobacco products in any form;
 - 2. Alcohol or alcoholic beverages in any form;
 - 3. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute;
 - 4. Steroids, human growth hormones or other performance-enhancing drugs;
 - 5. Substances purported to be illegal, abusive or performance enhancing, i.e., "look-alike" drugs;
 - 6. Misused prescription drugs (misuse of prescription drugs may lead to disciplinary action);
 - 7. Misused non-prescription drugs or inhalants (misuse of non prescription drugs or inhalants may lead to disciplinary

- action).
- Note: It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed practitioner for which permission to use in school has been granted pursuant to Board Policy. An athlete shall notify his or her coach if he or she is taking a prescription medicine that could alter the athlete's behavior or affect the athlete's ability to participate in physical activity.
- B. Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, "roach" clip, rolling papers, or devices used to smoke, inhale, inject, or otherwise consume controlled substances.
 - C. Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of Athletic Code, but will be determined through an independent school investigation and may result in a penalty as provided in **III., A. #3 below**.
 - D. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming to an athlete and a representative of the Haslett Public Schools (example: profanity, gross gestures), may result in a penalty as provided in **III., A., #3 below**.
 - E. Violation of the Student Conduct Code as set forth in the Haslett High School Handbook, which results in a school suspension.
 - F. Violation of any team conduct, grooming or training rule as may be established by the coach and approved by the Athletic Director.

III. Penalties

- A. Conduct Offenses: Violation of Conduct Standards C-F above and the venue is off the athletic field or court.
 1. First Conduct Offense: Violations will be addressed as set forth in the Haslett Athletic Handbook and by team rules established by the coach and approved by the Athletic Director.
 2. Second and Subsequent Conduct Offenses: Violations will result in disciplinary actions as determined by the coach and the Athletic Director.
 3. In the event that the Athletic Code or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.
- B. Substance Abuse Offenses: Violation of Conduct Standard #A & #B above.
 1. First Violation - Suspension of 25% of the current season's contests. If the violation occurs when less than 25% of the contests remain, the suspension will be prorated into the next sport in which the athlete participates, even though it may carry over into the next year. The athlete may be allowed to participate in practice

for conditioning purposes during the suspension (suspension to be computed from time of the violation).

2. Second Violation - Termination of participation for one full calendar year from all athletics. If a student voluntarily seeks an appropriate, approved program of substance abuse, tobacco cessation, or behavior modification and provides written proof of satisfactory completion of that agency's requirements, suspension will be reduced by 50%. The student will be allowed to compete in practice for conditioning purposes during the suspension (suspension to be computed from the time of the violation). Any expenses incurred for the assessment and/or treatment program will be the responsibility of the student and not Haslett Public Schools.
3. Third Violation - Termination of participation in the Haslett High Schools athletic program for the remainder of the student's athletic career.

- C. Self-Disclosure: An athlete who by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to a school employee, school official, coach, or an administrator a need for assistance for alcohol or substance abuse prior to any reports, charges, or complaints under the Athletic Code

shall be required to follow the chemical assessment/treatment procedures outlined in **Section III.D.** of the Athletic Code. Under such circumstances, the athlete will not be charged with a violation of the Athletic Code of Conduct, unless it is determined that the athlete has used this self-disclosure opportunity primarily to avoid a penalty under the Athletic Code. This self-disclosure exemption is available to an athlete only once during his/her high school career.

1. Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency.
2. Any expenses incurred for the chemical assessment/treatment program will be the responsibility of the athlete and not the Haslett Public Schools.

****NOTE: Violations will be cumulative during a student's high school athletic career. Accumulation will begin the first day an athlete begins tryouts for ANY team and will continue throughout their entire high school career.**

- D. Guideline for Reporting and Investigating Violations - All students are guaranteed the right to due process. To ensure those rights when investigating a code violation, the following procedures will be followed:
1. All reporting of violations must be submitted in writing to the athletic director.
 2. An athlete will be informed of any changes brought against him/her.
 3. An athlete will have the right to present any relevant information that will support their defense.
 4. If a possible violation has occurred, a conference may be held with the athlete, his/her parent(s) and the athletic director.
 5. If an athlete is suspended, the parent(s) will be notified and

will receive a letter stating the findings of the investigation and action being taken.

6. A written report of the investigation will be held on file in the athletic office.
7. This report will not become part of the student's academic record and will be held confidential.

E. Student Appeals Procedure - All athletic code violations reviewed by the athletic director will result in a recommendation to the principal. He may accept or modify the recommendation. The procedure below is to be followed in sequence:

1. Parents or guardians may request a conference with the principal or his designee. The principal shall affirm or modify the terms of the recommendation within two school days from the date of the conference.
2. A second appeal may be made to the superintendent of schools within five days of the decision of the principal.
3. All final appeals may be made to the Haslett Board of Education within ten days of the decision of the superintendent of schools.

F. Student Grievance Procedure - In a situation where there has been no apparent infraction or disciplinary action applied, but a student wishes to lodge a grievance or present some other issue involving a respective sport, the procedure below is to be followed in sequence:

1. Direct communication with the coach.
2. Direct communication with the athletic director.
3. Direct communication with the principal.
4. Direct communication with the superintendent.

PROCEDURES AND GUIDELINES
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- I. Limits of Participation - Athletes will be limited to participation in one school-sponsored sport per season. Any exception to this rule must be made with the approval of the athletic director and high school principal.
- II. Transportation
 - A. All athletes must go to and return from the contest via the method of transportation under the supervision of the coach. Athletes will make trips as a team unit. A feeling of being a part of the group cannot be developed without cooperation in this area. Violation of this rule will justify immediate suspension from the squad for the balance of the season or such other period of time deemed necessary and just by the athletic director.
 - B. Athletes may leave an away athletic event only with a parent or legal guardian, providing the parent or guardian has spoken and given a note to the coach at the event.
 - C. All athletes will observe the Guidelines for Athletic Transportation set down by the school district regarding behavior on a school bus.

- III. Dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit any sport, he/she should notify the coach and return all equipment. If an athlete does quit a sport, he/she will not be permitted to try out or use school facilities to work out for another sport until the conclusion of that sport season. The exception would be if the athlete would get the approval of the head coaches of both sports.

- IV. College recruitment: College recruitment information is available in both the guidance and athletic office. Current NCAA qualifications and standards for recruitment are located in the section VII of this handbook. Athletes should make the head coach aware of their situation in regards to being recruited.

- V. Conflicts in extracurricular activities - Since the athletic and fine arts departments recognize that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, every attempt will be made to schedule events in a manner that minimizes conflicts. If conflict does occur between practices, contests, and/or performances, the following criteria will be used:
 - A. If a conflict occurs between a performance or contest and practice, the athlete may go to the performance without any reprisal. If this conflict occurs on the same day but at different times, all coaches and instructors involved will devise a plan to solve the conflict. If necessary, transportation will be provided and/or arranged by the school.
 - B. If a conflict occurs between two events, the academic event has precedence.
 - C. If a conflict occurs between two non-academic events, a meeting will be called as soon as possible to work out a solution.

- VI. Attendance - Athletes are expected to attend all classes and only miss class for legitimate reasons. Parents are expected not to excuse students from school for non-emergency situations during a student's athletic season. When an absence does occur, athletes must be in attendance for at least three classes if they are to be eligible to participate in practice or competition. The principal or athletic director must approve any exception to this rule.

- VII. Grooming and dress - Appearance, expression and actions always influence person's opinions of athletes, the team and the school. Once you have volunteered to be a member of a team, you have made a choice to uphold certain standards.

- VIII. Missing Practice - Perfect attendance for all practices is the expectation for all Haslett athletes. If it is necessary for an athlete to miss a practice, the coach of that team should be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athletes' status on the team.

- IX. Restricted Practice Days
- A. Weekend Practices - All practices are to be held on school days if at all possible. Saturday practices are to be minimal in number and duration. Sunday practices will be permitted only when:
1. special permission is granted by the athletic director,
 2. when a contest has been scheduled the following day, and/or
 3. when a tournament or play-off contest falls on the following day.
- B. Holiday Practices – Holiday practices are to be discouraged, especially by non-varsity level teams. Holiday practices will be permitted only when:
1. special permission is granted by the athletic director,
 2. a contest has been scheduled the following day, and/or
 3. a tournament or play-off contest falls on the following day.
- C. Vacation Day Practices – Vacation day practices are days before school begins in the fall and breaks scheduled throughout the school year, such as Thanksgiving break, Winter break, Mid-winter break, Spring break, etc. Practice is permitted when:
1. special permission is granted by the athletic director.
 2. a contest has been scheduled the following day, and/or
 3. a tournament or play-off contest falls on the following day.
- D. No School Day practices – If students are sent home because of weather conditions, no practice is permitted. Practices are permitted, however, under the following circumstances:
1. If school is cancelled before students have arrived at school in the morning, the athletic director shall consult with the principal to determine if conditions have improved to where it is safe for travel. If conditions have improved, the practice may be held at its' regularly scheduled time.
 2. On regularly scheduled days off such as Teacher Inservice days.
- X. Squad selection – In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Haslett High School, we encourage coaches to keep as many students as possible within the framework of high school interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Prior to trying out, the following information will be made available to all candidates for the team:

- A. Extent of try-out period (a minimum number of practice sessions)
- B. Criteria used to select the team
- C. Number to be selected

- D. Practice commitment if they make the team (including possible holiday conflicts and/or commitments)
 - E. Game/Season commitments
- XII. Squad reduction – Choosing the members of the athletic squads is the sole responsibility of the coaches of those teams. When a squad reduction becomes a necessity, the process will include three important elements. Each candidate shall:
- A. have a predetermined minimum number of practice sessions,
 - B. have performed in at least one game-like setting (unless extenuating circumstances prevent such a setting, e.g. – weather and spring sports), and
 - C. be personally informed of the cut by the coach. Coaches will discuss specific alternative possibilities for continued participation in the sport, or in other areas of participation within the athletic program with the athletes.
- XI. Homework – Athletes are encouraged to do homework on a road trip, as well as at home games. They may do it before and/or after their games. They are not to do it when it will interfere with a team meeting or during their game.

