# Kingsley High School

## Student Handbook
## 2026-2027

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## FORWARD

This handbook has been prepared to provide you with information that will help answer questions about certain Board policies and procedures in effect during your enrollment as a student in the Kingsley Area High School. Board policies and procedures can be accessed by going to https://meetings.boardbook.org/Public/Organization/2354

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

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parent/guardians, students, or staff, and the administration may make decisions and rule revisions to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will decide based on applicable school district policies, and state and federal statutes and regulations.

**Kingsley High School**
**7475 Kingsley Road**
**Kingsley, MI 49649**
**(231) 263-5262**

**Refer to www.kingsleyschools.org for staff extensions and e-mail addresses.**

## SCHOOL SONG

We're the Valiant Stags of Kingsley
We raise our colors high
We have honor, we have courage
Win or lose or tie.
Let's pledge ourselves to keep our spirit,
To help our team tonight.
We're the Valiant Stags of Kingsley
And we'll win if we fight, fight, fight.
S is for the satisfaction
Though we win or lose
T is for the treasured memories
Happiness or blues
A is for the mighty action
Our team will win tonight
G is for the gallant fellows
So Stags let's fight, fight, fight!

## THE KINGSLEY AREA SCHOOL BOARD WELCOMES YOU

On behalf of the entire Kingsley Area School Board of Education, welcome to our community schools. Whether you are returning or are a "first timer" in our schools, your learning is our first priority. It is up to you to utilize the education opportunities afforded you. Do your very best! - Board President

The Board of Education is a bridge between the school and the community. The Board meets the second Monday of every month. It decides policies in compliance with State laws and administrative regulations. Students are encouraged to attend meetings. The members of the Board are: Tina Schelich, Kelly Saxton, Vivien Snyder, Max Anderson, Courtney Guy, Ian McKinley, and Josh Green.

## AGE OF ENTRANCE

Children who apply for admission to grades 2-12 on the basis of prior schooling outside the district will be placed initially on the grade level they reached elsewhere. It will be determined thereafter by the school principal and the classroom teacher whether they should be changed or placed in a different grade. No pupil will be admitted unless the parents have complied with the Michigan immunization requirements.

## VISITORS TO SCHOOL

During the hours of 7:00 a.m. and 3:30 p.m., on days when school is in session, no person who is not a regularly enrolled student or employee of the school shall enter the school without immediately proceeding to the principal's office and receiving permission from the principal or his designee to remain in the school and carry out his business. **All guests need to obtain a visitors pass and wear openly visible while in the building**.

## DISTRICT CALENDAR

Please visit www.kingsleyschools.org for the current school year calendar.

**It may be necessary to make up additional hours of instruction should the school be closed due to elements beyond the school's control if the hours go beyond what the State of Michigan allows.**

**The high school calendar is subject to change. Please reference Kingsley homepage for most reliable and up-to-date information.**

**NON-DISCRIMINATION STATEMENT**

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202.
-

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Kristin Goethals, Elementary Principal
311 Clark St, Kingsley MI 49649
231-263-5131 ext. 2100 kgoethals@kingsleyschools.org

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

John Arnold, Middle School Principal
403 Blair St, Kingsley MI 49649
231-263-7998 ext. 3100 jarnold@kingsleyschools.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:
Joshua T Rothwell, Superintendent of Schools
402 Fenton St, Kingsley MI 49649
231-263-0064 ext. 1104 jrothwell@kingsleyschools.org

**A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing. A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.**

**TITLE IX**

**Compliance Notification Statements**
It is the policy of Kingsley Area School not to discriminate on the basis of sex in its education program, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools, at Kingsley Area School, Kingsley, MI (231-263-5262), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

**Grievance Procedures**
If any person believes that Kingsley Area School or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title IX Coordinator at the following address: Superintendent, Kingsley Area Schools, 402 Fenton St, Kingsley, MI 49649

## Daily Schedule

| Times | Monday - Friday | | |
|---|---|---|---|
| 8:15-9:15 | 1st Period | | |
| 9:20-10:20 | **2nd Period** | | |
| 10:25-11:25 | 3rd Period | | |
| 11:25-11:55 | A Lunch | 11:30 - 12:30 | 4B Period |
| 12:00-1:00 | 4A Period | 12:30-1:00 | B Lunch |
| 1:05-2:05 | 5th Period | | |
| 2:10-3:10 | 6th Period | | |

Warning bells will ring at 8:10 a.m. Morning classes begin at 8:15 a.m. Teachers will dismiss all classes. A bell will ring at the beginning and end of each class.

*Daily Schedule subject to change

## COURSE OFFERINGS

### 4 cr. MATHEMATICS

**Required Credits:** Algebra I, Geometry, Algebra II, + 1 more Math credit. Must take math in final year of HS.
**Other Available Credits**: Integrated Math, Pre-Calculus, Honors Calculus, Algebra II pt 2, and Statistics/Personal Finance

### 4 cr. ENGLISH LANGUAGE ARTS

**Required Credits:** English 9, English 10, + 2 more English credits
**Other Available Credits**: American Lit., British Lit., AP English Literature, Creative Writing (.5), Mythology (.5), Modern Lit. (.5).

### 3 cr. SCIENCE

**Required Credits**: Biology, Applied Science/Chemistry OR Physics + 1 more Science credit
**Other Available Credits**: Environmental Science, Scientific Research, Anatomy & Physiology

### 3 cr. SOCIAL STUDIES

**Required Credits:** US History & Geography, **World History & Geography, Civics (.5), Economics (.5) - includes required personal finance
**Other Available Credits**: Current Issues (.5)

### 1 cr. PHYSICAL EDUCATION & HEALTH

**Required Credits:** Health (.5), Physical Education (.5)
**Other Available Credits**: Body Mechanics, Lifetime Fitness/Leisure Sports

### 1 cr. VISUAL, PERFORMING AND APPLIED ARTS

| **Music:** | **Industrial Arts:** | **Fine Art:** | **Other:** |
|---|---|---|---|
| Instrumental Music | Foundations of Woodworking | Foundations of Art | Yearbook |
| Jazz Band | Advanced Woodworking | Advanced Art | Foundations of Math |
| Choir | Manufacturing | Foundations of Ceramics & Sculpture | Foundations of ELA |
| Choral Fusion | | Advanced Ceramics & Sculpture | |
| Music Theory | | | |

### WORLD LANGUAGES
**(Three (3) Options)**
**2 Credits of same world language (Option 1)**
**1 Credit world language and an additional visual, performing or applied art (Option 2)**
**1 Credit world language and one program completion at the Career Tech Center (Option 3)**

| **Spanish:** | |
|---|---|
| Spanish I | |
| Spanish II | |
| Spanish III | |

### Other Available Electives:

Wilderness Leadership, NJROTC 1, NJROTC 2, NorthwestEd Career Tech Center Programs, NMC Dual Enrollment, Advanced Placement, and online *credit recovery only* through Edgenuity/Michigan Virtual online.
**Kingsley High School students will meet the Michigan Online Learning Requirement by completing our World History and Geography credit.

## NORTHWEST-ED CAREER-TECH CENTER

Advanced Manufacturing
Agriscience/Natural Resources
Automotive Repair
Aviation Maintenance
Business Careers
Collision Repair
Construction Trades
Culinary Arts
Early Education
Electrical Occupations
Engineering Academy
Film & New Media
Graphic Arts
Health Sciences
Heavy Equipment/ Diesel Mechanic
Information Technology
Power Equipment
Public Safety
Robotics & Automation
Teacher Academy
Web & App Development
Welding
Writers Studio

Selected junior and senior students from Northwest Education Services Schools are afforded an opportunity to further their vocational training through the cooperative efforts of the constituent districts of the Northwest Education Services. Instruction is basically outlined as a one or two-year plan. Each year, sophomore students are surveyed and applications provided for those interested in attending the Center. Selection is then made by the counseling department in conjunction with the student, parents, and administration. Participating students spend one-half of their school day at the Career-Tech Center, the other half-day in their home school environment. The school district provides their bus transportation to and from the Center.

Each Kingsley High School student choosing to attend Career Tech Center shall be held to a high academic standard. **Should any student fail two or more semester courses at Kingsley High School, he/she may be removed from Career Tech Center immediately.**

Credit earned at the Center will be allowed to accumulate toward home-school graduation requirements. In addition, at the completion of a vocational program, each student will receive a certificate listing the occupational competencies that he/she has attained. The instructor will certify these competencies, the student's attendance record, and make any appropriate employment recommendations.

**CTC TRANSPORTATION:**

Kingsley High School provides transportation to and from CTC on days that school is in session. Students who ride the bus are expected to ride the bus assigned to them and to follow all KHS/Bus rules and regulations.

Kingsley provides round trip transportation for all CTC students, and we highly recommend that each uses the bus as the mode of transportation to and from the Tech Center located in Traverse City. However, CTC students may exercise the option of transporting themselves. The following conditions must be et in order for a student to transport themselves:

1. Students must have prior written permission from a parent/guardian filed in the secondary office to drive to/from CTC.
2. Students **can not transport any other non-family/non-approved Kingsley student(s) to or from CTC**
3. Student must be passing all of their classes
4. Student must no have any disciplinary referrals
5. Students must not exceed 3 tardies during 1st, 2nd, or 3rd hours for PM CTC or 3 tardies during 4th, 5th, or 6th periods for AM CTC.

Students who violate any of the above requirements will lose all CTC driving privileges for the remainder of the semester. It is important to know that Kingsley Area Schools and its administration do not arrange, provide for, or assume responsibility for transportation involving a student or parent operated vehicle. In the event of an accident, Kingsley Area Schools and its administration are not liable for such transportation.

**NorthwestEd students must attend all regularly scheduled NorthwestEd Career Tech Center instructional time regardless of the Kingsley calendar.**

## DUAL ENROLLMENT REQUIREMENTS

Effective with the Class of 2029 and thereafter, dual enrollment courses that fulfill an MMC requirement or contribute to a student's GPA will be recorded as a 0.5 credit on the transcript. The remaining half credit will be fulfilled via a PowerSchool waiver to satisfy graduation criteria, without appearing on the transcript.

Additionally, KHS department heads will establish whether Dual Enrollment courses receive a weighted (5.0 scale) or unweighted (4.0 scale) GPA. Courses exceeding the academic level of material covered at KHS will be designated as weighted, whereas those reviewing existing KHS course material will be classified as unweighted.

I. Kingsley High School will follow the State Policy for dual enrollment.
II. Dual enrollment at NMC is selective. High school students must qualify for dual enrollment and admission to NMC.
III. Students taking a 3 or 4 credit academic course will receive 1 high school credit per semester in the subject area for that course. i.e. Business would be an elective. Any dual enrolled course less than three credit hours will only be considered half of a credit. These courses will count for .5 credit hours for GPA calculation purposes only.
IV. Students will have the option to elect for their dual enrollment course(s) as high school credit only, college credit only, or both. Students must present their decision in writing prior to the course start date.
V. Students are able to take a dual-enrollment course to satisfy a 4th year Math and/or English requirement to graduate. Classes taken to satisfy Michigan Merit Curriculum requirements cannot be taken as C/NC. Students must receive a grade to be factored into their GPA. These GPA's will be weighted if the course is at or above the level of the weighted courses offered at Kingsley High School. Otherwise the GPA will be reported on a normal four point scale.
VI. The school district shall pay for the dual enrolled student's tuition.
VII. Should a student withdraw or fail any dual enrolled course, the student shall reimburse the district and the student must return to an approved high school program (full time). In accordance with state law, the student must pay the tuition and fees for an audited course. In addition, should the school lose tuition costs due to a student's withdrawal or failure of a dual enrolled class, the student will not be allowed to enroll again at the district's expenses until the school has been reimbursed for tuition. These stipulations will apply unless there are extenuating circumstances as approved by the administration.
VIII. All dual enrolled students will sign a contract that will state the various guidelines as mandated by the State of Michigan and Kingsley Area Schools.
IX. High school transcripts will indicate dual enrolled students, unless a student has requested in writing the college course would be excluded.
X. Athletic eligibility for dual enrolled students will be the same as it is for high school students.

## GUIDANCE SERVICES

A guidance counselor is available to assist students. An appointment can be made with the counselor at their office between classes. Some of the topics a student may wish to discuss with a counselor are:

1. High school credits and requirements, 2. Extracurricular activities, 3. Future plans, 4. Personal problems, 5. Information on different vocations, 6. College planning. For example, information is provided on various colleges, how to apply for college, how to apply for financial aid, required tests.
******This is not clinical counseling.***

## PERSONAL CURRICULUM

(Board Policy 5409)

In some cases, it may be appropriate to modify the Michigan Merit Curriculum for a student. Modifications may only be made in accordance with state law. The Parent of a student who has completed grade 9 or a student who has reached age 18 may request a personal curriculum. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9.

A teacher or school counselor may request that the District consider providing a student with a personal curriculum. If requested by a teacher, the teacher must currently teach or have expertise in a subject area proposed to be modified by the personal curriculum or the building principal must determine that the teacher has qualifications relevant to developing a personal curriculum.
In all cases, a student's personal curriculum must be developed in accordance with state law. ***A hard copy of a student's personal curriculum will be distributed to the student's academic counselor and another copy placed in their student file.***

The District will annually notify Parents of their ability to request a personal curriculum.

## STUDENTS DROPPING CLASSES

A student may change classes under certain conditions. All schedule changes must take place during the first week of the semester and are done so by completing a Schedule Change Request form. A student shall not change a class due to personality conflicts until a conference has been held with the teacher, student, parent/guardian, principal and/or counselor in an attempt to resolve the conflict. If in the judgment of the principal the conflict still exists, and it would be in the best interest of the student, the principal may then authorize the student to drop that class from his/her schedule.

A student may change to another class providing the following requirements are met:

A. The class is not required for that grade.
B. There is space available in another class.
C. The change has been approved by the counselor, principal, the teachers involved, and the parent/guardians.
D. The Schedule Change Request Form must be submitted by the end of the first week of the semester to be considered.

## WORK-BASED LEARNING

The State of Michigan no longer allows in-school placements unless the placement is a part of a course with a curriculum, assessments, recorded attendance and grading. Under no conditions are students allowed to be placed as office aides.
Out-of-school placements are "paid trainees". These students may be released up to three periods each semester in their junior and/or senior year to earn credit as they work. They can earn no more than a total of six credits for a school-to-work placement. These students must work hours equivalent or beyond their release time. Their job placement must relate to their Educational Development Plan (EDP) and the student must be taking a related class in all semesters in which he/she is enrolled in a work-based learning experience. All employers of paid trainees must meet all state requirements and the job placement must be approved by the Principal before the student can register for the course.
Students must complete relevant safety training and all paperwork must be completed before starting in the placement.

## KINGSLEY AREA SCHOOLS GRADUATION REQUIREMENTS

Kingsley Area Schools require twenty-two (22) credits for graduation, including eighteen required Michigan Merit Curriculum credits. These 22 credits could be acquired through subject and integrated (mixed subject) classes, as well as career and technical education programs. The Board has designated the listed Curriculum as required for graduation.

Credits include:
4 Credits – Mathematics including Algebra I; Geometry; Algebra II, including one (1) credit in senior year

4 Credits – English Language Arts aligned with subject area content expectations developed by MDE

3 Credits – Science including biology; applied science and/or physics or chemistry; one (1) additional science credit

3 Credits – Social studies including .5 credit in civics; .5 credit in economics; U.S. history and geography; world history and geography

1 Credit – Physical education/health

1 Credit – Visual, performing, applied arts

0.5 Credit - Personal Finance (Embedded into Economics or taken as a stand-alone class)

**World Language Requirement Options: Option 1 - 2 Credits – World Language (Must be same language) Option 2 – One (1) World Language credit and an additional visual, performing or applied art credit Option 3 – One (1) World Language credit and one program completion at the Career Tech Center.**

4 Credits – In addition to the credits outlined above, credit hours in electives, or career and technical education programs, work-based learning must be completed and awarded.

A minimum of one (1) required graduation credit must be earned in a course or learning experience that is presented online, as defined by the Michigan Department of Education.

Students are required to have 8 full semesters as a full-time student to graduate. The full time requirement shall be waived if one or more of these criteria are met:

a. The student's class has graduated.
b. Student is married, a parent, or an expectant parent.
c. If students have 17 credits or more at the end of their junior year, and are dual enrolled at post-secondary institutions, they will be considered full-time students.

All subjects taught at Kingsley Area School will be worth one-half credit per semester upon successful completion.

## EARNING CREDIT THROUGH ONLINE COURSES

Credit can be earned via credit recovery online courses by taking a district approved online course and earning a D- or higher based on the grading standards used for that course. College and the workplace both require students to be able to learn and interact in an online environment. KHS students will be able to enroll in entire online courses, or portions of courses to earn required credits towards graduation. This will increase opportunities for credit recovery and for advanced students wishing to take courses beyond our offerings. Athletic eligibility for online courses will be the same as it is for regular high school classroom offerings.

Section 21f Courses

- Parental consent form/application must be submitted 30 days prior to the beginning of a semester.
- Parental consent for/applications can be found in the high school office.
- Access to district technology will be granted only during designated period/block of school day.

## EARNING CREDIT THROUGH TESTING OUT

*(KAS Board Policy #5460)*

Any Kingsley Area Schools student who wishes to test-out of a **high school** course may do so by taking the **credit assessment** for the course and meeting the **cut score** set for that course (78% or higher).

***Students and parents must be aware of these testing out guidelines*:**

1) Kingsley will have one annual test-out event the week after the end of Semester 2 exams in June during Summer School.
2) Students may only test out of credits they are not currently enrolled in.
3) Students must sign up in advance in order to attempt a test out by submitting Form 5460B F1 at least (30) days prior to the test out event. This form will be available in the high school and administrative offices.
4) When a student successfully passes a credit assessment, his/her high school transcript will record the course as "credit", but no grade or GPA will be recorded.
5) Parents and students should be aware that successfully obtaining a credit through testing out does not guarantee a good foundation for success in future courses.
6) This test-out event can serve for both credit recovery and accelerated learning purposes.

## EDUCATIONAL STANDARDS

Kingsley graduates enjoy the same recognition which is given to those from any other schools in the State which are accredited by the North Central Association.

Students from our high school will be admitted to colleges and universities in the State of Michigan by the recommendation of the administration of the school and upon the basis of the tests and grades achieved by the student. Therefore, it is important that you strive to make good grades in order that your admission to any advanced institution not be placed in question. Such institutions generally reserve an entrance position for students who have previously proven their ability. However, in recent years it is becoming increasingly more difficult to receive an "automatic" acceptance to the college or university of one's choice.

**It is strongly recommended that students discuss their choice of subjects with parents, counselors, teachers, and administrators. Too often, students find they did not take a class which would have prepared them better. If you have made definite plans for a career, be sure to ask for advice on subject selection. If you have not made definite plans, we recommend that you follow a curriculum which will give you a solid, general education background.**

## CLASS PLACEMENT

Regardless of designated class or grade level, administrators and counselors will use assessment data, historical grades and teacher recommendation to place students in the appropriate English, mathematics, and science Michigan Merit Curriculum (MMC) courses or course sequence.

The primary considerations when placing students in a course will be providing students with an appropriate level of instruction, promoting the highest level of success possible, and encouraging an on-time graduation for that student.

## ACADEMIC LETTER REQUIREMENTS

1. Students must carry a 3.5 out of 4.0 grade point average for the first marking period, first semester and third marking period **and a cumulative grade point average of 3.5.**
2. The grades to be averaged are those from a class with 1/2 credit per semester.
3. First-time recipients will receive the Academic "K".

## HONOR ROLL

An Honor Roll for the first marking period, first semester, and third marking period will be posted at the conclusion of each grading period. In order to be eligible for Honor Roll status, a student must have a final grade of "B" or better in all subjects.

## SCHOLARSHIPS

There are several scholarships offered for which seniors may apply. Information is available from the guidance office.

## CLASS RANKING

The top 10 ranking will be determined by the following criteria:

1. The students will have completed or be enrolled in, at least 5 of the following classes by the beginning of their 7th semester: Honors English 9, Honors English 10, Honors English 11, AP Literature and Composition, Pre-calculus, AP Calculus, Physics, Chemistry, Scientific Research, Anatomy & Physiology, World Language II/III, Psychology/Sociology, or an NMC Dual-Enrolled/CTC equivalent counting toward GPA.
2. Students who have met the criteria for number one above will be ranked according to their GPA calculated from grades in all classes taken by the end of a student's 7th semester. Dual enrollment classes may or may not count toward a student's GPA but if they are not counted, then the classes will not count toward the five required classes for class rank purposes.
3. Graduating seniors will be ranked by the rating rubric for recognition at the school commencement ceremony. The top student will be recognized as the valedictorian and the second highest will be salutatorian.

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predicative device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking rubrics for students in grade(s) 9-12.

The superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

1. a system for fairly averaging makeup course;
2. a rubric scoring system for valedictorian, salutatorian, and student academic recognition that incorporates SAT scores;
3. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released.

The Board of Education authorized the use of a class ranking system for grades 9-12. The system to be used is detailed below.

1. Grade point average shall be computed by the final grade in all subjects taken at the high school. Any two (2) or more students whose computed grade point rubric averages are identical shall be given the same rank.
2. The rank of the student who immediately follows a tied position will be determined by the number of student(s) preceding him/her and not by the rank of the person preceding him/her.
3. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.
4. Students entering the high school shall have no established grade point average (GPA) or class rank until they have completed two (2) semesters at the high school.
5. Inclusion of a student in graduation honors such as valedictorian shall occur only if the student has been enrolled at Kingsley High School by the second semester of sophomore year.

**Senior Student Recognition Rubric**

| Scoring Method | Scores | Total |
|---|---|---|
| Must Pass MME | + or - (+ to continue) | + |
| Major discipline referrals | + or - (- to continue) | - |
| 90% of (GPA x 400 | 3.565 | 1283.4 |
| 10% of SAT Score | 1060 | 106 |
| TOTAL | Sum of two Scores | 1389.4 |

To be considered or recognized as valedictorian or salutatorian, a student may not engage in any major or serious behavioral incident before or during graduation commencement. If the student has a major/serious school disciplinary issue, felony conviction, or pleads no contest to criminal charges at any time prior to the graduation ceremony, the student will lose the Val/Sal/Academic status immediately. Val/Sal/Academic Award recipients must pass the state proficiency test. The Val/Sal will be announced Mid-February of their senior year.

List of required classes to be considered for awards are listed in the student handbook. Dual enrollment classes shall count toward listed classes.

The SAT may be taken more than once, with the highest score being used to determine class rank. The SAT score must be dated before January 1st of the student's senior year for consideration under this section.

## PARTICIPATION IN KINGSLEY HIGH SCHOOL GRADUATION

The policy is one of honoring students who have completed graduation requirements at Kingsley High School.

1. Twelfth grade students (seniors) and parents will receive a full audit:
   a. Spring of 11th grade (junior) year.
   b. End of 1st semester of senior year.
   c. End of 3rd marking period of senior year (if needed). The audit will consist of:
      - Completed classes - credits to date.
      - Credits needed.
      - Timeline in which make-up credits are to be finished.
2. Seniors may fulfill credit recovery opportunities by successfully completing online and/or other offerings approved by Kingsley Area Schools. **Proof of successful completion of these credits must be received by the guidance counselor prior to noon (12:00 p.m.) the day before the date of the graduation ceremony in order for a senior to enjoy full participation in graduation ceremonies.**
3. Seniors not meeting all graduation requirements by noon (12:00 p.m.) the day before the graduation ceremony date, will not be allowed to participate in graduation ceremonies.
4. **Seniors will not be able to participate in commencement ceremonies if debts to the school are not paid prior to commencement exercises**.
5. Participation in graduation exercises is a privilege, which may be denied by the principal.

## EXAM POLICY

Summative exams will be scheduled at the end of each semester. All students must take their first semester exams. Students can earn exemption from a respective second semester exam by meeting the following criteria: 10 or less absences for the year and also a B or better semester grade for both 1st and 2nd semesters. Students with a Semester 2 grade of an "A" will be exempt from that class' final exam. Absences that do not count toward the absence totals include school activity (ACT) or funeral (FNL); following the same criteria as the staff contract for funeral leave.

All senior students are exempt from final exams (Semester 2).

Exams will be scheduled during the last days of each semester. Students unable to make it to their scheduled exam time(s) will be required to schedule to make up their exam after the exam period.

## STUDENTS TRANSFERRING INTO THE SCHOOL

An incoming transfer student will be granted credits equal to the number of credits he/she would have received had he/she attended Kingsley Area School. The principal shall use his best judgment when unsure of the equivalency of an incoming credit.

## ALTERNATIVE EDUCATION

The school will work with any expelled student to help secure an alternative means of education, but in no way does the school hold itself responsible for providing an alternative education. Such alternatives may include evening classes, correspondence courses, transfer to another school district, or an alternative education program.

## UNIFORM GRADING - GRADES 9 – 12

A four (4) point scale will be used in placing a numerical value on grades to evaluate student achievement in general classes. This scale will be used in averaging report card grades for the semester grade, using the Grade Range Scale below.
Semester course grades are calculated by averaging two (2) marking period grades and the final examination grade, weighted 40% - 40% - 20%, respectively, to determine the final grade. **A student must earn a passing semester grade or score a C+ (78%) or higher on their exam to earn credit for a class. The GPA will remain the earned GPA from the course.**

| | |
|---|---|
| A | 4.0 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.0 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.0 |
| C- | 1.67 |
| D+ | 1.33 |
| D | 1.0 |
| D- | .67 |

The purpose of grades is to communicate student achievement to students, parents, administrators and post-secondary institutions. To ensure timely feedback, these are the expectations: Regular activities are published in the teacher grade book within five school days of being turned in. Large projects are published in the teacher grade book within 10 school days of being turned in. Students are to be informed when an assignment would fall under the large projects category.

## WEIGHTED GRADING SCALE

Advanced courses offered at Kingsley High School will have GPA calculated on a 5.0 scale. These courses are identified for their increased aptitude and rigor. Students enrolled in identified courses will have their GPA calculated using the following weighted scale. Weighted courses will be calculated into the student's cumulative GPA.

| | |
|---|---|
| A | 5.0 |
| A- | 4.67 |
| B+ | 4.33 |
| B | 4.0 |
| B- | 3.67 |
| C+ | 3.33 |
| C | 3.0 |
| C- | 2.67 |
| D+ | 2.33 |
| D | 2.0 |
| D- | 1.67 |

## REPORT CARDS

It is important to regularly monitor the progress of your high school student. This can be done by utilizing the PowerSchool Parent Portal. Grades are finalized at the end of each marking period and can be viewed online, picked up at Parent/Teacher Conferences, or will be sent home with your student. Teachers will report to parents if a problem exists or if there is outstanding achievement.

## CLASS AND CLUB MEETINGS

The following clubs are available to join: STAND, Drama Club, and Ski Club. All meetings must be scheduled with advisors and principal.

## NATIONAL HONOR SOCIETY

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and good character.

Current/future junior and senior students will be selected for NHS based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a cumulative GPA of 3.5 (on the KHS grading scale). Any qualified student meeting this requirement will be notified in the fall. Those wishing to apply must submit a confidential Teacher Evaluation Form to each of their current teachers, and two teachers from the previous school year. Students must submit an essay addressing how they exhibit the qualities of leadership, service, and character.

All Teacher Evaluation Forms and essays will be given to the NHS advisor. The NHS Faculty Committee does not guarantee selection. Applicants will be notified in writing of the decision of the Faculty Committee. Evaluation forms and essays will be destroyed two weeks after the selections have been made.

All members will receive a copy of the chapter bylaws. Members failing to comply with the bylaws will be subject to disciplinary action by the NHS Faculty Committee.

## STUDENT GOVERNMENT

The following officers should be elected from each class: President, Vice President, Secretary and Treasurer. Also, Student Council representatives should be elected for each class.

## FUNDRAISING

Students involved in fundraising for clubs or organizations have a responsibility to turn in all funds that they have raised to the appropriate sponsor or advisor. Failure to turn in monies places undue burden on clubs or organizations. Failure to turn in money to a club sponsor may result in legal action.

Grade 9: Two fundraising activities
Grade l0: Two fundraising activities
Grade 11: Two fundraising activities
Grade 12: One fundraising activity

A class may sponsor more than the above fundraising activities with permission from the principal and Student Activities Committee. Only one sale per class or club of some "shipped in item." All fundraising activities at the building level must be pre-approved by the building principal. All athletic fundraising goes through the athletic director. All non-athletic fundraising goes through the office.

## STUDENT ATTENDANCE AT ATHLETIC EVENTS

If after entering an athletic event a student leaves the event, he/she will not be allowed re-admission unless he/she pays for another ticket.

## AUTHORITY

"The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits of bodily conduct detrimental to the school, whenever in its judgment the interests of school may demand it, providing that except in a case in which the parents or legal guardian of a child refuses to have the child medically or clinically examined. No child may be expelled or suspended from school upon the basis of physical handicap unless the Board has obtained a certified statement from a physician that the child is so physically handicapped that he should not attend school, or on the basis of mental handicap unless the Board has obtained a statement from a psychiatrist or a child center or clinic or other appropriate agency approved by the superintendent of public instruction that the child is incapable of benefiting from public school attendance."

"Every Board shall have the authority to make reasonable rules and regulations relative to anything whenever 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."

A school threat assessment is **conducted by a multidisciplinary team** of trained professionals which may include a school mental health professional, administrators, and school resource officers or local law enforcement.

Kingsley Area Schools reserves the right to contact local authorities in the event of a perceived threat. Local authorities may be contacted in the event of any of the following instances:

- Illegal Substance Possession/Use
- Weapon Possession/Use
- Sexual/Physical Abuse
- Threats to safety

# CODE OF CONDUCT

The Code of Conduct was developed in the interest of increasing student responsibility, improving school discipline, and maximizing the sense of fairness and predictability.
The system was developed by faculty and administration, with input from the High School Student Council, community members, and the district Policy Committee.

The basic idea behind the discipline system is that, as much as possible, faculty, students, and parents will know ahead of time which behaviors are considered inappropriate or unacceptable and what consequences will follow if students decide to exhibit such behaviors. At certain levels of accumulation, the consequences become more serious.

**Failure/refusal to comply with a search** - Consequence will mirror that of the offense the student is being investigated for.

**STATE OF MICHIGAN SCHOOL VIOLATION LAWS:**

- **PA102** - This law requires the expulsion/suspension of a student in grades six (6) or above for up to 180 days for a physical assault on another student. Reinstatement may be considered after the 180-day suspension out of school.
- **PA 103** - This law allows a teacher to immediately remove and suspend any age student from her/his class, subject, or activity for up to one (1) full day of school when the teacher has "good reason to believe" the student's conduct is prohibited by law, Board of Education Policy, or the student handbook rules and regulations. And further, the teacher may suspend any age student for up to one (1) full school day if the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. This law also requires the teacher to request an immediate meeting with the parent or guardian to discuss the suspensions.
- **PA 104** - This law requires the permanent expulsion of a student in grades six (6) or above who intentionally cause or attempt to cause physical harm to a school employee, volunteer, or any contractor working for the school. Reinstatement may be considered after 180 days out of school. This law also requires a student in grades six (6) or above to be suspended for up to 180 days for verbal threats towards a school employee, volunteer, or contractor. This also includes bomb threats, and /or similar threats.

  **Physical assault** is defined by the statute as "intentionally causing or attempting to cause physical harm to another through force or violence."

  **Verbal assault** is defined as "any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

**<u>Minor Offenses</u>: Tardies, no passes, forging notes, hats/hoods on, violation of dress code, public display of affection, cell phone/smart device/earbud violation.**
**Discipline Strategies:** Restorative justice, lunch detention(s), time out (1-class period ISS) . Parent(s) will be contacted by email, phone or mail at each incident.

**<u>Major Offenses:</u> Insubordination, leaving school property, vulgarity, disrespect, repeated truancy, theft, lying, use/possession of tobacco or look alike (e-cigarette, etc.). *It is the expectation of Kingsley High School that all students be respectful, cooperative, and obedient with all guest teachers*.**
*Repeated minor offenses.
**Discipline Strategies:** Added school day Detentions (Saturday School), ISS, suspension (1-3 days), or OSS (1-10). Parent conference held in office at all types of offenses in this level.

**<u>Serious Offenses</u>: Vulgarity towards staff, gross disrespect, offensive slurs, fighting, pulling of fire alarm, chronic truancy, use/possession of alcohol, drugs. On school grounds while under the influence of illegal substances. Repeated major offenses**
**Discipline Strategies:** 5-10 days suspension/OSS Parent conference held at all of these offenses.

Note: Students may be referred to the school board for expulsion in chronic/repeated violations.

Any unauthorized access/use of Internet and intranet will result in disciplinary action and may also result in law enforcement involvement (see acceptable use policy). If computer privileges are revoked, any school assignments requiring the use of computers are the sole responsibility of the student. In addition, alternate classwork may be assigned.

**Extreme Offenses: Bomb threats, weapons, assaults to students or staff.**
**Discipline Strategies:** Long-term suspension for up to 180 days - Possible expulsion from school

**Special Notes:**

- Three minor offenses will result in automatically using the discipline strategies involved with major offenses.

- At the second major offense, the discipline strategy will be that which is used for serious offense categories.

- At the second serious offense, a discipline contract is drawn up for the student. Parents will be responsible for signing this contract. Should the student not comply at this level, they will be brought before the school board for possible expulsion hearing procedures.

Kingsley Area Schools has a zero tolerance when it comes to weapons and weapon look-alikes. Students possessing even toy weapons that look like their real weapon counterparts can be subject to severe disciplinary consequences including long- term suspensions or expulsion.

Student Discipline - Suspension from Class, Subject, or Activity by Teacher (Policy 5206E)
A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that this student:

A. intentionally disrupted the class, subject, or activity;
B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
C. was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a Parent-Teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

**STUDENT SUSPENSION AND EXPULSION**

I. *Philosophy:*
The primary objectives of student discipline and control are to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual himself/herself or by external authority. It includes the entire program of adapting the individual child to life in his society and involves two major emphases.

1. To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation and therefore does not threaten either the classroom or the instruction that is taking place.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities. At least by the time he/she reaches high school age, it is expected that the pupil will assume personal responsibility for his/her own behavior.

The public school system has a responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that students can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline.

For this reason:

1. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his/her age and maturity, experience, abilities, interests, and values.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including: The student's image of himself/herself, his/her active participation in both the curricular and extracurricular activities of the school, his/her motivation to learn, and the understanding and support he/she receives from his/her parents, teachers, and other adults.
3. If suspended (ISS or OSS), students may not attend any extracurricular events.

Since boys and girls are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing, and maintaining these acceptable behavioral standards.

II. *Definitions*

A. **"Gross Misdemeanor"** means gross misbehavior or misconduct and not necessarily criminal conduct. A student must be guilty of some willful or malicious act or detriment to the school, and the misconduct must be gross, something more than a petty or trivial offense against the rules.
B. **"Suspension**" means a temporary removal of a student from his/her regular class routine. No student may attend any school function or be on school property during a suspension.
C. **"Expulsion**" means a permanent removal of a student from school.

## DANGEROUS AND NON-DANGEROUS WEAPON GUIDELINES

Under Michigan Public Act 158 of 1994, students who bring a **dangerous weapon** to school will receive a 10-day suspension and will be brought up before the School Board to face expulsion along with other possible penalties. A dangerous weapon is, and not limited to, a knife with a blade three inches or longer, firearms, or other weapons which may be determined to be dangerous.

All Kingsley Area School administrators will use the following guidelines when disciplining a student who brings **non-dangerous weapons** to school. A non-dangerous weapon is, and not limited to, a knife with a blade less than three inches, look alike firearms.

**1st Offense**

- Students who bring a non-dangerous weapon to school and **self-reports** to the principal, teachers or school staff *may* receive a minimum 2-day suspension *at the discretion of the principal*.
- Students who bring a non-dangerous weapon to school and it is reported by another student to the principal, teachers or school staff will receive a minimum 5-day suspension.

Principals will have the discretion to take into consideration the following points and extend the minimum days of suspension and possibly add other consequences.

- Previous referrals for aggressive or violent behaviors.
- Documented verbal threats made to students or staff
- Student's intent for bringing the non-dangerous weapon to school

**2nd Offense**

- All students who bring a non-dangerous weapon to school a second time will receive a 10-day suspension and go before the School Board to determine if other consequences and penalties should be considered which may include counseling, therapy, community service, additional suspension, and/or expulsion from school.

## SCHOOL DRESS CODE (Policy 5204)

Clothing, accessories, and hair should not be a distraction to the learning process. Therefore, student appearance will be monitored during school hours and extracurricular practices/games, and/or events according to the following conditions:

1. Clothing should not present a health or safety hazard to the student or others. (This includes necklaces, chains, spikes, safety pins, collars, etc.)
2. Students should strive to wear appropriately fitting clothing. Dresses, skirts, and shorts can be any length, as long as they do not expose the butt or pelvic region when sitting or standing. Holes/rips in pants and shorts are also permitted, so long as they maintain the previous guidelines.
3. All undergarments should be covered, including boxers and sports bras. Pants/jeans worn excessively low or "sagging" is forbidden. Students must change attire and/or fix wardrobe or face disciplinary consequences.
4. Hats, hoods, including extra-large hair accessories (headbands), are not to be worn in the high school building during the school day.
5. Coats will not be worn in the classrooms.
6. All backpacks, bags, multipurpose totes, and extra-large purses must be stored away in student lockers during the school day.

Furthermore, the following clothing is banned from the KHS campus:
--slippers, and blankets
--muscle shirts
--garments that reveal midriffs or that are cut too low in the chest
--garments that advertise tobacco, alcohol, or illegal substances
--clothing with slogans, profanity or graphics making sexual innuendo
--clothing with slogans or graphics suggesting any illegal activity
--skullcaps or do-rags
Students with clothing, accessories, or hair that detract from the learning process will be asked to report to the principal's office for corrective and/or disciplinary actions.

*Multiple minor dress code minor infractions will be treated as a major infraction and be subject to disciplinary action under non-compliance insubordination.

## STUDENT AFFECTION IN SCHOOL

The following types of behavior shall be specifically forbidden at school, on school grounds, or at school activities:
1. Kissing
2. Petting, fondling, feeling, and embracing.

## DRUG & ALCOHOL POLICY

Students and adults are prohibited from: The use of alcohol or drugs in the school building or on school grounds; the use of alcohol or drugs at school functions, even if these functions should be held away from the school premises; and from appearing in school or at school functions when to any degree under the influence of alcohol and/or drugs.
It is against school policy to deliver, attempt to deliver or cause to be delivered a controlled or non-controlled substance which the person:

a. represents to be a controlled substance; or
b. represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.

The use of any substance intended to be used as a drug (as determined by the building principal) shall be considered a serious offense. Students may also face meeting with law enforcement authorities. Students will also be referred to the Student Assistance Program. Lockers and vehicles may be searched by school personnel and/or law enforcement if there is any reason to believe drugs or alcohol are present. Also, there will be occasional dog and law enforcement checks throughout the year.

***Substance offenses (tobacco, alcohol, marijuana, prescription drugs) do not reset throughout the course of a student's career at KHS.

## STUDENT PRESCRIPTION(S)/ OVER-THE-COUNTER MEDICATION(S)

Any medication must be turned in and handled by the office. An Authorization for Administration of Medication form must be completed and turned in with the medication in the original container.

## USE OF TOBACCO

No student shall be allowed to use tobacco, including vapes, or other electronic tobacco devices, in the school building or on the school premises. No student shall be allowed to use tobacco or look alike (e-cigarette, etc.) at or during school functions, even those held away from the school. Disciplinary action will be under the major offense category.

## HARASSMENT/BULLYING/TAUNTING

The Board of Education has adopted a policy which states: It is a violation of law and school rules for any student or staff member to harass or intimidate any other student or staff member. If a student or staff member is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student or staff member should report such behavior to the principal's office. All reports will be kept confidential and shall be investigated as soon as possible. This offense may be subject to criminal charges.

# ACADEMIC CODE

A Kingsley student is expected consistently to display:

- Academic integrity
- Honesty
- Responsibility – includes, but is not limited to, grades and attendance
- Respect for others and himself at all times
- A student in a position of leadership (class club president, student council representative, etc.) who fails to comply with the Kingsley Academic Code may be asked to step down from that position.

## CHEATING POLICY

Cheating will be taken care of by the classroom teacher.

## PLAGIARISM POLICY

Plagiarism is presenting another's "intellectual property" as one's own work. Intellectual property, for purposes of this handbook, can be defined as written ideas, phrases, sentences or even individual words or numbers. Student writers who borrow directly or paraphrase another's ideas must give proper credit through parenthetical citations or use of direct quotes.
Plagiarism also includes unauthorized use of Artificial Intelligence (AI) programs to complete work and copying another student's homework assignment, and its penalties will extend to include those found to have loaned finished assignments to someone else for the purpose of copying. Penalties for identified plagiarism will be dealt with by the individual classroom teacher, but may also be referred to the principal's office.

<u>First Offense</u>

1. Automatic zero on the assignment
2. Parents called

<u>Multiple Offenses</u>

1. Students with two offenses in one class will receive a letter grade of "E" for that marking period in that class.
2. Students with two offenses in different classes will receive a zero for each assignment and will receive multiple in-school suspension detentions at the discretion of the principal.

## DETENTION POLICY

Detention Period Description

1. Begins five minutes after school is out, and lasts for one hour.
2. To be held in the in-school suspension room.
3. Sleeping will not be allowed.
4. Students will be doing an assignment for the full 60 minutes.
5. Satisfactory performance of detention time will be the judgment of the teacher(s) in charge of the period. Any student who is not performing satisfactorily will be told to leave and he will be suspended from school by the principal.
6. Any student late (1-10 minutes) for the detention will serve the remainder of that hour plus another hour the following week. If he/she is more than 10 minutes late he/she will face further disciplinary action.
7. Skipping detention will result in discipline strategies used for insubordination.

## ATTENDANCE POLICY

1. A note from parents or guardians as to the time of absence and the reasons for the absence must be brought to the office. Students that forget to bring a note will be unexcused. If a note is not received in the office within **48 hours**, students may face detention time.
2. Student-athletes are required to attend the majority of scheduled classes (four of six ) in order to participate in extracurricular activities.
3. **Excused Absences** (Policy 5301) - The following absences will be considered excused if they are confirmed by communication to the school from the student's parent.
   - the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
   - severe weather;
   - medical appointments for the student;
   - death or serious illness of the student's family member;
   - attendance at a funeral, wedding, or graduation;
   - appearance at court or for other legal matters;
   - college planning visits, and;
   - personal or family vacations.
4. Contact with the parents by letter or phone will continue so parents are aware of their student's absences.
5. **Excused absences** will mean the student has one day for each excused day to complete missed work. A missing alert and a zero will be indicated on Powerschool for the assignment(s) until the work is completed and turned in.
6. For maintaining student responsibility for attendance, classes may include **daily production points** and each teacher may determine what percentage of the marking period grade those daily production points will equal. This information
   will be clearly communicated with the students in classes that do offer production points. Production points will be awarded at the discretion of the teacher. Attendance is required in order to receive full production point credit.
7. When students are involved with a school-sponsored trip, they are responsible for getting their work prior to the trip.

## TARDINESS

A student is considered **tardy** if he/she is not in the classroom on time and will be so marked by the individual teacher. Each teacher will be responsible for handling tardies in his/her respective classes. If a chronic condition develops, the student should be referred to the office for disciplinary actions. A student who is **twelve minutes (12) or more late** to class will be marked **absent** for the class.

During any attendance marking period, a student is allowed three tardies per class period per marking period at the start of the school day. After the third tardy, a student will receive disciplinary action. The only way to excuse a tardy after the third tardy at the start of the school day is with an official note/letter from the court, doctor, or dentist. Notes and phone calls from parents/guardians will not excuse any tardy. **For every five tardies per class period equals and absence for that class period.** For every six tardies per class period during the school day per marking period

equals an after school detention. Each student accumulating 9-12 total tardies during the school day, per marking period, equals one day in-school suspension. Each student accumulating over 12 total tardies in the school day, per marking period will receive one or two days in-school suspension. Each student surpassing 20 total tardies per marking period shall be suspended from school until a meeting can be held between the principal, student, and parent/guardian.

## SKIPPING SCHOOL

A student that is absent any part of or all of a school day **without permission** may be required to make up the time. If the number of days missed (according to the above definition) constitutes truancy under the truancy laws, the student will be referred to the truancy office. If the student is over the age to be reported to the truancy office, serious disciplinary action up to and including expulsion from school may result. Absence for all or part of a school day without permission will cause the student to forfeit his/her participation in any extracurricular activities for that day. **There is no such thing as senior skip day.** If violated, make-up time will be given.

## EXCEPTIONS

Any student will be admitted to any class beyond the time the bell has rung without penalty if he/she presents to the teacher a valid pass from the office or another staff member. Regular bus riders will not be counted tardy if the bus is late and the students do not make it to class on time.

## CLOSED CAMPUS *(Board Policy 5801)*

**Students are expected to be on campus at all times during the school day and including lunch.** Only those students with prior written notice of appointments submitted to the office may leave during the school day. Students will not be permitted to leave school during school hours based on called-in/unplanned circumstances. Violation of the closed campus rule will result in disciplinary action. **The school parking lot is off limits during the school day.** Students are expected to enter the building prepared for the day. Students may only leave campus during the school day with an adult listed as “Pick Up” in Powerschool.

## EMERGENCIES

**Fire Alarms/Tornado/Intruder Drills**
Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. To promote safety instruction to students, intruder drills will be conducted throughout the year.

**False Fire Alarms**
Triggering false alarms is unlawful and dangerous. Anyone deliberately creating a false alarm will be reported and prosecuted. Fire extinguishers are provided for your safety. THEY MUST BE LEFT ALONE OR THEY WILL NOT BE READY WHEN AN EMERGENCY EXISTS.

**School Closings**
School officials are in constant contact with civil defense agencies, road commission crews, and law enforcement agencies during severe and inclement winter weather. In the event that conditions get worse once students have arrived at school, the school will close as soon as transportation arrangements can be made. Radio stations will be notified immediately of dismissal procedures and will broadcast this information as a public service.

In the event severe ice or snow conditions prohibit the opening of school on any particular day, this information will be relayed to students and parents over the phone, email, radio and television as soon as a decision has been made. Normally, this will be aired on or before 6:00 a.m. Students and parents are requested not to call the school to request such information.

### EXTRACURRICULAR EVENTS

Extracurricular events are offered to give all students the opportunity to participate in or attend activities on a voluntary basis on their time outside of school hours. Because these events are attended by many people, there must be rules for events to avoid having actions of a few ruin the activity for all.

The conduct of students at extracurricular events is governed by the same code of conduct which is in effect during the school day. Kingsley Schools are proud of their reputation for award-winning sportsmanship and thus behavior specific to interscholastic competition, such as excessive booing and antagonism toward team members, coaches, or officials, cannot be tolerated. All school rules will apply to all extracurricular activities, as established in both the student handbook and the athletic handbook.
All school activities end by 11:30 p.m. unless granted an extension by the principal. All dances must be scheduled and approved by the principal.

## GENERAL INFORMATION AND RULES

### LEAVING SCHOOL BUILDING OR GROUNDS

Students are not permitted to leave the building or school grounds at any time during the school day without permission from the school office. If you leave the building because of illness or other emergency, you must sign out at the principal's office. Failure to follow proper procedure will be considered an unexcused absence. Before releasing a student from school during school hours, a parent must contact the school office.

### SCHOOL BUILDINGS AND GROUNDS

Students are asked to remember that the school buildings and grounds are community property. As such, they belong to you, your parents, and other taxpayers of the school district. Damage due to carelessness or any other cause is simply an added cost to school operation. You can add to school and community morale by treating the property with all due respect and by taking pride in keeping the buildings and grounds neat and clean.
Students will be expected to pay for damage done to school property, this includes student lockers. Please do not sit on tables or the backs of chairs. Do not play where windows, doors, etc., may be damaged through careless or unintended means. Deposit waste materials in the proper containers in classrooms, restrooms, or hallways. Avoid writing or marking on the walls and desks. It is the responsibility of every person who has the privilege of using the building to ensure its present condition.

### STUDENT USE OF AUTOMOBILES

**Vehicles are not to be driven during the school day (8:15am-3:10pm other than to arrive or leave the building). Students are not to be in the parking lot during lunch or in and around parked cars.** Snowmobiles/mopeds must be registered with the office and parked in the designated area for snowmobiles/mopeds.

1. Vehicles will include snowmobiles, motorcycles, ATV's, and mopeds. Student driving is a privilege and may be revoked if regulations are not followed. Repeated infractions may, at the discretion of the principal, result in suspension from school.
2. All students must register their vehicle with the office. All students must park in office assigned areas with designated stickers.

### CONFISCATION OF STUDENT ITEMS

School personnel have the authority to confiscate student items on school grounds which are in violation of school rules, which are a hazard to other persons, which can be harmful to the school building, or which are disruptive of the educational process. Items which are confiscated are to be handled in the following manner:

1. Consumable or perishable items may be thrown away.
2. Hazardous items are to be returned only to the parents or guardian.
3. Other items are to be kept by the principal until the parents pick them up.
4. Confiscated items may be disposed of after two weeks.

## GENERAL RULES

A. Students are not permitted in the halls during class time without permission.

KHS utilizes an electronic program called SmartPass for hall passes.

Students are responsible for initiating a pass, and the teacher has the ultimate authority to approve or deny passes.

Student hall passes may be restricted by administrators at any time.

Failure to properly use SmartPass will result in disciplinary action, coded as insubordination/defiance.

B. Students sent from classes for disciplinary reasons must report directly to the principal's office. The principal reserves the right to suspend a student from school and to send a student home at any time, depending on the situation.

C. All staff are responsible for controlling loud talking in the building or grounds.

D. Overt student affection and intimacy is embarrassing and uncomfortable to others observing such conduct. Violation of the rule may result in suspension from school.

E. Assemblies: Good judgment should be used in displaying appreciation of a performance or presentation. Whistling, booing, and other extreme distractions may result in removal from future assemblies. No hats allowed on during assemblies.

F. Social Events: Outside doors to the building will be locked one hour after school events, such as parties and dances. If anyone leaves the building they will not be allowed to re-enter unless otherwise arranged by class or club sponsors. Dances are open to Kingsley students only. Guest passes are required for visitors by Thursday before the dance and may be picked up in the office. Guests must be no older than 20 years of age.

G. Student use of telephones: The use of the school telephone, except in an emergency situation or for official class or school business, will be discouraged. Emergency incoming calls will be taken by the office and delivered at the close of class periods. Unless calls are of a very serious nature, no student will be called from class to answer the telephone.

H. Change of address and telephone number: Students are asked to immediately notify the high school office of any changes in their address or phone numbers any time during the year.

I. Lockers: Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used.

1) Once assigned to a locker, do not change unless permission has been given by the principal.

2) Students should not exchange locker combinations. Since lockers are a permanent part of the building, students are expected to keep them in good usable condition. Do not deface with stickers, decals, ink, printing, etc.

3) Lockers are school property and may be checked periodically by authorized personnel. The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.

a) The search is carried out in an effort to protect the safety and order of the school community.

b) The school official has a "reasonable suspicion" that items dangerous to the school community are located in the area to be searched.

c) Routine searches of lockers will be made in the interest of preventing abuse of the lockers.

d) Students are to understand that the locker or other assigned school property is under the joint control of the student and school.

J. Students will be fined 5 cents per day per book that is returned after the due date in the library. Students that have a fine of 50 cents or more cannot check books out until the fine is paid in full. If books are not returned, students are required to pay the price of the book.

K. Distribution of Non-School Materials: No student will post or distribute written or illustrated non-school material in the school or on school property without first obtaining permission from the principal.

L. It is the philosophy of our school to respect the individual, family, and religious beliefs of our various students. When the school holds a special activity that conflicts with these beliefs, we will allow the student freedom to not attend or participate in that event.

The problem is that we are not able to know and interpret the values of each child. As a result, the responsibility for determining if an event is in conflict with family values must rest with the student and parents. When that occurs, we will release the student from attending such an event at their request. The procedure for being released from any event due to a values conflict is for the student or parent to simply notify the principal, who will then excuse the student from the activity. The library or a similar room will be made available for the student to report to.

M. Students must have a **medical release form signed** by the parent or guardian and physician granting the office personnel permission to dispense any form of medication to said student. The signed form must be on file in the secondary office.

**N. Student Use of Wireless Communication Devices** (*Board Policy 5209*)

Students may not use Wireless Communication Devices on school grounds during school hours (8:15am - 3:10pm), except as otherwise provided in this handbook. “Wireless Communication Device” is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

A student may possess a wireless communication device in school or on school property as long as the device is turned completely off (not just placed on vibrate or silent mode) and **stored in his/her locker.** Students and parents needing to communicate with each other during the school day should be done so through the front office.

Students are personally and solely responsible for the security of their wireless communication device. The District is not responsible for theft, loss, or damage of any personal wireless communication device.

School administrators and teachers may confiscate a student’s personal communication device if the student’s use or possession of a wireless communication device violates board policy 5209, the student code of conduct, or any applicable building or classroom room rule.

- On a first offense, a confiscated wireless communication device will be submitted to the office returned to the student at the end of the school day.
- On a second offense, the student’s parent/guardian must come to the school to pick up the device from the office.
- On the third offense, the student will be required to turn the wireless communication device in to the office before school begins (8:15am), and pick the phone up after school ends (3:10pm) for 30 consecutive school days.
- On the fourth offense, the student will be considered "insubordinate" and be subject to discipline per the Student Code of Conduct.

O. Firecrackers are illegal and dangerous. Possession or firing of firecrackers is cause for suspension and referral to the authorities.

## CAFETERIA RULES, REGULATIONS AND REQUESTS

KAS is committed to free breakfast and lunch for the 2026-2027 school year. Students are expected to be courteous, respectful, and responsible for the cleanliness of the serving area, tables and floor. Ala Carte, additional milk, or extra entrees may be purchased with breakfast and lunch if the student has a positive balance on account. Milk (additional or ala carte will be charged 0.75¢ for the 2026 - 2027 school year.

- Students will be given a verbal reminder at the point of service when a deposit is needed.
- Students are allowed 2 charges only.
- All food/drink must be consumed in the commons. No food/drink is allowed outside of the commons/in the hallway.
- Students will receive one verbal warning for behavior problems and then the principal will be notified. Students caught shoplifting will be prosecuted.
- Students are not allowed to purchase lunch for others.

### LOST AND FOUND

Students who find articles which may belong to others are directed to deposit such items at the principal's office. Those who have lost articles are asked to call the office to identify and reclaim such articles. The lost and found location is next to the cafeteria. It is strongly recommended that a student's name be recorded on all personal items such as gym bags, P.E. or athletic equipment, and school-issued items such as textbooks. Any student not being able to account for his or her textbook at any time will be required to reimburse the school at a fair market replacement value. Lost and found items will be disposed of periodically.

### PROTECTION OF VALUABLES

You are responsible for any valuables or money that you bring to school. Do not leave any valuable items or money in your locker. All school fundraising money must be turned in to your advisor or the office first thing in the morning. Do not put it in your locker or carry it on your person. You are totally responsible for any articles or money that is lost!

### MATERIAL FINES

Any student who does not return a textbook, equipment or materials, which were assigned, including library books, or returns them with unusual or severe damage, shall be charged in accordance with this policy.

1. Lost or destroyed textbooks or equipment - The student shall pay the replacement cost. This cost may be reduced if the equipment was used and would have been replaced within two years.
2. A teacher may assess a fine on used textbooks when they are returned with damage far beyond the normal wear.

### STUDENT LIABILITY FOR DAMAGES AND LOSS OF SCHOOL PROPERTY

The costs for any damage to school property by a student, whether accidental or deliberate, shall be billed to the legal guardian of the person doing the damage.
The student shall also be responsible for all items checked out to him or her, such as textbooks, uniforms, locks, equipment, etc., and shall be charged the replacement

cost if such items are not returned or a suitable charge if they are returned damaged or showing unreasonable wear. In cases of such charges, the parents shall be notified as soon as possible of the reason for the charges and the amount due. Students may also be charged criminally.

**STUDENT BUS RULES**

Philosophy*:* The general purpose of the Kingsley Area School Transportation Program is to get students to school safely and efficiently. Because a driver must give a primary responsibility to the safe handling of a bus, it is important that the students follow common rules and courtesy. The following rules will clarify the conduct that is required of all students, as the general rules for a safe bus trip.

Driver's Authority

1. The driver is in charge of the operation of the bus and has full authority over pupils in the bus. All students are required to comply with his or her requests.
2. The driver has the authority to discipline students for misbehavior or failure to follow rules, including suspending the student from the bus.

Student Conduct

Students are expected to follow the same rules of behavior as those used in school. They include:

a. Speak in a conversational voice. No loud noise.
b. Keep hands and feet off others.
c. No use of profanity, threats or insulting remarks.
d. No throwing things.
e. No defacing or destroying property.
f. No use of illegal substances.
g. No illegal or obscene behavior.
h. No littering.
i. No disrespect to the driver.
j. No fighting, smoking, vaping, open flames, etc.

Any destruction of property is expected to be reported to the driver immediately. Vandalism will cause the student to be suspended from the bus. All damages will be reimbursed to the school and are the responsibility of the student and their parents.

Loading and Unloading

1. Students will load and unload from front seats and front doors only. The rear door is for fire and emergency only.
2. Students who must cross the road after unloading must wait for the driver to signal them across in front of the bus.
3. Bus windows are to be up while loading and unloading at school.

General Safety

1. Students must remain in their seats when the bus is in motion.
2. Heads or arms are not to be out of the bus window at any time.
3. Students waiting for buses must not play in the road or bother passing autos.

General Procedures

1. Students are expected to be waiting at the bus stop when the bus arrives. The bus cannot be expected to wait for a tardy student.
2. A bus pass signed by the principal is required for students to ride another bus or unload at a stop other than their own.

Special Bus Trips

These rules apply on all field trips and extra bus trips.

1. For serious or continuous violations of these rules, a driver may suspend a student from the bus for up to three school days.
2. A suspension of longer than three days may be issued only after consultation and approval of the principal or superintendent.
3. Any suspension from the bus may be appealed to the supervisor, the superintendent, and then to the school board.

## DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and/or scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging

messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use

privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.
The Board designates the Superintendent and principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
Revised 2/11/02
Visit www.kingsleyschools.org for Computer/Network Misuse discipline.

## REPRODUCTION EDUCATION COMMITTEE

The Kingsley School District, by law, has a Reproductive Health Committee. If parents are interested in this committee, they should call the school.

## FINAL NOTE

As you join the student body at Kingsley High School, you enter a place where opportunity waits. Your best school experiences will result from a positive attitude toward others and your participation in academics and other activities the school has to offer. We are committed to providing an atmosphere where you can fulfill our expectations and your own.

Students at Kingsley have developed high standards of performance in academic activities and behavior. Kingsley School pride is strong.
The faculty and staff are here to assist you.

Welcome to your school!

# Student Handbook Acknowledgement Form

Print Student Name: _____Grade:_____

STATEMENTS TO BE READ AND SIGNED BY STUDENT/PARENT/GUARDIAN

I have received a copy of the Kingsley High School 2021-2023 Student/Parent Planner/Handbook and have been given the opportunity to read all the information contained in it. I understand and accept my personal responsibility for following all information and expectations presented in the 2022-2023 Student/Parent Planner/Handbook.

Student Signature: _____ Date:_____

Parent Signature: _____ Date:_____

*Return this form to your 1st period teacher. Career Tech students return to the office*

**Acknowledgement of responsibilities of student-athletes participating in Kingsley Athletics during 2025-2026 school year:**

I understand that participation in athletics at Kingsley High School is a privilege and not a right. I further understand that the student-athletes serve as role models and representatives of their school, community, and family and are held to the highest standards of conduct.

Student-athletes must comply with the provisions of the Athletic Handbook, the Student Handbook, team rules and MHSAA regulations. Should a student-athlete fail to follow such rules, he or she may be subject to disciplinary action up to and including removal from participation in the athletic program.

I have read the Athletic Handbook online and agree to abide by its provisions.

Student Signature: _____ Date:_____

## WHAT IS A CONCUSSION?

**Some Common Symptoms: Headache • Balance Problems • Sensitive to Noise • Poor Concentration • Not "Feeling Right" • Pressure in the Head • Double Vision • Sluggishness • Memory Problems • Feeling Irritable • Nausea/Vomiting • Blurry Vision • Haziness • Confusion • Slow Reaction Time • Dizziness • Sensitive to Light • Fogginess • "Feeling Down" • Sleep Problems • Grogginess**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

## IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY –** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. **KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality change

### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**

## CONCUSSION AWARENESS

## EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Kingsley High School.

| | |
|---|---|
| _____ | _____ |
| Participant Name Printed | Parent or Guardian Name Printed |
| _____ | _____ |
| Participant Name Signature | Parent or Guardian Name Signature |
| Date: _____ | Date: _____ |

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.