

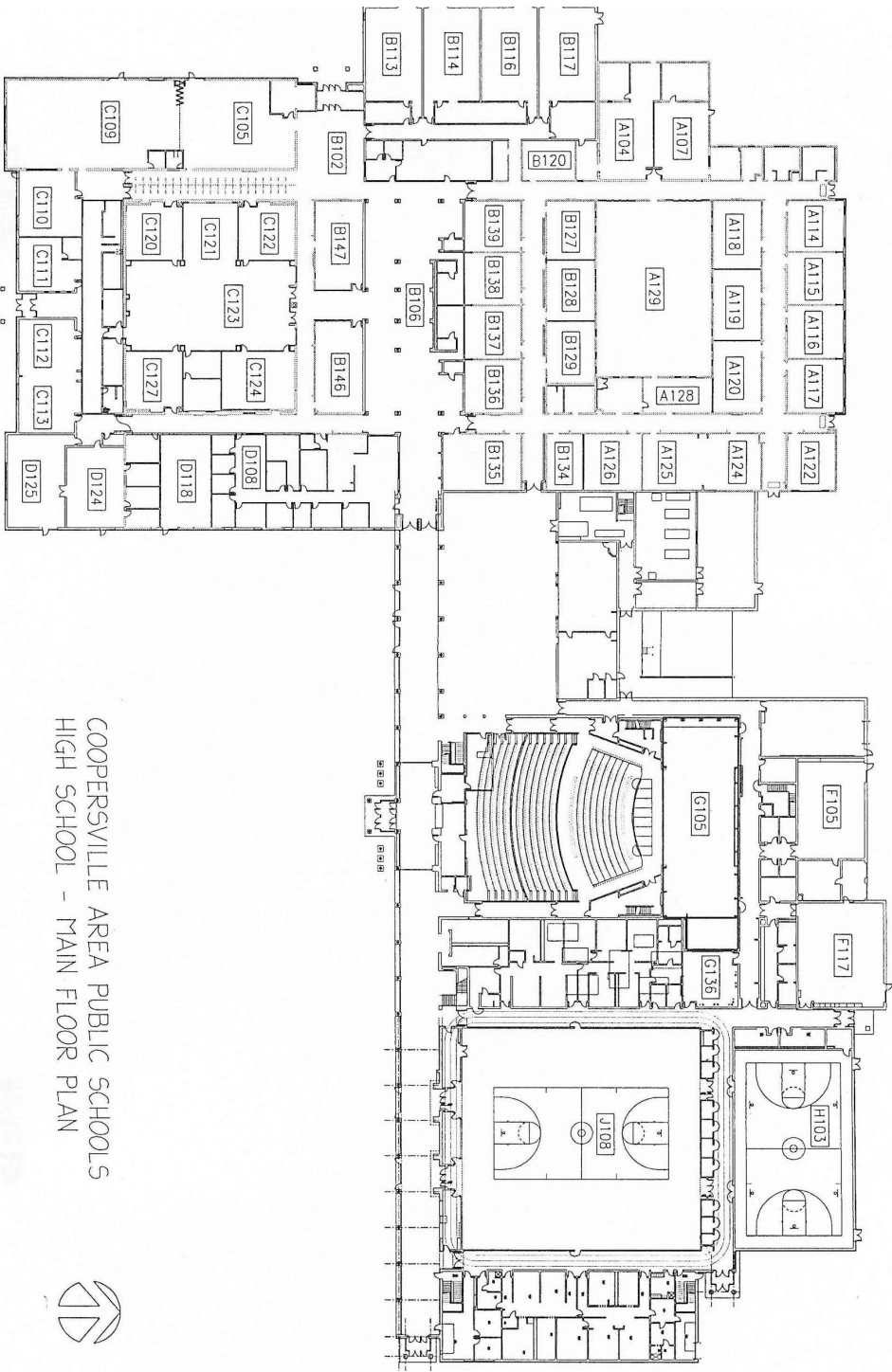
# **Coopersville High School 2023-2024**

**198 East Street  
Coopersville, MI 49404  
616-997-3500  
[www.coopersvillebroncos.org](http://www.coopersvillebroncos.org)**

## **HIGH SCHOOL ADMINISTRATION**

**Dr. Tricia McPheron, Principal  
Mrs. Amanda Rennells, Assistant Principal  
Mr. James Cochran, Athletic Director**

Property of : \_\_\_\_\_



COOPERSVILLE AREA PUBLIC SCHOOLS  
 HIGH SCHOOL - MAIN FLOOR PLAN



**Class Schedule  
Semester 1**

	Class	Rm	Teacher	Time
<b>A Day</b>				
1				7:30-8:40
3				8:45-9:55
5				10:00-11:10
7				11:15-1:00 Early Lunch 11:10-11:45 Late Lunch 12:25-1:00
8				1:05-2:15
<b>B Day</b>				
2				7:30-8:40
3				8:45-9:55
4	Seminar			10:00-11:10
6				11:15-1:00 Early Lunch 11:10-11:45 Late Lunch 12:25-1:00
7				1:05-2:15
<b>C Day</b>				
1				7:30-8:40
2				8:45-9:55
5				10:00-11:10
6				11:15-1:00 Early Lunch 11:10-11:45 Late Lunch 12:25-1:00
8				1:05-2:15

**Class Schedule  
Semester 2**

	Class	Rm	Teacher	Time
<b>A Day</b>				
1				7:30-8:40
3				8:45-9:55
5				10:00-11:10
7				11:15-1:00 Early Lunch 11:10-11:45 Late Lunch 12:25-1:00
8				1:05-2:15
<b>B Day</b>				
2				7:30-8:40
3				8:45-9:55
4	Seminar			10:00-11:10
6				11:15-1:00 Early Lunch 11:10-11:45 Late Lunch 12:25-1:00
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<b>C Day</b>				
1				7:30-8:40
2				8:45-9:55
5				10:00-11:10
6				11:10-1:00 Early Lunch 11:10-11:45 Late Lunch 12:25-1:00
8				1:05-2:15

# STUDENT HANDBOOK

This handbook contains guidelines for parents and students. Detailed information on school policy and rules can be found on the CAPS website. The student handbook is subject to revision at any time upon administrative and/or board approval.

## **Coopersville Area Public Schools believes:**

Every person has intrinsic worth.

Every person has something to contribute.

Every person is responsible for his/her own actions.

A community which embraces shared ethics and diversity thrives.

Love, acceptance, and a sense of belonging are essential for every person to flourish.

A community working together toward a common goal is fundamental to excellence.

## **Mission of the Coopersville Area Public Schools:**

We inspire all students to embrace a lifelong love of learning, to achieve their goals, and to be compassionate citizens who contribute to the global community.

## **Vision of Coopersville High School:**

Coopersville High School strives to create a positive environment where quality research-based teaching consistently promotes increased levels of learning and challenges students of all abilities in every classroom.

A school is a small community populated by representatives of a larger community - in our case the Coopersville Area Public School District - which supports the school and expects its young people to:

- reflect generally-accepted attitudes,
- develop responsibility,
- show a desire to learn, and
- attend school regularly.

It also expects the school system to:

- provide a viable education within limited financial and physical resources,
- maintain standards of conduct and discipline,
- reflect an awareness of community needs,
- keep communication open between the adult community and the school community, and
- cooperate with other adult organizations (i.e. churches, courts, and law enforcement).

Contact between the school and these agencies should be only through their official representatives.

**Following are the guidelines by which our students and their parents must abide in order to maintain an orderly operating school.**

## **ACADEMIC INTEGRITY**

Representing someone else's work as your own is dishonest. It compromises your integrity and diminishes what we stand for as a school community. We believe that your success is dependent on your efforts. You are expected to complete your work with

honesty and integrity, as it represents what you can and can not do. Cheating has no role in our school community!

Cheating is defined as representing someone else's work as your own or allowing someone to represent your work as their own. In a broad sense, cheating includes, but is in no way limited to, the following:

- Copying homework or allowing someone to copy your homework.
- Looking at another's test or quiz or letting another student look at a test or quiz.
- Reporting to another student what is on a test or quiz, including providing questions or specific answers.
- Using any secretive methods of finding/providing answers on a test or quiz.
- Taking information from another source that is not properly cited.
- Working with others on an assignment that was meant to be done individually.
- Taking someone else's assignment or portion of an assignment and submitting it as your own (including submitting an older brothers/sisters/friends work or memorizing answers for a test/quiz that had class in previous year/semester).
- Utilizing artificial intelligence to compose your work.

When a student is not sure what would be considered cheating for a particular assignment, s/he is responsible for requesting clarification from the teacher.

Violation of this policy will result in detention and an alternative assignment/assessment at a reduced grade. Multiple violations will result in progressive discipline.

Individual teachers/departments have, or will provide, guidelines as to what is or is not cheating within their course(s). You will be informed of their classroom/department policies, and it is at their discretion as to when an infraction has been made.

Students have a legal property interest in attending school, but there is not a property interest in any grade higher than the one that is given by the teacher. Nevertheless, the Board recognizes that from time to time there may be legitimate questions about academic grades, the Board has an established policy for resolving grade disputes.

Our school is committed to promoting responsible and ethical use of Artificial Intelligence (AI) technologies among students, staff, and all members of the school community. The purpose of this policy is to ensure that AI technologies are used in ways that align with our school's values, foster learning, and maintain a safe and inclusive environment.

## **ACCIDENTS**

Students who are involved in an accident, directly or indirectly, should report it immediately to the office.

### **Consequences of Misuse:**

Misuse of AI technologies in violation of this policy may result in disciplinary actions in line with the school's established code of conduct and acceptable use policy (*Coopersville Area Public Schools Board Policy 7540.03*). These actions may include but are not

limited to, counseling, parental involvement, loss of privileges, and appropriate interventions.

## ATTENDANCE

### **Attendance Philosophy**

There is a direct correlation between academic achievement and regular, prompt attendance. The purpose of the attendance policy is to maintain academic standards for earning grades and credits. Instruction in the daytime educational program of the district is organized in such a manner that the tutorial assistance of the teacher and the interaction of pupil discussions and activities are an integral part of instruction and require attendance in class. A student's success in school and future career activities depends on positive attendance habits. In the event of an absence, making up assignments attains some value. School policy and classroom procedures may permit or require make-up work, but the responsibility for doing so rests with the student. Students absent for a full day may not attend after-school activities or be on campus property unless the absence is school-related. Students must attend at least a half-day to participate in after-school activities or be on campus property.

### **Responsibility of Parents**

It is the statutory responsibility of parents of students under age 18 to ensure regular attendance, however, the responsibility for acceptable attendance lies with parents and students of *all* ages. The district, where applicable, will follow the procedures listed herein to assist parents in ensuring regular attendance, to provide a process requiring attendance, and/or to provide a process for dropping students from class or school enrollment for lack of sufficient attendance to permit granting credit.

### **Absences and Tardiness**

**Excused Absence:** Excused absence will be recognized for confining illness, injury, doctor or dentist appointment, death in the immediate family (brother, sister, step-brother, step-sister, parent, step-parent or grandparent), court or regulatory agency appearance. Appropriate documentation must accompany these absences for them to be exempted. Appointments will be exempted for up to one-half day, unless the documentation states otherwise. Other reasons may be excused only if pre-approved by the school administrative office. The administration reserves the right to determine if an absence will be considered excused. Normally, pre-approval is to be arranged far enough in advance to permit the student to complete assignments prior to absence. The parent has three school days to excuse the absence, otherwise the absence shall be considered unexcused. Extended absence for prolonged illness or physical disability should be indicated to the school as soon as possible for assistance with assignments, educational programming, or possible assignment of a homebound teacher.

**Unexcused Absence:** Unexcused absences will be recorded for reasons not covered under the Excused Absence policy. This includes failure to notify the school office of an otherwise valid reason. The reason for absence from school, even though unexcused by school standards, must be verified by a note or phone call from the parent within three school days. A student leaving class without teacher approval or leaving the building without administrative approval shall be considered an unexcused absence for which detention will be issued.

In cases of unexcused absence or tardiness, teachers are not required to assist pupils to make up work missed during the unexcused absence or tardiness.

**Tardiness:** All tardiness is considered unexcused. The classroom teacher and/or the administration will determine the validity of the reason for tardiness. Detention time for tardiness must be served outside the instructional day. Tardiness beyond fifteen minutes will be recorded as an absence for the entire period.

**Tardiness per class per semester:** 1<sup>st</sup> tardy – warning, 2<sup>nd</sup> tardy – 15 minute detention, 3<sup>rd</sup> tardy – 30 minute detention, 4<sup>th</sup> tardy – 45 minute detention, 5<sup>th</sup> tardy – 1 hour detention, 6<sup>th</sup> tardy and beyond – parent/student meeting and plan for improvement.. Tardiness for the first class of the day is tracked cumulatively for blocks 1 and 2.

**Other Periods of Absence:** Time away from class for school-approved absence, appointment with counselors or teachers, or field trips or athletic events will not be considered an absence; however, the student is responsible for turning in assignments for periods missed. If an individual teacher feels the time missed for such purposes is excessive and/or endangers the student's success in class, the principal is to be notified in writing. A pass indicating destination, time of departure, and teacher approval must support absence from class or assigned area.

**Assignment Due Dates:** Assignments due the first day of absence are due the first day of return from absence. If assignments are collected from teachers during an absence, teachers may require students to have work completed when they return from their absence. All other make-up work must be completed within a reasonable period of time as determined by the teachers who will provide support for its successful completion.

#### **Additional Attendance Requirements:**

*Special Classes/Programs:* Additional attendance requirements may be in effect for special classes or programs such as performing arts, co-op classes, participation classes, athletic teams, or Careerline Tech Center. Requirements for attendance in such classes or programs will be given to students during the first week of the class or program.

*Performing Arts Students Attendance on Holidays:* Performing arts students shall participate in all scheduled holiday performances unless excused under AR151 (Performance Arts absences). All students will receive a copy of AR151 at the beginning of the year or semester.

*Recording of Absences or Tardiness:* The teacher and the school office will maintain the recording of absences and tardiness.

*Attendance/Engagement Teams:* Our district has attendance and engagement teams that are set up at each building. These teams meet regularly and at each meeting, a screening process (10% or higher absence rate) is used to identify students who are chronically absent. The teams will work with the families to help identify barriers to appropriate school attendance and the teams will provide intervention. Intervention will take the form of letters, a parent meeting and student success plan, involvement of the ISD, and/or official filings of truancy with the court system.

*Vacation:* When looking at chronic absenteeism, days taken off for vacation **are** factored



into the absenteeism percentage. These days will not be exempt.

**Exempt Absences:** Absences that do not count toward attendance totals include:

1. School approved absences
2. Doctor appointments with documentation
3. Serious injury, surgery, long-term illness, or mental health treatment with documentation
4. Suspension from school
5. Bereavement of an immediate family member (brother, sister, step-brother, step-sister, parent, step-parent or grandparent)

**Types of Absences:** School-approved absences and homebound services are not considered absences. Extended consecutive absences for illness/injury and verified by doctor's note will not count against the student.

1. College visits: A student is permitted two college visits per year that will not count against the student.
2. Family Funeral: Family Funeral absences only apply to immediate family and will not count against the student. All other funerals will be excused absences, but not exempt.
3. School Related Absences: are absences for a pre-approved school function and will not count against the student.
4. Medical Absences: When a student has seen a physician or other medical professional, a signed note must state the date and time of the appointment for it to be exempt. If the student misses school with an extended illness, the dates must be on the note from the doctor for these absences to be exempt.

**Incentives for Better Attendance:** One purpose of this regulation is to recognize and award students for excellent attendance. Thus, the following program will be followed:

- For each semester, students with zero (0) absences are eligible to receive appropriate recognition.
- Graduating seniors with ten (10) or less absences during their high school years will have a letter of commendation added to their official school transcript.

### **BUS CONTRACT**

School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/hers own conduct, carefully following all established rules and regulations and complies with the directions and request of the bus driver. Students who fail to cooperate with rules and regulations will forfeit bus privileges rather than jeopardize the safety of other students.

### **RULES**

1. No bullying, teasing, scuffling or fighting with fellow passengers.
2. No loud music, spitting, damaging or vandalizing the school bus. (Students will be required to pay for repair of damage.)
3. No cursing, abusive language, obscene gestures, shouting, speaking loudly or making disturbing noise.
4. Respect your bus driver and fellow students. Obey instruction and directions of the bus driver.

5. Go directly to your seat, no standing, moving about or changing the seats.
6. Keep body parts inside the bus. Students may not throw any objects on, at or out of the bus.
7. No eating, or drinking, chewing gum or littering.
8. No possession of incendiary devices, weapons, obscene materials or bringing articles aboard the bus of objectionable nature or which may cause injury. (Will result in loss of riding privileges for the remainder of the school year.)
9. No sale or possession of alcohol, tobacco, nicotine, or drugs. Being under the influence of these substances or any behavior relating to the safety, well being and respect to others will result in loss of riding privileges for the remainder of the school year.

First Referral: Verbal warning

Second Referral: Written discipline notice (Must be signed by parent)

Third Referral: Bus privileges suspended for 1 week

Fourth Referral: Loss of riding privileges for the remainder of the school year.

### **CLASS PROMOTION**

To be promoted to each class, a student must earn a minimum number of credits.

- Sophomore – a student must earn four (4) credits to be promoted to 10<sup>th</sup> grade.
- Junior – a student must earn ten and one-half (10.5) credits to be promoted to 11<sup>th</sup> grade.
- Senior – a student must earn sixteen and one-half (16.5) credits to be promoted to 12<sup>th</sup> grade.
- Any student who falls behind their graduation cohort and is not successful in credit recovery within two semesters will be recommended for enrollment at an alternative setting.

### **CLOSED CAMPUS**

Students are not allowed to leave the building without permission from the office and parent/guardian. Students must obtain permission and sign out of the office otherwise a Saturday School will be assigned. Administration reserves the right to search vehicles.

### **CAPS PHILOSOPHY OF DISCIPLINE**

- Every person has intrinsic worth.
- Every person has something to offer.
- Every person is responsible for her/his choices.
- Discipline is most effective when administered with compassion and empathy.

Our practices include:

- Adults use enforceable statements.
- Adults offer limited choices to students.
- Limits and accountability are administered equitably and appropriately.
- Students solve problems in a way that does not make a problem for others.

## CODE OF CONDUCT DISCIPLINE OF STUDENTS

### **Purpose:**

To establish procedures in handling student discipline and to provide a guide for use by the student body, faculty, and residents of the district. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it does underlie the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. The format of this policy is to indicate various offenses and then to indicate how they would normally be handled, keeping in mind that the district is operated for the purpose of educating individuals and not of denying them an education.

### **Discipline Procedure:**

Commonly, the discipline measures follow a gradual order of escalation from reasoning and reprimand to the most severe action, a recommendation for expulsion. The actual progression used may not employ all steps but may skip some/all steps outlined in the following list. The actions implemented in any single or series of disciplinary proceedings are dependent on seven factors including the student's age, disciplinary history, disability, the seriousness of the violation, and the safety of others. The process is as follows:

1. Verbal reprimand or warning.
2. Teacher contact/conference with parent(s).
3. Restorative Justice consideration or other intervention.
4. Detention (from 15 minutes up to 1 hour).
5. Restriction of school activities including denial of the privilege of participation in graduation-related activities.
6. Suspension from school attendance for up to 10 days.
7. Placement into an alternative educational setting.
8. Referral to the Board of Education for long-term suspension or expulsion.

### **Offenses and Typical Penalties**

The actions of any student that are not listed within these rules, but are considered conduct unbecoming of a student at CHS and negatively affect the educational process for one or more students, are subject to the discipline policy of CHS. Multiple incidents of misbehavior across separate categories of behavior infractions could result in progressive discipline. Unacceptable and inappropriate behavior including but not limited to the following:

Violation of attendance rules.	Detention
Loitering or being in an unauthorized area.	Detention
Heckling or poor sportsmanship.	Suspension
Style, manner of dress, or habit that is disruptive to the learning process.	Detention
Public display of affection.	Detention
Failure to abide by reasonable classroom rules established and posted by the teacher.	Suspension

Disruption of the educational process to other students.	Detention/Suspension
Disruptive behavior on school property or at school-sponsored activities.	Suspension
Throwing objects or food.	Detention
Aggressive behavior and/or willful destruction of school property.	Suspension
Lack of respect and/or willful destruction of school property.	Suspension
Profanity, vulgarity, racial or ethnic slurs.	Detention/Suspension
Failure to fulfill disciplinary measures.	Suspension
Harassing, threatening, causing bodily harm to any student, teacher, or other school employee or causing damage to the personal property of such persons.	Suspension/Expulsion
Theft and/or possession of property, which does not belong to the student.	Suspension
Insubordination or lack of cooperation with administration or school personnel.	Suspension
Gambling	Suspension
Forgery, plagiarism, and/or cheating.	Detention
Extortion	Suspension
Activities that disrupt education or advocate illegal acts including, but not limited to, recording an immoral or illegal act and the dissemination thereof, unauthorized demonstrations and/or participation in any unauthorized organization such as gang identification, association, or activity while on school property.	Suspension
Immoral acts of behavior.	Suspension
Possession, use, or sale of weapons, "look-alike" weapons, ammunition, volatile sprays or chemicals, explosive material, pornographic material, or stolen property while under control of school authorities, or in violation of law.	Suspension/Expulsion
Possession, use or sale of tobacco products, smoking materials, vapes, alcohol, illegal drugs or other mind-altering substances or its paraphernalia including "look-alikes", which is any substance either with or without its original packaging that is alleged to be a controlled drug. The discipline for "look-alikes" will be the same as if the substance were a controlled drug.	Suspension/Expulsion

Arson and/or false or misleading report of fire, bomb threat, cancellation of school, etc.	Suspension/Expulsion
Sexual harassment of another student or school staff member/volunteer which may include unwelcome sexual advances, request for sexual favors and other inappropriate verbal or physical conduct of a sexual nature on or off school property.	Suspension/Expulsion
Conduct outside of school that adversely affects the educational process or safety of the school community (i.e. Criminal Sexual Conduct).	Suspension/Expulsion
Physical or verbal assault as prohibited by state law.	Suspension/Expulsion
Possession or Use of cell phone during school hours without permission.	Surrender phone/Suspension
The act of hazing is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any hazing incidents.	Suspension/Expulsion

### **Anti-Bullying Policy:**

The Coopersville Area Public Schools Board of Education prohibits acts of harassment or bullying. All students are protected under this policy without regard to its subject matter or motivation. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

The Coopersville Area Public Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Coopersville Area Public Schools Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Coopersville Area Public Schools Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of

their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

A student will not engage in bullying or cyberbullying behaviors of any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "Bullying" means any repeated written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyberbullying that occurs on school property or with school provided electronic devices, or with personal devices using school Wi-Fi is subject to disciplinary and criminal action. Cyberbullying that does not occur during school hours, but is carried out using a school device, or continues into the school day and affects the school climate is also subject to disciplinary and criminal action. Cyberbullying may involve the inappropriate use of information or communication technologies such as emails, cell phones, text messages, instant messages, Twitter, Facebook, Instagram, Vine, Snapchat, Ask.fm, defamatory personal websites, or defamatory online polling websites.

### **Hazing Policy:**

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- Illegal activity, such as drinking or drugs;
- Physical punishment or infliction of pain;
- Intentional humiliation or embarrassment;
- Dangerous activity;
- Activity likely to cause mental or psychological stress;
- Forced detention or kidnapping;
- Undressing or otherwise exposing initiates.

**Seclusion and Restraint:** The district strives to provide a disciplined learning environment that promotes the care, safety, welfare, and security of the school community and the dignity of each pupil, and works to enforce the procedures consistently. All administrators are trained in the legal processes for the use of emergency seclusion and restraint. All personnel participate in awareness training as required by the Michigan Department of Education. See the board policy for more information on seclusion and restraint.

**Due Process:** Any student subject to disciplinary action under this policy shall be granted due process as per the district's discipline policies.

**Expulsion and Suspension Procedures:** All administrators follow board policy and legislation regarding suspension and expulsion. Parents or guardians who wish to appeal a suspension or expulsion may refer to Board Policy.

### **DETENTIONS**

Detentions will be recorded in the office and must be served with the detention monitor.

*Detention Rules:*

1. Students are given 5 school days to serve their detention.
2. If the detention is not served within 5 days, the student will be issued double the time.
3. Further discipline that may result for refusal to serve time includes:
  - a. Out-of-school suspension
  - b. Social probation - activities taken away (breakfast or lunch with peers, athletics or clubs, dances, driving on campus, etc.)

### **DRESS AND GROOMING**

Dress and grooming are generally considered to be personal and family concerns, and it is expected that all students and their families will exercise good judgment in this matter. Clothes and personal appearance directly influence a student's behavior and attitude. Students whose dress or grooming jeopardizes personal health or safety, or interferes with the educational process or orderly operation of the school may be sent home for more appropriate dress or grooming. Appropriate dress is expected at all school functions and activities. The complete dress code is reviewed each year with students, but some specific examples of infringements include:

- Display of the Confederate flag in dress or other accessory including vehicles
- Halter tops, tube tops, and midriff shirts.
- Visible undergarments and straps.
- Hair or clothing which might endanger the pupil or others in vocational classes
- Specific health or grooming standards for working with foods.
- Clothing and body care which are odorously offensive to others
- Shorts or skirts with inseams less than 5 inches.
- Long-cut sleeveless shirts exposing the midsection.
- Hoods, blankets, capes, and flags worn as apparel.
- Dress or grooming which is of such a nature that by its appearance causes a disruption or distraction from the learning atmosphere of the classroom for any member present or which disrupts or distracts from the orderly organization and

control of the operation of the school (i.e. political propaganda, racial verbiage, etc.)

\*Students making a public appearance on behalf of the school are expected to follow high standards so as not to detract from the intended purpose of the performance.

### **DRIVING & PARKING REGULATIONS**

Driving to school is a privilege. All students with a legal driver's license may obtain a permit to park on campus. This privilege is subject to the following driving and parking regulations. By entering campus, the person in charge of any vehicle consents to a search of the entire vehicle and its contents without cause by school officials or police.

1. Students must park in designated areas only. Unauthorized or unregistered vehicles shall be removed, booted, or ticketed by the Ottawa County Sheriff's Department at owner's expense. The district is not responsible for damage to vehicles.
2. ALL CARS MUST BE REGISTERED EACH YEAR WITH THE CURRENT YEAR PERMIT. THE PERMIT MUST BE CLEARLY DISPLAYED ON THE MIRROR.
3. Students must park in the main high school parking lot.
4. Parking on the sidewalk, grass, vehicle right-of-way (fire lanes), or bus turn-around (south) is not allowed and subject to tow or boot without warning.
5. Vehicles are not to be left in the parking area overnight.
6. Upon parking, students must immediately leave the parking area. Loitering in parking lot is strictly prohibited.
7. Driving vehicles on non designated roadway areas will result in school discipline and prosecution.
8. A vehicle is not an extension of your locker. Bring all of your books, etc. into school with you.
9. Confederate flags are not permitted anywhere on campus property.
10. No student may leave in a vehicle or drive a vehicle off campus during school hours without parent and administrator approval including driving to Tech Center and lunch. These offenses will result in school discipline.
11. Pedestrians & buses have the right-of-way at all times.
12. All vehicles should be locked at all times when unoccupied, as the school district will not be responsible for stolen articles.
13. Students are to drive in a safe and careful manner at all times and obey all standard traffic rules, as our campus is under the jurisdiction and enforcement policies of the City of Coopersville. Campus speed limit is 15 mph.
14. Off road vehicles are not allowed on campus.

Students in violation of any of the above regulations will be subject to disciplinary action including temporary or permanent loss of driving privileges.

### **DRUG FREE SCHOOLS**

Drug use is wrong and harmful. CAPS will not tolerate drug use or possession. No student shall manufacture, possess, use, distribute, dispense, or be under the influence of any controlled substance or alcohol at any time while on school district property or while involved in any school district related activity or event. Any student determined to be in violation of this policy shall be subject to disciplinary action under provisions of Board Policy. Upon request, the board shall provide parents and students with information



regarding drug and alcohol counseling. If you have any questions, please contact your child's counselor. An immediate and minimum ten (10) day suspension from school will be imposed for alcohol or drug involvement. Further action including expulsion from school and referral for prosecution will result. Compliance with these standards is mandatory. Violations incurred at a school dance will be placed on social probation and will not be allowed to attend the next event (homecoming, snowcoming, or prom).

### **DUAL ENROLLMENT**

The State School Aid Act contains a provision that directs school districts to assist students in paying a portion of tuition and fees for courses at Michigan public or private colleges or universities, if certain conditions are met. If you believe you are eligible for dual enrollment and that you may qualify for tuition and fee support, please contact your counselor.

### **EXAM INCENTIVE FOR SENIORS**

Any senior with four or fewer absences in a semester-long class or year-long class in May and a B- or better may be exempt from the final exam in that class at teacher discretion. Attendance exemptions will be honored.

### **FIRE AND DISASTER DRILLS**

Fire and Disaster drills are designed to insure student safety during emergencies. The importance of these drills, which are held periodically without notice, cannot be over-emphasized. During severe weather, students are required to take cover in designated areas.

### **GANG ACTIVITY**

The Coopersville Area Public Schools does not permit gang identification, gang association and/or gang activity. Students shall not engage in behaviors at school, while on school property, or at school related activity that promotes gangs. Disciplinary action may result for any activity deemed by the administration to be gang-related.

### **GENERAL CONDUCT**

General conduct, whether in the classroom, inside the building, on the grounds, at assemblies, or at co-curricular events, mandates that students should respect others, should not run or push one another in crowded situations, should display attention toward speakers at assembly events, should avoid loud and boisterous language, should display appreciation of opponents' athletic skills, and should indicate respect of officials' judgment. A public display of affection, such as hugging and kissing, is not appropriate at school. Glass bottles will not be allowed in school. Bags and backpacks are to be left in lockers and not carried to classrooms.

### **GRADING CRITERIA**

A 4.0 scale is used for figuring grade point average (GPA). Advanced Placement (AP) courses use a 5.0 scale. GPA's are figured cumulatively at the end of each semester. Credit (CR) and No Credit (NC) are not calculated into the formula for GPA's.

## GRADUATION REQUIREMENTS

A student must earn a total of 26 credits for a high school diploma from Coopersville High School. To participate in the graduation ceremony, students must pass all classes in the second semester, serve all time for detentions, and pay all financial obligations to the district. Participation in the ceremony is a privilege, not a right. Students may graduate when they have accumulated the required number of credits and fulfilled all other requirements, such as:

- Eight (8) semesters in attendance. No student may graduate in less than four years.
- Payment of all accrued bills and meet all disciplinary requirements. Suspension and/or behavior issues could result in no participation in the graduation ceremony.
- Students are required to take seven (7) subjects and a seminar each semester.
- A minimum of two (2) core classes must be taken each semester and the entire schedule approved by the student's counselor.
- All transfer credits must be approved. GED test credit is not accepted by CHS.
- All graduation requirements must be completed by the end of the calendar year for which the diploma is granted.
- Students are required to wear proper dress, be a student in "good standing", and participate in graduation practice to participate in the graduation ceremony.
- Seniors must make an effort to attend/pass all classes in their final semester to participate in the graduation ceremony.
- Exceptions/waivers are valid only with the principal's written approval.

### Specific requirements:

Four (4) credits of English including English 9, 10, 11 and English 12 or AP Lit

Four (4) credits of math including Algebra 1, Geometry, and Algebra 2 or equivalent

Three (3) credits of science including Biology or AP Biology, Chemistry 1, and Physics 1 and 2 or AP Physics 1

Three (3) credits of social science including U.S. History, World History, Government and Economics

One (1) credit of health and PE; 0.5 credit in PE may be modified according to Department of Education guidelines at the discretion of the principal

One (1) credit visual/performing/applied arts (VPAA)

One-half (.5) credit computer technology

Two (2) credits in world language; a student may partially or fully fulfill one credit of this by completing an approved formal career and technical education program or by completing visual or performing arts instruction that is in addition to the one credit VPAA credit; for students who plan to attend college, it is highly recommended to complete two credit of a world language

Seven and one-half (7.5) Elective credits

**Total credits required to graduate: 26\***

\*Must achieve a satisfactory (valid) score on state testing.

## LOCKERS - SEARCH

Students are assigned lockers, which are a part of the school building and, as such, are the property of the school and under the supervision and jurisdiction of school officials. It is

recommended that valuables not be left in lockers. Leave your valuables at home. Nothing should be placed on the outside of lockers and no adhesives/stickers are to be used inside or outside the lockers. Students should have no expectation of privacy for items left in their lockers. School officials may search student lockers at any time.

### **LUNCH PERIOD**

Students are to clean up the area where they eat lunch or breakfast. Students are to eat in the cafeteria only. Eating in the media center and loitering in the academic wing is not permitted.

### **MEDICATION**

All medication, including over-the-counter, should be kept in the high school office. Misuse of medication is subject to the school's discipline policy. Parents and physicians must complete a permission form. All medication must be in the original prescription container. The student will be responsible for acquiring his/her medication through the school office. Possession of prescription pills and certain other over-the-counter medications will result in consequences up to and including suspension or expulsion.

### **NATIONAL HONOR SOCIETY**

Induction into the National Honor Society is based upon the criteria of scholarship, leadership, service, and character. All students with a cumulative GPA of 3.50 are considered during their junior and senior years. The faculty evaluates students and selection is made by the faculty council. Selection is never automatic. You get only one invitation to join the National Honor Society. If as a junior you turn it down, you forfeit your opportunity as a senior. The exception is juniors, who apply but are not accepted, will be considered again in their senior year. Members are reviewed regularly and must maintain high standards to continue membership.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the Coopersville Area Schools receives a request for access. Parents or eligible students should submit to the Office of the Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Coopersville Area Schools to amend a record should write to the Office of the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible

student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Coopersville Area Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Coopersville Area Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in writing. Directory information is information that is generally not considered harmful or an invasion of privacy if released. A list of uses of directory information at the high school level includes the military, Jostens, Geskus, and the Health Department. Parents or legal guardians may opt out of the disclosure of directory information by completing an Opt Out Form available in the office.

## **NONDISCRIMINATION COMPLIANCE**

The Coopersville Area Public Schools Board of Education hereby agrees that it will comply with the federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Health and Human Services. Therefore, it is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the board is responsible or for which it receives federal financial assistance from the Department of Health and Human Services or Department of Education. Any questions concerning the nondiscrimination policy or its possible violation should be directed to either:

Matt Spencer, Superintendent

Coopersville Area Public Schools -or-

198 East Street

Coopersville, MI 49404

Director, Office of Civil Rights

Dept of Health & Human Services

Washington, DC 20201

Coopersville Area Public Schools: An Equal Opportunity Employer

### **PHYSICAL ASSAULTS**

Unless a different determination is made after consideration of the seven factors, the District shall permanently expel a student in grade six (6) or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor. "At school" means in a classroom, virtual classroom, elsewhere on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not it is held on school premises.

### **REPORT CARDS**

Report cards are no longer mailed home throughout the school year as we move to a paperless system. Parents may remain updated regarding grades via the parent portal on Infinite Campus.

### **SCHEDULE CHANGES**

Schedule changes will be discouraged except when necessary. Students must see a counselor for a schedule change form and approval if needed. Students are allowed to visit a counselor one time per semester to make changes to their schedule. Dropping a class after the first two weeks of a semester will result in an "F". The principal must approve any exception to this policy.

### **SCHOOL HOURS**

Students are expected to be at school and in each class ready to begin on time. The basic hours are 7:30 a.m. to 2:15 p.m., however, some classes may meet before the regular day, during lunch, on Saturday, or after the regular day (late afternoon/evening). There is adequate time between each class for students to attend to lavatory and other personal needs.

### **SCHOOL ENTRANCES**

Students may enter the building from 6:45 a.m. - 7:30 a.m. each morning at either the main entrance, athletic (east) entrance, or the bus loop (west) entrance. From 7:30 a.m. until 2:15 p.m. these entrances will be locked and all students and visitors must enter through the main office. The entrance to the main office will be open from 7:00 a.m. - 3:30 p.m. every school day.

## **STUDENT ACTIVITIES AND REGULATIONS**

School-sponsored activities are chaperoned by school faculty and parents. The school reserves the right to refuse admittance to any person without proper ID (student ID/drivers license). Guests for dances must be accompanied by a CHS student, approved by the administration, and have proper ID. Students or guests will be asked to leave the dance for any behavior unbecoming of a student. Anyone leaving the dance will not be readmitted. The school reserves the right to establish the policy for wearing school emblems, letters, and other awards. All students are required to be in attendance for one-half day in order to participate in any school-sponsored activity scheduled for that day. Special deviations from this must be approved by the principal. Students who ride spectator buses to school-sponsored events must return on the bus or lose all future privileges of riding buses to school functions. All outstanding bills must be paid and detention time served before a prom ticket may be purchased. Athletic bills must be paid and uniforms must be returned before a student may participate in another sport.

## **STUDENT PROGRESS REPORT**

Progress reports will be available at the mid-term of each marking period. Parents may email or leave a message on a teacher's voicemail to discuss their child's progress in a class. Teachers will respond to all email and voicemail messages within 48 hours.

## **STUDENT SERVICES**

A counselor is available to all students. Each student is assigned a specific counselor at registration. If you have a problem, take it to your counselor in preference to carrying it about with you unsettled. Problems can only be settled when they are brought to light. Counselors are also responsible for developing your program of study. You may contact your counselor for an appointment by notifying the student services office.

## **SURVEILLANCE**

Coopersville Area Public Schools routinely uses video surveillance/electronic monitoring equipment within all school buildings as well as in exterior areas and parking lots on campus. Any questions about this monitoring may be directed to the building principal.

## **TELEPHONES/CELL PHONES**

CHS embraces student achievement and academic excellence, while striving to improve the mental health of our students, therefore, we are a cell phone-free school during the school day. Reviewing recent research on the use of cell phones by school-aged children has allowed us to reflect on how to best support our students as they learn and grow. It is evident that excessive exposure to cell phones has a negative effect on school-aged children. Students will be permitted to keep their cell phones in their lockers, but they must essentially be "away for the day." Phones are available in the office should students need to contact their family. Violations: First offense – surrender the phone for the block; Second offense - surrender the phone to the office for the day and notify parents; Third offense and beyond – surrender the phone to the office for the day and additional consequences considered. Refusal to surrender the phone will result in suspension.

## **TESTING OUT**

It is a requirement of the Michigan Merit Curriculum Law, Section 380.1278(a)(4)(c), to allow a student to earn credit if the student earns a qualifying score, as determined by the department, on an assessment developed for a specific subject area. Testing out is free and a student may test out of any required English, math, social studies, or science courses. Credits earned under the testing out policy are not figured into the student's GPA, but appear as a "CR" on the transcript. Students may request to test out of a class that they have failed, a class that is currently in progress, or a class that the student has not yet taken. Only one attempt to test out of a specific class is allowed. A separate request form must be completed for each class/semester. Tests are designed to be rigorous and will cover material from the entire semester. Students are responsible for contacting student services and the appropriate teacher to obtain preparation information.

## **TEXTBOOKS, SUPPLIES, AND COMPUTERS**

The school does supply textbooks and other necessary materials to students. Whenever a student desires specialized material, when assigned material is abused, or when a student wishes to take project work home, a cost will be assessed to the student for these materials. CAPS does not sanction (1) the illegal use nor unauthorized duplication of software in any form, (2) the unauthorized access to or tampering of electronic files and/or communications including safeguards, (3) hacking, (4) the unauthorized access to Internet or prohibited Internet resources, or (5) other violations of communications laws. Violation by any student may result in restitution, removal from class(es), suspension, or expulsion.

## **TOBACCO FREE CAMPUS**

No student shall possess, distribute, dispense, or use any tobacco or nicotine product including vapes at any time while on school district property, school bus, or while involved in any school district related activity or event. Any student determined to be in violation of this policy shall be subject to disciplinary action.

## **VANDALISM/FINES**

Students will be held financially responsible for any graffiti, vandalism, damage, or destruction to school property. Students will be subject to the discipline policy, and also be referred to law enforcement officials.

## **VISITORS**

Visitors are welcome only on school business. No visitor is allowed in the building without permission from the office. All visitors must enter, sign in and out through the main office. Student guests must have prior approval of an administrator and a visitor's pass. No non-student guests will be allowed in the lunchroom without prior administrative approval.

## **WEAPONS FREE CAMPUS**

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921. This policy shall also

encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Students in possession of weapons on campus, or those with knowledge of possessed weapons, are subject to disciplinary action up to and including expulsion. Parents and law enforcement will be notified. Weapons used for hunting, even though properly secured, are not excluded from this law.

## **Coopersville Area Public Schools Athletic Code**

### **1.0 Definition of an Athlete**

The term "Athlete" shall apply to any student currently enrolled in grades 7 through 12 of Coopersville Area Public Schools who has been or is a member or student manager of an interscholastic athletic, cheerleading or dance team.

### **2.0 Coopersville Area Public Schools Athletic Program**

The district believes that athletics have definite advantages in fulfilling the board's goals and objectives. The greatest among these is the opportunity it affords for intense competition. The district believes, furthermore, that within the framework of the educational environment, individuals should direct their efforts towards making competition as keen as possible. Accordingly, the district believes that every athlete should be:

- a. Physically fit,
- b. Mentally alert,
- c. Knowledgeable about his/her sport,
- d. Cooperative with fellow athletes and coaches,
- e. Self-disciplined,
- f. Willing to accept and follow rules set by the school & coaching staff,
- g. A good sportsperson, and
- h. A good representative of our school.

Coopersville Area Public Schools is a member of the Michigan High School Athletic Association (MHSAA). This governing body determines the rules and regulations for all athletic contests. Coopersville Area Public Schools offers interscholastic sports to all students in grades 7-12.

### **3.0 Eligibility Regulations**

1. Academic Standing – Athlete shall have passed seven (7) classes or equivalent the preceding semester (marking period in grades 7 & 8).
2. Current Academic Status – Athlete shall be currently taking and passing seven (7) classes or equivalent from the beginning of the semester (marking period in grades 7 & 8).
3. Eligibility checks - Eligibility checks will occur every three weeks during the season. Students are required to be passing 6 of their 7 classes during an athletic eligibility check. If a student has two F's during a grade check they are



academically ineligible and not allowed to participate in competitions. One F constitutes a warning in which the student will be notified that they are not passing one class and with an additional F will be deemed academically ineligible.

4. Enrollment – Athlete shall have been enrolled in Coopersville Area Public Schools to participate in athletics.
5. Age – Athlete must be under nineteen (19) years (15 for Middle School) of age at time of contest unless the 19<sup>th</sup> birthday occurs on or after September 1 of the current school year.
6. Physical Examination – Athlete must have passed and have on file with the athletic office a current physical examination (taken no earlier than April 15 prior to the start of school the year of competition).
7. Seasons of Competition – Athlete must not have more than four (4) first and four (4) second semester seasons of competition in a sport in four (4) years of high school.
8. Semesters of Enrollment – Athlete must not have been enrolled for more than eight (8) semesters in grades nine through twelve (9-12), inclusive. Three weeks enrollment or participation in one (1) or more athletic contests constitutes a semester of enrollment.
9. Undergraduate Standing – Athlete must not be a high school graduate.
10. Awards – Athlete must not have accepted any award for athletic performance such as cash, or merchandise certificates. Athletes may accept trophies, medals or plaques up to certain dollar amount per the MHSAA.
11. Amateur Practices – Athlete must not accept money, merchandise, memberships, privileges, services, or other valuable considerations for participation in any form of athletics, sports or games, or for officiating interscholastic athletic contests, or have signed a professional athletic contract.
12. Limited Team Membership – Athlete must not have participated in any outside competition in a sport they are currently in season playing after they have represented their school in that sport. Athlete shall not have participated in exhibition football or basketball games during the school year.
13. College Recruitment Policy – In the event an athlete is contacted personally by a college recruiter, they have an obligation to work through their coach and the Athletic Department. They must inform their coach of any such contact as soon as possible. Athletes anticipating participation in college sports must contact the NCAA Clearinghouse early in their junior year.
14. As a member of the Michigan High School Athletic Association (MHSAA), Coopersville Area Public Schools adhere to MHSAA regulations. Questions regarding these rules should be directed to the Athletic Director.

#### 4.0 **Athletic Code Training Rules, Violations and Appeals**

Coopersville Area Public Schools have high expectations for their student athletes. Participation in interscholastic athletics is a **privilege** that brings with it certain expectations and responsibilities.

Violations must be reported to the Athletic Director, but anonymous allegations will not be considered. The Athletic Director will determine the validity of the allegations and, if necessary, administer any consequences. The athlete, athlete's parents/guardian, coach, principal will be advised of the disposition of the case within five working days.

All code violations apply to any student-athlete that is in grades 7<sup>th</sup> – 12<sup>th</sup> at Coopersville Area Public School. Code violations are continuous and follow the student-athlete throughout his/her middle school and high school athletic career.

#### 4.1 **Violations**

##### **Group I Violations**

1. Use or possession of tobacco or tobacco products
2. Use or possession of alcohol or alcoholic products
3. Use or possession of Vape Pens and/or E-Cigarette or their products.
4. Use or possession of other illegal substances or look-a-like substances
5. Use of any drug, medication or food supplement in a way not prescribed by the manufacturer or a physician
6. Use of any drug, medication, or food supplement solely for performance-enhancing purposes
7. Actions which would be deemed misdemeanors under the criminal code
8. Conduct or actions that are considered to be detrimental to the positive image of the Coopersville Area Public Schools athletic program

##### **Group II Violations**

1. Furnishing or assisting other students in obtaining or using any prohibited substances
2. Actions which would be deemed felonies under the criminal code

#### 4.2 **Penalties for Violations**

##### **Group I Penalties**

1. First offense is suspension for 1/3 of regular season.
2. Second offense is suspension for 2/3 of regular season.
3. Third offense is suspension for 12-months (all sports).
4. Fourth offense is suspension for the remainder of student's high school career.

##### **Group II Penalties**

1. Penalties for Group II violations will be determined on a case-by-case basis, but will normally range between a full sport season suspension and the remainder of a high school career suspension.

### **Other Penalty Provisions**

1. A penalty not fully served in Junior High is carried over to High School for completion.
2. “Possession” by an athlete is defined as the student athlete becoming part of a situation where alcohol or drugs are illegally present or being used. If a student-athlete recognizes they are present in this type of environment, they are expected to make arrangements to leave the situation immediately, or face the consequences of their actions.
3. In cases of infractions that also violate city, state, or federal statutes or codes, the district’s investigation and determination of violations of the Athletic Code are independent of any legal proceedings involving the athlete.
4. If a student is formally charged with infractions of city, state, or federal statutes or codes which would also be violations of the Athletic Code, the student will be suspended from all athletic participation until the case is resolved. The district will then impose appropriate penalties or reinstate the athlete depending on the disposition of the case and penalties outlined in the Athletic Code. However, in cases where the district has conducted an investigation as per the provisions of the Athletic Code and has determined that the student violated the Athletic Code, then the district may impose the penalties prescribed by the Athletic Code without waiting for the court’s disposition of the case.
5. If the district is unable to determine whether or not an athlete has violated the Athletic Code because the athlete refuses to participate fully in the district’s investigation, then the athlete shall be suspended from all athletic participation until such time as the district is able to complete the investigation, with or without the athlete’s cooperation.
6. Self-reporting clause: In an attempt to encourage honesty, any student-athlete who self-reports an athletic code violation, will have their first offense penalty reduced to 20% of the regularly scheduled games or contest dates of that sport. This self-reporting must be made prior to any investigation and may be made to any high school administrator.
7. The Athletic Director is granted discretionary authority to be exercised when circumstances indicate that the normal disposition may not be appropriate.

### 4.3 **Other Rules**

Each Head Coach has the authority and responsibility, with the approval of the Athletic Director, to make and enforce reasonable rules governing his/her sport. These rules must be in writing and clearly communicated to all team members and their parents. Coaches have the right to dismiss participants for conduct considered

detrimental to the team. To assure that such decisions by individual coaches are reasonably just and fair, any decision can be appealed.

#### 4.4 **General Provisions**

1. An athlete shall not play in a contest, scrimmage or practice with the team while suspended from school.
2. An athlete who is placed in in-house suspension for any part of the day may not play in a contest that day, but may practice with the team.
3. All provisions of the Athletic Code are in effect 24 hours per day, seven days per week and 52 weeks per year regardless of whether an athlete is “in season”.
4. Student-Athletes are expected to be in class each day during their season. Students must attend classes from 11:15 a.m. and complete the remainder of that day in which the practice or game is held, in order to participate. This constitutes half (.5) of a school day. In the event a student has a longer extended absence due to an appointment or unforeseen circumstance, the athletic director or principal has the discretion to approve participation based on written /digital confirmation from the student or their parent.
5. Upon completion of any penalties prescribed in this code, other conditions may be required as condition of reinstatement. These may include counseling, restitution, and/or the imposition of a probationary period.
6. In extreme cases, the principal may remove an athlete from a team or deny the opportunity to try out for a team if the principal deems such participation would adversely affect the school’s educational environment or the district’s image in the community.

#### 4.5 **Appeal**

Any appeal from a disciplinary action levied by an administrator or Head Coach shall be made in accordance with procedures established by the Discipline Policy (8310). A written appeal must be presented to the District’s athletic director within five (5) school days of the initial ruling. The athlete shall **not** participate in athletic events during the appeal process.

#### 5.0 **Inappropriate Use of the Internet**

Images found on internet web sites of student-athletes behaving inappropriately will be considered a violation of the athletic code (Group I, number 7 violation). Such behaviors may include pictures of students holding alcoholic containers, tobacco products, illegal drugs or drug paraphernalia, or doing or simulating other inappropriate acts. Arguments such as “the container was empty”, etc. will not be a case of defense.

#### 6.0 **Hazing**

Athletes shall not participate in any induction ceremony, initiation, or other activity that involves risk of physical harm, coercion, intimidation, or other activity that involves risk of physical harm, coercion, intimidation or embarrassment to others. Hazing is a violation of State law, and school policy. Any athlete or parent of an athlete who feels the student has been a victim of such practices should contact any school administrator immediately.

#### 7.0 **Athletic Injuries and Insurance**

Coopersville Area Public Schools does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Athletics is a voluntary program in which students participate if they so desire. Documentation of insurance coverage for athletes must be on file in the Athletic office before the first tryout or practice. Students who are not covered by insurance will not be allowed to tryout, practice or compete in any athletic event. Coopersville Area Public Schools Board of Education, any school employed individual, or any member of an athletic staff is not liable for injuries incurred in athletics.

#### 8.0 **Awards**

An athlete must complete the season, be in good standing with the athletic office and his/her coach, and return all school issued uniforms and equipment prior to receiving any end of the season awards.

#### 9.0 **Limits of Athletic Code**

Beyond this code, standards of conduct (such as matters pertaining to discipline, classroom behavior, etc.) shall be no different for the athlete than for the non-athlete.

## **Student Services**

Counselors: Mrs. Arteaga (A-K) and Mrs. Angus (L-Z)  
Special Education/Student Services Secretary: Ms. Hecksel  
AP Testing Coordinator: Mrs. Rennells

### **What services are available?**

Stop in anytime or leave a message to get help with...

- \*Confidential counseling (friends, family, school/personal issues, grades, etc.)
- Finding assistance outside of school
- Selecting/changing classes
- College selection and applications
- Applying for scholarships & financial aid
- Dual enrollment
- Internships, job shadows, career fairs
- Resume writing & interviewing skills
- Finding a job

\*Counselors have a duty to report suspected child abuse and/or potential harm to self or others.

### When are all the tests and what are they for?

TEST	WHO	WHEN AND WHY
PSAT 9	9 <sup>th</sup>	Mandatory. Spring. <b>Practice</b> test for PSAT 10
PSAT 10	10 <sup>th</sup>	Mandatory. Spring. <b>Practice</b> test for PSAT 11. May qualify a student for dual enrollment junior/senior year.
PSAT 11	11 <sup>th</sup>	Optional. Fall. <b>Practice</b> test for SAT. Entrance to National Merit Scholarship Competition.
SAT WorkKeys M-STEP	11 <sup>th</sup>	Mandatory. Spring. <b>Required for graduation.</b>
ACT	11 <sup>th</sup> /12 <sup>th</sup>	Optional. <b>College entrance</b> exam.. Registration online. May be taken multiple times. Get info from Student Services <u>at least 2 months prior</u> to date.

### What classes do I need?

See the page on Graduation Requirements in this planner. Also refer to the green Course Description Booklet for graduation requirements, recommendations for college-bound students, and course recommendations based on your Career Pathway. You may also find information on the school website or a hard copy can be found in Student Services.

## Confidentiality Guidelines

**Your confidentiality as a student is important to us! In our school counseling office, what is said here stays here.** There are, however, exceptions to confidentiality, as required by law and/or ethical standards:

### 1. Harm to self or others

This could include things like a suicide attempt or plan, cutting or other self-injury, eating disorders, addictions, fighting or other physical violence, illegal behaviors, threats, etc. (anything that puts your health or safety, or someone else's health or safety, at risk.) Each situation is unique, but a response may include communication with law enforcement.

### 2. Abuse or neglect

If you tell us that you or another minor is being abused, whether physically, emotionally, verbally, or sexually, we are required by law to report it to Child Protective Services and possibly the police. If you tell us about an abusive situation that has already been addressed by CPS or the police, we may still need to make a call to double check.

### 3. Court or other legal proceedings

By law, if we are subpoenaed (required by law to attend a hearing or other court proceeding), we cannot guarantee that your information will be kept confidential. We will always do our best to reveal as little as possible in a legal setting, but we must cooperate with the police, CPS, and the courts.

**If there is ever a need to reveal information, we will let you know in advance, whenever possible, and work with you to handle the situation in a way that respects you, your feelings, and your needs. Our primary goal is to ensure the safety of all students.**

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Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Semester 1

#### Semester 1 Hall Passes

Block	Date	Time		Destination	Teacher Initial
		Out	In		
1					
1					
1					
1					
1					

2					
2					
2					
2					
2					
3					
3					
3					
3					
3					
4					
4					
4					
4					
4					

BR - Bathroom  
OFF - Office

DF - Drinking Fountain  
SS - Student Services

MC - Media Center

L - Locker

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Semester 1

Semester 1 Hall Passes

Block	Date	Time		Destination	Teacher Initial
		Out	In		
5					
5					
5					
5					



5					
6					
6					
6					
6					
6					
7					
7					
7					
7					
7					
8					
8					
8					
8					
8					

BR - Bathroom  
OFF - Office

DF - Drinking Fountain  
SS - Student Services

MC - Media Center

L - Locker

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Semester 2

Semester 2 Hall Passes

Block	Date	Time		Destination	Teacher Initial
		Out	In		
1					
1					
1					

1					
1					
2					
2					
2					
2					
2					
3					
3					
3					
3					
3					
4					
4					
4					
4					
4					

BR - Bathroom

DF - Drinking Fountain

MC - Media Center

L - Locker

OFF - Office

SS - Student Services

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Semester 2

Semester 2 Hall Passes

Block	Date	Time		Destination	Teacher Initial
		Out	In		
5					
5					
5					

5					
5					
6					
6					
6					
6					
6					
7					
7					
7					
7					
7					
8					
8					
8					
8					
8					

BR - Bathroom  
OFF - Office

DF - Drinking Fountain  
SS - Student Services

MC - Media Center

L - Locker