

Power To Succeed

FOREST PARK SCHOOL DISTRICT

**HANDBOOK
(Grades 6-12)**

2022-2023



FOREST PARK SAFETY AND SECURITY POLICY

Forest Park School District's #1 priority is the safety of our students. Forest Park is a secured, closed campus, with all visitors entering through a secured entrance. The Forest Park campus has complete 24 hour video surveillance coverage of its building and grounds.

At no time will any exterior door be propped or wedged open. Any person who props or wedges an exterior door at the Forest Park School District is in direct violation of the Forest Park School Board Policy and will be referred to local law enforcement and the Chief Enforcement Officer of the Forest Park School District.

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SECTION I--SCHOOL ROUTINE

ANNOUNCEMENTS

Any announcements must be submitted in written form and approved by the office or an advisor/sponsor, and must be handed into the main office by 3:30 p.m. of the day preceding the day the announcement is to be read. All announcements should be kept as brief as possible. Routine announcements will be read over the PA on a daily basis.

ATTENDANCE

Research regarding student performance has determined that “absence breeds absence.” The more a student stays away from school the more difficult it becomes for that student to feel he/she is a part of the school. Upon return, other students are often discussing new subject matter and there is a double burden of make-up and current lessons, for which to prepare. Attendance is recorded in students’ cumulative records that colleges and perspective employers often require. Please see the Attendance Policy in Section II of this handbook.

AUTOMOBILES – STUDENT TRANSPORTATION

Driving to school and parking a vehicle on school grounds is a privilege. Any student found to be operating a motor vehicle in a reckless manner may face disciplinary action, which may include detention, suspension from school, and/or revoked parking privileges.

Students driving vehicles are to drive cautiously around the school due to the close proximity to younger children. Student parking will be allowed providing the following guidelines are followed:

1. The student must register his/her vehicle in the office and display the vehicle registration tag, for the assigned parking space, in a

visible location in his/her window, as designated by office personnel.

2. Students are not to park in the bus driveway in front of the school, nor are they to park in staff parking areas. A parking fine for parking in a staff or handicapped zone will be assessed. Continued failure to adhere to these guidelines may lead to removal of driving privilege.
3. Students who are found to be driving in an unsafe manner on school property or while entering or exiting school property may have their on-campus driving privileges revoked.

For safety and liability reasons, students are not to ride bikes, skateboards, or use roller type devices on school grounds. For additional information, please see the Driving Policy in Section II.

BEHAVIOR

A well-ordered school is essential to learning. Students who persist in misbehaving will be dismissed, until a parent conference can be arranged. Details of this policy can be found in Section IV of this handbook.

CHEATING, PLAGIARISM, FALSIFICATION OR FORGERY

Any student involved in cheating or plagiarism on schoolwork shall receive a zero or an “F” grade on the work in question and face possible detention, suspension, or expulsion. In addition, if the student is an athlete, they may also be subject to the provisions of the Athletic and Extracurricular Code.

Forgery of hall/bus passes, official school paperwork, as well as false I.D.’s are forms of deception and will subject the student to disciplinary action up to expulsion.

****CLOSED CAMPUS**

During lunchtime, Forest Park is a closed-campus school. This means that during lunch, students are not to leave the school building without prior parental or guardian permission. Students who have received permission from school personnel to leave the building must sign out in the main office. Permission to leave must be in the form of a note or a call prior to the student leaving campus. Violation of this policy may result in disciplinary action.

DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents/guardians of its intent to make available, upon request, certain information known as “directory information”. The Board designates “student directory information”: a student’s name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, athletic participation, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

EARLY DEPARTURE FOR INDIVIDUAL STUDENTS

It is sometimes necessary for students to leave school early due to appointments, family functions, illness, and other similar non-school related activities. Early dismissal absences will count as “excused” in the student’s attendance record, as long as the early dismissal procedures are followed. The procedures for early dismissal include:

1. The parent/guardian may write a note stating the specific reason, date, and time for the dismissal. The student should then report to the main office first thing in the morning where he/she will receive a pass to leave class. At the appropriate time, the student will leave class and return to the main office to sign out.

2. Parents/guardians may call the high school office and inform the school of a need for early dismissal. School personnel will then inform the student and provide the student with a written pass to leave class early. At the appropriate time, the student will leave class and report to the high school office to sign out.
3. If a student should get sick during the school day, he/she should inform their teacher and proceed directly to the high school office. Office personnel will assist in contacting parents/guardians. Students are not allowed to contact parents or guardians without the approval of office personnel, and are not allowed to use cell phones at any time during the school day.
4. Students who do not sign in to the school when entering the building late or do not sign out when leaving the building early will be considered unexcused and/or subject to disciplinary action.

No student will be released to a person other than a parent/guardian or an individual named on the student's emergency information form, without written permission signed by the parent/guardian.

EMERGENCY CLOSINGS AND DELAYS

If school must be closed or if opening is delayed, the school will notify the following radio and television stations:

99.1 WIKB-FM

WLUC-TV6

Other radio stations will be notified, if possible. Parents/guardians and students are responsible for knowing about emergency closings and delays. **An automated messaging system will be used for school cancellations. Messages will be sent through voicemail, text and/or**

email based on the information given to school by parents/guardians as recorded in PowerSchool.

ELEVATOR

The elevator is not to be used by the general student population. It is reserved for use by students and other persons with either a permanent or temporary disability and for school personnel. In order for students to use the elevator, they must meet with the Principal to discuss the nature of their request. Failure to secure proper permission before using the elevator may result in disciplinary action for the student.

ENROLLING IN SCHOOL

Students are expected to enroll in the School District in which they reside. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home School District, it should be done through the home School District.

Students who are new to Forest Park are required to enroll with their parents or legal guardian. When enrolling, the following information is required:

- a birth certificate or similar document
- custody papers from a court (if appropriate)
- proof of residency
- proof that ALL immunizations have been received and are up-to-date. Students whose immunizations are not current and complete will not be allowed to enroll, until proof that these conditions are met or an immunization waiver is completed and on file in the respective Principal's office.

The student and parent/guardian must complete an initial entrance interview with the Principal before enrollment can occur. In most cases, the School District will enroll a student once official records are received. If a record transfer is delayed, a student may be admitted after a background check with the prior school is completed. This is at the discretion of the Principal.

In the case of a special needs student, the parent/guardian will be required to sign a Thirty Day Letter authorizing services, while the respective teacher evaluates the student for Individual Education Plan purposes.

Students enrolling from another accredited school must have an official transcript from that school in order to receive credit. The guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

FAMILY ACCESS STUDENT ACCOUNTING AND GRADEBOOK PROGRAM

Parents/guardians of students enrolled in the Forest Park School District may obtain a password from the office that allows them to view their student's attendance, meal balance, student's biographical data, and grades over the Internet. In addition, parents/guardians can contact teachers via e-mail with concerns or questions. To obtain a password, please contact the school office.

FIRE/TORNADO/LOCKDOWN/EMERGENCY DRILLS

The signal for fire drills is a pulsating horn blast. It operates until the fire sensor has been located and deactivated by school personnel. All fire drills are timed. It is imperative that students wait for direction to leave the building, move single file, rapidly, and carefully during a drill.

They are not to slow down when outside the building until they have reached their pre-assigned areas. This allows the last students to quickly reach an area of safety. The first student to open any outside door should remain holding the door open until all other students have vacated the building or an administrator or teacher replaces them.

Tornado drill procedures will be reviewed in each class and will be followed when a tornado strike is imminent.

Code Red/Lockdown procedures are in place and drills are conducted annually per state guidelines.

GENERAL CAMPUS BEHAVIOR

In order to maintain a safe and orderly learning environment, the following rules are to be observed by all students in the school building and on school property, before, during, and after school. Failure to comply with these rules may result in disciplinary action.

1. Running, pushing, and loud and/or disruptive activities are not permitted.
2. Respect for other students, staff, school employees, all adults, and school property is expected.
3. Vulgar or obscene language or gestures are unacceptable.
4. During assemblies and programs, students are to be attentive, courteous, and show respect by applauding in an appropriate and timely manner.
5. Inappropriate public demonstration of affection in the school environment is not condoned.
6. Consumption of food and beverages is allowed only in designated areas such as the lunchroom and prohibited in the hallways, stairwells, gymnasiums, classrooms, computer labs, and the

- library. Proper disposal of wrappers and empty containers in designated eating areas is expected. Student violations will result in disciplinary action, which may include suspension from school.
7. Students are not to disturb classes that are in session or be in the halls when class is in session without a pass.
 8. Students may bring phones to school provided they follow the electronic communication device guidelines as explained on page 41. Phones that are inappropriately used will be confiscated and the guidelines will be enforced.
 9. Any action or manner of dress that interferes with school activities or disrupts the educational process, will not be tolerated. This type of behavior will result in disciplinary action.
 10. The use or possession of laser lights in school is a health hazard and is not allowed; laser lights will be confiscated and not returned.

HOT LUNCH AND BREAKFAST PROGRAM

Breakfast is served daily in the cafeteria each morning. Breakfast is free to all students.

Hot lunches are available for purchase. Students are charged \$2.80 per lunch meal, with extra entrée's available for \$1.25. Students will be issued bar coded I.D. cards for hot lunch, ala carte and milk purchases. Ala-Carte selections may be available each day in the cafeteria. A price list will be posted near the Ala-Carte line. Students must use a meal card or account number to purchase a regular lunch meal and ala-carte items. Students may replace the main course with a salad from the salad bar if available or a meal choice from the grab and go area. If students do not have their card or do not know their account number, they must get a lunch ticket from the office. Lost, stolen, defaced, and misplaced meal

cards will be replaced once, free of charge. Student accounts will be charged \$5 for each replacement card thereafter.

CHARGING MEALS POLICY

Parents are encouraged to prepay for meal purchases for up to a month or longer. It is unacceptable to treat your child's lunch card as a credit card. A family should always have money in the account so your child is not charging lunches. Students will not be allowed to purchase extra food if their lunch balance is negative.

FOOD SHARING POLICY

The Forest Park School District participates in the USDA Federal Food Program. Participation in this program means that certain rules and regulations must be followed.

Students cannot share purchased meals. This does not include ala-carte items. If students make the decision to share their purchased meals with other students the following protocol will be followed to deter sharing:

1. The student sharing purchased food from his/her tray will be charged for two meals. If the student continues to share purchased food, proceed to #2.
2. If #1 does not stop the sharing of purchased food, the student receiving the food from the sharing student will be charged for a meal and provided with a complete tray.

The USDA requires that deterrents are put in place to prevent the sharing of food.

LOCKERS

Each student attending Forest Park Middle/High School will be assigned a locker. It is important that students realize it is their responsibility for the condition of their locker. Lockers are to be kept clean and neat, both inside and out. Signs, posters, etc., are not to be

displayed on the outside of a student's locker without prior permission from the Principal. Lockers remain the property of the Forest Park School District and are on loan to the student. All lockers must be locked at all times; students who "set" their locker or fail to secure their lock do so at their own risk. The school is not responsible for missing items, including items considered stolen. Locks are available to purchase in the office for \$5.00.

Students are advised to carry enough books with them to minimize visits to their locker. Students using lockers other than their own may be subject to disciplinary action. Students should not give their locker combination to any other students. During physical education classes and extracurricular activities, students should make sure all clothes and other items are locked in their locker. Students should not leave items lying on benches or on the floor in the locker rooms.

With this being the notification, lockers, parking lot, etc. are the property of the Forest Park School District and may, with probable cause, be searched with or without law enforcement personnel and/or law enforcement K-9s.

LOST ARTICLES and LOST AND FOUND

The school assumes no responsibility for lost articles. Property which has been lost is very difficult, if not impossible, to trace. Articles and materials can be left in the office and picked up at any time. Students in a physical education class or any other athletic program should turn in their wallets, purses, or valuables to the teacher or coach upon reporting to the class or activity. Lockers used to house expensive items should be locked at all times—especially lockers located in the gym/locker room areas.

The lost and found area is by the high school office. Students who have lost items should check there and may retrieve their items. Unclaimed items from the office or physical education classes will be given to a charity at the close of the school year.

LOITERING

Students are not to enter the music or physical education areas unless they are on official business or participating in a music or physical education class.

PASS SLIPS

In general, passes are not granted during class time except in cases of extreme emergency. When it is imperative that a student leave the classroom, s/he must receive a written pass from their current teacher. Students who remain in class beyond the scheduled time will receive a pass from the teacher to attend their next class.

Students found in the hallways or outside of their scheduled area during class time may be subject to disciplinary action.

SCHEDULING AND ASSIGNMENT

A schedule is provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes to a student's class schedule, should be handled through the guidance office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. A student is expected to follow his/her schedule. Any variation needs to be approved with a pass or schedule change.

SCHOOL EVACUATION

In case of emergency, each teacher has instructions for the proper evacuation procedures. The procedure includes the route to use and the assembly area for each particular class.

STUDENT ATTENDANCE AT SCHOOL EVENTS

As a student, you are encouraged to attend as many school events held after school as possible, without interfering with your schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage students who are participating in the event. Students are expected to maintain positive sportsmanship throughout the sporting event.

Students who are in fifth grade or lower must be accompanied by a parent or adult chaperone in order to attend any school event. Students who are found without a parent or adult chaperone will be escorted from the building and may be barred from attending future extracurricular activities. Repeat offenders may be banned from extracurricular events outside the normal school day.

TAILGATING PARTIES

Students who attend school sponsored activities are expected to observe the event from areas set aside by the school. School and civic groups may sponsor tailgating parties that occur before a school sponsored activity, provided a Facilities Use Form has been properly completed in advance and permission has been granted by administration. These parties are to end at the beginning of the scheduled event.

USE OF TELEPHONES

The telephones in individual classrooms and the offices are business phones and are only to be used by students for emergencies with the permission of the teacher or office personnel. Please see the school policy on telephones in Section II of this handbook.

VISITORS

Visitors, particularly parents/guardians, are welcome at Forest Park. In order to properly monitor the safety of students and staff, each visitor must report to the high school office when they first enter the building and obtain a visitor nametag. Any visitor found in the building without a nametag will be reported to the Principal and escorted to the office. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School. Visitors are not to enter any classroom without first gaining permission from the building Principal.

Student visitors will be allowed for academic purposes only, and must be arranged by a parent/guardian. Such visits must be arranged with the Principal at least two days in advance. Multiple visits by the same visitor will be at the sole discretion of the building Principal. All visitors **MUST** have their nametag in plain view at all times while visiting the school.

VOLUNTARY STUDENT-LED ACTIVITIES

Voluntary student-led activities, which have been approved in advance by the Principal, that occur during any portion of the school day, including lunch, are open to registered students of the Forest Park School District only.

VOLUNTEER WORK OUTSIDE OF SCHOOL

Students that are requested to participate in activities outside of school during the regular school day must currently be passing all subjects they are taking with at least a C+ average and be approved by the Principal. Students will not be allowed to participate if they are scheduled to take a test or exam, or to complete an important project, or if in some way their absence from class would affect the overall class performance for that day. A “Permission Form to Perform Volunteer Work Outside of School” form must be obtained and permission granted from each teacher whose class the student would miss. The form must then be returned to the Principal at least one (1) week before the event occurs.

SECTION II -- POLICIES

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to insure that the Principal has the opportunity to review the announcement or posting.

ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order to not miss a pivotal portion of their education. A significant amount of learning results from active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming

to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Objectives:

The policy and procedures regarding student attendance are designed to accomplish three primary objectives:

1. To instill in each student the responsibility necessary for success in high school and their future.
2. To identify and attempt to remedy situations where student absence is having an adverse effect on the student's progress.
3. To maintain an accurate record of attendance for each student. This record is an integral part of the student's permanent school record that is often requested by employers and other schools.

Michigan law requires that whoever has custody or control of any child between the ages of 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

1. Absences

The district identifies four types of student absences:

Excused (E); Unexcused (UE); School Activity (SA); Pre-Arranged (PR).

Excused Absences (E)

Excused Absences are administered under the following guidelines:

1. It is the responsibility of the students and their parents/guardians to ensure absences are properly excused. All parents/guardians must verify absences by 9:00 a.m. with a phone call to the high school office at (906) 214-4695 ext. #322. If the parent/guardian is not able to speak with a school official, they are required to leave a message on the school answering system or send a written communication to the main office. If a message is not received by 9:00 a.m., the absence will be marked unexcused and a phone call will be made to parents at home and/or work to make sure they are aware of the absence.
2. Medical appointments/hospitalizations excused by a “doctor’s note” shall be considered “**Waived**” and will **not** count toward a student’s attendance total. **Notes must be presented upon the student’s return to school. No absences due to medical/dental appointments will be waived passed 48 hours.**
3. If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work, except when the absence is pre-arranged. The student is responsible for obtaining assignments from his/her teachers. All makeup tests and quizzes will be made up either before school, after school, or at the teacher’s discretion and under that teacher’s supervision. If a student fails to show up for the makeup test or quiz as directed by the teacher, he/she will receive a 0 (zero) or F.

If a student accumulates more than nine absences (excused or unexcused) in a semester, the truancy policy on page 26 will be followed according to the discipline guidelines in Appendix B.

Unexcused Absences (UE)

Unexcused absences may be considered evidence of truancy. A student who has an unexcused absence may not attend or participate in any school activity that occurs after school hours, on that particular day.

Work missed due to unexcused absences will result in a loss of credit (zero) for those days missed, including tests/projects/quizzes that were completed, on the unexcused day.

If a student accumulates more than 5 unexcused absences in a semester, the truancy policy on page 26 will be followed, which will include a referral to the court system.

School Related Absences (SA)

School Related absences will not count towards a student's attendance account. School Related absences include, time missed due to field trips, sporting events, club activities, etc. and must be verified by a school official before the absence occurs. For each day of excused absence due to a school related activity, a student will be allowed one day for each absence to complete any missed work.

Pre-Arranged (PR) Absences

A student is allowed to pre-arrange up to five (5) absences throughout the school year. Students must complete a pre-arranged absence form (available in the high school office) before the date of the first scheduled absence. Failure to follow this requirement may result in the absences being listed as "unexcused." With a pre-arranged absence, the student is responsible to meet with their teachers ahead of time and make arrangements for homework, quizzes, and tests that will be assigned or missed when they are absent. The student is expected to return all homework the day they return from their pre-arranged absence. All makeup tests and quizzes will be made up either before school, after school, or at the teacher's discretion and under that teacher's supervision. If a student fails to show up for the makeup test or quiz, as directed by the teacher, he/she will receive a 0 (zero) or F.

2. Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she must report to the High School Office and sign in before proceeding to his/her first assigned location.

Once a student accumulates more than five tardies in a semester, the discipline policy will be followed in Appendix B which will lead to detention and possible suspension.

If a student is more than five minutes late to a class, he/she shall be marked as a full unexcused absence.

Students who utilize school transportation and are tardy due to situations beyond their control will be excused by the Principal.

Entering and Leaving the Building

Students who must leave school early or arrive late are required to report to the main office. Students are required to sign in or out, and must speak with a school representative before leaving the building, and/or returning to class. If a student enters or leaves without following this procedure, the discipline policy in Appendix B will be followed which will lead to detention and possible suspension. See “Early Dismissals” in Section I of this handbook for more information.

TRUANCY POLICY

The School will follow the stated policy if a student incurs either excused absences or unexcused absences as follows:

EXCUSED ABSENCES

3. 3 absences in any given class period per semester: Forest Park will send home warning letter A.
4. 6 absences in any given class period per semester: Forest Park will send warning letter B via registered mail or personal service and will schedule a meeting to develop a truancy intervention plan with the chief juvenile probation officer.
5. 10 absences in any given class period per semester: The discipline guidelines in Appendix B will be followed which will lead to detention and possible suspension. Forest Park will contact law enforcement and submit a truancy referral form, with documentation to law enforcement.
6. Forest Park has the discretion to waive the policy in extenuating circumstances.

UNEXCUSED ABSENCES

- 3 absences in any given class period per semester: Forest Park will send warning letter A.
- 5 absences in any given class period per semester: Forest Park will send warning letter B via registered mail or personal service and will schedule a meeting to develop a truancy intervention plan with the chief juvenile probation officer.
- 6 absences in any given class period per semester: The discipline guidelines in Appendix B will be followed which will lead to detention and possible suspension. Forest Park will contact law enforcement and submit a truancy referral form, with documentation to law enforcement.
- Forest Park has the discretion to waive the policy in extenuating circumstances

As is true with all absences from school, a student who is suspended from school is responsible for missed work—this work is due the day the student returns to school. Only work submitted on the day of return will be graded and recorded in PowerSchool. Missed tests and quizzes will be arranged through the classroom teacher, for makeup.

BOOK BAGS AND BACK PACKS

Students are not permitted to carry book bags or backpacks from class to class. They are to remain in the student's locker. Students who violate this policy may be subject to disciplinary action.

BUS GUIDELINES

Parents/guardians and students please note, only students who are designated bus passengers may ride on the school buses. Also, a student may ride only on his/her assigned bus. Exceptions will be made only in emergency situations and only after receiving a phone call or note from

a parent asking for a special bus pass. We WILL NOT ACCOMMODATE requests for birthday parties, sleepovers, visits, etc. We have experienced an increased problem with parental/guardian requests to transport students to other places than their own homes, when parents/guardians find it inconvenient to be at home for his/her return. This leads to a great deal of confusion at dismissal time and the safe delivery of your child becomes a real concern. Unless we hear from you, we will plan to deliver your child to his/her home address every day.

RULES FOR STUDENT RIDING BUSES

Students will be provided a safe journey to and from school. In order that a condition of safety and reasonable comfort might be provided, all students will abide by the following rules. If a student breaks these rules, the school will discontinue transportation and will not be held responsible for transporting the student to school.

1. Only students officially authorized may ride on a bus.
2. Students must be at or near their pick-up point on time.
3. The use of profanity, fighting, or disrespectful behavior toward the driver or other students will cause a suspension of riding privileges.
4. Recognize that the bus driver is the authority on the bus and is responsible for enforcing the expectations of behavior.
5. Recognize that cooperation will promote a safe and pleasant bus ride to and from school.

COMPUTER USE POLICIES (SEE APPENDIX A)

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE 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 any student who has been ill or has been exposed to a communicable disease or a highly transient pest, such as lice. Any removal will only be for the contagious period, as specified in the school's administrative guidelines, or County Health Department directives.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable diseases, the school 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 insure the rights of the person affected and those in contact with that person. The school will seek to keep the student(s) and staff person(s) in school, unless there is definitive evidence to warrant the exclusion.

As required by Federal law, parents/guardians will be requested to have their student's blood checked for blood-borne pathogens, when the student has bled at school and students or staff members have come in contact with the blood. Any testing is subject to laws protecting confidentiality.

CRIMINAL ACTS

Any criminal acts originating at or related to the school, may be reported to law enforcement officials, as well as disciplined by the school. It is

not considered double jeopardy (being tried twice for the same crime) when school rules and the law are involved.

DISTRIBUTION OF MATERIALS TO STUDENTS

Any person or organization wishing to distribute material on school property, must first submit the material for approval to the Superintendent seven (7) days in advance of the desired distribution. The Superintendent will notify the person or organization of his/her determination. The person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Superintendent for approval, if necessary.

DISTRIBUTION AND POSTING OF LITERATURE

No outside organization, staff member, student representing an outside organization, student organization, or individual student may distribute or post literature on School District property, either during or after school, without the permission and prior review of the superintendent or his/her representative. No materials from any profit-making organization will be distributed to students to take home to their parents unless authorized by the Superintendent.

The posting of any material on school property must comply with school guidelines. These guidelines may be obtained from the Principal's office, in advance of any posting. Failure to obtain prior approval to distribute or post literature, or to follow school guidelines, will result in the revocation of that individual's or group's privileges to distribute or post in the school in the future. The distribution or posting of written material (poster, flier, advertisement, etc.) shall be limited to a reasonable time, place, and manner as determined by the Principal.

DRESS CODE

While fashion changes, the reason for being in school does not. Students attending Forest Park shall be expected to dress and groom themselves in an appropriate manner. Students will not be allowed to wear clothing that is considered distracting, inappropriate, indecent, or unsafe. Any type of attire that attracts undue attention to the wearer and causes a disturbance or distraction to the educational process will be considered unacceptable.

1. Clothing that depicts, suggests, or advertises alcohol, drugs, nudity, or sex will not be allowed.
2. Clothing that shows cleavage or any other part of the breast will not be allowed. The “armpit rule” will *serve as a guide* for enforcement. Tops must be no lower in front than the tops of the armpits.
3. Clothing that exposes the midriff will be not be allowed. The bottom of the shirt shall touch the top of the pants, shorts, skirt, etc.
4. Clothing that has a negative effect on the environment for learning in the school is not permitted. This includes but is not limited to bare backs, spaghetti straps, wearing shorts/pants lower than the waistline, etc.
5. Undergarments are NOT to be visible. (The term undergarment includes both underwear and brassiere parts)
6. Clothing allowing excessive leg to show will be not be allowed.
7. Appearance will be clean and in keeping with health, sanitary, and safety requirements.
8. Hats, hoods, bandanas, and sunglasses will not be worn in the building. If a student is wearing them in the building he/she will be asked to take it off immediately. If the student refuses to do so,

the student will be considered insubordinate and disciplinary action will be taken.

9. Profanity, vulgar language, gang symbols, and clothing that has a sexual connotation or adversely portrays a gender or ethnicity, is prohibited.
10. All students must wear shoes.
11. Chains hanging from any clothing will not be permitted. This includes wallet chains.
12. Class activities that present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period, in the interest of maintaining safety standards. This will be accomplished at the teacher's discretion.
13. Any student representing the Forest Park School District, in any role, must be well groomed at all times and is subject to each organization's guidelines. A student determined to be inappropriately clothed or groomed, will be sent home to change, unless the clothing can be covered up and the grooming problem can be eliminated on the spot. Students who repeatedly violate the dress code will be subject to disciplinary action. Time missed from school is chargeable for attendance purposes.

DRIVING POLICY (In addition, please see the Athletic/Extracurricular Driving Code in Section V)

Technical Education Students

Transportation to the Technical Education Center in Kingsford will be provided. However, should a student need to drive to either location, the following rules will be followed:

1. Obtain a pass from your technical teacher/Principal at least 24 hours prior to the day you wish to drive.
2. Have the above pass signed by your parent/guardian.
3. Submit the pass to the Principal, prior to the day you are to drive.
4. Students who drive are not permitted to transport other students.

At no time should a student drive to the center without following the procedures as stated above. At no time will a student who is allowed to drive to the center permit any other person to ride along with him/her. A student who violates any part of this policy will no longer be allowed to drive to class.

Students who are suspended from the Technical Education Center will not be able to attend Forest Park High School for the duration of their suspension.

Career Co-op Students

Students enrolled in a Work-Based Learning class must provide their own transportation. If a student has a vehicle that can be used on a daily basis to get to the job site, he/she may drive. In the event that a person does not have a personal vehicle, the district will work to place the student at a job site within reasonable walking distance of the school.

Parent/guardian permission forms must be signed, indicating the student has a valid driver's license and that he/she does have permission to use a personal and safe vehicle during the school day, for the purpose of getting to and from the job site. Since liability is an issue for the School District, it is the policy of the District that no student passengers will be transported in the program. In the event, that such a situation is brought to the attention of the School District, both the student driver

and passenger will be dropped from the program. Since the School District is concerned with educational and safety issues, students will be expected to drive in a safe manner. Should inappropriate driving be brought to the attention of the School District, the student(s) involved will be dropped from the program.

DRUG FREE SCHOOL POLICY

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs (recreational or prescription) or paraphernalia by students on school grounds, in school, in school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, prescription drugs, dangerously controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be suspended and may be expelled from school. When required by State law, the District will also notify law enforcement officials.

The School District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents/guardians should contact the school Principal or counseling office whenever such help is needed.

Alcohol-Tobacco-Breath-Test Instruments

The School has a “Drug Safe” zone that extends 1000 feet beyond the school boundaries, as well as to any school activity and transportation. This means that any activity, sale, solicitation, distribution, possession or use of drugs, tobacco, alcohol, fake drugs, steroids, inhalants, vapors,

or look-alike drugs, are prohibited. This includes nonalcoholic beers, and wines, steroids and the like. If caught with any such items, the student will be suspended or expelled and law enforcement officials will be contacted, as required by State law.

The Principal may arrange a breath test for blood-alcohol to be conducted on a student, whenever he/she has reasonable suspicion a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property, with at least one other member of the teaching or administrative staff present, acting as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant.

If the results indicate the student has consumed an alcoholic beverage, the student will be disciplined according to the discipline policy and will be referred to local police authorities. If a student refuses to take the test, he/she will be advised that such a denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test. If the student refuses for a second time, the refusal will be considered an admission of alcohol use and the appropriate discipline will be immediately invoked.

EMERGENCY MEDICAL INFORMATION

The Board has established the policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other

extracurricular activities, and co-curricular activities. This form is part of the student handbook, which must be completed before registration for classes. All emergency medical information is kept confidential and used only for medical emergencies.

FINES AND FEES

Any student who accumulates a fine or is responsible for a fee regarding any Forest Park program may not be allowed to participate in any extracurricular activities until such fees/fines are cleared. Extracurricular activities include, but are not limited to, commencement exercises and senior activities; sports and athletic events/practices/scrimmages; field trips that are not a part of the student's essential core curriculum; etc.

Please see Section V of this handbook for additional information on fees associated with athletic/extracurricular activities.

GUIDELINES FOR SCHOOL SPONSORED DANCES

1. Students that leave the building from a dance, will not be permitted to re-enter. In cases where an emergency exists, dance chaperones will not permit more than one student to leave the building, at a given time.
2. Dances are for students who are currently enrolled at Forest Park and their approved guests, who are currently attending high school. Students from other schools will not be permitted to enter Forest Park dances without a Visitor's Pass. This must be obtained from the Principal during a regular school day, at least three (3) days prior to the dance. Students may receive permission to bring a guest to the Prom, as long as the Visitor's Pass has been issued by the Principal at least two (2) weeks in advance and the visitor has

not been a high school graduate for more than one year or is over nineteen years old.

3. No student that arrives later than forty-five minutes after the designated starting time (one hour for the Prom) will be admitted to any school sponsored dance.
4. Any student attending a dance who is reasonably suspected of being under the influence of any drug or alcohol, will be disciplined. The following steps will be followed.
 - A. Two (2) attempts will be made to contact the student's parents/guardian immediately.
 - B. Local law enforcement will be contacted.
 - C. A breath test will be administered.
 - D. If found to be under the influence, disciplinary action will include a ten (10) day out of school suspension, pending possible Board action. The student will not be allowed to attend school dances for the remainder of that school year. The student may also face disciplinary action under the Athletic and Extracurricular Code Policy.

HOMEBOUND AND HOSPITALIZED STUDENTS

At the request of the parent/guardian, homebound and hospitalized services are provided to students who are unable to attend school for more than five (5) consecutive days, when the medical condition requires the student to be homebound or hospitalized by their attending physician.(M.D. or D.O.) Parents/guardians who feel their students may qualify, should contact the Principal and set up an appointment to complete the necessary forms, to receive this service.

Homebound services will be provided when the School District has evidence that all the following occurred:

1. An appropriate physician, hospital, or licensed treatment facility certified the student as homebound/hospitalized. Evidence must consist of one of the following:
 - a. A written certification from the student's physician verifying that the student has a medical condition that requires the student to be hospitalized or to be confined to their home during regular school hours, for a period longer than five school days. The certification must be by a physician who is either a M.D. or a D.O.
 - b. Written certification from a hospital or a licensed treatment facility, verifying that the student has a medical condition that requires the student to be hospitalized in the facility, during regular school hours, for a period of longer than five school days.

2. Written verification is necessary to continue homebound services and must be provided to the District Administrator every two weeks.

Attendance will be recorded showing the dates and the amount of time a student received homebound/hospitalized services. The teacher of record, will evaluate the student's course performance and credit will apply toward the student's high school diploma or grade progression.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal will remove the student or require compliance with a set deadline. This is for the safety for all students and in accordance with State law.

MEDICATIONS

At no time are students to be in possession of any type of medication, including both prescription and non-prescription (over the counter) medications. This includes common OTC painkillers such as aspirin and Tylenol. In those circumstances, where a student must take medication during the school day, the following guidelines are to be followed:

1. Parents/guardians should determine with their physician, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Authorization Form must be filed with the Principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the Principal's office and the medication placed in the care of the Principal or designee. Medications must be submitted in their original container with the prescription date, dosage, and student's name clearly marked.
4. Medications unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
5. The parent/guardian shall have sole responsibility to instruct their child to take the medication at the scheduled time. The student is responsible for both presenting themselves on time and for taking the prescribed medication, as prescribed.
6. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent/guardian's written release.

7. Any student that needs to have in their possession a prescription device, such as an inhaler, must follow the same guidelines as stated above. In addition, the student must have a written statement from both parent/guardian and the student's physician stating the necessity of this self-medication. These letters will be placed in the student's permanent file.

OUTSIDE AGENCIES

Personnel from outside of the school, with the exception of those agencies and persons who are permitted by law, will not be permitted to meet with or question students during school hours, unless prior notification and permission of parents/guardians has been given. If parental/guardian permission is given for a meeting with a student and outside agency, and is to take place during school hours, an adult representative from the school will be present at the meeting.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents/guardians 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/guardian who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. The policies used by the Forest Park School District, for the selection of classroom and resource center materials may be obtained from the High School Office.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students

in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, or a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the

seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search promoted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reason for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

(Board Policy 5771)

SECTION 504 – AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (A.D.A.) requires the School District to ensure that no individual will be discriminated against on the basis of a disability. This protection applies to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by the school staff. Parents/guardians, who believe their student may have a disability that substantially limits their student's ability to function properly in school, should contact the High School Office at 906-214-4695 ext. #322.

STUDENT FEES, FINES, AND CHARGES FOR ABUSE OF PROPERTY

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The amount of the fine will not exceed the cost of the item and its replacement or installation, if applicable. If the loss or damage was intentional, the student will also be subject to disciplinary action.

Late fines can be avoided when students return borrowed materials promptly. Failure to pay fees, fines, and charges for damages will result in the withholding of grades, report cards, or future use of equipment.

STUDENT FUNDRAISING

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

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's counselor.
3. No student may participate in fund-raising activities off school property without proper supervision by approved staff or adults.
4. No house-to-house canvassing is allowed by any student for any fund-raising activity.
5. Any fund-raisers that require the students to exert themselves physically beyond their normal pattern of activity, such as "runs for....", will be monitored by a staff member in order to prevent a student from over extending himself/herself to the point of potential harm.
6. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property, without the approval of the Principal.
7. All fundraising activities and methods must be approved by the overseeing club advisor or school Principal.

STUDENT SALES

No student is permitted to sell any item or service in school without the written approval of the High School Principal. Violation of this policy may lead to disciplinary action.

ELECTRONIC COMMUNICATION DEVICES THAT MAY ACCESS AN ONLINE NETWORK

Students are allowed to possess electronic communication devices under the following guidelines:

1. Between the hours of 8:20-3:10 devices may be used at your locker during passing time and during the 2nd half of lunch.
2. Devices are not to be used during class time unless teachers have been given pre approval from the principal.
3. Teachers will communicate their expectations to students about where the devices may be stored during class time.
4. Devices must not disrupt classroom lessons with ringtones, beeping, or vibrating.
5. Cell phones, cameras, or other devices shall not be used to photograph or film others without their consent.
6. Devices cannot be used in the bathrooms, at any time.
7. Devices cannot be used in the locker rooms, at any time.
8. Earbuds and Headphones will be allowed in class at the discretion of the teacher.
9. Earbuds and Headphones will not be allowed during passing time but may be used during the 2nd half of lunch.

Process for Violation of This Policy:

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

- **First violation** – warning by teacher, teacher may confiscate for the remainder of the class period.
- **Second violation** – cell phone/electronic device confiscated by teacher and turned in to administration/dean of students to be picked up at the end of the school day.
- **Third violation** – confiscation, item given to administrator/dean of students to be picked up at end of the day or later by parent/guardian.
- **Fourth violation** - confiscation, item given to administrator/dean of students, insubordination portion of the discipline policy will be followed.

Care for Electronic Devices:

1. Students who bring cell phones or other electronic devices to school are solely responsible for the safety and security of those devices.
2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.

Please see the section of student discipline under section IV for further details.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Forest Park, the parent/guardian must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines. School records will not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the Middle/High School Office for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents/guardians.

SECTION III--ACADEMICS AND CURRICULUM

ACADEMIC PROGRESS AND PROFICIENCY REPORTS

These reports will be sent to the parents/guardians during the fifth (5) week of each marking period, when a student has a class average of less than 60 %.

ACADEMIC HONORS

Students who have displayed significant achievements during the course of the year will be recognized for their accomplishments with a variety of awards, including (but not limited to) academics, athletics, performing arts, citizenship, and volunteerism.

A student who achieves a 3.00 (B) or better average for a marking period will be listed on the Honor Roll for that marking period. Students listed on the Honor Roll will be listed in one of the following categories:

High Distinction	High Honors	Honors
4.00 GPA	3.99-3.50 GPA	3.49-3.00 GPA

If a student earns less than a C in any class, regardless of his or her overall grade point average, they cannot be considered a member of the honor roll.

For High School graduation ceremonies, the valedictorian and salutatorian will be determined at the end of the senior year and receive title recognition.

Honors graduates will receive an honor cord to be worn at high school commencement. Students who have earned a 3.0-3.499 cumulative high school grade point average will receive a silver cord. Students who

have earned a 3.5-4.0 cumulative high school grade point average will receive a gold cord.

ACCREDITATION

Forest Park School District is accredited by the Michigan Department of Education. *The Education Yes! Report* which is given annually to all Michigan schools provides a letter grade. The results of this report will be placed in the school newsletter as close to the beginning of school as possible.

CAREER CO-OP (WORK BASED LEARNING)

The Forest Park Work-Based Learning (WBL) program is designed to allow students the opportunity to gain valuable on-the-job training and experience in a real-world setting, while also earning credit toward High School graduation. It is expected that the placement and circumstances surrounding a WBL application and possible placement are aligned with the student's long-term education and professional goals, as well as their Educational Development Plan (EDP). Students who are not placed, for whatever reason, within five (5) days after the start of the semester, may be dropped from the WBL program and enrolled in traditional classes.

General information about the program is outlined below, and is followed by a formal application for participation in the WBL program. Students and parents are encouraged to call the school (906-214-4695 ext. #322) with any questions or concerns about the program.

1. Process

- a. In order to be considered for a work-based learning placement, a student must first complete the application. Once applications are received and reviewed, selected

students will be asked to present their application to a panel of school personnel, including the Principal and the School Counselor. If promoted to the next level of application, the student will then need to complete an interview with their prospective cooperating employer. If the student passes this level, they will be scheduled with their employer for the upcoming fall semester.

2. Basic Program Outline

- a. Applications will only be accepted in the spring of each year, and are absolutely due by the application deadline. Late/incomplete applications will not be accepted.
- b. WBL placements must begin in the first (fall) semester of the school year, and are renewable for the second (spring) semester of the same school year.
- c. Seniors shall receive preference for WBL placements; juniors will be considered, if space allows. WBL opportunities are not open to students below junior status.
- d. Students scheduled for a WBL experience may be withdrawn from the program at any time, as a result of poor performance reviews, gross misconduct, or as a result of any other situation, as deemed appropriate by the placement committee.
- e. It is the responsibility of each student to provide their own transportation to and from the WBL site. Students are not allowed to ride together or transport other students at any time.

****COURSE OFFERINGS**

Course offerings change from year to year due to a variety of circumstances. Anyone interested in acquiring a copy of the current

course offerings should contact the Guidance Counselor or look on-line at www.fptrojans.org.

CREDITS

Students attending Forest Park School District must be enrolled for a complete day of classes. Typically, this includes attending seven periods (classes) each day. Students will be awarded a half credit (0.5) at the end of each , for every class in which they have earned a passing grade (D- or above). Students attending vocational, work-based, or dual enrollment programs may be allowed to follow slightly different guidelines. A minimum of twenty-four (24) credits, some of which are specifically required classes, are required for graduation.

DROP/ADD OR WITHDRAWAL

All procedures involving drop/add or withdrawals from classes will affect credits for the semester in progress only.

The following procedures will be followed whenever a student wishes to drop/add or withdraw from a class:

1. A class may be added or dropped during the first five (5) class days of a semester, with a written consent form, from their parent/guardian, teacher, guidance counselor, and the Principal.
2. Classes dropped during the five (5) day drop/add period will not be indicated on the student's permanent record. No loss of credit shall result when courses are dropped during this period.
3. A student adding a class during the five (5) day drop/add period must have permission from the teacher of that class and make up any work missed before the class was added.
4. Withdrawal Passing Procedure
 - a. A class may be dropped after the fifth (5) day of the semester with written consent from the parent/guardian, guidance

counselor, teacher, and Principal. A student who drops a class after the drop/add period will carry their earned, overall percentage, to the newly enrolled class.

DUAL ENROLLMENT (Postsecondary Enrollment Options Act, PSEO)

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs School Districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses throughout their high school career.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE, ACT, SAT or MME. A minimum dual enrollment qualifying score will be required as outlined in the Postsecondary Enrollment Options Act. See Guidance Counselor for more information.

EARLY MIDDLE COLLEGE GRADUATION REQUIREMENTS

Students in the Early Middle College are not eligible for graduation until completion of the Math Requirement with an Early Middle College math course during their 5th year of high school. Students will receive their diploma at the end of their 5th year upon successful completion of the Early Middle College program. Students enrolled in the Dickinson-Iron Early Middle College are eligible to participate at the Commencement exercises at the end of their 12th grade year, if all other requirements are met. See Course Descriptions.

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 extracurricular programs. No student may participate in any school-sponsored trip without parent/guardian consent.

Based upon a poor attendance record and/or class performance, the Principal and teacher have the right to prohibit a student's participation in a non-classroom related school function during the school day.

FINAL EXAMS

All High School students at Forest Park School District participate in comprehensive semester exams, the sole exception being graduating seniors who are exempt from second semester exams, if they have maintained a solid B average for the third and fourth marking periods of their senior year. To ensure the integrity of the exam process, the only students who will be allowed to take exams outside the scheduled exam times will be those students who miss school due to illness and provide the school with a note from their physician, or those students who are participating in a school sponsored event. Students who do not fall into these two categories will receive a grade of zero for their missed exams.

Students, including seniors, are expected to be in their classes for the duration of the exam period, and on the exact day that each exam is scheduled.

GRADES

Forest Park School District has a standard grading procedure, as well as additional notations that indicates work in progress or incomplete work.

The purpose of a grade is to indicate the extent to which the student has mastered the materials presented in the course(s) being taken. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher will supply their students with Classroom Guidelines and Procedures at the beginning of each course, which will contain their grading policy for the course.

The Middle/High School uses the following grading system:

A 4.00	B 3.00	C 2.00	D 1.00
A- 3.67	B- 2.67	C- 1.67	D- 0.67
B+ 3.33	C+ 2.33	D+ 1.33	F 0.00

F= Failure I= Incomplete* NC= No Credit – no impact on
G.P.A.

CR= Acceptable achievement WP= Withdrawal/Passing

*Incomplete grades need to be completed within ten (10) days of the end of the marking period, unless an approved plan for an extension of time, is on file in the Principal's office. The Principal must approve any extension. An incomplete grade will be changed to an F or NC ten (10) days after the grade has been posted, unless an approved plan is in place.

HOMEWORK

The assignment of homework can be expected. Student's grades will reflect the completion of work, including outside assignments.

ONLINE LEARNING

Students wishing to enroll in an online class may be allowed to do so with a cumulative GPA at/or above a 2.0 and/or at the discretion of the

Principal and the school counselor. Students taking an online course as an expanded curriculum (taking a class not offered at Forest Park) must complete an agreement form before enrollment can begin. If a student fails an online course, he/she will be responsible for payment of the failed course.

Students enrolled in an online course will have their grades posted quarterly. Grades will be used for honor roll purposes. Grades are determined by class expectations, at the end of each quarter.

Students who are taking an online course for credit remediation and/or have failed a Forest Park sponsored online class, will be responsible for any fees associated with the course. In order for a senior student to receive credit for an online course required for graduation, the student must complete, submit, and receive a passing grade for all assignments/assessments included in the course, prior to the seniors last scheduled day of class. Reference the Course Descriptions for offerings.

REQUEST TO CHANGE A GRADE

The following procedure will be followed if a student and/or his/her parent(s)/guardian(s) request a change in a grade assigned by a teacher.

1. The teacher is to be contacted by the student or parent/guardian to discuss the reasons a grade should be changed. This contact must be made within ten (10) school days of the date the grade was issued. The teacher must respond to the request within ten (10) school days of the date the request was made. If the teacher concurs with the request for the change, the grade change is made by the teacher. The Principal is notified of the change and given a written explanation as to why the grade was changed.

2. If a teacher does not concur in the grade change, the student or parent/guardian may request a meeting which will include the teacher, the student and/or his/her parents/guardians, and the Principal. If the parent/guardian requests an attorney be present, the School District's attorney may also be in attendance. If the student and/or parent/guardian come to the meeting with an attorney without previously informing the Principal that their attorney will be present, the meeting shall be rescheduled to a date when the School District's attorney can be present.

3. The Principal will chair the meeting and inform the participants of the meeting guidelines:
 - a. The student and/or parent/guardian will present reasons for the grade change.
 - b. The teacher will present reasons for the continuance of the grade.
 - c. The Principal and attorneys (if any) may question both parties while both are in attendance.
 - d. Upon completion of the questions, the meeting will recess while the Principal (without the presence of the school's attorney) deliberates.
 - e. The Principal will convene the meeting with all parties present and announce his/her decision.

4. The Principal's decision may be appealed to the Superintendent in accordance with the procedure described in policy 9130.

GRADE POINT AVERAGE

A grade point average (G.P.A.) is calculated by assigning a weighted point value (Listed on previous page) to each course grade and divided by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half credit course with an earned grade average of C would be $.5 \times 2 = 1$. After completing this process for each class, add these together. The total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of years.

GRADING PERIODS

Students shall receive a report card at the end of each nine (9) week period indicating his/her grades for each course of study, for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents/guardians by the teacher, in the form of a letter, note, or phone call home. Arrangements will be made, at that time, between the teacher and parent/guardian, in the form of a school visit or phone conference and actions taken to improve the student's grades.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to graduate with a diploma and participate in commencement exercises, a student will need to meet the school requirements for basic course work, and earn a total number of 24 credits. Students must be enrolled in a full load of classes, and must attend school (7) hours a day for all semesters enrolled. In addition, the student must complete the Michigan Merit Exam. Only students who have successfully completed all of the requirements for a regular diploma, including the submission of all listed assignments and a

posting of grades for all assignments, will be allowed to participate in commencement.

Students graduating with the Class of 2013 and beyond must complete the Michigan Merit Curriculum requirements, including:

Math (4 credits)

Algebra I

Geometry

Algebra II

One math related course during senior year

English Language Arts 9, 10, 11, and 12 (4 credits)

Science (3 credits)

Physical Science

Biology

One science related course

Social Studies (3 credits)

Civics (.5)

Economics (.5)

U.S. History/Geography

World History/Geography

Physical Education (.5 credit)

Visual/Performing/Applied Arts (1 credit)

World Language (2 credits)

Or 1 year World Language and 1 year CTE coursework

Or 1 year World Language and 1 year additional visual, performing and applied arts credit

Other Required Courses

Information Technology (.5 credit)

Information Technology II (1 credit)
Health (.5)

Electives (4.5 credits)

High School Learning Experience (completed) Total: 24 credits

District approved extracurricular activities to fulfill .5 Physical Education requirement only (will not count as an elective):

Basketball Cheerleading	.25 credit	Track	.25 credit
Football Cheerleading	.25 credit	Volleyball	.5 credit
Basketball	.5 credit	Football	.5 credit
Golf	.25 credit		

GUIDANCE PROGRAM

Students are encouraged to take advantage of the services provided by the K-12 Counselor, whose responsibilities include, but are not limited to:

1. Guide and counsel students through the development of individual educational and career plan.
2. Counsel individual students and groups of students.
3. Consult with teachers, staff, and parents/guardians regarding the individual needs of students.
4. Refer students with serious problems to appropriate community resources in consultation with the student's parents/guardians.
5. Coordinate and conduct and/or participate in activities that contribute to the education, emotional well-being, and health of students.
6. Provide testing and interpretation of test results to students, and parents/guardians.

7. Provide students and parents/guardians with college and career advice and placement.

PROMOTION PLACEMENT AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing the course work, earning the necessary credits, and taking the Michigan Merit Exam. A student is only promoted when the necessary requirements are met or if the student has completed the goals and objectives of an Individual Education Plan (I.E.P.).

It is the student's responsibility to keep in contact with the counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor is available to answer any questions.

The following numbers of earned credits designate the grade in which the student will be registered:

Freshman	0 to 7 credits
Sophomore	5.5 to 14 credits
Junior	11 to 21 credits
Senior	16.5 or more credits

SPECIAL EDUCATION

Forest Park School District provides a variety of Special Education Programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent/Guardian involvement in

this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian should contact the High School office at 906-214-4695 ext. #322.

STUDENT ASSESSMENT

A student's progress is measured by taking tests in accordance with State standards and District policy. Each student will take the Middle School/High School State Standardized Tests. Additional group tests are given to students to monitor progress and determine educational mastery levels.

Classroom tests are used to assess student progress and assign grades. These tests are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of a student's interest or talent. These are often administered by the Guidance Counselor.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. Forest Park School District will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Guidance Office.

TESTING OUT

The 1993 Public Act 335, Section 1279b, states: “The board of a school district shall grant high school credit on any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter for the course by attaining a grade of not less than C+ (79%) in a final exam in the course. If there is not a final exam, students may exhibit that mastery through the basic assessment used for that course, which may consist of a portfolio, performance, paper, project, or presentation or combination of the afore mentioned. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine.”

Any student who wishes to test out of a class must contact the High School Office at least three (3) weeks before the end of the school year. The student will be given a permit form to receive materials from the appropriate teacher. The dates for taking the examination for these classes may be obtained from the High School Office no later than fourteen (14) days before the start of the school year. The school will set up three (3) examination dates during which time students must take their examinations. Failure to show up for the scheduled examinations will make the student ineligible to test out.

VIRTUAL-INTERNET-INDEPENDENT/STUDY-ADVANCED PLACEMENT OPTIONS

Students interested in courses beyond the curriculum offered by Forest Park High School should contact the High School Guidance Counselor, for information on available programs such as online learning, other distance learning opportunities, and classes shared with other area high schools.

SECTION IV-STUDENT CODE OF CONDUCT

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sole 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.

Students should be aware that if one or more teachers/staff members file discipline/behavior related referrals for the same student, the following consequences will be considered:

1. Three (3) disciplinary referrals received during the course of the school year will result in a one (1) day in-school or out-of-school suspension, at the discretion of the Principal.
2. Upon return, if the student receives one (1) more disciplinary referral, the student will be given a three (3) day in-school or out-of-school suspension, at the discretion of the Principal.
3. If this behavior persists upon returning from the three (3) day suspension, the student will be given a three (3) day in-school or out-of-school suspension and an Incurability Petition may be filed with the Juvenile Court.

Statement

This Code of Conduct is for **all** students attending the Forest Park School District which incorporates the rules and regulations to be followed by all students, middle through high school and disciplinary actions which will result from infractions of these rules and regulations.

Guidelines

1. Suspension and Expulsion defined:
 - A. “Suspension” means temporary removal of a student from attendance in his/her regular class schedule because of persistent disobedience.
 - B. “Expulsion” means the permanent removal of a student for a major infraction or persistent disobedience.
2. When at all possible, the administrator will provide disciplinary action that will avoid students missing classes. Such action may include, but is not limited to, the assigning of several detentions, after school work, and/or community service work.
3. Students may be suspended from school for no more than ten (10) days for any specific or single infraction of rules or regulations covered under this code, without Board action.
4. Prior to this code becoming valid, the student must have received a copy of this code.
5. Under no circumstances should a student be suspended or expelled from school without due process having been followed. Parents/guardians will be informed whenever students are suspended or expelled.
6. Parents/guardians may be required to accompany the student to school for a conference with the Principal prior to being reinstated after any suspension or expulsion.

7. Except as stated under the Dangerous Weapons section IV, students may be expelled from school for behavior that has accumulated during the school year.

AUTHORITY OF THE BOARD of EDUCATION as STATED in the GENERAL SCHOOLS LAWS

“380.13311 (1) Subject to subsection (2), the School Board, or the School District Superintendent, a School Building Principal, or another School District Official if designated by the School Board, may authorize or order the suspension or expulsion from school of a student guilty of gross misdemeanor or persistent disobedience, if in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe the student is handicapped, and the school district has not evaluated the student in accordance with rules of the State Board to determine if the student is handicapped, the student shall be evaluated immediately by the Intermediate School District of which the School District is a constituent in accordance with section 1711.”

“(2) If a student possesses a weapon in the school zone, constituting a dangerous weapon, commits arson in a school building, or commits criminal sexual conduct in a school building or on school grounds, the School Board, or the designee of the School Board as described in subsection (1), shall expel the student from the School District permanently, subject to possible reinstatement under subsection (5). However, a School Board is not required to expel a student for possession of a weapon if the student establishes in a clear and convincing manner at least 1 of the following:

- A. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- B. The weapon was not knowingly possessed by the student.
- C. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- D. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

(3) If an individual is expelled pursuant to subsection (2), the expelling School District shall enter on the individual's permanent record that he/she has been expelled pursuant to subsection (2). Except if a School District operates or participates cooperatively in an alternative education program appropriate for the individuals expelled pursuant to subsection (2) and in its discretion admits the individual to that program, is expelled from all public schools in the state and the officials of a School District shall not allow the individual to enroll in the School District unless the individual has been reinstated under subsection (5)."

SUSPENSION

The list below is an example of behaviors that are reasons for suspension. This list is not exhaustive and should not be interpreted to be the only behaviors that may lead to suspension. This list pertains to all school activities before, during, and after school.

1. Harassment
2. Disrespect to staff
3. Possession, use of, distribution, solicitation, or under the influence of drugs, inhalants, alcoholic beverages, or LA or NA

- beer and possession, or use of tobacco products (including chewing tobacco and tobacco imitations)
4. Smoking or using tobacco products within 1,000 feet of school property
 5. Insubordination
 6. Loitering on public property of what is considered campus or property under the jurisdiction of the school during the hours of 7:00 a.m. to 4:30 p.m.
 7. Fighting on school property at any time
 8. Stealing in school or in a school setting
 9. Truancy
 10. Using profanity in school or in a school setting
 11. Vandalizing school property
 12. Violating the dress code
 13. Cheating and plagiarism
 14. Failure to serve assigned detentions or community service
 15. Possession of a weapon
 16. Arson
 17. Physically assaulting or verbally threatening a staff member, student, or other person associated with the School District
 18. Student disorder or demonstration
 19. Extortion
 20. Gambling
 21. Trespassing
 22. Theft
 23. Unauthorized use of school or private property
 24. Aiding and abetting violation of school rules
 25. Violation of individual school or classroom rules
 26. Violation of rules and policies stated throughout this Student Handbook

TYPES OF SUSPENSIONS

1. In school: The student is confined to the Suspension Room located in the high school from 8:20 until 3:10. The student is to bring his/her lunch or make arrangements for someone to bring his/her lunch to the room. The student is to contact his/her teachers prior to the day he/she is serving in-school suspension to get all work he/she will miss while on suspension. The student is expected to complete any work assigned for that day during the suspension. Any work not handed in, as if the student were in class, will be given a late grade. The student may not participate in or attend any extracurricular or co-curricular activities on the day(s) of the in-school suspension.
2. Out-of-school: The student is prohibited from being on any school property on days of an out-of-school suspension. The student may not participate in or attend any extracurricular or co-curricular activities on the day(s) of out-of-school suspension. The student is expected to make arrangements to complete any work assigned during the suspension.

RETURNING AFTER SUSPENSION

If a student is suspended out of school for any period of time, he/she must meet with the school Principal before being allowed to resume their school schedule. A parent/guardian must also be present, as this meeting will serve to outline what is expected of the student and to review any other student or administrative concerns. Other staff may be included, such as counselors or teachers, at the discretion of the Principal. At this meeting, the student and parent/guardian may be asked to sign a behavior or academic achievement plan to ensure a successful return to school for the student.

In the event the school Principal is unable to meet with the student, the student will be allowed to return to school and will meet with the Principal, as soon as he/she is available.

EXPULSION

1. A student may be expelled from school for no longer than one semester for continued violation of the code of conduct, whenever suspension has proved to be ineffective as a deterrent of that behavior.
2. A student may be expelled from school for up to 180 days under the dangerous weapons provision, for making a bomb threat, for making a false bomb threat, or other similar conduct that jeopardizes the safety and/or health of students and/or staff.

Student Rights

A student is subject to the rules and regulations of the Forest Park School District and shall be afforded all rights of due process. A student shall have the right to appeal judgment and punishment tendered against him/her.

Appeal Procedure

1. Appeals are to be submitted in writing along the following channels of authority:
 - A. Principal
 - B. Superintendent
 - C. Board of Education
2. The written request will be investigated and a final decision rendered as quickly as possible.

HARASSMENT

The school believes every individual deserves to be able to come to school without the fear of demeaning remarks or actions. The harassment of students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

1. Verbal:

- a. The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the School District.

2. Nonverbal:

- a. The placing of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leers, whistles, or the like to a fellow student, staff member or other person associated with the District.

3. Physical Contact:

- a. The threatening or unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religions/Disability Harassment

1. Verbal:

- a. The making of disparaging written or oral innuendos, comments, jokes, insults, threats, or remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the School District.
- b. The conducting of a "campaign of silence" toward a fellow student, staff member, or other person associated with the School District by refusing to have any form of social interaction with the person.

2. Nonverbal:

- a. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

3. Physical:

- a. Any intimidating or disparaging action such as hitting, hissing, spitting, etc. on a fellow student, staff member, or other person associated with the School District.
- b. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the School District should make contact with one the persons listed on the bulletin board, outside the office, who are available to students to report any harassment incident. The student may make contact by a written report, by telephone, or by a personal visit. During this contact, the reporting student should provide the name of the person(s) he/she believes to be responsible for the harassment and the nature

of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly, to prevent the continuance or recurrence of the harassment.

Given the nature of harassing behavior, the school recognizes false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Knowingly making a false accusation will be dealt with according to school policy. The school may take action against anyone who raises or files a false harassment complaint.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse and will require the student-abuser to be reported to proper authorities.

HAZING AND INITIATIONS

The Board of Education believes **ANY** hazing and initiating activities, of any type, are inconsistent with the educational process and therefore,

prohibits all such activities at any time in school facilities, on school property, or at School District sponsored events. Permission, consent, or assumption of risk, by any individual subject to hazing, shall not lessen the prohibitions contained in this policy. Students who participate in **ANY** hazing or initiation activity will be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

WEAPONS

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon, or reacted to as a real weapon. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed, that a student other than the one who possessed the weapon, brought a weapon on school district property, that named student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of 180 school days if he/she brings onto or has in his/her possession on school property or at a school related activity any of the following:

1. Possession of a weapon:
 - a. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive weapon.
 - b. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

- c. Any similar object that is intended to invoke bodily harm or fear of bodily harm.
- 2. Use of any object as a weapon:
 - a. Any object used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
- 3. Knowledge of Dangerous Weapons or Threats of Violence:
 - a. The Board believes that students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- 4. In regard to appeal, refer to board policy.

SECTION V--ATHLETICS AND EXTRACURRICULAR

This section can now be found at the end of this booklet under the High School and Middle School Athletics/Extracurricular Handbook.

FOREST PARK MIDDLE SCHOOL

In an attempt to keep communication open between home and school, a number of plans and policies have been implemented in addition to the rest of this handbook, which apply only to students in grades six (6), seven (7), and eight (8).

Academic Assessment

Middle School students will be assessed on their overall performance in each of the four (4) academic areas - language arts, science, social studies, and math. Students are expected to pass each of these subjects. Students who do not pass a subject will be subjected to the retention policy as outlined.

Assignment Books

1. Each student is encouraged to carry an assignment book on a daily basis to each core class. Teachers and administrators may require students to carry an assignment book on a case-by-case basis.
2. Students who are not prepared for class will receive a tardy.
3. Repeated violation of rule two will be considered insubordinate and will receive a disciplinary referral.

Awards Ceremony

All sixth, seventh, and eighth grade students who have earned an A or A- for each of the four quarters will be awarded academic departmental certificates at the end of the school year. Students earning special honors in other areas will also receive certificates and/or awards.

Middle School Dances

Students who attend Middle School dances **MUST** remain at the dance until the end of the dance. Any student who leaves the dance early, other than with a parent/guardian or with written permission from a parent/guardian, will be subject to disciplinary action, as determined by the principal. **No guest passes will be given.**

Homework/Class Work

1. All work is to be handed in on the assigned due date. Any work turned in a day late may receive a penalty of up to 50% of the earned grade for the assignment.
2. Students will be held accountable for all work; even if a zero grade has been earned, the student must still turn in the homework. Students are responsible for handing in all major projects, research papers, reports, and assignments on specific date(s) as instructed by the teacher.
3. A teacher has the right to evaluate class work as a zero under the following conditions:
 - a. If the assignment was more than one day late.
 - b. If the assigned work is illegible and/or does not follow the required format, specified at the beginning of the year, for that particular class.

Promotion, Placement and Retention

Students attending Forest Park Middle School with a full class schedule attend seven (7) classes during their day. The academic year at Forest Park Middle School is divided into two semesters, with each semester divided into two (2) marking periods.

In order for a Forest Park Middle School student to be promoted to the next grade level each academic school year, he/she needs to successfully complete and pass 7 out of the 8 semesters of their core areas (math, science, language arts, social studies)

Students who fail to meet the above stated requirements may be retained at their current grade level the next academic school year. Ultimately, decisions on student retention will be made through a panel of teachers,

counselors, and the Principal. Parents/guardians may also be a part of this process. The panel will take into consideration all factors which may have led to the student's failures, before rendering a final decision to promote or retain the student. The Principal and Board of Education have final decision making rights in the retention and/or promotion of Middle School students. Unique situations will be dealt with on an individual basis.

All marking period failures will be reviewed by staff and administration, and appropriate proactive action will be taken.

Parents/guardians of students who fail a quarter and or semester class will be contacted by school officials, and may be asked to attend a Step-Up meeting. Parents are encouraged to utilize Family Access information and to keep in contact with teachers and school officials to help prevent any such failures. Questions can be directed to the Office.

Substitute Teachers

A substitute teacher is hired to instruct students in place of their regular teacher. If a student interferes in the instructional learning process, the substitute teacher has the right to remove the student from the class and to file a disciplinary referral form, on the disruptive student. The substitute teacher also has the right to write a report to the regular teacher about any disruption that occurred within the classroom. Upon return to the classroom, the regular teacher reserves the right to file disciplinary referral, if the substitute teacher did not do so. If disruptive behavior persists, the student will be removed from class until a parent/guardian conference is held.

Tests and Projects

Middle School students will be required to bring home some graded tests and major projects to be signed and returned by a parent or guardian. The required signature will be assigned a point value as determined by each individual teacher.

Tutoring

Each Middle School teacher is available for any type of tutoring, immediately after school if deemed necessary. Upon request, tutoring time could be made available either before or after regular school hours. Middle School students may receive peer tutoring after school. For more information, contact the Guidance Counselor.

NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, & ADA

Non-discrimination

The Board of Education declares it to be the policy, of this School District, to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the School District, or social or economic background, to learn through the curriculum offered in this School District.

Complaint Procedure

Section I

If any person believes that the Forest Park School District or any of the District's staff has inadequately applied the principles and/or

regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, he/she may bring forward a complaint, which will be referred to as a grievance, to the District's Civil Rights Coordinator.

Section II

The person who believes he/she has a valid basis for a grievance will discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. He/She may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator will further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent within five (5) business days, after receipt of the coordinator's response. The Superintendent will meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step

two. In an attempt to resolve the grievance, the Board of Education will meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

TITLE IX OFFICERS

The Title IX Officers for Forest Park Schools are:

Superintendent

Guidance Counselor

Athletic Director

Forest Park Schools

801 Forest Parkway, Crystal Falls, MI 49920

906-214-4695

DISTRICT 504 OFFICER

The 504/ADA Compliance Officer for Forest Park Schools is:

K-12 Principal

Forest Park Schools, 801 Forest Parkway, Crystal Falls, MI 49920.

906-214-4695

APPENDIX A

Forest Park Technology Plan District Policy Acceptable Use of Networked Resources

(1) Introduction:

(1.1) Filtered Internet access is available to students and staff in the Forest Park School District. Forest Park believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing internet and network access is to promote educational excellence in schools, innovation, and communication.

(2) Philosophy:

(2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We (Forest Park) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the School District.

(3) Acceptable Use:

(3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that go along with the use of equipment and resources at Forest Park. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Forest Park student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.

(3.2) *The use of the Internet must be in support of education and research and consistent with the educational objectives of Forest Park School District.* Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

(4) Privileges:

(4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to Forest Park's educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the network/Internet at any time, as required. The administration, faculty, and staff of Forest Park may request teachers to deny, revoke, or suspend a specific student's privilege to access the network/Internet.

(5) Network Etiquette:

(5.1) You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal any personal information (phone number, social security number, address, etc...) or any personal information of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

(6) Warranty:

(6.1) Forest Park School District and its Internet provider make no warranties of any kind, whether expressed or implied, for the service it is providing. Forest Park School District will not be responsible for any damages you incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information

obtained via the Internet is at your own risk. Forest Park specifically denies any responsibility for the accuracy or quality of information obtained through its services.

(7) Security:

(7.1) Do not use a teacher's computer or lab computer without permission from that teacher. Attempts to gain access to the Internet without permission of the teacher, will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.

(7.2) Defeating the network security and filter systems will result in a loss of network/Internet and/or computer privileges. This includes the use of unauthorized proxy servers, hacking utilities, and web page proxies.

(8) Vandalism:

(8.1) Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses, hacking or changing network settings, modifying other users' files without permission, and unplugging or tampering with the computer hardware without permission.

(9) Restrictions:

(9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher and report the incident. If the accidental incident is reported immediately, the incident will not be considered a violation and no disciplinary action will be taken.

(9.2) E-mail is only allowed under direct teacher approval and supervision. All other use of e-mail is strictly prohibited. When receiving e-mail, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the e-mail message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher.

(9.3) Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher.

(9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited.

(9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content and if the student has permission from the teacher.

(9.6) Students and staff are provided a storage place on the network referred to as a "home directory." Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, and video files are prohibited. These files may be saved in a shared space with prior teacher approval for assignments/class projects, but they must be deleted after the assignment/class project is completed. Unauthorized files will be deleted from home drives. A first offense will result in a warning and parent notification; a second offense will result in loss of computer privileges.

(10) Privacy with Technology Use:

(10.1) The sharing or saving of documents, pictures, videos, sound clips, etc without approval of participants will result in loss of privileges and may result in further disciplinary action.

COMPUTER USE DISCIPLINE GUIDELINES

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Accessing the network of Internet without a parent-signed Acceptable Use Policy.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Illegal access to restricted areas with deliberate modification or damage to files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Deliberate downloading of virus or other damage to computer files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Transmitting unreleased stories, pictures, or confidential information reports (i.e., someone's address or phone number without permission).	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Vandalism of equipment. Unauthorized tampering with equipment	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Allowing illegal access to the network or Internet by letting someone use your log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Accessing the network or Internet using someone else's log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Bypassing filter system/network restrictions.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A

Unsupervised use of computers or computer lab. Written permission required.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Unauthorized e-mail or chatting.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Transmitting inappropriate or offensive language, slander or gossip.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Downloading of programs or games.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Saving or sharing of documents, pictures, sound clips, etc. without staff/teacher approval.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Saving or sharing inappropriate/unapproved documents, pictures, videos, sound clips, etc.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Ripping or downloading music to home drive without staff approval.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Saving of wallpaper, screen saver, icons, etc. to local workstation or changes to system settings.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Creating/saving inappropriate files or documents and/or non-school related materials to a work- station or network/home drive. Ex. Music files, game files, video files.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized playing games of a non-educational nature.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Cyber-bullying or harassment of other students or other individuals	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of personal computing devices and wireless systems. Ex.	2 weeks loss of access.	Loss of access for remainder of year.	N/A

iPods, cell phones, laptops, flash drives, external hard drives, etc.	Parent/guardian notified.	Parent/guardian notified	
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APPENDIX B

Discipline Guidelines

- Level 1: Warning (may include Conference with student; Letter of apology to affected people; appropriate staff notified; Parent/Guardian notification)
- Level 2: Detention (1-4 hours); Parent/Guardian notification
- Level 3: In-School Suspension (1-10 days)
- Level 4: Out of School Suspension (1-10 days)
- Level 5: Referral to Discipline Committee; Possible expulsion

Attendance			Physical Safety			
Offense	Occurance	Level	Offense	Occurance	Level	
Tardiness	Five	1	Minor Assault (pushing, shoving, slapping, pinching, spitting, etc.)	First	1-2	
	6 or more	2-5		Second	2-3	
Skipping Class; Leaving School Grounds Without Permission; Inappropriate Sign Out	First	2		Repeated	4-5	
	Second	2-4		Fighting	First	3-4
	Repeat	5			Repeated	4-5
Missing Assigned Activity (Detention or HW Club)	First	1-3		Harassment/ Hazing/ Intimidation	First	2-4
	Repeat	4-5	Second		3-4	
Truancy	First	2	Repeat		5	
	Repeated	3				

Appendix B

Discipline Guidelines

Property			Inappropriate Learning Environment						
Offense	Occurance	Level	Offense	Occurrence	Level	Offense	Occurance	Level	
Stealing/ Possession of Stolen Items	First of Minor	2-3	Insubordination	First	1-2	Tobacco (Possession or Use)	First	4 (3 days)	
	Second or Major			Second	2-3		Second	4 (5 days)	
		Repeated		Repeat	3-5		Repeated	5	
	Repeated	3-4	Academic Dishonesty/ Plagiarism/ Forgery	First	3-4	Alcohol (Possession of Use)	First	4	
				Second			Repeat	Repeat	4-5
	Littering (/including Cafeteria Areas)	First	One week lunch duty	Profane Language/ Gestures	First	1-2	Drugs/ Narcotics (Possession or Use)	Repeated	4-5
Second		Above + isolated lunch	Second		2-3	First		4	
Repeated		both of above + detention	Repeat		3-5	Repeated		4-5	
Damage and/or Defacing of School Property		First or Minor 2-3	3-4	Inappropriate Dress	First	1+	Weapons (Possession or Use)	First	3-4
					Second	Change 2		Repeated	4-5
					Repeat	3-5		Repeated	4-5
Repeated	5	Disruptive Behavior in Classrooms/ Hallways	First	1-2	Use of Cell Phones During School Day	First	Confiscated until end of day		
			Second	2-4		Repeated	Confiscated with Parent or Guardian pick up		
			Repeated	5		Repeated			

APPENDIX C

Transportation Discipline Guidelines

<u>Class One</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>	<u>4th Violation</u>
Violation of Safety Procedures Excessive Mischief Unacceptable Language Rude/Discourteous/ Annoying Eating/Drinking/Littering	Student Conference with School Administrator	Student Conference with School Administrator, Bus Driver, and Student, with Parent/Guardian notofication	Recommended meeting with School Administrator, Transportation Director, Bus Driver, Student, and Parent/Guardian 8:00am or 3:00pm meeting	1-3 day transportation suspension
<u>Class Two</u> Destruction of property Excessive Mischief beyond class one Unacceptable language beyond class one Rude/Discourteous/Annoying beyond class one Eating/drinking/littering beyond class one	Student conference with School Administrator, Bus Driver, and Student with Parent/Guardian notification	Recommended meeting with School Administrator, Transportation Director, Bus Driver, Student and Parent/Guardian 8:00 am or 3:00 pm meeting	1-3 days transportation suspension	3-5 days transportation suspension
<u>Class Three</u> Use of Tobacco Products Bullying Fighting any continued or excess issues from class one or two	Recommended meeting with School Administrator, Transportation Director, Bus Driver, Student and Parent/Guardian. Possible law enforcement notification. 8:00 am or 3:00 pm Minimum 3 day transportation suspension	Meeting with Parent/Guardian, along with Counselor, Administrator, Transportation Director, and Bus Driver. Possible law enforcement notification. 8:00 am or 3:00 pm meeting Minimum 10 day transportation suspension	Minmum 30 day transportation suspension Law enforcement notification	Immediately contact Law Enforcement. Bus privileges suspended for the year

HIGH SCHOOL AND MIDDLE SCHOOL

Home of the
Trojans

Athletics/
Extracurricular
Handbook
2022-2023



Website: www.fptrojans.org

Forest Park School District

801 Forest Parkway

Crystal Falls, Michigan

49920

(906) 214-4695 X322

Fax (906) 875-4660

Superintendent of SchoolsChristy Larson

PrincipalJackie Giuliani

Athletic Director Lisa Olson

Business Manager..... Kathy Stankewicz

ColorsRed and Black

Team Nickname “TROJANS”

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INTRODUCTION

This booklet was designed to answer some of the most frequently asked questions about our interscholastic athletic and extracurricular programs. We are anxious to have parents and athletes know the regulations governing their son/daughter's participation.

A participant in athletic/extracurricular activities is in the public eye from the minute his/her name appears on a school roster. At all times (12 months of the year) whether in school, around town or on an athletic/extracurricular trip, they represent their school and should conduct themselves in a manner which brings credit to the team, the school, the community and parents. Our goal is to achieve the results desired in our athletic/extracurricular programs and to insure that everyone is treated equally, it is necessary to set up specific athletic/extracurricular rules and regulations for all those participating in athletic/extracurricular activities at Forest Park Schools.

If you feel you would like further clarification on some of the items we address, or if you feel we omitted some things that would be beneficial to all, then please contact us at the High School Office (214-4695 X322). We would be happy to share your opinions, and perhaps include your ideas in a subsequent printing of this booklet.

Important Notes

TIME PERIOD

This athletic and extracurricular activities code is in effect for a calendar year, 24 hours a day.

24 Hour Rule

If for any reason, a parent/guardian or spectator has an issue with a coach, there will be a "24 Hour Rule" that will apply. Parents/guardians or spectators must wait for a 24-hour time period to pass before a meeting can be held with a coach. The meeting will be

scheduled through the Athletic Director or Principal. The meeting will be scheduled at a time that is convenient for all parties involved.

NOTE TO PARENTS: INSURANCE COVERAGE

Please be aware that injuries can occur in athletics, and Forest Park Schools Insurance Policy does not cover injuries. If you do not have insurance, you can purchase an insurance policy offered through Student Assurance Services, INC.

This information is handed out at the beginning of each school year, or you can call Student Assurance Services directly at (651) 439-7098 or 1-800-328-2739 or for more information www.sas-mn.com

PHILOSOPHY STATEMENT AND OBJECTIVES FOR INTERSCHOLASTIC ATHLETICS/EXTRACURRICULAR

The Philosophy of the Athletic/Extracurricular Programs at Forest Park High School and Middle School is that through the participation in extracurricular activities, a student will develop those characteristics which demonstrate skill, loyalty, fair play, and good sportsmanship. As an educational institution, we strive to educate the individual mentally, ethically, socially, and physically.

The public performance of the school's various teams is the result of the attitudes and ethics taught and practiced by both students and coaches. Anytime a student represents the Forest Park School District in extracurricular activities, the dress code must meet Forest Park School District Dress Code guidelines, unless uniform dress is required or individual activity rules apply.

TO IMPLEMENT THIS PHILOSOPHY THE FOLLOWING GUIDELINES GOVERN:

1. Protect the general welfare and safety of the participants
2. Conduct a program that encourages maximum participation
3. Involve dedicated coaches who are excellent teachers
4. Conduct a program which promotes uniformity of standards in athletics
5. Conduct a program in accordance with the M.H.S.A.A. and those rules set forth by the Forest Park School District
6. Promote consultation and cooperation between middle and high school coaches
7. Stress the importance of team effort, concern for the individual, and the pursuit of excellence
8. Foster good sportsmanship on the part of participants and spectators

OBJECTIVES:

We at Forest Park will:

- Afford all students the opportunity to improve physical fitness through activities that are planned and supervised
- Develop in athletes the high ideals of sportsmanship, fair play, poise and humility, pride and compassion in victory and defeat
- Cause participants to develop self-awareness by helping them strive to reach their physical and mental potential
- Teach participants to set goals and, subsequently, work to achieve them
- Foster an appreciation of the role of sports, by enhancing their quality of life

STUDENT/ATHLETE EXPECTATIONS

Forest Park athletes are expected...

1. To welcome the privileges of an athlete but assume the responsibilities and obligations that goes with it
2. To agree that academics come first; Athletics, are secondary
3. To apply the philosophy that nothing worthwhile is accomplished without hard work, application and the “desire to succeed”
4. To respect and encourage excellence of performance and conduct regardless of who accomplishes it - or where
5. To finish a season when a decision has been made to join the team. Dropping out of a sport is a serious matter. No athlete should quit a team without first consulting the coach and/or athletic director
6. To use appropriate language. Abusive and/or vulgar language is unacceptable. It does not demonstrate a desire

to excel, only a lack of self-control. Focus your energy on your performance. At Forest Park we will win, or lose, with class and sportsmanship.

ATHLETIC/EXTRACURRICULAR PURPOSE

Interscholastic athletics and extracurricular activities are completely extracurricular in nature. These are in no way required for students, and exist solely through voluntary participation. Adherence to a code of behavior will make the experience in athletics and extracurricular activities more meaningful to the participants. Students participating in any sport or extracurricular activity are constantly in the public eye and must conduct themselves in a positive manner. Athletes and extracurricular activity participants represent their team, school, community, and parent/guardian. Therefore, it is imperative that all athletes adhere to the following rules and regulations. The athletic and extracurricular activities code applies to all athletic teams, clubs, and other extracurricular activities in grades 6-12. Athletes are also subject to the regulations of the Michigan High School Athletic Association.

ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT

The conduct of an athlete is closely observed in many areas of life. It is important that the athlete's behavior be above reproach, in all respects at all times. Participation in athletics is a privilege and not a right. When a student voluntarily participates in an extracurricular activity, he/she agrees to abide by the Athletic/Extracurricular Code of Conduct and training rules throughout his/her school career. Failure to comply with the Athletic/Extracurricular Code of Conduct, including the coaches training rules, will result in disciplinary consequences, up to and including dismissal from athletics.

An athlete is expected to behave in a manner that brings only respect and admiration for the athlete and the school. The use or possession of

tobacco, alcohol, or illicit drugs in or out of season, or involvement in any unlawful acts or situations that are detrimental to the athlete, team, or school, are examples of violations of this standard of conduct. Student athletes may not violate any rule or engage in unsportsmanlike conduct which reflects negatively on Forest Park Schools at any time. Violations of the Student Code of Conduct in the High School Student-Parent Handbook are prohibited. Similarly, violations of any team training rules or Code of Conduct as established by the coach, including grooming regulations or curfew rules, are prohibited. Undesirable conduct and/or involvement with the law, even without legal conviction, could result in consequences ranging from no action, to dismissal from athletics. This decision will be made consistent with the disciplinary process described below. Penalties for infractions may be in addition to other punishment under the Student Code of Conduct. An athlete is expected to inform the coach of any occurrence that could alter eligibility.

Administration of the Code

When needed, the Athletic Council shall determine, by a majority vote, if a violation of training rules has occurred. This Council shall make and conduct such investigations and hearings, formal or informal, as it shall see fit.

The Athletic Council shall consist of:

1. A representative of the school administration
2. The Athletic Director (no voting privileges)
3. Coach of a sport that the athlete is not involved in at the time
4. Four additional representatives and one alternate of the school district selected by the Athletic Director and Administration, who will serve on the committee throughout the year

VIOLATIONS

It will be a violation of this code, for any student participating in athletics or extracurricular activities to:

1. To use or consume alcoholic beverages, drugs, drug paraphernalia, narcotics, or tobacco products
2. To have in his/her possession alcoholic beverages, drugs, or narcotics, or tobacco products
3. Arrest for items above by any of the law enforcement agencies, felonies or misdemeanors related to alcohol or drugs, possession or use of
4. Remain in a situation where any of the above items are knowingly in the possession of, provided to, or being used by minors
5. Gross Misconduct – Offenses committed against the law or court ordered probation.
6. Conduct unbecoming of an athlete--To conduct him/herself in a way that casts a negative reflection on the Forest Park School District. Including but not limited to the following:
 - a. Violation of the law, with the exception of minor traffic violations.
 - b. Insubordination
 - c. Stealing/Larceny/Theft
 - d. Vandalism
 - e. Disrespect for school authorities
 - f. School Suspension-in house and out
 - g. Hazing
 - h. Bullying
 - i. Harassment
 - j. Cheating
 - k. Plagiarism
 - l. Repeated violation of school rules

- m. Inappropriate use of the internet or other technology devices including derogatory statements about officials, opponents, coaches, team members, and peers
- n. Hindering an investigation of an alleged incident by providing false or misleading information
- o. Poor Sportsmanship.

All other offenses, serious in nature, physical assault, conviction of a crime or other inappropriate behavior will be referred to the Athletic Director. A decision regarding the charges will be made after the Athletic Director has had a chance to investigate.

Any student who is ineligible to participate in an activity for any reason, will not be permitted to miss school to attend an event.

If a student is serving an in-school-suspension for any reason, he/she will not be allowed to participate in any activities, including practice, or events scheduled on that day.

Violations less severe in nature, as determined by the Athletic Director/Administrator, may be disciplined at 10% of a season with a community service project, as assigned by the Athletic Council/Administration. Upon completing 10% of the season suspension and completion of the community service project, the student athlete may return to competitions without this infraction being counted as the first violation.

Violations could include but are not limited to the following:

- a. Minor Profanity
- b. Inappropriate use of the internet or other technology devices not related to extracurricular activities.
- c. Poor sportsmanship at events the student athlete is not

participating in

The above violations apply to all senior athletes who participate in extracurricular activities beyond graduation day.

Reporting Procedure

Any offender of the code will be reported to the Athletic Director or Principal. Notification of the offense must be made in writing, by a witnessing adult or police official and presented in written form, with the witnessing adult's signature to the Athletic Director or Principal, in order for the matter to be investigated in an expeditious manner. If the Athletic Director or Principal or his/her designee has evidence that a violation has occurred, then an investigation will be conducted by the Athletic Director or his/her designee. The investigation will be followed by an initial meeting involving the Athletic Director, coach of current sport or coach of next sport if between seasons, student athlete, and parents/guardians.

- a. If the student and/or parent/guardian refuse to participate in this meeting within 72 hours of being notified of a suspected Athletic/Extracurricular code violation, Forest Park administration may proceed with the investigation without parent/guardian input. Ultimately, a code violation and subsequent suspension from contests/events may be implemented by Forest Park Administration without parent/guardian input/participation. Due process rights (see below), as defined in this handbook, still apply.

If the student athlete admits his/her involvement and accepts the penalty during the initial meeting, a code violation and

subsequent suspension from contests/events will be implemented. If the student athlete denies his/her involvement, the following will occur:

1. If the Athletic Director in consultation with the Principal determines that the Athletic Council should convene, the student involved in the alleged incident, as well as his/her parents/guardians will be eligible to have a hearing in front of the Athletic Council, before the Council makes any decision. This hearing will be organized by the Athletic Director within three school days following the conclusion of all information being gathered. However, in the event of extenuating circumstances, a hearing will be set up by the Athletic Director as soon as possible. Minutes from each meeting will be taken, and the Athletic Director will house such minutes.
2. After the hearing, if the Athletic Council determines that a violation exists, the Athletic Director and Principal will notify the student and parent/guardian immediately. The sanctions as outlined in the Athletic/Extracurricular Code of Conduct will be immediately implemented.

Open Admission Policy

If a student and parent/guardian openly admit prior to a Code violation, that the said student has a substance abuse problem, the administration of the Athletic Code may be handled differently. If the student and parent/guardian voluntarily request admittance to a certified Substance Abuse Program and the student follows the guidelines and successfully completes the program, which is verified in writing, then the student will not be required to miss any games or activities.

Due Process

Due process is a procedure which the Courts of Law recognize as a necessary part of any set of rules and regulations. Due process, furthermore, and of primary importance, recognizes the rights of the

individual, since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The due process steps outlined hereafter is the procedure for an athlete and his/her parents/guardians to follow in appealing decisions relating to eligibility. It should be understood the athlete and parents/guardians will be expected to follow the due process steps, in the event legal action should be initiated at some later date.

1. After a ruling of ineligibility resulting in suspension from athletics/extracurricular activities has been made, an athlete/extracurricular activity participant and/or his/her parents/guardians may formally appeal the decision in writing to the Superintendent. The appeal must state the specific reason for the appeal and must be received in the Office of the Superintendent within three (3) school days of the official notification of the Athletic Director's decision.
2. After the appeal has been received, the Superintendent, will within three (3) school days from the receipt of the appeal, will schedule a meeting with the student and his/her parent/guardian. At this time the student and/or his or her parent/guardian shall have the right to present evidence why they are of the opinion, that the sanctions have been wrongly imposed. The Superintendent shall, within three (3) days after the meeting, render a written decision regarding the appeal and forward a copy of the decision to the student and his/her parent/guardian.
3. If the student and/or his or her parent/guardian are not satisfied with the decision of the Superintendent, then within three (3) days of their receipt of the Superintendent's decision, an appeal may be made to the Board of Education. The appeal must be in writing and

addressed to the President of the Board of Education and delivered to the Superintendent's office within three (3) days. The Board of Education shall convene a meeting within a reasonable time to hear the appeal.

4. During the period of time between the receipt of the student and parent/guardian written request for appeal and the end of the appeal period, the student will remain eligible. An exception to the right to participation pending the results of an appeal would be if the student is ineligible, under the rules and regulations of the Michigan High School Athletic Association (MHSAA).

Defined Season

A season will be defined as the number of scheduled contests or events for each respective sport or extracurricular activity. Suspensions for athletic code violations will be determined on a percentage basis as stated below in the Student Handbook. These suspensions will be applied throughout the regular season, and into any post-season/playoff/tournament play.

First Violation

An offender will forfeit 20% of his/her participation in interscholastic contests and extracurricular activities in which he/she is participating. Failure to complete the said activities will result in forfeiture of any activity up to one (1) year from the date of the violation. This enforcement will be in effect for the next scheduled contests; 20% will be determined by the total number of scheduled play dates or contests that are scheduled, for that particular sport. The 20% will be rounded up to the nearest whole number of contests.

If less than 20% of a season remains, the suspension will be continued to the next season in which he/she participates. A 20% suspension will only be considered to be met if the student completes the entire season

for each sport or extracurricular activity. If the season is not completed, then the student must serve the 20% suspension during the next season he/she participates.

If a student is involved in two (2) or more sports and/or extracurricular activities at the same time, the 20% suspension will apply to each activity.

If it is determined that a student athlete and/or extracurricular activity participant has committed a (first or second) violation with regard to the use of alcoholic beverages, drugs, narcotics, or tobacco products, the student may be referred for assessment and/or evaluation.

Second Violation

If occurring within one calendar year from the first offense, the athlete or extracurricular activity participant will be suspended for one calendar year from all athletic contests.

If the violation is more than a year from the first offense, then the penalty will be the same as the first violation.

However, the student and his/her parents/guardians will have the right to appeal to the Principal after a 90-school day period. (1) If no further violations have occurred and proof of professional counseling for offense has been completed and verified in writing, the student may be placed on probation for the remainder of the 365-day period. If so, he/she will be permitted to actively participate on a sporting team or extracurricular activity providing he/she has fulfilled the 20% suspension of contests clause as stated under the 1st violation. If any violation is reported during this probationary period, the 365-day discipline will be re-administered and become effective as of the date of the decision on a third offense. (2) If a violation has occurred, the 365-day discipline will continue with no further opportunity for appeal. If so, he/she will **not** be permitted to actively participate within a

sporting team or extracurricular activity providing they have fulfilled the 20% suspension of contests clause as stated under the first violation.

For purpose of appealing a 365-day decision, if a second violation occurs and the time cannot be served during an August- June school year, discipline will stop as of the final scheduled event at the end of the school year and will continue on the first day of the fall sports practice season, as set by the Michigan High School Athletic Association.

Third Violation

If a student athlete commits a third offense during his/her high school career, it will constitute a permanent suspension from all athletic and/or extracurricular activity participation, for the remainder of the student's career at the Forest Park School District.

The statute of limitations on any and all offenses shall be one calendar year from the official determination of the second violation.

If it has been determined that a first, as well as a second violation did occur during summer vacation, discipline will be imposed according to second violation language. A decision will be rendered just prior to the beginning of the fall sports season, or approximately August 15, the date set by the Michigan High School Athletic Association.

Consecutive Violations

If a student has committed two offenses and is waiting for the 90-day waiting period to pass in order to appeal the 365 day suspension, and then commits a third offense during that 90 day period, the student will be suspended from athletics for a minimum of 365 days from the date of the third offense, before being able to appeal their eligibility.

If a student commits a fourth violation at any time during the appeal periods, they will be suspended from athletics for the remainder of their High School career.

This policy does not take the place of First, Second, or Third Violation policies as written above.

Public Act 31

“As per Public Act No. 31, a person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the public health code Act No. 386 of the Public Acts of 1978, being section 17766a of the Michigan Compiled Laws, is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100 or both.”

“A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a of Act No. 386 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100 or both. A second or subsequent violation is a felony, punishable by imprisonment for not more than four (4) years, or a fine of not more than \$2,000 or both.”

“A person who knowingly delivers or knowingly possesses with intent, to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person is in violation of section 17766a of Act No. 386 of the Public Acts of 1978. If guilty of a felony, punishable by imprisonment for not more than seven (7) years, or a fine of not more than \$5000 or both.”

SERVING A CODE SUSPENSION

Any student who commits an athletic/extracurricular code violation that would result in a suspension from participation in an athletic/extracurricular activity, cannot join a sport or activity where

such a suspension would be enacted if the start date for that sport/activity has passed. Exceptions per MHSAA guidelines may be allowed.

Start dates for all sports will be determined via MHSAA guidelines.

ACADEMIC ELIGIBILITY

1. Eligibility will be determined on a weekly basis. Grades will be calculated and reported in a cumulative manner, and will be submitted as they would be reported as a final grade for the marking period. Students need to be passing at least 6 of their 7 classes. Vocational classes will be counted for each hour of participation (3 hour vocational class = 3 class periods). Student failures are computed immediately, and communicated to the student and the respective coach.
2. Eligibility will be calculated every **Friday at 8:30 a.m.** and will be posted and utilized for the following Monday—Sunday. An ineligible student can't earn eligibility status before the end of the Monday—Sunday period. Eligibility is based on quarterly grades except at the end of the semester, in which eligibility is based on semester grades (See #4).
3. Students found to be ineligible will not be allowed to participate in athletics or extracurricular events for the period of at least one week. The week will be defined as the Monday through Sunday after the eligibility reports are filed. Students who are ineligible to participate will not be permitted to miss school to attend an event.
4. For students participating in second semester activities, grades posted on first semester report cards will be “frozen” for a period of two weeks. Student athletes/extracurricular participants categorized, as

ineligible during this time must abide by ineligibility status, until a new eligibility report is completed.

5. Students who are found to be ineligible at the end of the second semester will need to wait for 60 school days to be completed, before they are able to participate in fall sport contests but they may practice as would a student who is normally ineligible throughout the school year.
6. A student athlete serving a third consecutive week of academic ineligibility will not be permitted to practice. The school district will provide opportunities for the student to obtain academic assistance during this time. The student athlete will not be permitted to practice until they become academically eligible.
7. Students participating in extracurricular activities are expected to be in school for a **full day on the day of the scheduled event**. Any extenuating circumstances, i.e., medical, dental appointments, etc. must be approved by the Principal or Athletic Director, prior to the day of the event. Coaches/Advisors should be notified in advance in the event of medical appointments.
8. If a pattern of absences the day after a competition is noted, the athlete will meet with the Athletic Director and the Coach. If the pattern of absences continues, the problem will be addressed and/or discipline shall be administered by the Athletic Code Council.
9. Credit earned in summer school shall not count toward reinstatement of eligibility.
10. Per MHSAA guidelines, students must be passing 66% of their classes at Forest Park at the end of each semester. If a student falls below this requirement, he/she will be ineligible for the following 60 school days. On the 61st school day, the student will be re-entered, in the normal week-to-week eligibility check, as normally conducted for all athletes.

11. Students participating in the following activities are subject to this policy of academic eligibility:

- a. Basketball (boys and girls, middle school and high school)
- b. Business Professionals of America
- c. Cheerleading (middle school and high school, all seasons)
- d. Dance
- e. Drama
- f. Football
- g. Forensics
- h. Golf
- i. Team Managers (all sports, middle school and high school)
- j. Track
- k. Volleyball
- l. Quiz Bowl

SPECIAL RECOGNITION

Any student who violates the School Code, Athletic and Extracurricular Activities Code, or has a legal infraction, will not be eligible to receive any special recognition for 365 days after the violation. Examples are Homecoming, Prom Royalty and Athlete of the Year.

TRANSPORTATION TO AND FROM ATHLETIC CONTESTS

Parent/guardian providing transportation to an athletic event is prohibited, except under extenuating circumstances. A parent/guardian (not a student) must complete the “Consent Travel Release” form and turn it in to the High School Office at least 24 hours in advance of the scheduled departure time for the event, in order to transport their child to that event.

Administration will allow students to ride home with another parent/guardian after an out of town, school-sponsored event/contest, if the contest takes place before the official start of the school year, during

a school holiday or break period, and/or for events that occur on weekends.

Administration will also allow a student to ride home with another parent/guardian from an out of town, school-sponsored event/contest, if that student can't ride home with the team as a result of having to leave the event/contest at a different time than the team, in order to attend another school sponsored event/contest. All rides home under these circumstances must also be pre-approved by the Administration 2 days in advance, of the scheduled event/contest.

All violations of the Transportation to and from Athletic/Extracurricular Events Policy occurring within one calendar year are subject to the same language guidelines and interpretations, as covered under the Athletic and Extracurricular Activities Code of the Student Handbook, an exception being the length of time a participant will be suspended from their current participating event for violation of the Transportation To and From Athletic/Extracurricular Events Policy. Violation of the policy will result in the following suspensions from the activity:

- 1) First Violation:** The offender will forfeit 5% of his/her participation in interscholastic and extracurricular activities in which he/she is participating.
- 2) Second Violation:** The offender will forfeit 10% of his/her participation in interscholastic and extracurricular activities in which he/she is participating.
- 3) Third Offense:** The offender will forfeit 20% of his/her participation in interscholastic and or extracurricular activities in which he/she is participating.

4) Fourth Offense: The offender will be suspended for one calendar year from all athletic or extracurricular events.

5) Fifth Offense: If a student commits a fifth offense of this policy during his/her High School career, it will constitute permanent suspension from all athletic and/or extracurricular activity participation for the remainder of the student's career at the Forest Park School District.

Only team members, coaches, managers, licensed trainers, student statisticians, and cheerleaders are allowed to use school provided transportation to athletic/extracurricular events.

All non-team members/volunteers wishing to travel on a school bus to a school sponsored event/contest, must first sign up to volunteer and then be approved by the Principal or Superintendent, **before** they are permitted to travel on a school bus and volunteer/participate in any school sponsored activity or program. Furthermore, those volunteers will be screened through the internet criminal history tracking information system (ICHAT) by the Principal/Superintendent before they are permitted to travel on a school bus and volunteer/participate in any school sponsored activity or program. All volunteers must also sign a form releasing the District from any liability. (See Board policy 3120.09).

Middle School (6-8) Students Only-Home school participation policy for extracurricular activities

Homeschool students who qualify to attend as residents of the Forest Park School District and do not wish to enter school as part-time

students, need to submit a Student Application and must complete a parent/student interview with the school Principal. Any student participating in extracurricular activities must adhere to and sign the handbook guidelines, including the dress code and standards of behavior. Handbooks are available in the School Office. The most recent progress report should be submitted; standards for grades outlined in the Parent-Student Handbook will be used to determine academic eligibility for sports participation. Students must provide the school with an athletic permission form, sports physical, completed health questionnaire, immunization records and/or waiver, and health records.

The Principal reserves the right to refuse athletic participation for academic or behavioral reasons.

TRANSFER STUDENTS

When transferring into the Forest Park School District:

- A. Students must abide by all MHSAA regulations
- B. A transfer student who was under suspension or expulsion from the previous School District, at the time of transfer, will be ineligible to participate in the extracurricular activities at Forest Park, until the penalties are fulfilled according to the athletic policies of the School District, from where the student transferred

PHYSICAL EXAMINATION AND INSURANCE

In compliance with Michigan High School Athletic Association regulation, the Forest Park School District requires a physical examination prior to participating in athletics. **NO STUDENT WILL BE PERMITTED TO START PRACTICE WITHOUT A PHYSICAL CARD ON FILE IN THE OFFICE.** Forest Park School District only carries catastrophic insurance. Family insurance needs to be used for all injuries.

EQUIPMENT/UNIFORMS

Athletes are responsible for ALL equipment and uniforms issued to them. We are committed to purchase good equipment/uniforms at all times. If you destroy, lose, or steal any equipment, you will be held financially responsible.

We ask the parents of our athletes to clean all school uniforms and to maintain them in a good state of repair. If parents have any questions concerning proper care of the uniforms issued, please contact the Coach. Athletes must provide their own shoes, socks, undergarments, and practice gear, when appropriate.

USE OF FACILITIES

AT NO TIME ARE ATHLETES TO USE SCHOOL EQUIPMENT AND FACILITIES WITHOUT THE PRESENCE OF AUTHORIZED SUPERVISION. Only those athletes who are under direct supervision of a Coach or approved gym supervisor will be allowed in the gyms, locker areas, and weight room. Athletes are to arrive at a designated time set by their Coach. Those athletes who violate this rule will be subject to the athletic code policy/student discipline code.

POLICY FOR SNOW DAYS AND SCHOOL CLOSING, WEEKEND AND HOLIDAY PRACTICES

In cases of inclement weather causing cancellation or early dismissal, primary consideration will be given to participant's safety with regard to road conditions, weather forecasts, and other factors. Allowance may be made for practices to be held only if it is related to the post season or state tournaments. This would need administrative approval.

ACTIVITY FEES

1. Activity fees will be paid by each participating student per activity to help offset the costs of coaches, transportation, and other expenses. **The fees do not guarantee playing time in games.** The fees apply to students and activities in grades 7-12.

2. **Activity Fee** - Activity fees for the 2020-2021 school year will be as follows: \$65 for High School students and \$45 for Middle School students. A Family Rate of \$60 for High School students and \$40 for Middle School students will apply if there is more than one family member participating, per season. Discounts do not apply if a family has a High School student and a Middle School student participating. The discount will only apply if a family has more than one member participating at the same time, in the same school level (High School or Middle School). Fees must be paid **prior** to the first scheduled contest/activity/scrimmage that the student is participating. Each student must pay their fee to the secretary in the Superintendent's Office. Failure to pay the fee on time or in full will result in the student being ineligible to practice or participate in contests/scrimmages.
3. If a student pays the fee and becomes unable to complete the season/schedule, (i.e., season ending injury, sickness, move out of school district), the fee may be refunded on a pro-rated basis. A student athlete, who quits the team once the first game or contest has been played, will not be refunded his/her fee.
4. If there are any individual cases of financial hardship in affording to pay the fees, the student and parent/guardian must contact either the High School Principal and/or the Athletic Director prior to the payment deadline. If such cases occur, they will be handled on a case by case basis.
5. Any other extenuating circumstances that may arise in regards to the activity fees, will be handled on a case by case basis, by the Athletic Director.

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