

# 2018– 2019 Student Handbook



**Kingston High School**  
**5790 State St., Kingston, Mi 48742**  
[www.kingstonk12.org](http://www.kingstonk12.org)

## HIGH SCHOOL REQUIREMENTS

The State of Michigan School Code allows local school districts to set their own standards for high school graduation. In addition to the state mandated Michigan Merit Curriculum (MMC) of 18 credits, Kingston Community Schools has adopted the minimum of 24 (class of 2017 and 2018) or 25 (class of 2019 and beyond) units of credit necessary for the awarding of a high school diploma. Of the 24 (class of 2017 and 2018) or 25 (class of 2019 and beyond) credits, the following course requirements must be successfully completed by all students.

4 years of Language Arts: 1 Cr. English 9, 1 Cr. English 10, 1 Cr. English 11, 1 Cr. English 12

3 years of Social Studies: 1 Cr. US History & Geography, 1 Cr. World History & Geography, ½ Cr. Government and ½ Cr. Economics

4 years of Math: 1 Cr. Algebra I, 1 Cr. Algebra II, 1 Cr. Geometry and 1 Cr. Senior Math or TTC Equivalent

3 years of Science: 1 Cr. Biology, 1 Cr. Chemistry, 1 Cr. Earth Science as an 8<sup>th</sup> grade student (class of 2019 and beyond)

1 year of Spanish: 1 Cr. Spanish I, Students will satisfy MMC foreign language requirements by taking two semesters of JH Spanish and earning one credit of Spanish while in high school.

1 year of Fine or Performing Arts

1 year of Computers/ On-Line Experience

1 year of Physical Education/Health

Within the above are some preferred course sequences:

### 9<sup>th</sup> Grade

Algebra (can take in 8<sup>th</sup> grade)

Biology

English 9

US History & Geography

Spanish I

PE/Health

1 Elective

### 11<sup>th</sup> Grade

Algebra II (can take in 10<sup>th</sup> grade)

English 11

Chemistry (can take in 10<sup>th</sup> grade)

4 Electives

### 10<sup>th</sup> Grade

Geometry (can take in 9<sup>th</sup> grade)

Biology (can take in 9<sup>th</sup> grade)

Chemistry (can take in 11<sup>th</sup> grade)

Government/Economics

English 10

World History & Geography

Computers

1 Elective

### 12<sup>th</sup> Grade

English 12

Math Course or TTC Equivalent

5 Electives

## Graduation Requirements

Class of 2017 and 2018: 24 credits to graduate (23 or 22 if TTC student). Students who earned credit in Algebra as an 8<sup>th</sup> grade student will be required to earn 25 credits to graduate.

Class of 2019 and beyond: 25 credits to graduate (24 or 23 if TTC student). Students who earned credit in Algebra as an 8<sup>th</sup> grade student will be required to earn 26 credits to graduate.

## Classification of Students

In order to meet Annual Yearly Progress (AYP) requirements as required through the No-Child-Left-Behind Act of 2001, students must complete high school in four years. However, some students need more than four years to finish high school. Students will be classified depending on the amount of credits accumulated.

### Class of 2017 and 2018

9<sup>th</sup> Grade – 0-5 Credits

10<sup>th</sup> Grade – 6-12 Credits

11<sup>th</sup> Grade – 13-16 Credits

12<sup>th</sup> Grade – 17 + Credits

### Class of 2019 and Beyond

9<sup>th</sup> Grade - 0-6 Credits

10<sup>th</sup> Grade - 7-13 Credits

11<sup>th</sup> Grade - 14-17 Credits

12<sup>th</sup> Grade - 18 + Credits

### *Students that fail Michigan Merit Curriculum Courses*

To meet the requirements of the MMC, students will need to repeat all courses that they fail. In some instances, students will need to repeat the entire course to receive one credit.

### *Transfer Students*

To graduate from Kingston High School, transfer students must comply with all graduation and Michigan Merit Curriculum requirements. Kingston High School will coordinate transcripts with other school districts to transfer credits.

### *Special Education Students & Personal Curriculum's*

Special education students, in compliance with the Michigan Merit Curriculum, must pass all required classes in order to receive a diploma. Through the Individualized Education Plan, students with disabilities may have accommodations and/or

credit substitution to the MMC. A student's parents may request a Personal Curriculum (PC) in which students may opt out of certain MMC classes and/or specific material. If a PC is granted, a high school diploma may not be awarded if specific criteria haven't been met.

### *Tuscola Technology Center Students*

Students going to the Tuscola Technology Center (TTC) may earn 3.0 credits per year. However by going to the TTC they will earn one less credit than a non- TTC student per year (6 instead of 7). Therefore, the student can graduate with 1 less credit (by attending one year) or 2 less credits (by attending two years). Students attending the TTC may satisfy the 4th credit of math if their course is pre-approved as meeting the content expectations of the MMC.

## **Kingston High School**

### **Administration**

Superintendent/High School Principal.....	Mr. Matt Drake.....	683-2294
Dean of Students.....	Mr. Jay Green.....	683-2550
Athletic Director.....	Mr. Carl Nicol.....	683-2550
Business Manager.....	Mrs. Shona Vennevy.....	683-2294
Director of Special Education.....	Holly Main.....	683-2284
School Liaison.....	Ms. Shelly Moots.....	683-2550

### **Office Staff**

Mrs. Tina Bundschuh.....	Attendance/AD/HS Secretary
Ms. Jaime Pruett.....	Supt/HS. Secretary

### **Staff**

Ms. Beth Hunter .....	Paraprofessional
Mr. Carl Nicol .....	Paraprofessional
Mr. Eric Hartsell .....	Paraprofessional

### **Teachers**

Mr. Robert Wagnitz.....	Band
Mrs. Lynn Hable.....	Spanish/English
Mrs. Amy Kotsch.....	English
Mr. Mike Seaman.....	History/Computers
Mr. Gerhardt Schuette .....	English/History
Mr. Nick Moliterno.....	Science
Mrs. Melinda Freeland.....	Science
Mr. Brandon Jones.....	Math
Mr. Matt Fields.....	History/PE

Mr. Daniel Wenzlaff.....Math  
Mr. Justin Marquardt.....Social Studies/STEM/Paraprofessional  
Mrs. Shelley TerBush.....English  
Mrs. Marcia Schwarck.....Special Education  
Mrs. Brooke Walker.....K-8 Intervention Specialist  
Mrs. Paula Salata.....Special Education

# Welcome to Kingston Jr/Sr High School

## *CODE OF CONDUCT, DISCIPLINE, ATHLETICS AND TRANSPORTATION POLICY*

### I. CODE OF STUDENT CONDUCT – OBJECTIVES

The educational process of the Kingston Community Schools must assure the development of youth as citizens who have self-respect and respect for others, respect for the law - the essence of good citizenship.

Education must encourage responsible involvement in the resolution of the problems of our society. It must create within the school system an atmosphere of social justice and equality which will enable students to carry a positive attitude about human differences into their working and community relationships in later life.

Education must recognize and protect the individual rights of all students as citizens, regardless of race, religion, sex or economic status. Together with these rights, students must accept responsibilities and disciplines essential to our society. All rules and regulations of the Board of Education, along with the rights of students as set forth herein, have been developed within the framework of the constitution of the United States and the State of Michigan, court decisions, and the laws of the State of Michigan as they apply to local school districts.

The primary objective of student discipline and control is to produce a school environment in which complete attention may be concentrated on teaching-learning activities. The school system has an obligation to assist each individual pupil to assume more responsibility for his or her own actions as he or she matures and gains experience. Within the framework of established guidelines, discipline and control must apply to each individual pupil according to his age, maturity, experience, abilities, interest and values. School authorities must provide the child and his or her parents with knowledge of the behavioral expectations of the school.

#### A. SANCTION

The Kingston Board of Education, therefore, adopts the following Code for Student Conduct as an instrument to bring about those conditions which are favorable to the development of good school discipline and the resulting positive educational climate in our schools.

Any teacher or administrator shall be granted permission to use various types of discipline when needed to maintain effective learning conditions and the proper total school climate, including the use of physical force.

However, it shall be understood that school personnel who use physical force shall be prepared to justify such acts as reasonable and fair procedures under the circumstances at the time.

In accordance with the State of Michigan State Laws (380.1300), 'The Board of Education shall have authority to make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.'

#### B. CODE OF CONDUCT

In order to maintain effective learning conditions, it may be necessary to deny certain students educational participation. Denial of participation may be made, within the limitations of the Michigan General School Laws, for reason of persistent disobedience, or gross misdemeanor. "Gross misdemeanor" means a willful or malicious act of detriment to the school. The misconduct is more than a petty or trivial offense against school rules. "Persistent disobedience" means recurring cases in instances or refusal to obey school officials or to comply with school rules and regulations.

A student may also be suspended from school for a definite period of time by the Principal or his duly authorized agent for persistent disobedience, gross misdemeanor, or habits detrimental to the school after receiving due process.

Examples of the meaning of the aforementioned terms are the following:

Definitions: OSS - Out-of-school suspension

	ISS - In-school suspension
Parents:	parents or legal guardians.
Principal:	principal or designee
Teacher:	teacher or substitute

*Suggested Guidelines for First Offense*

**CATEGORIES OF MISCONDUCT**

**CATEGORY I**

1. Arson
2. Assault and Battery
3. Breaking and Entering
4. Drugs, Alcoholic Beverages
5. Explosives, Fireworks
6. Extortion
7. False Alarms
8. Fighting
9. Inciting Others to Violence or Disobedience
10. Indecent Exposure/Sexual Misconduct
11. Intimidation
12. Possession or Using Weapons
13. Stealing
14. Tobacco Products / Smoking
15. Unauthorized Student Protest
16. Violation of Law
17. Vandalism

**PUNISHMENT CATEGORY I**

1. Short-term Suspension
2. Long-term Suspension
3. Expulsion

*ARSON* - The willful and malicious burning of or attempt to burn any building or part of any property of the school district. 10 days OSS/Expulsion

*ASSAULT & BATTERY*- As defined by MCL 380.1311a (12) (B), intentionally causing or attempting to cause physical harm to another through force or violence, the act of physically assaulting any person in school or while going to or from school or while in any activity under Board sponsorship. 10 days OSS/Expulsion

*BREAKING AND ENTERING* – Accessing another’s personal area or school property illegally. 10 day OSS/Expulsion

*DRUGS, ALCOHOLIC BEVERAGES* - Possession, being under the influence of, use or transfer of unlawful drugs, narcotic drugs, hallucinogens, marijuana, alcoholic beverages or other similar substances. 10 days OSS/Notification of Police

*EXPLOSIVES, FIREWORKS* - The act of possessing, using, or threatening to use any fireworks, fireworks explosives, smoke bombs or other such instruments capable of inflicting bodily injury. 10 days OSS/Notification of Police

*EXTORTION, SHAKE DOWN AND/OR STRONG ARM* - The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school (unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat). 5 days OSS

*FALSE ALARMS* - The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause. 10 days OSS/Expulsion / Notification of Police

*FIGHTING* - The act of involving hostile bodily contact on school property or going to or from school, including any activity under school sponsorship (e.g. dance, games). Rest of day plus 3 days OSS

*INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE* - To take the role of leadership or give overt encouragement to demonstrations or protests which disrupt the normal educational process of the school. 5 days OSS

*INDECENT EXPOSURE/SEXUAL MISCONDUCT* - The act of physically touching inappropriately or other sexually inappropriate acts, or the act of verbally harassing in a sexual manner 3 to 10 days OSS/Expulsion depending on severity of misconduct

*INTIMIDATION* - The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or in route to or from school. 1 day-10 days OSS/ possible police notification

*POSSESSION OR USE OF WEAPONS* - The act of possessing, using or threatening to use any weapon, replica of a weapon, or object capable of inflicting bodily injury, may result in suspension or expulsion. 10 days OSS/Expulsion

*STEALING* - The act of taking or acquiring the property of others without their consent  
Restitution plus 5 days OSS

*TOBACCO PRODUCTS / SMOKING* - The act of possessing or smoking/chewing tobacco on school property or at any school activity. Smoking is defined as having tobacco in hand or mouth (lighted or unlighted), or other evidence of tobacco use

1st Offense: Notification of police plus 3 days OSS  
2nd Offense: Notification of police plus 5 days OSS  
3rd Offense: Notification of police plus 10 days OSS

*UNAUTHORIZED STUDENT PROTEST* - The act of protesting which results in the disruption of the normal educational process. 3 days OSS

*VANDALISM* - The act of willful destruction of property belonging to others. This shall also include tampering with and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.  
Restitution plus 5 days OSS

*VIOLATION OF LAW* – The violation of any law not already listed in this discipline policy. 1 to 10 day OSS

## **CATEGORY II**

1. Disorderly Conduct
2. Disrespect
3. Distribution of Unauthorized Material
4. False Reports
5. Forgery
6. Gambling
7. Inappropriate Behavior
8. Inappropriate Dress
9. Insubordination
10. Littering
11. Lying/Cheating

12. Obscenity
13. Public Display of Affection
14. Trespass
15. Truancy/Skipping
16. Unauthorized Sale

## **PUNISHMENT CATEGORY II**

1. Warning
2. Detentions
3. Short-Term Suspension
4. Long-Term Suspension
5. Expulsion

*DISORDERLY CONDUCT* – Adverse actions or reactions, demanding immediate attention. Behavior which disrupts the normal function of the classroom or school, which could result in harm to others. This behavior would require immediate removal from the area. 3 day suspension

*DISRESPECT* - To insult, call derogatory names, dishonor, and slander or in another manner verbally abuse any member of the school staff. 1 day suspension

*DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS* - The act of distributing unauthorized materials on school property. Warning/Detention/1 day suspension

*FALSE REPORTS* - The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others. 3 detentions

*FORGERY* - The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms. 2 detentions

*GAMBLING* - The act of gambling for money or valuables. 1 detention

*INAPPROPRIATE BEHAVIOR* - The act of offending against commonly recognized standards of propriety, health or safety that are disruptive to the educational process. 1 day suspension

*INAPPROPRIATE DRESS* – Violation of the Dress Code. See Student Dress and Grooming.

- 1<sup>st</sup> Offense: Warning  
 2<sup>nd</sup> Offense: Detention  
 3<sup>rd</sup> Offense: Suspension

*INSUBORDINATION*- The failure to respond or carry out a reasonable and lawful request by authorized school personnel. 1 day suspension

*LITTERING* - The act of willfully littering on school property or on private property to and from school in an extreme or repetitious manner. 1 detention

*LYING/CHEATING* - The act of intentionally lying to school personnel or cheating on any school related work. Automatic Zero plus 2 detentions

*OBSCENITY* - The act of using obscene or profane language in verbal or written form. This includes pictures, caricatures, or obscene gestures on any school property and will include references to God or Jesus Christ in a derogatory manner. Classroom rules may also address inappropriate words or conduct undesirable in a specific classroom setting. 1 detention

*PUBLIC DISPLAY OF AFFECTIONS* - No kissing; no inappropriate touching or any other actions deemed objectionable for public display in a Jr/Sr high school building. 1 detention

*TRESPASSING/LOITERING* - The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel or following directives to leave the premises. 1 detention

*TRUANCY/SKIPPING* - The act of unauthorized absence from classes for any period of time. The act of leaving school property without the knowledge and/or permission of the Principal or his designee.

1st Offense: 1 day suspension

2nd Offense: 3 days suspension

3rd Offense: 5 days suspension

*UNAUTHORIZED SALE* - The act of selling or attempting to sell any object or substance which has not been authorized for sale by the building Principal to any person on school property Warning/Detention

**There may be additional classroom rules issued in writing by teachers governing student conduct within their classroom.**

In compliance with State Law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon - free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, BB guns, pellet guns, explosive devices. The term "firearm" is defined as; a) any weapon (including a starter gun) which will or is designed to or may be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

Any individual who threatens another student or staff member with a weapon, rape, or arson described in this policy shall be brought before the Board for an expulsion hearing.

Replica of dangerous weapons and/or toy weapons shall not be brought to school. The Administration shall confiscate any such items. Instances may result in suspension or expulsion. Parents or guardians will be notified for every instance related to weapons and replicas. Replicas and toys will be given to appropriate authorities. Use of replicas of dangerous weapons or non-weapon items to threaten or injure others may result in suspension or expulsion. Complete details on penalties and procedures related to dangerous weapons and replicas of dangerous weapons are contained in Board Policy 5601.01 - Permanent Expulsion.

**C. GUIDELINES**

The Board of Education approves the preceding minimums for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to vary or exceed these minimums. In addition, any violation of state or local law may be promptly reported to the appropriate law enforcement authorities.

Suspension may be considered for a period of one to ten days after thorough investigation has taken place.

Violation of standards at the school or during events sponsored by the school will generally be dealt with in a step process. The school administration, however, reserves the right and discretion to deviate from a step process and impose any of the previously set forth disciplinary measures or any other available disciplinary measure without first imposing a less severe type of discipline.

The following are categories of misconduct which will result in disciplinary action. The normal step process and penalties are listed below each category. Students and parents are reminded these regulations governing student conduct include, but are not limited to, types of misconduct set forth herein, and results of disciplinary action are cumulative within and across categories of any such conduct and other improper behavior.

#### **D. DETENTION**

1. Detention is a 60 minute time session served after school for violation of school policy, and runs from 3:00 p.m. to 4:00 p.m. It is supervised by an adult aide. Dismissal from detention for disciplinary reasons or failure to show up for detention will result in a 1 day in-school suspension (ISS) the next school day.

#### **E. SHORT-TERM SUSPENSION**

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten school days. The Principal or his duly authorized agent may invoke a short-term suspension only after investigating the misconduct following these procedures:

1. Notify student of the charges.
2. Accept information from person having knowledge of the incident. The student involved shall have the opportunity to express his side.
3. Determine guilt or innocence based on this information and notify the student and the parent or legal guardian of the results of the investigation.
4. A short-term suspension shall be levied solely at the discretion of the building Principal based on the finding of the investigation. Once a Principal or his duly authorized agent has determined a short-term suspension is in order, he shall follow the procedures for implementing a short-term suspension from school.

#### **F. IMPLEMENTING A SHORT-TERM SUSPENSION FROM SCHOOL**

When a student is suspended for ten days or less, the Principal or his duly authorized agent shall:

1. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them their child is receiving a short-term suspension. The student must remain on school property until the parent or legal guardian provides transportation from the school. (Notwithstanding the above requirements, the Principal or his duly authorized agency may order a student to leave the premises immediately when the presence of that student on school property poses a threat to the safety of the staff, students, or a disruption of the normal educational process.)
2. Should the school fail to make personal contact with the family within twenty-four hours, a letter must be sent informing them of the school's action.
3. Send a statement to the student's parents or legal guardian, and Superintendent stating the following:
  - a. The student's misconduct
    - b. The rule violated
    - c. The length of suspension
  - d. The right to appeal, to whom the appeal might be directed, and the fact the appeal must be registered within five school days of the receipt of the statement by mail.
  - e. For the period covered by the suspension, the student will be allowed to do daily make-up work for credit. He/she will also be allowed to take examinations and do long-term projects. Work is due at the beginning of class the next time the class in which the work is assigned meets.
4. Make every effort to hold a conference with the parents or legal guardians before, or at the time, the student returns to school.
5. Keep all documentation concerning the misconduct on file.

#### **G. PROCEDURE FOR APPEAL OF SHORT-TERM SUSPENSION**

Suspension of more than five (5) school days but not more than ten (10) school days may be appealed in writing to the Dean of Students/Assistant Principal within two (2) school days of the parents' receipt of notice, the written suspension or, phone conversation with Dean of Students/Assistant Principal. The parent or guardian must produce a written appeal containing the reason(s) that the suspension is being appealed. Such request shall be made within the period of suspension. The Dean of Students/Assistant Principal shall affirm or modify the terms of his action within two school days from the date of the receipt of the written suspension appeal notice. Within five school days from the Dean of Students/Assistant Principal's decision, the parent or guardian may appeal such decision to the Superintendent of Schools. The Superintendent will affirm or modify the decision of the Dean of Students/Assistant Principal within two school days of hearing the appeal. The Superintendent's decision shall be final.

## **H. LONG-TERM SUSPENSION**

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time in excess of ten school days. The Board of Education may invoke a long-term suspension only after following these procedures.

1. Notify student and parent/guardian of the charges in writing.
2. Accept information from persons having knowledge of the incident. The student involved shall also have the opportunity to express his side of the problem and to have persons give information on his behalf.
3. Determine guilt or innocence based on this information and notify student and the parent or legal guardian of the results of the hearing.
4. If, after the investigation, the Principal or his duly authorized agent feels a penalty more severe than ten days is warranted, he shall notify the Office of the Superintendent and forward all documentation relative to the incident to that office for review.
5. Should the review by the Superintendent take longer than ten days, the student will be allowed to return to school.
6. Should the Office of the Superintendent fail to concur with the recommendation of the Principal or his duly authorized agent for a long-term suspension, the student shall be reinstated at the end of ten days.
7. If, after review, the Office of the Superintendent concurs with the decision of the Principal or his duly authorized agent, the procedure for implementing a long-term suspension from school shall be followed.

## **I. IMPLEMENTING A LONG-TERM SUSPENSION**

When a student is to be considered for a suspension of more than ten days, the Superintendent or his duly authorized agent shall:

1. Notify the Board of Education.
2. Immediately notify the parents or legal guardian of his/her action. Should the Superintendent fail to make contact with the family within twenty-four hours, a certified letter must be sent informing them of the school's action.
3. The Board of Education shall schedule and conduct a hearing to review the charges and reasons for suspension.
4. Upon conclusion of the hearing, the Secretary of the Board will send a statement to the student's parents or legal guardian, building Principal and Superintendent stating the following:
  - a. The student's misconduct.
  - b. The rule violated.
  - c. The length of the suspension.

d. For the time period covered by the long-term suspension, the student will not be permitted to do make-up work for credit or take examinations.

e. During the time of suspension, the student will not participate in any extra-curricular activity or be present on school property unless with the parent for a pre-arranged conference with the administrator who suspended him/her.

## **J. EXPULSION**

An expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school function. Expulsion may range from 1 to 180 days.

Only the Board of Education may expel a student. This expulsion may be based upon recommendations of the Superintendent and the building Principal.

## **K. PROCEDURE FOR EXPULSION**

The following procedures shall be followed:

1. The student may be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
2. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charges and state the length of expulsion. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time, place of the hearing and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.
4. The Board of Education shall then consider the case and shall make the final decision concerning the expulsion of the student at the next regularly scheduled meeting or meeting of the Board called for that purpose. Should the Board rule in favor of expulsion, the Superintendent will notify the parents in writing of the expulsion and reasons for the action.

## **L. ALTERNATE EDUCATION PROCESS**

Expulsion of students below sixteen (16) years of age will be referred by court petition to the Juvenile Division of Probate Court and efforts shall be made by the school, but not guaranteed, to obtain alternate means by which a student of any age under expulsion may continue his education.

## **M. SUBSTANCE ABUSE POLICY**

It shall be a violation of school rules for a student, to have in his immediate possession, in his locker, to use during school hours or school sponsored events, to buy, sell, trade, give or receive any mind altering substance such as any of the following: Marijuana, Diet Pills, Cocaine, Sleeping Pills, Animal Tranquilizers, Codeine, Heroin or any unlawful substance abuse materials. This list is meant to present examples and not meant to be all inclusive.

PROCEDURES: When school officials have reason to believe students have violated this policy, the following shall be followed:

1. An investigation shall immediately be made to determine the facts.
2. Should the investigation prove this policy was violated; parents and law enforcement officials shall be informed.

### PENALTY:

**FIRST OFFENSE**: The student shall be suspended from school for a minimum of ten (10) days. During the ten (10) days suspension and/or expulsion, the student must attend three (3) sessions of drug counseling. If the student is unable to attend all three (3) counseling sessions during his/her suspension, he/she may return to school with written verification (from a drug counselor) that future appointments have been scheduled. Should the student or

parents not participate in the drug counseling sessions, the student will not remain in school and long-term suspension proceedings will commence.

SECOND OFFENSE: Expulsion from school for the balance of the school semester, but in no way shall the suspension is less than nine (9) weeks.

RIGHT TO APPEAL: If the student or parents desire, they shall have three (3) school days in which to request the Superintendent of Schools or the Board of Education to review the facts in the particular case as determined by the administrator conducting the investigation. Upon review of the facts by the Superintendent of Schools or the Board of Education, if it is shown this policy has been violated, the appropriate penalty shall be imposed.

## **N. RESTRICTIONS ON LEAVING SCHOOL PROPERTY**

Students are not allowed to leave campus once they have come under school jurisdiction. Students (except seniors) are not allowed to leave school property during lunch hour. The only exception to this rule will be made on a daily basis as a result of a parent's request in writing and the Principal's approval. Requests should only be made for important business that cannot be handled at another time. No approval will be given for students (except seniors) requesting permission to go downtown during the lunch period. Seniors in good standing and with a signed parent permission form may sign out at lunch and walk downtown.

## **O. USE OF MOTOR VEHICLES BY STUDENTS**

Bus transportation is provided for all students; therefore the use of private vehicles for transportation to and from school is not necessary.

However, for convenience or other reasons approved by the parents, students may be permitted to drive private vehicles to school and park them in the student parking lot provided for that purpose. The west lot is designated for student parking. The following rules governing the driving of motor vehicles by students to school will be adhered to:

1. All cars must be registered in the Principal's office where a permit will be issued and a motor vehicle agreement completed by the student and parent prior to operating the vehicle on school grounds.
2. Student parking sticker issued in office must be clearly visible in student's vehicle window when the vehicle is on school property.
3. Cars must be used only for transportation to and from school.
4. Cars must be locked to help prevent vandalism during the time the car is in the parking lot.
5. Cars may not be used by the owner or by anyone else during the normal school day unless permission has been granted by the Principal. Permission will only be given for an emergency and with parental consent.
6. Students driving must have a valid driver's license.
7. To ensure the safety of all persons, the parking lot will be OFF LIMITS to ALL students during the normal school day unless permission from the Principal has been granted.

*Violations of rule '5' will be dealt with in the following manner:*

- a. Car owner - privilege of driving to school may be suspended for a period of four (4) weeks. Second offense may result in his/her permit being revoked permanently. The student could also be suspended from school if warranted.
  - b. Students other than the car owner - may be suspended from school for a period of three (3) days with a parent conference necessary before being allowed to return to school.
8. At dismissal time, cars will use west exit only to ensure safety to everyone. SPEED LIMIT OF 5 MILES PER HOUR AT ALL TIMES WILL BE ENFORCED.

9. A driving privilege can be suspended at any time by the Principal if any of the rules and regulations is violated, if a student is failing classes (Extracurricular Academic Eligibility Regulations), or for any disciplinary action. Continued use of cars after the privilege has been revoked could lead to suspension.

## **P. STUDENT DRESS AND GROOMING**

Kingston School students should always be dressed and groomed in an acceptable manner expressing a neat, clean appearance which shows good judgment and taste. They should always present the best possible example of young men and women as representatives of their families and school. Common sense is the best guide in dressing appropriately for school because a person's dress and grooming reflect his attitudes. It is expected that each student will groom himself in a manner showing respect for the school as a place of learning.

*Guidelines for proper dress at Kingston Community Schools are as follows:*

1. No hats, visors, bandannas, or hoods will be allowed to be worn in school.
2. Undergarments should be wore under clothing and not be visible.
3. Gym trunks should not be worn over slacks, trousers or gym sweat pants.
4. Absolutely no halters, tube tops, spaghetti straps or cut-off shirts are to be worn. Tank tops and muscle shirts must be close cut around the arm opening. All blouses and shirts must meet pant line.
5. Sweat pants with pockets may be worn as daily attire. No pajamas are allowed for daily attire.
6. No coats will be allowed in classrooms, unless the classroom condition is such that coats should be kept on, and as authorized by the teacher.
7. Shirts must be buttoned.
8. Shorts of modest nature (4" inseam minimum) may be worn as regular school attire. Spandex may be worn under shorts but not alone and may be worn under shorts than do not meet the 4" inseam minimum. Spandex are not to be worn during the regular school day alone.
9. No garment may have written or gestures of profanity, alcohol, tobacco or drug slogans or advertisements. Garments that depict Satanism/occult or defame God, or any other garment that is offensive or takes away from the learning environment, will not be permitted.
10. Shoes must be worn. No footsies, house shoes, or slippers will be allowed.
11. Pants may not have a hole in them that violates the 4" inseam minimum.
12. Girls wearing skirts must have them at a length of modest nature as determined by Administration.
13. Due to distractive nature of chains and their potential danger, no chains may be worn as part of regular school attire.
14. Backpacks are not allowed in classrooms and must be kept in lockers.

The final decision on any case will rest with the building Principal or his assistant. Also, because some individuals or groups are representing the school, such as performing music groups, athletic squads, cheerleaders, etc., the school reserves the right to establish more definite dress policies for performing and representative groups.

## **Q. GUIDELINE FOR AGE OR MAJORITY LEGISLATION**

Michigan School Law, Sec. 340.614, states "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers and Principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regards to surrounding circumstances...". These rules may be relative to anything whatever necessary for the establishment, maintenance, management and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies which have been officially adopted and published. An 18 year old student's responsibility to the school does not change upon reaching the age of majority.

## **R. OTHER PRACTICES**

1. **OFF CAMPUS EVENTS:** Students at school sponsored events shall be governed by school district rules and regulations and are subject to the authority of school district officials.
2. **SEARCH & SEIZURE:** Although school authorities will respect the rights of students in his/her locker contents and property, it should be made clear to all students that lockers are the property of the school, assigned to them for purposes of storing supplies, wraps, and other items essential to the formal educational process and their physical well-being. Students should have no expectations of privacy. Searches, which may include K-9, of school property assigned to a specific student (locker, locker room locker, desks, etc.) and the seizure of items in his/her possession will only occur using probable cause and reasonable suspicion and may be done at ANY time. Students will NOT be allowed to use personal locks on school lockers, containers, etc. Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel.

### **S. HONOR ROLL ELIGIBILITY**

Any student who receives a 3.0 G.P.A. and no more than one (1) straight C, will also be listed on the Honor Roll. An incomplete or “I” in any course will disqualify the student from the Honor Roll until the “I” is changed to a permanent grade.

### **T. EXTRACURRICULAR ACADEMIC ELIGIBILITY REGULATIONS**

An Extracurricular activity is any school related activity that takes place outside the regular school day. School activities that are considered privileges also fall under these regulations. Examples include, but are not limited to the following: Dances, CARDS Activities, Field Trips, Open Campus, Robotics, Power Lifting, Equestrian, etc.

- A. Semester Eligibility - Students will be allowed to be deficient in only one (1) class. A deficient grade is below a D-.
- B. In addition, for both Junior and Senior High School students, academic eligibility checks will be done weekly. If a student is not passing at least six (6) of seven (7) classes when checked, he/she is ineligible for any extracurricular activity listed until the next weekly check, but not less than for the next Monday through Sunday. Ineligibility will continue until the student is passing six of seven classes from the start of the semester through the most recent eligibility check. The Dean of Students shall receive a list of ineligible and “in danger of being ineligible” (failing 1 class) students weekly.
- C. Students who are ineligible WILL NOT travel to away competitions with team.

### **U. ACADEMIC LETTER**

An Academic Letter will be given in the spring for sophomores with a 3.8 G.P.A., and Juniors and Seniors with a 3.5 G.P.A.

### **V. GRADE CLASSIFICATION**

1. Students in grades nine (9) through twelve (12) will be classified as follows:

#### **Class of 2017 and 2018**

9th Grade –	0-5 Credits
10th Grade –	6-12 Credits
11th Grade –	13-16 Credits
12th Grade –	17 + Credits

#### **Class of 2019 and Beyond**

9 <sup>th</sup> Grade -	0-6 Credits
10 <sup>th</sup> Grade -	7-13 Credits
11 <sup>th</sup> Grade -	14-17 Credits
12 <sup>th</sup> Grade -	18 + Credits

The State Code of the State of Michigan allows local school districts to set their own standards for graduation. A student must have been enrolled in Kingston for at least one (1) semester during his/her final year to receive a diploma. Kingston High School has adopted the minimum of 24 (class of 2017 and 2018) 25 (class of 2019 and beyond) credits necessary for the awarding of a high school diploma.

2. Diploma and Transfer Credit Policy

- a. In meeting graduation requirements, a maximum of two (2) credits may be transferred in from a source other than a regular day school.
- b. Any courses taken from adult night school, correspondence schools, or alternative education program, must have the written permission of the high school Principal if that course is to be applied toward graduation requirements.
- c. Only grades of C- or higher will be accepted toward meeting graduation requirements from any source other than a regular day school program.
- d. Valedictorian and salutatorian honors will be conferred only upon seniors of the graduating class who have completed a minimum of their final four (4) semesters at Kingston High School. Transfer students who have completed a minimum of their final two (2) semesters at Kingston High School may graduate as Honor Graduates if they meet all other necessary requirements. Home School credits will not be averaged in for GPA purposes.
- e. Home School courses will not be listed individually on the High School Transcripts. Only total number of credits transferred in will be noted.

### **3. HONOR GRADUATES**

The Board of Education authorizes a system of class ranking, by grade point average (GPA) for students in grades 9-12. Beginning with the class of 2018, students who attended Kingston during their 8<sup>th</sup> grade year and earned credit in 8<sup>th</sup> grade Earth Science and/or Algebra 1 will have those classes calculated in their High School GPA. The Board of Education feels it is important to recognize high academic achievement of graduating seniors. For the class of 2017 and 2018 at the graduation ceremony, any graduating senior having an accumulative four (4) year (7 semesters) grade point average of 3.0 or above will be honored. These honor graduates will wear white gowns at graduation.

Starting with the class of 2019, and every class thereafter, any student having earned a GPA of 3.5 or higher at the conclusion of their 7<sup>th</sup> semester, or the conclusion of the 1<sup>st</sup> semester of their Senior year, shall be recognized during the commencement ceremony by wearing a white gown with a gold cord. White gown students will sit in descending order by GPA, highest to lowest. Silver chords will be worn by the students earning a GPA of 3.0 – 3.49. The graduating seniors not wearing white gowns will take a simple majority vote to determine if they will wear either red or black gowns.

### **4. GRADUATION EXERCISES (Right to March)**

In order to participate in the commencement exercise, high school seniors must, in their second term of the senior year, be scheduled for and regularly attend the classes they are enrolled in according to the attendance policy. In no case may less than seven courses be scheduled (with the exception of CO-OP and/or TTC students).

Beginning with graduation exercises in 1999, all seniors must fulfill all graduation requirements in order to participate in graduation exercises. Commencement exercises will only include those students who have been certified by the High School Principal as having completed all graduation requirements. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

### **W. SNOW DAYS AND EMERGENCY CLOSINGS**

School closing will be announced on the following radio and TV stations:

Kingston Community Schools Facebook	www.Tuscolatoday.com
WNEM-TV5, Saginaw	WJRT-TV12, Flint
WEYI-TV25, Saginaw	

When school is canceled, all evening programs will also be canceled unless otherwise noted.

## **X. ATTENDANCE**

According to the General School Laws of the State of Michigan, “Every parent/guardian, or other person in this state having control and charge of a child shall send that child to the public schools during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Students can have no more than 9 absences per semester in accordance with Tuscola County Truancy Guidelines. Out of consideration, upon the 5<sup>th</sup> and 7<sup>th</sup> absence per semester a letter will be mailed home informing parents or guardians of the Truancy Guidelines.

The Kingston Board of Education strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. It is the obligation of the school to set minimum standards of attendance to obtain credit for courses taken. The school will keep the parents informed of student absenteeism.

In the event that your student will be absent from school, we ask all parents and guardians to please make every effort to contact the high school office (989 683 2550 ext 306) by 10:00 a.m. on the day of the absence with the reason for the absence. If a contact is not made by 10:00 a.m. a member of the office staff will attempt to call the student’s parent or guardian in order to verify the absence.

### *THE FOLLOWING RULES WILL APPLY:*

1. All absences are recorded.
2. Students are responsible for knowing all the attendance regulations.
3. Students who miss class must make up work on a 1-1 ratio (one grace day for each day absent).
4. If a student misses more than fifteen (15) minutes of a class, he/she will be charged with an absence for that period.
5. Upon a parent request, the office will secure homework for any student who has missed school. All efforts will be made to secure the work by 3:00 of the day of the absence.
6. Doctor, dental, medical or other professional appointments will not be counted as an absence towards truancy referral if a note signed by medical or professional personnel is presented within five (5) days as verification of the appointment. Every effort should be made to schedule these appointments after school hours.
7. If extenuating circumstances arise, the building principal may waive the above policies.

## **Y. TARDINESS**

Tardies are kept on a weekly basis. The following system and penalties will be followed for unexcused tardies.

1st tardy	-	Recorded in class book by teacher
2nd tardy	-	Recorded in class book
3rd tardy & beyond	-	1 lunch detention. Persistent Disobedience will result in ISS.

## **Z. FINAL EXAM EXEMPTION POLICY**

Seniors may be exempt from the final exam only in the second term classes if:

1. Has a final grade of B (2.85) or better. Students must have a least a B- each semester and no more than five (5) absences for the term.

If a senior is exempt and still chooses to take the final exam, the final exam grade will not adversely affect their semester grade.

A permission slip must be signed by the student, the parent, and the teacher for each class in which the student is exempted.

Each teacher would be responsible for any student exempted from the final exam if the student is in attendance during finals.

**AA. PCD's (Personal Communication Devices) - including CELL PHONES**

Students are allowed to have PCD's in school. Kingston Community Schools is not responsible for items that are lost or stolen and we require that PCD's be kept in lockers . PCD's are not to be used in school during the school day (8:00 – 2:50) except under the following circumstances: 1) Lunch- PCD's may be used in the cafeteria and commons (SH), and cafeteria, gym, or outside (JH). 2) Between Classes – Students may check and respond to messages during passing time, but this is not an excuse for tardiness. Phone calls should only be made from the front office or the cafeteria (lunch). During times where PCD's are allowed they may not be used in a disruptive nature (Exp: loud music, inappropriate pictures, etc.). Due to their disruptive nature, radios, cameras, or video cameras are not allowed unless the student has permission from the principal on special occasions. Inappropriate use of any of these devices will lead to having the instrument confiscated for the remainder of the school day.....1<sup>st</sup> offense - Students may pick PCD up in the office at the end of the day... 2<sup>nd</sup> offense - Parents must pick up PCD....3<sup>rd</sup> offense and beyond will result in parents having to pick up the PCD and possible ISS.

**BB. DRIVERS TRAINING**

In order for a Kingston High School student to participate in the drivers training program offered at Kingston High School, he/she must be at least 14 years-8 months of age at the time of enrollment.

He/she must also meet the following requirements.

1. Must have passed a minimum of 6 out of 7 classes for the semester prior to enrollment in drivers training.

**CC. DANCE RULES**

1. Students must satisfy the Extracurricular Academic Eligibility Requirements.
2. Doors will be locked and no further admittance will be granted one (1) hour after the beginning of the dance.
3. Once students leave the building after a paid admission, they may not reenter the dance or building for the rest of the evening. They must leave the school property.
4. Anyone who smells of alcohol will be denied entrance to the dance or asked to leave if a paid admission. No refunds.
5. All other school rules also apply at all dances.

**DD. GRADING SYSTEM**

Each teacher will inform students of their grading system. Each marking period grade will count 40 percent of the final semester grade. An end of course exam will be given and count as 20 percent of the final grade. As an additional requirement, a minimum of two (2) of the three (3) grades that comprise the semester grades must be a passing grade. Students exempted from final exams will have the final grade calculated on a 50/50 basis from the two marking period grades. In co-curricular classes, students missing a required event will be subject to penalty.

The following percentage scale will be used when grading students in each classroom within Kingston High School:

93	-	100	A
90	-	92	A-
87	-	89	B+
83	-	86	B
80	-	82	B-
77	-	79	C+
73	-	76	C
70	-	72	C-
67	-	69	D+
63	-	66	D
60	-	62	D-
Below 60			F

*Semester Grading Policy* The following scale will be used for averages in determining the semester grade.

A	4.0	3.85	-	4.00
A-	3.7	3.50	-	3.84
B+	3.3	3.15	-	3.49

B	3.0	2.85	-	3.14
B-	2.7	2.50	-	2.84
C+	2.3	2.15	-	2.49
C	2.0	1.85	-	2.14
C-	1.7	1.50	-	1.84
D+	1.3	1.15	-	1.49
D	1.0	.85	-	1.14
D-	.7	.50	-	.84
F	0	0	-	.4

Example

1st marking period = 40%		2nd marking period = 40%		Exam = 20%
1st	2nd	Exam		Term
B+	C	B-		
3.3 + 3.3	+ 2.0 + 2.0	+ 2.7	= 13.3/5 = 2.66	B-

**EE. STUDENT DIRECTORY INFORMATION**

During the course of each school year, Kingston School District personnel are authorized to publish student names and information in conjunction with school activities.

The information published may include the following: height, weight, honors, grade, awards, parents or guardian names, address, date and place of birth, academic achievement, major fields of study, participation in school activities, and other similar information. Also, the armed services will ask for a mailing address which is within the PA of 1974 guidelines.

Parents, guardian, or eligible students may request, in writing, the above-mentioned information not be disclosed. The request is to be made to the appropriate building Principal during the first two weeks of school.

**FF. THEFT REPORT**

When a student has lost an item of value while under school jurisdiction, they may report such loss to the office by filling out a THEFT REPORT form. Every effort will be made to help students recover lost property. Students are expected to use their locker and to keep it locked.

**GG. PROMOTION AND RETENTION POLICY – GRADES 7 AND 8**

1. Any 7th grade student failing Math or English will be required to attend summer school for further study. Successful completion of the summer program, will entitle the student to be promoted to the 8th grade. If a student does not attend summer school or does not meet the requirements of summer school, he/she will not be promoted.
2. To prepare our 8th grade students for the importance of earning credits at the H.S. level the following expectations must be met. Any 8th grade student who has not passed English, Math, or Science during the 2nd semester of school year (starting the 2015 - 2016 school year) or English, Math, or Science during each semester of each subsequent school year, will be required to attend summer school and successfully complete their assigned course of study. Failure to attend summer school and failure to successfully complete each student’s assigned course of study will result in the student being retained in 8th grade. A student must attend at least 14 out of 16 days in order to meet the attendance requirement and earn at least a 60% on the exam for each of their assigned classes.
3. Students may be “socially promoted” in extenuating circumstances where there has been a faculty review and approval of the building Principal.

**HH. HOMECOMING AND SNOWCOMING COURT**

1. To be eligible for homecoming or Snowcoming court a student must have passed all of their classes the previous term.
2. A student must have attended Kingston Community School for one full year to be eligible for Homecoming or Snowcoming court.

4. Any student suspended from school is not eligible for Homecoming or Snowcoming court. If a student has been already elected to court and is suspended they will be removed from court and be ineligible to be elected king or queen.

## **II. STUDENT COUNCIL AND CLASS OFFICERS**

1. To be eligible for Student Council or to be a Class Officer a student must maintain a 3.00 grade point average.
2. Any student placed on Out of School Suspension (OSS) throughout the school year will be removed from their student council or class officer position.

## **JJ. FIELD TRIPS**

Field Trips are a privilege; our students are expected to exhibit proper behavior. Students must satisfy the Extracurricular Academic Eligibility Requirements. Any student placed on Out of School suspension (OSS) will not be allowed to attend any field trips for the remainder of the semester.

## **KK. BULLYING POLICY**

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in the Kingston School District, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion.

## **LL. ANTI-HARASSMENT POLICY**

The Kingston School District is committed to providing all students with a safe and supportive school environment. To that end, teaching basic respect for each other and tolerance of our differences and different ideas is a top priority. Members of the school community are expected to treat each other respectfully. Teachers and other staff members are expected to teach and demonstrate by example that all members of the community are entitled to respect as human beings.

Harassment of a member of the school community by another member of the community is a violation of school policy. This includes (but is not limited to) harassment based on race, religion, national origin, marital status, gender, sexual orientation, gender identity, or disability. Harassment means conduct, including verbal conduct (1) that is tied to a student’s educational benefits, opportunities, performance, or with a student’s physical or psychological well-being; or (2) that is intimidating.

Sexual harassment is also against school policy. Sexual harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior (1) that is tied to a student’s educational benefits, opportunities, or performance, or to a student’s physical or psychological well-being; or (2) that substantially interferes with a student’s educational benefits, opportunities, or performance, or a student’s physical or psychological well-being; or (3) that is intimidating.

The first response of any staff member to an act of harassment should be to teach why harassment is wrong and tolerance and respect are essential to a free society. Serious or repeated violations of school policy may require more intense counseling and/or appropriate discipline.

First offense - meeting with student and parent contact.

Second offense - one day out of school suspension.

Third offense - three day out of school suspension.

More serious offenses may proceed directly to steps two and three; this shall be determined by the building administrator.

## **MM. STUDENT ASSISTANCE**

Students having difficulty learning can be referred to the Student Assistance Team. The Student Assistance Team is composed of the child's teachers, TISD itinerants, the child and his parents, the child study coordinator, counselor, and principal. Planning and discussion takes place on how to help the child with their academic difficulties.

Children can be referred for Special Education testing if the S.A.T. team recommends this. If your child is having learning difficulties and you would like to arrange a child study meeting please contact the Kingston High School office.

## **NN. 1 to 1 Chromebooks**

All students in grades 7 - 12 will be provided a chromebook for education purposes. Chromebooks should be handled with the utmost care while following the Acceptable Use Policy (AUP).

1. Students in Grades 7 and 8 will obtain their Chromebook from the charging cart before school and return it to the charging cart before dismissal. Students must bring their chromebooks to all classes. JH Students will not be allowed to put the Chromebook in their locker.
2. Students in Grades 9 thru 12 will pick up their Chromebook before the first day of school and return it by the end of the school year. Students must bring their chromebooks to all classes unless directed otherwise by the teacher. SH students will be allowed to put the Chromebook in their locker.

Students who do not bring a chromebook to class will be assigned a lunch detention. Chromebooks assigned to JH students which are found in lockers will result in a lunch detention. Repeated offenses may result in In School Suspension (ISS) or other disciplinary actions.

## **KINGSTON COMMUNITY SCHOOLS TRANSPORTATION POLICY**

The Board of Education shall assume the responsibility for operating a transportation system governed by the rules and regulations of the Department of Education and the policies adopted by the Kingston Board of Education.

### **GENERAL RULES AND REGULATIONS FOR SAFE CONDUCT**

1. The conduct of students is to be orderly at all times.
2. Students are to load and unload as quickly and safely as possible and to take their assigned seat promptly.
3. Seating is limited to a maximum of three (3) students per seat.
4. Food and beverages shall not be consumed on the bus.
5. Talking shall be confined to people in nearby seats in a normal tone of voice.
6. Pushing, hitting, fighting, gambling, smoking or chewing tobacco or possession of intoxicants or drugs on the bus or at the bus stop shall not be permitted.
7. The use of profane or improper language shall not be tolerated.
8. Any acts of vandalism will be corrected, or restitution made, by the student or the student's parents.
  - a. If any act of vandalism has not been corrected prior to the end of the suspension period, the student will remain on suspension until the vandalism is corrected or restitution has been made.
- b. Vandalism includes, but is not limited to, the following:
  1. Writing of any sort on the bus body.
  2. Puncturing, cutting, ripping or other types of destruction of the seats.
  3. Breaking windows.
  4. Tampering with the mechanical parts of the body.
9. Students are to pass in front of the bus at all times when crossing the road.

10. Students are not to put any part of their body out of the bus windows.
11. Students are to help keep the bus clean, sanitary and orderly.
12. Weapons capable of inflicting bodily injury are not permitted on the bus.
13. Animals shall not be permitted on the bus.
14. Students should warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
15. Students will be in the designated place both mornings and evening ready to board the bus at the scheduled time. The bus driver is responsible for the maintenance of this schedule and cannot wait for tardy students. Students are to board the bus at night at their school, which means Elementary students board at the Elementary school and Jr. High and High School students board at the High School.
16. In case of a road emergency, students shall remain seated in their seat unless given specific instructions by the bus driver to the contrary.
17. The bus driver must be on the bus before any student boards the bus. No student shall be on the bus unless the driver or an authorized adult is present.

#### TRANSPORTATION CODE OF CONDUCT

In attempting to develop and maintain a safe and efficient transportation program, the Kingston Community Schools Board of Education enlists the support of school administrators, teachers, bus drivers, parents, and students to achieve this goal. *The district will also use the support of video cameras which are equipped on each bus.*

The state will pay part of the bus transportation cost for your child to ride to school. These rides are a privilege. Bus rules must be followed so the privilege will not be lost. Cameras will be used as a supporting factor in losing rider privilege for the following reasons.

1. Fighting
2. Gross insubordination/cursing to bus driver
3. Destruction of property
4. Creating undue noise
5. Creating disturbance (no radios, knives, etc.)
6. Foul language - swearing
7. Throwing objects
8. Eating on the bus
9. Not staying in assigned seat

Violation of rules 1, 2, or 3 may result in a three (3) day suspension. All other offense will be as follows:

- |             |   |   |
|-------------|---|---|
| 1st offense | - | Warning   |
| 2nd offense | - | (1) day bus suspension                                    |
| 3rd offense | - | three (3) day bus suspension                              |
| 4th offense | - | five (5) day bus suspension                               |
| 5th offense | - | seven (7) day bus suspension (or administrative decision) |
| 6th offense | - | ten (10) day bus suspension (or administrative decision)  |
| 7th offense | - | administrative decision                                   |

These steps may be accelerated depending on the severity of the offense.

#### STUDENT TRANSPORTATION DISCIPLINE POLICY

1. Bus transportation must be regarded as an extension of the school building.
2. The bus driver is in full authority over the bus and its passengers.
3. Whenever possible, conferences between parents, students and the Transportation Director/Principal will be held to discuss problems or developing situations which may lead to disciplinary actions.
4. If a student is suspended from school, the student may not ride any school bus.
5. Verbal warnings must be acknowledge and followed by the student.
6. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. Report to the driver at once any damage to the bus that is observed.

8. Guests may ride home with other students, upon approval.

### **APPEAL PROCEDURE FOR SUSPENSION FROM RIDING THE BUS**

1. If there is a disagreement with the action of the Principal in cases of suspension, the student's parent or legal guardian may request a conference with the Principal. All requests shall be made within the period of suspension. The Principal shall affirm or modify the terms of his action within two (2) school days from the date of the conference.
2. Within five (5) school days from the Principal's decision, the parent or legal guardian may appeal such decision to the Superintendent. The Superintendent will affirm or modify the decision of the Principal within two (2) days for the appeal hearing.
3. The Superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
4. The Board of Education may schedule a hearing at its next regularly scheduled Board of Education meeting to affirm or modify the decision of the Superintendent and such decision shall be final.
5. If the appeal is carried beyond the Principal's level, the student MAY be allowed to ride the bus until a final decision is determined.

### **BUS TRAVEL FOR SCHOOL EVENTS**

The following rules shall apply to those riding school buses to school sponsored trips or to school sponsored events.

1. The bus driver is in complete charge of the bus and it is the responsibility of the chaperons to maintain a level of discipline which is conducive to the safe operation of the bus.
2. Students riding the school bus to any event must also return on the bus. The only exception that may be made is to allow students to return with their mother or father if they personally make such a request to their coach or school authorized personnel. The coach or school authorized personnel has the final decision in this matter.
3. Students must ride to and from the event on the same bus unless otherwise directed by the chaperon.
4. All regulations which govern student conduct on regular bus routes shall also apply on special bus trips.
5. A student may be denied the privilege of riding the bus to special events for reasons of misconduct.
6. Students are not to return to the bus while on school events until permission is granted by the bus driver.
7. According to state law, flashers are not permitted to be used after dark except when on regular morning and evening bus routes. Consequently, no students may be dismissed from the bus at any point where the bus cannot completely clear the road and shoulder.

## **KINGSTON COMMUNITY SCHOOLS ATHLETIC CODE OF CONDUCT**

We offer the following interscholastic sports to all students grade 7-12. The entire student body is encouraged to participate in the program. Those that chose not to try for the teams are encouraged to be loyal boosters of all teams.

### *Fall Sports*

Football - Varsity, Junior Varsity, 7th and 8th Grade  
Girls Volleyball - Varsity, Junior Varsity, 7th and 8th Grade  
Cross Country – Varsity, Junior High

### *Winter Sports*

Boys Basketball - Varsity, Junior Varsity, 7th and 8th Grade  
Girls Basketball - Varsity, Junior Varsity, 7th and 8th Grade

### *Spring Sports*

Baseball - Varsity, Junior Varsity  
Softball - Varsity, Junior Varsity

**LEAGUE SCHOOLS  
NORTH CENTRAL THUMB CONFERENCE**

The high school and junior high school are members of the Michigan High School Athletic Association. This governing body determines the rules and regulations for all contests. The M.H.S.A.A., by enrollment, classifies all schools. We are classified "Class D".

*SPORTSMANSHIP*

Athletics in our schools have earned an outstanding reputation in the area of school and community sportsmanship. Our athletes and fans (students and adults) have always conducted themselves in a commendable manner. Everyone is very proud of our reputation and works hard at upholding it. The following are rules we will apply:

1. A student athlete/spectator represents his/her school team.
2. The good name of the school is more valuable than any game won by unfair play.
3. Accept decisions of officials without disputes.
4. Recognize and show appreciation of fine plays and good sportsmanship on the part of the opponent.
5. Advocate that any spectator or athlete who continually demonstrates poor sportsmanship will be excused from the athletic program.

*PHILOSOPHY OF ATHLETICS*

Athletics are part of the total educational program of the Kingston Schools. We realize not everyone can be a team member, but we do realize everyone can benefit from the program. The criteria upon which our program is judged is as follows:

1. Interscholastic participation is a privilege not a right.
2. Success of the program is not determined by the won and loss record.
3. School and community values should be evident throughout the program.
4. The school district plus the Kingston community are identified by the publicity generated through its athletic program.
5. The coaching staff, athletes, student body and adult followers should never act in a manner detrimental to the name of Kingston Community Schools.

*OBJECTIVES OF ATHLETICS*

An athletic program should have objectives if it is to be meaningful. These objectives should be applicable for all levels. The objectives should not be inconsistent with the philosophy or the educational objectives of Kingston Schools.

Kingston Schools athletic program is dedicated to the following objectives:

1. Provide all athletes with the best training and coaching personnel possible.
2. Provide all athletes with the best facilities and equipment possible.
3. Provide the opportunity for all athletes to participate in the best interscholastic program possible.
4. Provide all athletes an opportunity to grow physically, emotionally and socially through participation in the athletic program.

*GOALS OF ATHLETIC PARTICIPATION*

The ultimate goal of all athletes is to become a more effective citizen in our democratic society. This can be realized by achieving the goals through athletic participation.

1. **YOU LEARN TEAM WORK** - to work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. You accomplish this by placing the team and its objectives higher than your personal desires.

2. YOU WILL NOT ALWAYS WIN, but you WILL SUCCEED WHEN YOU CONTINUALLY STRIVE to do so.
3. YOU LEARN TO BE A GOOD SPORT - you must learn to accept success and not let it go to your head. You must also learn to accept defeat knowing that you've done your best. You must constantly strive to treat others as you would have them treat you. Through participation in athletics, you must develop positive social traits. Some of those traits worth mentioning are: emotional control, honesty, cooperativeness and dependability.
4. YOU LEARN TO ENJOY ATHLETICS - Athletes are involved in athletics for many reasons, one being the enjoyment derived. Hopefully you will learn to enjoy this period in your life and appreciate your personal rewards.
5. YOU MUST LEARN DESIRABLE HEALTH HABITS - to be an active, contributing citizen it is important to obtain and maintain a high degree of physical fitness through exercise and good health habits. Your participation in athletics should demonstrate to you the importance of good health habits. Hopefully you have developed a desire to maintain this level of physical fitness after formal competition has been completed.

### **CODE OF CONDUCT CONDUCT OF AN ATHLETE**

The conduct of an athlete is closely observed in many areas of life. It is important your behavior be above reproach in the following areas at all times:

1. On the field of competition your behavior should be beyond reproach at all times.
2. In the classroom a good athlete becomes a good student. A person cannot be a classroom laggard and be an outstanding athlete. If one is lazy in the classroom, then he will be lazy on the practice field.
3. The way we act and look on the campus is of great importance. Athletes should be leaders and fellow students should respect and follow them. Athletes are to maintain appropriate appearance at all times, including during school, at practices and contests, and on away trips to games. One's appearance includes dress and grooming.
4. The use of school equipment is important; we are committed to purchasing the best at all times. If you destroy or steal equipment then you are taking from yourself and teammates. Each athlete is financially responsible for all equipment checked out.

Being an athlete carries with it a tremendous amount of responsibility. Not everyone is fortunate enough to have this opportunity in his life to participate in athletics. Since you are blessed with the opportunity, it is hoped you will observe these suggestions and take advantage of this opportunity.

#### *CODE OF CONDUCT*

All athletes will be required to sign a statement that the school athletic code has been read at a team meeting on the first day of practice.

#### **I. DEFINITION OF THOSE SUBJECT TO THE ATHLETIC CODE**

- A. Member of any athletic team
- B. Team Managers
- C. Cheerleaders
- D. Student athletic trainers

#### **II. PENALTIES FOR VIOLATION OF CODE**

- A. Suspended athletes, unless excused by the coach, SHALL PRACTICE with the team, BE IN ATTENDANCE AT THE GAME but not in uniform and ABIDE BY TEAM REGULATIONS.
- B. No penalties shall run concurrently.
- C. Parents or guardians shall be notified of all penalties.

Student/athlete must complete a season serving all suspensions. If not, penalties will carry over into the next completed sport season.

#### **III. GENERAL REGULATIONS**

### *ADMINISTRATIVE DUTIES:*

1. Violation of the following rules will not be permitted and will be handled by the administration. No smoking, illegal use or possession of drugs and/or volatile chemicals, use or possession of alcoholic beverages, and/or to do or be an accomplice to the act of stealing.
2. Conduct in and out of school shall be such as to bring no discredit to the athlete, parents, school or team.

#### Penalties for 1 and 2:

- a. First Offense - Suspension from the next two (2) consecutive regular scheduled athletic dates per sport.
- b. Second Offense - Removal from the squad.
- c. Third Offense - Removed for three (3) full sport seasons.

NOTE: Penalty application for sections 1 and 2 will be counted on an annual basis beginning with the first day of summer vacation and extending through the school year. For all athletes, the third offense will be applicable until the penalty has been served.

3. An athlete shall be in attendance for a minimum of one half (1/2) day during the day of the contest, except as excused by the administration. Friday will serve as the day of attendance for weekend contests.

#### Penalties for 3:

- a. First Offense - Suspension from the scheduled athletic contest.
- b. Second Offense - Suspension from the scheduled athletic contest.
- c. Third Offense - Suspension for the season, at the discretion of the coach and administration.

### *COACHES DUTIES:*

1. Violations within the team setting will be handled at the discretion of the coach.
2. Serious offenses may result in removal from the team with immediate review by the building Principal for possible further disciplinary action.
3. All athletes shall travel and return from away contest with the team. Exceptions to this rule may be made only by the approval of the coach or administration.
4. Student athletes will wear school issued uniforms only. Attire not school issued may only be worn if the coach gives approval and participation is 100% throughout the team.
5. Absence from a contest and/or practice session is excused only for illness, death in the family, and other emergencies at the discretion of the coach or athletic director. An athlete shall be in attendance for a minimum of one half (1/2) day to participate in a daily practice session, except as excused by the administration.

#### Penalties for 3 and 4:

- a. First Offense - Suspension from the next regular scheduled athletic date.
- b. Second Offense - Suspension from the next three (3) regular scheduled athletic dates or sport in season.

### **VI. REPORT OF VIOLATIONS**

The high school Principal and/or Athletic Director, upon written notice by a coach or staff adult that an athlete has violated the athletic code will:

- A. Notify the athlete of the reported violation within ten (10) working days.
- B. Hold a hearing.
- C. Notify the parents in writing of the charges and penalties involved.

### **V. APPEAL OF DISCIPLINARY ACTION**

An athlete and/or parent may appeal the disciplinary action taken for violation of the athletic code through the following steps.

- A. To the administration within two (2) school days.
- B. To the Board of Education no later than the next regularly scheduled Board meeting.

### **VI. ACADEMIC ELIGIBILITY REGULATIONS**

- A. Semester Eligibility - Students will be allowed to be deficient in only one (1) class. A deficient grade is below a D-. (If a student has not passed the above requirement he/she is ineligible for the following semester.)

- B. In addition, for both Junior and Senior High School athletes, academic eligibility checks will be done weekly. If a student is not passing at least six (6) of seven (7) classes when checked, he/she is ineligible for competition until the next weekly check, but not less than for the next Monday through Sunday. Ineligibility will continue until the student is passing six of seven classes from the start of the semester through the most recent eligibility check. Coaches shall receive a list of ineligible and “in danger of being ineligible” students weekly.
- C. Students who are ineligible WILL NOT travel to away games with team.

## **VII. ATHLETIC ELIGIBILITY REQUIREMENTS**

**AGE** – Any student that reaches their nineteenth (19<sup>th</sup>) birthday on or before September 1 of the current school year will be ineligible to participate in any MHSAA Sanctioned Athletic Programs sponsored by Kingston Community Schools.

**SKILLS PATH PROGRAM** - Any student enrolled in the Skills Path Alternative Education Program at the TISD will not be earning credits towards a HS diploma through Kingston Community Schools and therefore will be ineligible to participate in any MHSAA Sanctioned Athletic Programs sponsored by Kingston Community Schools.

**TECH CENTER/HOMESCHOOL PROGRAM** - Any student enrolled in the Tech Center/Homeschool program sponsored by the TISD will not be earning credits towards a HS diploma through Kingston Community Schools and therefore will be ineligible to participate in any MHSAA Sanctioned Athletic Programs sponsored by Kingston Community Schools.

**AMATEUR PRACTICE** - Students shall not be eligible if they accept any money or merchandise for participation in athletics. If you have any questions about any award you have received or been offered, please contact your coach or athletic director.

**LIMITED TEAM MEMBERSHIP** - An athlete may not participate in any outside competition in a sport during the season after he has represented his school in that sport. This means an athlete may NOT participate in any so-called “All Star”, charity or exhibition football or basketball games.

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

**GENERAL INFORMATION** - As an athlete you ARE NOT eligible in any sport UNTIL the following items have been completed.

1. Physical examination card filled out by registered physician.
2. Family information sheet filled out.
3. All fees paid.
4. Must sign a statement indicating you have read the Athletic Handbook and received a copy of the coaches’ team rules.

All forms and fees must be turned in to the Athletic Director BEFORE you can begin practice.

**CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES** - Despite all scheduling efforts by the administration, conflicts will develop between extra-curricular activities. The Athletic Department recognizes each student should have the opportunity for a broad range of experiences in all extra-curricular activities. In the event conflicts arise it is the responsibility of the ATHLETE to report these conflicts IMMEDIATELY to the coach. The Athletic Department will do everything possible to work out ALL conflicts to the satisfaction of all parties.

## **VIII. ATHLETIC AWARDS SYSTEM**

A letter “K” is the standard award given to honor an athlete who has fulfilled the requirements in a Varsity sport as stated in the award requirements. Numerals signifying the year of graduation are the standard award given to a Junior Varsity athlete who has fulfilled the requirements as a member of a Junior Varsity team, as stated in the award requirements.

A. Each athlete will receive no more than one (1) letter monogram during his athletic career at Kingston High School. The monogram will be awarded when the athlete meets the award requirements for any one of the recognized Varsity sports at Kingston High School. These sports are Baseball, Basketball, Football, Track, Cheerleading, Volleyball and Softball.

B. The letter “K” monogram will be given as soon after completion of the sport as possible.

1. The first time a letter is won in each sport, a swiss insert patch signifying that sport will also be awarded along with the Varsity “K”.
2. For each succeeding letter winning season in the same sport, a medal signifying that sport will be awarded in place of the “K” and sew-on patch.
3. Along with the Varsity “K” monogram, or medal, a certificate stating the individual’s right to wear the award, will be given.
4. A Most Valuable Player and Cardinal Award will be given at the Varsity level ONLY with a school plaque.
5. For those athletes not winning a letter, a certificate of participation will be awarded.

Each Junior Varsity athlete will receive no more than one (1) set of Junior Varsity numerals in his athletic career. The numeral signifies the right to wear a Varsity jacket and is the same award as the Varsity “K”, but on a Junior Varsity level.

- a. The numerals will be awarded as soon after the completion of the sport as possible.
- b. A certificate will be awarded at the athletic banquet stating the individual’s right to wear the numerals.
- c. For each succeeding Junior Varsity season, a certificate will be awarded.
- d. For those athletes not winning Junior Varsity numerals, a certificate of participation will be awarded at the Athletic Banquet.

All members of the FRESHMAN TEAMS who have completed the season, and who have met requirements set forth by the Athletic Department, will be awarded a certificate of participation.

All members of JUNIOR HIGH TEAMS who have completed the season and who have met the requirements set forth by the Athletic Department will be awarded a certificate of participation.

Any Freshman who wins a Varsity letter in a sport which has Junior Varsity competition, or who plays on the Varsity team and does not wish a letter, will also be awarded numerals, since the athlete by the coaches decision by-passed his participation as a Junior Varsity player for the good of the Varsity team.

C. A Varsity letter in all sports will be awarded when he/she has satisfied the following:

1. Has had regular attendance at practices and games.
2. Has completed the season (M.H.S.A.A. state tournaments included) excluding reasons of injury, which are at the discretion of the coach.
3. Any boy/girl dismissed from the squad for disciplinary actions, quits the squad, is dropped from the squad or fails to return all uniforms and/or equipment will forfeit his/her right to receive an award.

NOTE: Failure to complete a season will result in forfeiture of any/all post season honors.

D. JV/Freshman team members in all sports will be awarded a certificate of participation when he/she has satisfied the following:

1. Has had regular attendance at practices and games.
2. Has completed the season (M.H.S.A.A. state tournaments included) excluding reasons of injury, which are at the discretion of the coach.
3. Any boy/girl dismissed from the squad for disciplinary actions, quits the squad, is dropped from the squad or fails to return all uniforms and/or equipment will forfeit his/her right to receive an award.

NOTE: Failure to complete a season will result in forfeiture of any/all post season honors.

E. Junior High athletes will be awarded a certificate of participation when he/she has satisfied the following:

1. Has had regular attendance at practices and games.
2. Has completed the season (M.H.S.A.A. state tournaments included) excluding reasons of injury, which are at the discretion of the coach.

3. Any boy/girl dismissed from the squad for disciplinary actions, quits the squad, is dropped from the squad or fails to return all uniforms and/or equipment will forfeit his/her right to receive an award.

NOTE: Failure to complete a season will result in forfeiture of any/all post season honors.

- F. Any athlete not attending the awards program will forfeit all awards earned unless prior arrangements have been made with the coach and or administration.

### Athletic injuries and Insurance

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

## **Student Access to the Computer Network and the Internet Kingston Community Schools Computer Network and Internet Policy**

### **Introduction**

The Internet is a vast network of computer networks linking millions of computers around the world. It is a fluid environment with the content and format of information accessed from these networks constantly changing. Electronic technology had increased the speed and universality of the flow of information making it possible for students to travel beyond their geographical, physical and financial limitations. They can reach out to other people and locations to share information, learn concepts and research subjects.

### **Responsibility of School Personnel for Electronic Resources**

School personnel are entrusted with ensuring access to information. It is not, however, possible for school staff to control specific information students may locate on the Internet, because the resources available are constantly changing. Selection policies which serve to govern a school's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the student and the parent, guardian or caregiver, as well as the school staff, to determine what is appropriate.

### **Responsibilities of Students in the Education and Ethical Use of Electronic Resources**

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the education and informational purposes for which they are provided. Responsible, ethical use of such resources includes the following:

1. Using resources for educational and information purposes only: not for unauthorized, illegal or unethical purposes. Downloading of music files, photos, and software programs/shareware, not used for a class assignment is not permitted.
2. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others or the school; by not seeking unauthorized access to any computer system, or damaging or altering any software components of any network or database.
3. Making only authorized copies of copyrighted or licensed software or data.
4. Not sending, receiving or displaying text or graphics which may reasonably be construed to be obscene.
5. Not participating in "chat groups" unless supervised by a teacher.
6. Taking care of computer hardware by not destroying, defacing, and/or altering.
7. Paying for equipment and any other expenses that may occur with the violation of this agreement.
8. No e-mail other than your Kingston E-mail Account.
9. Streaming music to listen to "live" from any computer is not permitted.
10. Logging into networks as another student is not allowed.
11. All contents of your data folder should be for educational purposes only. This will be monitored regularly by school staff.

### **Disciplinary Action**

First Offense: Verbal warning will be given by the building principal. Consequences of the next offense will be explained and the student will be asked to provide their signature verifying this discussion with the principal.

Second Offense: No network access for a period of three weeks. The student's login will be locked. Student will, again, be asked to verify this action with their signature. Parent will be notified of this offense and consequences of the next offense will be explained.

Third Offense: No network access for a 10 week period. Student and parent will provide signature verifying this action. Consequences of the next offense will be explained.

Fourth Offense: The student will not have access to any computer for the remainder of the school year. Student and parent will be notified and provide signature verifying such action.

Students who violate this policy may receive further disciplinary action.

All of the above disciplinary actions may be reviewed by the high school principal on a case by case basis with the disciplinary action being more or less severe.

### **School-Parent Compact**

*Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I; Part A activities, services, and programs. That compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Schools and parents may use the sample template below as a framework for the information to be included in their school-parent compact. Schools and parents are not required to follow this sample template or framework, but if they include all of the bolded items listed under "Required School-Parent Compact Provisions" below, they will have incorporated all of the information required by section 1118(d) to be in the school-parent compact. Schools and parents, in consultation with students, are encouraged to include other relevant and agreed upon activities and actions as well that will support effective parental involvement and strengthen student academic achievement.*

\* \* \* \* \*

#### **SCHOOL-PARENT COMPACT**

*Kingston High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2014/2015 school year.*

#### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

**(Provisions bolded in this section are required to be in the Title I, Part A school-parent compact)**

#### **School Responsibilities**

**Kingston High School will:**

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:** Students will be taught with Common Core and ACT curriculum. Teachers are highly qualified and up to date through continual professional development and through work through the Student Achievement Model. Students are assessed with the MEAP and/or ACT as well as monitored 3x a year using SAM probes. Students not at proficient level will be given opportunities through interventions to work for proficiency.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.** Specifically, high school parent-teacher conferences will be on November 17<sup>th</sup> from 1:00-4:00 and from 5:00-8:00.
3. **Provide parents with frequent reports on their children’s progress.** Specifically, the high school will mail our marking period reports to parents at the end of each marking period. Parents may use Kingston’s Parent Connect and check on student’s progress daily.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents through phone calls, e-mail, or by appointment during prep hour.
5. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe class room activities,** as follows: Parents may get involved in their child’s education by setting up an appointment with the building principal.

### **Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television and/or electronics my children watch/play.*
- *Participating, as appropriate, in decisions relating to my children’s education.*
- *Promoting positive use of my child’s extracurricular time.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

### **OPTIONAL ADDITIONAL PROVISIONS**

#### ***Student Responsibilities***

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

## **Additional Required School Responsibilities (requirements that schools must follow, but optional as to being included in the school-parent compact)**

### Kingston High School

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

### **Optional School Responsibilities**

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the name of school will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

## **Certification**

This is to certify that I have received, read and understand the rules and regulations relative to the 2016-2017 Kingston High School Student Handbook, which is found online at [kingstonk12.org](http://kingstonk12.org) under the heading "Students", including Transportation, Athletics, Computer Network & Internet policies and the School-Parent Compact.

Student's Name (Please Print): \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_