



KELLOGGSVILLE HIGH SCHOOL
STUDENT/PARENT
HANDBOOK

Note:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines may be incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated and in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed on 6/30/2023. If you have questions or would like more information about a specific issue, document, contact your school administrator, or access the document on the schools website: www.kvilleps.org by clicking on "About Us" and accessing the Board of Education page.
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KELLOGGSVILLE HIGH SCHOOL
 4787 Division Ave S.
 WYOMING, MICHIGAN 49548
 (616) 532-1570 (H.S. Office) (616) 532-1594 (Athletic Office)

NOTICE OF NONDISCRIMINATION

The Kelloggsville School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following people have been designated to handle inquiries regarding nondiscrimination policies:

Director of Special Education Section 504 & Title IX Coordinator	Title IX Coordinator	Civil Rights Compliance Title IX Decision Maker	Superintendent (Title IX Appeals)
Kim Stevens 977 - 44th St. SW Wyoming, MI 49509	Jeremy Palmitier 240 – 52nd St. SE Kentwood, MI 49548	Eric Alcorn 242 – 52nd St. SE Kentwood, MI 49548	James Alston 242 – 52nd St. SE Kentwood, MI 49548

Compliance Statement

Kelloggsville Public Schools does not discriminate on the basis of race, color, national origin, religion, age, sex (including sexual orientation or transgender identity), disability, marital status, military status, genetic information, or any other legally prohibited basis in its decisions or the provision of services.

KELLOGGSVILLE BOARD OF EDUCATION

- | | |
|----------------------|-------------------|
| Mrs. Gladys Townsend | Mr. Gary Marihugh |
| Ms. Marie Groters | Ms. Laura Tanis |
| Ms. Jane Ward | Ms. Debra Sellers |
| Ms. Crystal Reidzans | |

ADMINISTRATION

- Mr. James Alston, Superintendent
 Mr. Nick Patin, Principal
 Mr. James Gentile Dean of Students
 Mr. Carl Roscoe II, Athletics

Dear Students and Parents:

Welcome to Kelloggsville High School! We are looking forward to a great year and hope you are as well. We take a great deal of PRIDE in our work at KHS. We expect the best from our students, and our students consistently meet those high expectations.

Outlined in this handbook are the expectations we have for our students. Please review the policies and do not hesitate to contact the school with any questions you may have. Our staff has one goal, and that is to ensure the success of all of our students. We look forward to working with students and parents to reach that goal.

Again, welcome to Kelloggsville High School. We look forward to serving you in the coming school year.

Nick Patin, Principal

James Gentile, Dean of Students

John Linker, Academic Dean of Students

Carl Roscoe, Athletic Director

Kelloggsville High School Vision Statement

All students of Kelloggsville Public Schools will become productive citizens equipped with a global perspective and the skills to meet their full potential.

Mission Statement

Kelloggsville Public Schools will embrace and model a community that values diversity, learning, caring, and respect.

Belief Statement

All students and staff of Kelloggsville Public Schools will be:

- Valued, respected, and supported in achieving their maximum potential.
- Provided with a safe and secure learning environment.
- Held to high learning and behavior expectations.
- Guided in becoming self-directed, lifelong learners.

Collaboration, communication, and mutual respect between families and schools are critical to student success.

Diversity, Equity and Inclusion

Kelloggsville Public Schools is dedicated to working toward a more equitable and inclusive education for our diverse population. Our mission is to embrace and model a community that values diversity, learning, caring, and respect. To support this mission, we strive to ensure the following:

- All students and staff have a sense of belonging, feel valued and safe

- All students are engaged, empowered, and supported with equitable classrooms, resources, and opportunities
- All students experience equitable representation in the curriculum, personnel, and culturally responsive teaching practices
- All students and staff are offered opportunities to share and celebrate their differing backgrounds, values, and perspectives
- All student, family, and community voices are integrated into decision-making
- All students and staff are encouraged to embrace diversity and recognize the value of diverse perspectives of other groups
- All students will build competencies through conversation and exposure to critical topics related to equity
- All staff will build competencies through professional development, conversation, and exposure to critical topics related to equity

KHS Handbook

This handbook contains Kelloggsville High School's rules and regulations. **Each student will receive a copy and is responsible for its entire contents.** Failing to read this handbook and being familiar with its contents could result in conflicts that otherwise could have been avoided. If you have any questions, please discuss them with your principals, teachers, parent(s) or counselors.

***The principal or designee may alter or impose an exception to the policies in this handbook based on an extenuating circumstance.**

Notice of Nondiscrimination

Kelloggsville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquiries related to discrimination on the basis of disability should be directed to Kim Stevens, Section 504 Coordinator, 977 44th Street SE, Wyoming, MI 49508. Phone 616-532-1585.

Inquiries related to discrimination in sports should be directed to Eric Alcorn or Kim Stevens, Title IX Directors. 242 52nd St. SE Kentwood, MI 49548. Phone 616-538-7460. Direct all other inquiries related to discrimination to Samuel Wright, Superintendent, 242 52nd Street SE, Kentwood, MI 49548. Phone: 616-538-7460.

It is a requirement that school officials must ensure that this student handbook and all of its rules and policies are implemented consistently for all students.

Daily Schedule (Monday, Wednesday, Friday)

1st Lunch Schedule

1st Hour	8:00 AM	to	9:00 AM
2nd Hour	9:05 AM	to	10:05 AM
3rd Hour	10:10 AM	to	11:10 AM
1st Lunch	11:10 AM	to	11:50 AM
4th Hour	11:50 AM	to	12:50 PM
5th Hour	12:55 PM	to	1:55 PM
6th Hour	2:00 PM	to	3:00 PM

2nd Lunch Schedule

1st Hour	8:00 AM	to	9:00 AM
2nd Hour	9:05 AM	to	10:05 AM
3rd Hour	10:10 AM	to	11:10 AM
4th Hour	11:15 AM	to	12:15 PM
2nd Lunch	12:15 PM	to	12:55 PM
5th Hour	12:55 PM	to	1:55 PM
6th Hour	2:00 PM	to	3:00 PM

Flex Schedule (Tuesday & Thursday)

1st Lunch Schedule

1st Hour	8:00 AM	to	8:55 AM
2nd Hour	9:00 AM	to	9:55 AM
3rd Hour	10:00 AM	to	10:55 AM
Flex Hour	11:00 AM	to	11:25 AM
1st Lunch	11:25 AM	to	12:00 AM
4th Hour	12:05 PM	to	1:00 PM
5th Hour	1:05 PM	to	2:00 PM
6th Hour	2:05 PM	to	3:00 PM

2nd Lunch Schedule

1st Hour	8:00 AM	to	8:55 AM
2nd Hour	9:00 AM	to	9:55 AM
3rd Hour	10:00 AM	to	10:55 AM
Flex Hour	11:00 AM	to	11:25 AM
4th Hour	11:30 AM	to	12:25 PM
2nd Lunch	12:25 PM	to	1:00 PM
5th Hour	1:05 PM	to	2:00 PM
6th Hour	2:05 PM	to	3:00 PM

General Information

Additional Help - Teachers are here to help you as much as possible. Be sure to ask for help if there is something you do not understand. Remember, the responsibility lies with you to seek assistance.

Announcements - Announcements concerning various school activities are usually read over the public address system. These announcements are also available in the office. Each announcement must be submitted on an announcement form, with the appropriate teacher/advisor approval, and be into the office by 3 p.m. prior to the day the announcement is to appear. Athletic announcements need to be in the office by 7:30 a.m. on the day it is to appear.

Appearance/Dress Code - Students are expected to dress in a manner that is **not disruptive to the educational environment (Costumes, Flags, banners, signs, etc. . .)**. Shoes must be worn at all times. Pajamas, lounge pants, etc., and slippers are not acceptable. Sleeveless shirts must have a shoulder strap width of at least 2 1/2 inches. Undergarments must not be visible. Head coverings or sunglasses of *any kind* are not permitted in the school building. See-through tops, muscle shirts, low cut blouses, shirts that expose the mid-section, as well as clothing with sayings that promote alcohol, tobacco, drugs, or sex are not acceptable. No clothing may be worn that identifies gang affiliation or be worn in a manner that suggests gang affiliation. **Sagging pants will not be tolerated.** Skin-tight clothing is inappropriate for school. Chains of any gage are not to be worn in school regardless of their purpose. Skirts and shorts must be fingertip length to be appropriate for school. **Leggings and yoga pants are allowed if they are worn with a dress, skirt, shorts, or long top that covers the behind (front and back).** Student dress is expected to be modest, and inappropriate clothing must be changed. Disciplinary action may also result. Students are also expected to adhere to these policies at all school-related functions. **The final decision concerning dress code violations rests with the KHS administration.**

Masks/Face coverings - During phases 1-4 of the COVID -19 Michigan Safe Start Plan masks and/or face coverings are required in order to attend school. Students who provide written documentation from their physician may be exempt from the order. Parents must provide this documentation to the main office for approval. Any student refusing to wear a mask that does not provide documentation will not be allowed in the building and will be sent home. Masks must be worn the entire day except while eating breakfast and lunch (students must wear a mask immediately before and after eating).

Balloons and Flowers – Balloons, flowers, candy, or stuffed animals in honor of a special occasion or for any other reason are not allowed in school without prior approval from building administration. These items can be disruptive to the instructional process.

Cafeteria Use - Students are encouraged to use the school hot lunch program. In an effort to keep our school clean, **food items are to be kept in the cafeteria. Outside food deliveries are NOT allowed.** Students must present their I.D.'s to be served lunch in a timely manner. Students without I.D. s will be served lunch after students who have current I.D.'s. Replacement I.D. may be purchased for \$3.00.

Control of Casual Contact Communicable Diseases and Pests- Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific Diseases include (but are not limited to); COVID-19, Diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Administration may require physician documentation before allowing the student to return to school.

Closed Campus - Kelloggsville High School has a closed campus for all students. If a student needs to leave campus during school hours with prior parent permission, he/she must sign out in the office and sign back in upon his/her return. If a student violates this policy, disciplinary action will result. **Once a student is on campus a student must remain on campus. Any student who leaves campus without parent/guardian permission may not return and disciplinary action will result. Students will not be allowed to leave campus to get lunch and come back to school unless they are with their legal parent or guardian.**

Clubs - Kelloggsville High School has a number of clubs and organizations in which you are encouraged to participate. Information on these organizations is available in the counseling office. Students should also listen for information on clubs in announcements.

National Honors Society – This is the kappa Sigma Chapter of the National Honor Society. Students that maintain a 3.25 GPA will be invited to apply to NHS during the spring of their 10th-grade year. Students must be able to demonstrate the following qualities: leadership, service, scholarship, and character. Leadership and community service (at least 5 hours) should be documented and verified on their application. Students must submit rubrics by a faculty group appointed by the principal. Seniors must have 18 hours of verified community service to be able to earn their gold cord.

Athletics & Co-Curricular Eligibility Rules – The following rules apply to participants in co-curricular/extracurricular activities at Kelloggsville including: athletics, debate/forensics, plays, SADD, student congress, yearbook, and all class officers (including clubs).

Minimum Academic Eligibility

A participant in co-curricular activities must pass at least two credits each semester to be eligible for the next semester.

Weekly Academic Check

- A. Eligibility will be checked weekly (Mondays).
- B. A student must be passing 66% of classes at the time of the eligibility check to remain eligible for competition. KCTC or Work Experience students must be passing 2 out of 3 classes (66%).
- C. If the student is not passing 66% of classes at the time of the eligibility check, that student is ineligible for competition, Monday through Sunday of the following week.
- D. The student is expected to practice and will be subject to all team rules and regulations.

Conferences - Parent-teacher conferences are held in the fall and spring of each year. In addition, parents are encouraged to consult with teachers at any time during the year. Parents wishing to meet with a teacher at a time other than the scheduled parent-teacher conferences should call the high school office at 532-1570 or e-mail the teacher to schedule an appointment.

Crisis Plan - In the event of a crisis in which the students need to be evacuated from the building, they will be transported to the middle school. If the crisis is resolved within a reasonable time, students will be returned to the high school and instruction will resume. If students need to be sent home, parents will be notified via radio and/or television. Students in need of transportation home will be provided transportation.

In the event of a critical incident (lockdown), students must remain in their classrooms and follow the directions of the teacher.

Personal Communication Devices (Cell phones, MP3 players, etc.) – All PCD's, including headphones (wireless, wired, etc) must remain in a student's Locker between 8 am and 3 pm. (SEE BOE POLICY 5136)

PCD's may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change or be in any stage or degree of disrobing or changing clothes. The administration has the authority to make determinations as to other specific locations and situations where possession of a PCD is prohibited.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person the impression of being harassed, threatened, humiliated, or intimidated. PCD's are also not to be used to gain an advantage in the classroom, including but not limited to taking pictures of test items, using online reference sources to find answers, or cheating in any other way. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

Violations of this policy will result in confiscation of the PCD and school discipline which could include suspension or expulsion. ***Students who refuse to surrender their PCD will face disciplinary consequences up to and including suspension.***

The district is not responsible for the theft, loss, or damage to any PCD brought on to school property. Parent/Guardian pick up of the confiscated PCD is required.

Contacting Students during the School Day – The best way to get in touch with your child during the school day is by calling the school office. We encourage you not to text, phone, and/or communicate through social media during school hours due to the likely disruption to the educational process and the subsequent disciplinary action taken toward your child for violating the school policy if caught.

Students may request permission from the office to use the school phone during lunch to contact parents/guardians in emergency situations or during a scheduled break. Office staff has the right to say "No" if the reason for calling is not serious in nature and/or if the call will cause the student to be late to the next class.

Discipline - Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311(1), 1311(2), OR 1311a (except for students in possession of a firearm in a weapon-free school zone).

FERPA - The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
 - Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent believes are inaccurate.
 - Parents may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - An 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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. This includes a student's disciplinary record including any suspension or expulsion action against the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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
www.ed.gov/offices/OM/fpco, FERPA@ED.Gov and PPRA@ED.Gov

Guidance Services - Services of the guidance counselors are available to all students needing assistance in personal matters, selection of courses, completion of college admission forms, career and military information, testing services, as well as help in other matters. Students are encouraged to make appointments before school, during lunch, or after school.

Hall Passes - Students who leave a classroom during scheduled hours **must obtain a pass from their teacher before leaving**. Without a pass, students in areas other than where they are assigned may be considered loitering and subject to disciplinary action.

Health Services - If you become ill once you have arrived at school, please report to the office. DO NOT leave the building without permission. Once you report to the office, we will contact a parent/guardian to inform him/her of your illness. Arrangements will be made from there.

It is illegal for the school to provide aspirin or other medication without proper authorization.

If you must receive medication prescribed by your doctor, leave the medicine in the office along with written permission from your parents for the office staff to oversee the taking of the medicine.

Accidents and injuries to students, no matter how slight, should be reported to the office as soon as possible. Depending on the severity of the incident, parental notification will always be made in the event that medical attention needs to be obtained.

If immediate care is needed, and parents/guardians cannot be reached, the school will make the necessary arrangements for the medical attention needed. This action will not transfer the financial responsibility for treatment from the parent to the school.

Student accident insurance is made available at the beginning of each year.

Hearing and Vision Screening - Hearing and vision testing for all grade levels will be determined per State of Michigan/County funding. A KHS staff member will make contact with all families to arrange these screenings.

Homebound Services - A visiting teacher may be provided to a student who is homebound. Services can be provided only after receipt of the doctor's verifications of homebound status. For additional information, please contact the high school principal.

Immunizations - Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the administration may remove the student or require compliance with a set deadline. This is for the safety of all students according to State law.

Instructional Materials and Supplies - Students are responsible for the proper care and return of all books, supplies, and furnishings belonging to the school. Students will be expected to replace and/or repair all lost or damaged equipment, materials, supplies, and furnishings for which they are responsible.

Law Enforcement Officials - It is the policy of Kelloggsville High School to maintain a cooperative relationship between the school administration and law enforcement agencies. Law enforcement officials will be summoned if their presence is needed to investigate criminal conduct or to help maintain a safe and orderly environment. Students are expected to cooperate with both law enforcement agencies and the administration.

Library Services – Kelloggsville Public Schools/High School has a partnership with Kent District Libraries (KDL), Kent District Libraries, Kelloggsville Branch. It is located in the high school media center. The library is open to all students that attend Kelloggsville Public Schools in addition to the general public. All Kelloggsville students can obtain a library card regardless of residency. The library is open to high school students during school hours unless otherwise noted. General public access begins at 3:00 PM. Please contact the branch at 616-784-2007 or <https://www.kdl.org/locations/kelloggsville>. Teachers also bring classes there as part of the instructional program by appointments. A student coming independently from class to work in the library is required to have a library pass signed by his/her teacher.

Limited English Proficiency - Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore, the policy of Kelloggsville Public Schools that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

Lockers: Each student is issued a locker at the beginning of the year and is expected to use it for her/himself. PLEASE REPORT DAMAGED OR NON-WORKING LOCKERS TO THE OFFICE IMMEDIATELY. DO NOT give your combination to anyone. The school is not responsible for items stolen from your lockers. ***Lockers are expected to be utilized. No bags of any type (Backpacks, Purses, Fanny Packs, etc . . .) will be allowed in the classroom, they must remain in the student's locker between 8 am and 3 pm. Outerwear (Coats, Jackets, etc . . .) must also remain in lockers between 8 am and 3 pm. No blankets are allowed at school. Students who fail to adhere to this policy will face discipline up to and including suspension.***

Gym Lockers – Students that have a PE/Strength class will be issued a lock. **The school is not responsible for items stolen from your locker.**

Lost and Found - There is a lost and found area located in the main office. Any articles found should be turned in so that items may be returned to the proper owner. Please check with the main office if you lose an item.

Off-Campus Events - Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school officials.

Safety Procedures - Fire, Severe Weather, Tornado Alerts, and Lockdowns: These procedures are posted in every classroom. Staff will go over these procedures at the beginning of the school year. Drills will be conducted throughout the school year to prevent any miscues in the event of an actual emergency.

School Cancellation - If school is canceled for inclement weather or other reasons, announcements will be made on the local television and radio stations as early as possible.

Staff - The school staff is here to help you with day-to-day matters. It is expected that you treat them with courtesy at all times. Students who demonstrate a disregard for school procedures or staff requests will be subject to disciplinary action. A refusal of a reasonable staff member request will result in discipline up to and including suspension.

Standardized Testing- Students are expected to give a good faith effort on all standardized tests administered by the school. If a student fails to give this effort or does not follow proper testing protocols, they may be subject to exclusion from school activities, including graduation.

Student Activities and Attendance - Those students who participate in co-curricular activities must be in attendance the **ENTIRE DAY** in order to participate in after-school practices, games, events, etc. Appointments and pre-arranged absences are exceptions to this rule. Students on an out-of-school suspension or skipping class will not be eligible to participate or attend practices, games, or events. The administration recognizes that there are, at times, extenuating circumstances in which case the administration may make an exception. ***If a student is not in attendance during the school day, he/she may not attend after school events/contests. Any student attending an event without proper school attendance will be removed from the event and may face discipline up to and including suspension. Student-Athletes must adhere to the athletic department policy regarding attendance.***

- A. Attendance will be checked daily for unexcused absences (2:30pm).
- B. Any student with unexcused absences who participates in Co-Curricular activities must be in attendance 5 out of 6 classes in order to participate in a competition. Students must attend 3 out of 6 classes in order to participate in practice.
- C. The exceptions to this rule are as follows:
 - a. Any student who produces a written notice of an appropriate appointment to the Athletic Director may participate.
 - b. A student who produces a written note from their parent/guardian notifying the Athletic Director/Coach of an appropriate family emergency will be allowed to participate.
 - c. If a student informs the Athletic Director/Coach of an error in the attendance report, they will be allowed to participate that evening. The Athletic Director/Coach will check with the teacher in regard to the attendance information in question. If the Athletic Director/Coach finds out that the attendance information was correct the student will be at least excluded from the next contest(s) or event(s).

The administration recognizes that there are at times extenuating circumstances. In such cases, the administration may make an exception.

If you have any questions regarding a specific attendance incident or question, see the athletic director.

Student Handbook - Every student will be issued a student handbook at no cost. It is the student's responsibility to review the entire handbook. Students who miss orientation or enroll after orientation will be given a questionnaire covering building/district policies. This will be completed before going to class for the

first time. If a student loses his/her handbook, he/she must pay for a replacement, which can be obtained in the main office.

Student IDs - An ID card is issued to each student on picture day at the beginning of the year. **Students should carry their cards with them during school and at school-sponsored events. School authorities have the right to ask students for their IDs. School I.D.'s are required for lunch. Replacement ID's cost \$3.00**

Transfers - Parents/guardians must notify the Director about plans to transfer their child to another school. Transfers will be authorized only after the student has completed the arrangements, returned all school materials and paid any fees or fines that are due. School records will be sent to the new school once KVS has received the proper paperwork. School officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Transportation - Bus transportation is provided for a selected number of students who qualify under school district policy. Students who use buses for travel to and from school and/or to off-campus events shall be governed by general district rules and regulations and by the rules for bus conduct. Violation of the rules may result in the suspension of bus riding privileges.

Students electing to drive automobiles or other motor vehicles to and from school are expected to observe safe-driving rules. Students wishing to park on campus need to obtain a vehicle permit from the main office.

Visitors - All visitors need to report to the office where they will be issued a visitor's badge. In most cases, visits need to be pre-arranged with administration.

Volunteers - All school volunteers will be subject to a criminal background check. This includes chaperones for field trips and dances. Please stop in the office for details.

Withdrawal - No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian.

Work Permits - Students who will be working may obtain a work permit from the counseling office. Information and assistance is available upon request.

State Test Incentive

A senior may opt out of end-of-the-semester exams in any given class if the following criteria are met:

- All portions of the ACT WorkKeys/SAT/MStep are passed at a distinguished level.
- The student has senior status.
- The student has maintained a B- (80%) or better grade in the class for which he/she is choosing to opt out of the exam.

School Attendance Information

Regular in school attendance must be a priority for parents. Students that miss as few as 2 school days per month have a much greater chance of falling behind their peers. Most students who are below grade level never "catch up". Do not set your child up for school failure by keeping them home from school when they are well enough to attend! If your child is going to be absent, you may call the Attendance Line (532-1570) and record the reason your child is going to be absent or you may call the school office by 8:00 a.m. and give the reason for your child's absence. In the event you forget to call, a secretary may attempt to contact you. If the school does not know the reason for absence, then the attendance is marked as unexcused.

Attendance - Students who exceed 12 absences (combination of excused/ unexcused) in a semester **must pass the class and do one of the following** to have their grade calculated and earn credit for the course:

- Achieve a 70% (C-) or better on the final exam/ final projects.
Or
- Serve one before/after-school Academic Recovery Session for each hour missed beyond the 12th absence per class.

Students unsuccessful at meeting at least one of these requirements will not receive a letter grade or credit for the course.

Students successful in meeting all of the criteria will earn a letter grade and credit for the course.

Grade Recovery Sessions may not be used in place of Academic Recovery Sessions. Students may only serve hours to comply with the attendance policy through before/after school academic recovery sessions.

All Academic Recovery Sessions must be served by the end of the semester. Seniors must have all detention time for 2nd semester served prior to the commencement ceremony.

Tardies - Students are considered tardy if they are not in class when the tone sounds to indicate the start of the class period. Tardies are handled by the administration as a discipline matter. Consequences begin with the 5th accumulated tardy.

Tardy Consequences will be as follows:

Behavior	5 Tardies	10 Tardies	15 Tardies	20+ Tardies
0.Tardies: The 5th cumulative tardy will result in a discipline referral. A student will not be marked tardy with a pass unless it states it should be marked tardy. Reset every semester.	<input type="checkbox"/> Office referral (5 tardies) <input type="checkbox"/> Upt o 3 Hours ISS <input type="checkbox"/> Admin./Support Contact Home	<input type="checkbox"/> Office Referral 10 tardies <input type="checkbox"/> Up to 1 day ISS <input type="checkbox"/> Admin./Support Contact Home	<input type="checkbox"/> Office Referral 15 Tardies <input type="checkbox"/> Up to 2 Days ISS/OSS <input type="checkbox"/> Administrator Contact Home	<input type="checkbox"/> Office Referral (20+) <input type="checkbox"/> Up to 3 days ISS/OSS (refer to contract) <input type="checkbox"/> Contract <input type="checkbox"/> Administrator Contacts Home

Attendance Codes

Unexcused Absence- When a student is absent without a call from parent/guardian.

Excused Absence- When a parent/guardian calls the school to explain why the student is absent within 48 hours of the absence. Important Note: After 5 excused absences, a truancy referral may be made if the student has missed more than 10% of possible school days.

Verified Absence- When some type of document explains the absence. This would include a note from a medical provider like a doctor or dentist. This type of absence will not be counted towards a truancy referral to the Kent Intermediate School District.

Tardy- When a student arrives after the official start of school or leaves before the dismissal bell.

Excused Tardy- When a student arrives after the official start of school or leaves before the dismissal bell with parent permission.

Verified Tardy- When a student arrives after the official start of school or leaves before the dismissal bell with a note from a medical provider.

Truancy Referral Process

Kelloggsville Public School believes that the school and parents should work together to address attendance issues. The parent will be notified by school personnel before a truancy referral is made to the Kent Intermediate School District. Attempts will be made to help parents resolve any issues that may be affecting a student's attendance at school. However, please see the following bullet points that define the truancy process:

- After a student has reached 6 excused or unexcused absences and the student has missed more than 10% of the possible school days, a truancy referral will be sent to the Kent Intermediate School District. The parent/guardian will be required to meet with school personnel to develop a plan to improve attendance in the future. Once the plan is created, school personnel will monitor attendance on a weekly basis and will have regular contact with parents to ensure the student's attendance pattern improves.
- If attendance continues to be an issue, a 2nd truancy referral will be made to the Kent ISD. This will result in a certified letter being sent to the home which will contain very specific information concerning attendance as well as a notice of pending legal action.
- If attendance continues to be an issue, a 3rd truancy referral will be made to the Kent ISD. In most cases, this will result in a referral to the prosecutor's office.

Extended absences may require a doctor's note. Absences due to family vacations are discouraged, however, parents requesting "make up school work" for vacations must request the work at least 3 days before the student leaves. Days missed due to vacations or visiting a foreign country count as part of the number of total absences for the child.

Lost Instructional Time

Whether your child is late arriving to school or leaves early, there is lost instructional time. The Kent Intermediate School District requires Kelloggsville to keep track of this important issue. Lost instructional time will be converted into absences using the following table:

	Absence Calculation
Full Day Absent	Loss of 1 school day
Each class period (A) absent	Loss of .17 of school day
Each class period (T) Tardy	Loss of .09 of school day
Each class period (E) Early Departure	Loss of .09 of school day

Total lost learning time will be calculated by the following formula:

$$(A \times .17) + (T \times .09) + (E \times .09) + \text{Full day absences}$$

An example of this calculation:

Student has missed 6 full days of school
 Student has missed 8 additional class periods due to late arrivals or early release
 Student has been tardy to a class period or left early 12 times

Total lost learning time for this student is:

$$6 + (8 \times .17) + (12 \times .09) =$$

$$6 + 1.36 + 1.08 = 8.44 \text{ total lost learning time}$$

Perfect Attendance – Yearly perfect attendance will only be accepted with one day of a verified absence and six additional hours of verified time for a limit of two days. **Seventh-hour attendance is counted in perfect attendance.**

Graduation Requirements – To graduate from Kelloggsville High School, a student must earn a total of 22 credits. In addition, each student must earn a minimum number of credits in the four core content areas (math, language arts, science, and social studies), physical education and health, courses under the arts umbrella, elective courses and world language. Failure to meet annual deadlines and all requirements may

result in a transfer to our alternative education and/or a delay in graduation. Please make an appointment to meet a counselor if there are questions.

Early graduation for High School - Any student who has completed all graduation requirements by a date earlier than his/her designated class must submit a request in writing (signed by a parent if the student is under the age of 18) to the principal to graduate at the earlier date. The request must be completed by/on the last Friday of September during Junior/Senior year.

The principal will review the request to ensure all conditions for graduation are met (see Early Graduation Document Options 1-4). A letter will be issued in lieu of the regular diploma attesting to the student's early completion of graduation requirements. A diploma will be available to the student after the scheduled commencement date. The student may opt to return and participate in regular graduation ceremonies with his/her designated class or completion year class in late spring.

In addition, once all requirements are deemed to be complete, it is recognized that the student has completed high school and will no longer attend.

Seniors who complete credit requirements by the end of the first semester of their senior year, can complete their senior year with administration approval. Early graduation forms are available in the counseling office.

Honor Roll Policy – Honor Rolls are calculated at the end of the semester.

Criteria for Superior Honor Roll:

- Students must be enrolled in a minimum of 6 courses per semester.
- Students must achieve an overall 3.5 GPA.
- Students must receive grades of A, B, or C to qualify for the Superior Honor Roll. Receiving a D, E, or I would disqualify the student.

Criteria for Honor Roll:

- All of the above except students must achieve an overall 3.0 GPA.

Academic "K" Award Criteria:

First-Year Freshman

- 3.5 GPA must be earned in the first semester.
- Award: Certificate of Honor

Second-Year Sophomore

- 3.5 GPA must be accumulated at the end of three semesters.
- Award: An academic letter with a lamp of learning plus a certificate of honor.

Third-Year Junior

- 3.5 GPA must be accumulated at the end of five semesters.
- Award: First-time award is the academic letter with a lamp of learning plus a certificate of honor. Second-time award is a lamp of learning to place on the already-earned academic letter plus a certificate of honor.

Fourth-Year Senior

- 3.5 GPA must be accumulated at the end of seven semesters.
- Award: First-time is the academic letter with a lamp of learning plus a certificate of honor. Second-time award is a lamp of learning on the already-earned academic letter plus a certificate of honor. Third-time award is a lamp of learning to place on the already-earned academic letter plus a certificate of honor. The four-time honorees also receive an inscribed plaque for outstanding academic excellence.

Students' Rights, Responsibilities, and Limitations

Kelloggsville High School students are given a large measure of freedom for the purpose of encouraging learning. Students are expected to display the following positive characteristics:

P = Prepared

R = Respectful

I = Involved

D = Dependable

E = Empathetic

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions, physical harassment, or comments of a derogatory nature concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the Principal or Assistant Principal as soon as possible. All reports shall be kept confidential and shall be investigated as soon as possible. Corrective action may include: parent notification, school disciplinary measures; police referral; possible suspension or expulsion from school. Harassment may also occur through various websites or through email. School administration will handle these infractions on an individual basis with consequences up to and including suspension and/or expulsion.

School staff is acting "in loco parentis" which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

Board Authority - The board of education has the authority to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline.

Misconduct - Disciplinary action by the school authorities may result when student behavior takes any of the following forms of misconduct. These categories are general in nature and are not all-inclusive. There are minor and major infractions in each category, resulting in different, progressive, disciplinary action. Unique situations may call for unique consequences. Corrective action may include but is not limited to, the following: parent notification, school disciplinary measures, police referral, and/or possible suspension or expulsion from school.

Infractions with Mandatory Consequences

Possession or use of weapons: (PA 211) - Possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury. This policy includes any explosives, weapons, look-alike weapons, toy weapons, or nonworking weapons brought onto school property or to co-curricular events (home or away), including even those used solely for hunting and contained in student vehicles (cased or uncased) or any weapons/explosives that are unassembled. When staff members hear about possible possession, students are subject to search and seizure procedures immediately. Law enforcement officials will be notified, and the student(s) involved will be suspended and/or expelled up to 180 School Days.

Assault - An UNPROVOKED verbal and/or physical attack on a person. This offense could result in a referral to the Board of Education for 180 day expulsion from Kelloggville Public Schools.

Drugs, Tobacco, and Alcoholic Beverages - Possession, use, or transfer of drugs, alcoholic beverages, tobacco, e-cigarettes, electronic smoking devices, vaping materials, and other contraband and substances which produce abnormal behavior. Drugs include any alcohol, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Violation of this policy will result in discipline up to and including suspension. Repeated offenses may be subject to expulsion. Additionally, suspension or exclusion from extra-curricular activities may result in up to one school year. When required by State law, the District will also notify law enforcement officials. The District may request that a student submits to an electronic breath analysis in the case of suspected alcohol use. Refusal of this test will be taken as an admission of guilt.

The District is concerned about any student who is involved with alcohol or drug abuse and will facilitate the process by which he/she may receive help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Fighting - A verbal and/or physical attack between two or more people. Out-of-school and or in-school suspension up to 10 days will result in all participants. Subsequent offenses will result in more severe discipline and possible expulsion from school. **Persons who are watching/recording a fight without making any effort to intervene or get help will also be subject to disciplinary action.**

Bullying- It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

For a full explanation of this policy, please see Kelloggsville Board of Education Policy Number 5517.01

Cyber Bullying – Any threats, slanderous comments, or other bullying behavior occurring online or through other electronic means and having a negative effect on the school environment will be subject to school discipline. See Bullying Behavior for further explanation.

Other Infractions

Insubordination - The failure to respond or carry out a reasonable request by any staff member.

Smoking - Violating the smoking regulation, including the possession of tobacco in any form. Possession of smoking materials or use of these materials by students is not permitted on school premises or at school-sponsored events. "On school premises" is defined as "within sight of school building." (PA 140)

Obscenity - Using coarse gestures or obscene language in verbal, written, or illustrated form.

Stealing - Dishonestly acquiring the property of another or unauthorized possession of property belonging to another.

Forgery - Using the names of other persons in writing or falsifying times, dates, grades, addresses, or other data on school forms.

Cheating/Plagiarism

Cheating/Plagiarism is against school rules. Students caught cheating or plagiarism will have both academic and behavioral consequences for their actions. Each case will be handled independently and on an individual basis. Multiple offenses could result in loss of credit for the class.

Vandalism - Willful or malicious destruction of property belonging to others.

Possessing or using fireworks - Possessing or using fireworks or other explosive material.

Extortion, Blackmail, or Coercion - Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.

Disruptive Conduct - Conduct which interferes with the educational process or the safety of others.

Arson - the willful and malicious burning of or attempting to burn, any building, property, or material within the building.

Trespassing - Being present in an unauthorized place or refusing to leave an area when ordered to do so.

Bomb Threats - Issuing, by word or writing, the intention to do damage or harm by bombing.

False Alarms - Issuing, by word or act, a false or misleading report of fire.

Congregating in Groups - Students failing to disband when a reasonable request is made by authorized personnel. It is a violation of fire code and safety regulations to assemble and sit on stairways, whereby safe passage is inhibited.

Criminal Acts - Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Gang Activity - The NO TOLERANCE POLICY prohibits the displaying of gang-related clothing, hand signals, graffiti, behavior, or any other indication of gang membership or activity.

Head Coverings - Prohibited in the school building for both genders. (Exceptions may be made due to religious/ medical reasons with administrative approval.)

Harassment - It is a violation of the law and of school rules for any student or staff member to harass or intimidate another student, a staff member, or any other person in the school environment. If a student is the victim of any unwanted sexual actions or comments, physical harassment (including having one's pants pulled down), derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office or any staff member. All reports shall be kept confidential and shall be investigated promptly. Any form of harassment (on or off school grounds) that causes or may cause a disruption to the learning environment is subject to disciplinary measures.

Leaving School Grounds – KHS is a closed campus. Between the hours of 8:00 a.m. and 3:00 p.m., all students must obtain permission to leave school and must sign-out in the office. If a student leaves campus without permission and/or without signing out, he/she will be assigned a minimum of 1-Day of ISS.

Skip Days - Kelloggsville High School neither approves nor sanctions organized skip days. If students outside of a given group (i.e. juniors on a “senior skip day”) participate in a skip day, they will be subject to the same consequences as the group.

Public Display of Affection - Students are expected to remain appropriate in their displays of affection for each other. Kissing and inappropriate touching are prohibited.

Safety Concerns - Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Dances/events – Students are expected to adhere to the same school rules and expectations as if it were a normal school day (includes clothing, language, tobacco, drugs, and alcohol). Students found in violation of any rules during an event may and will be subject to disciplinary action.

Video Surveillance on District Property - The Board of Education has installed video cameras on District Property (Buildings, Buses, etc . . .). If a student misbehaves and his/her actions are recorded, the recording may be used as evidence. Recordings are considered part of the student's record and can be viewed in accordance with federal law.

Disciplinary Sanctions

The commission of or participation in any of the previously listed activities in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary action will be taken by school officials, regardless of whether or not criminal charges result. The following is a guideline for administrative use when corrective action in the form of suspension is necessary. **Minor infractions of the above mentioned categories** of misconduct may result in In-School Suspension room.

In School Suspension (ISS) defined is: the exclusion of a student from his or her classes and assigned to the ISS room. The student is not charged with absences during a stay in ISS, but is responsible for her/his work. The student will have to complete a "Behavior Personal Responsibility" form, which will help the student reflect why they were sent to ISS, and also help them to resolve conflict so that they may be able to avoid being sent to ISS again. They are also provided with assignments from their classes to work on while they are in the ISS when sent for just one period. The student must meet with the teacher/staff person that referred them to the ISS, to go over the "Behavior Personal Responsibility" form before the next class meeting, so the student can get back into class. Repeated referrals to the ISS WILL result in a series of consequences including; PARENT NOTIFICATION, behavioral contracts, up to and including suspension. **When sent for an entire day or multiple days of in-school-suspension (ISS), it is the student's responsibility to get appropriate work from the teachers.** Students, who need to serve an entire day of ISS, will also spend their lunch portion of the day in ISS. If a student is unable to adhere to the expectations and rules of the ISS room, they may be sent home for the remainder of the day and required to fulfill their ISS time the following school day.

Tardy Policy for In-School-Suspension (ISS): If a student has assigned time in ISS, the student needs to be there on time in order to get "credit" for the time served.

If a student is tardy for his/her ISS time, he/she will NOT receive credit for the hour in which the tardy occurs. The student will, however, need to stay in ISS for the remainder of the hour. Two sub-points are important here:

1. If the student comes into ISS within the first 10 minutes of the hour, the ISS supervisor will mark the student "present" in attendance, but will need to extend his/her time by one hour to make up for the tardy.
2. If the student comes in 11 minutes or later, the ISS supervisor will add another hour to the student's total ISS time, in addition to the above consequence.

Major infractions of the previously mentioned categories of misconduct could result in Out of School Suspension (OSS), up to and including expulsion based on the KHS Discipline Continuum.

Students receiving OSS are not allowed on school grounds for any reason during their out of school suspension, and also may not be allowed to attend dances, sporting events, plays, or other school functions after suspension.

Students may make up work for credit during an out-of-school suspension. It is the responsibility of the student, however, to get the work from teachers and have it completed upon the day of return. Faculty or office staff are not responsible for this coordination.

Due Process

The Constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- Every effort shall be made by school personnel to resolve problems in cooperation with the student and her or his parents or guardian.
- A student must be given the opportunity for a hearing with the appropriate school administrator if the student's parent or guardian indicates the desire for such a hearing. The purpose of this hearing will be to allow the student and/or parent or guardian to contest the facts which may lead to disciplinary action or contest the appropriateness of the sanction imposed by a disciplinary authority if the student and the parent or guardian alleges prejudice or unfairness.
- Suspension from Co-curricular and extra-curricular activities may not be appealed.
- A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Student Concerns, Suggestions, and Grievances

When concerns or grievances arise, the best way to resolve the issue is through communication. Students will not be harassed by any staff or need to fear reprisal for proper expression of a legitimate concern.

Written suggestions of school improvement may be presented to the principal, or to the student government.

Suspension Procedures

Teachers may suspend students from their classes for the balance of any class period. Suspensions from any one class for a longer period of time will be made only after approval has been obtained from a building administrator. In cases involving suspensions from a single class for more than one day, the parent or guardian of the suspended student will be notified in writing of this action.

The decision to suspend a student from all school activities for a stipulated period of time or pending a conference with the student's parent or guardian is made by the principal, the assistant principal, or his/her designee.

The student shall be informed of the specific charges which could be the basis for disciplinary action (Notice). The student has the right to present to the school administrator any relevant information that will support his/her defense (**HEARING**).

A. If the student is suspended by the school administrator, the administrator will:

- 1) Notify the parent or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return; and
- 2) Meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.

B. If the parent or guardian is dissatisfied with the action taken, she or he may appeal to the principal (if the asst. principal made the decision) or the superintendent (if the principal made the decision) to review the decision.

C. The maximum length of any one student suspension shall be ten school days. **While suspended from school, a student is not allowed to participate in or attend any school-sponsored activities, or to be present on school property.**

Expulsion Procedures

The act of permanent expulsion from school will only be made by the Board of Education. The following procedural guidelines will govern the expulsion process:

- Written notice of charges against a student will be supplied to the student and the parent(s) or guardian by registered mail. Included within this notice will be a statement of the time and place for a hearing, which time will be reasonable for the parties involved.
- Parent(s) or guardian may be present at this hearing.
- The student, parent(s), or guardian may be represented by legal counsel.
- The student will be given an opportunity to give his or her version of the facts and their implications. The testimony of other witnesses is allowed, and other evidence may be presented.
- The student, parent(s), guardian, or legal agent shall be allowed to observe all evidence offered.
- The hearing will be conducted by the Board of Education who will make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence will not be enforced.
- A record will be kept of the hearing.
- The Board of Education, by a majority vote, will state, within a reasonable amount of time, after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion. A majority vote of the board must be obtained from those present at the hearing.
- The findings of the hearing authority shall be placed in writing and sent to the student and the parent(s) or guardian.
- The student and the parent(s) or guardian will be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

Search and Seizure

The following rules apply to the search of school property (lockers, books, equipment) assigned to a specific student and automobiles (vehicles under Michigan Vehicle Code) parked on school-owned property.

- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. All searches may be conducted with or without a student's consent.
- There should be reasonable cause for authorities to believe that the possession constitutes a crime, rule violation, and/or to protect the health and safety of others.
- A search of an area assigned to a student should be for a specific item and be in the student's presence (in most situations).
- Anything that is found in the course of a search that may be evidence of a violation may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.
- Illegal items (i.e. firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety and/or security of the student or others may be seized by school authorities.
- Items used to disrupt or interfere with the educational process may be removed from students' possession.
- Items removed from lockers during locker inspection will be held in the office and the student will be notified of items removed as soon as it is practical. At no time will items be removed without notifying the student.

- While on school property, students' vehicles are subject to search and seizure. Students are subject to obedience of Michigan Vehicle Code and municipal laws governing possession of illegal items in a vehicle.
- All district owned computers are district property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with District technology. Students should have no expectation that any information contained on such systems is private. A review of such information may be done with or without the student's knowledge or permission.
- Passwords do not guarantee confidentiality, and the district retains the right access information in spite of passwords. All security codes and passwords must be registered with the instructor. Refusal to permit access may be grounds for discipline.

Freedom of Speech and Assembly

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Personal attacks and the use of profanity or obscenities are prohibited.

Freedom to Publish

- Students are entitled to express in writing their personal opinions. The duplication of such materials on school equipment should not be done without permission from school officials. Neither should its distribution interfere with or disrupt the regularly scheduled activities of the school.
- Students who edit, publish, and/or distribute handwritten, printed, or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications.
- All posters or signs displayed in the school must be approved by the principal and receive the signature of the principal to indicate approval.



KELLOGGSVILLE HIGH SCHOOL

STUDENT / PARENT

ATHLETIC HANDBOOK

Kelloggsville Public Schools are members in good standing of the M.H.S.A.A.

Revised 2022

KELLOGGSVILLE HIGH SCHOOL

4787 Division Ave S.

WYOMING, MICHIGAN 49548

(616) 532-1570 (H.S. Office) (616) 532-1594 (Athletic Office)

MASCOT: Rocket

COLORS: Orange & Blue

SCHOOL SONG: ILLINOIS LOYALTY

We're loyal to you, Kelloggsville;

We'll never give up, never will.

We always will stand for the best in the land.

For we know you are grand, Kelloggsville, Rah, Rah!

We'll fight for you, Kelloggsville;

For the orange and blue, Kelloggsville. Our team is our fame protector –

Oh, team, for we expect a victory from you, Kelloggsville.

KELLOGGSVILLE PUBLIC SCHOOLS

**Kelloggsville High School
Wyoming, Michigan 49548**

TO THE STUDENT-ATHLETE

Being a member of an athletic team can be a very important part of your total school experience. Hopefully, you will take part in many different activities. As a Kelloggsville student-athlete, you are expected to adhere to the rules and regulations as explained in the Kelloggsville High School Handbook, Kelloggsville Athletic Handbook, and the following guidelines for good sportsmanship and proper conduct.

Sportsmanship

1. Treat visiting teams and officials as guests and extend them every courtesy.
2. Congratulate opponents when they win and learn to correct your weaknesses when you fall short of your goal(s).
3. Remain modest and show polite consideration when your team wins.
4. A “true” athlete will not brag or act “cocky” when the team wins or blame the officials if the team loses.
5. Respect the officials, and expect that they will enforce the rules. They are seldom responsible for success, so do not blame them for a loss.
6. Always recognize and show appreciation for the fine play of opponents.

Conduct

1. In the classroom strive for academic excellence, remembering that academics come before athletics.
2. During contests and practice, always do your best using good sportsmanship and good judgment. Play hard and play fair.

3. Personal appearance – look your best at school, at games, and in the community. Be well groomed and dress in good taste. Athletes are leaders, so lead positively.
4. Transportation behavior – the school district will provide transportation to all away contests. You are required to travel with your team and coaches to all away contests. All students are required to ride the bus back to school after the contest with the coaches and team unless proper documentation has been provided. You will be expected to abide by the school district’s bus transportation rules and regulations.

“Slam the Door on Drugs”

As an athlete, you have a special responsibility to your school and to yourself. Many of your fellow students look to you for leadership and guidance. Staying away from drugs and alcohol not only sets a good example, it ensures that you have the best opportunity to achieve your fullest potential in your chosen sport.

- 1. Pledge not to use drugs or alcohol yourself and encourage your teammates to make the same pledge.**

You can stress the positive benefits of athletic competition free of drugs and alcohol without “preaching” to your friends. Remember that often the best message is a good example.

- 2. Do not tolerate violations of the rules on the part of any of your teammates.**

Insist that everyone plays by the same rules and not seek to gain an unfair advantage or undermine the team effort by playing or practicing with drug or alcohol-induced impairments.

- 3. Urge that regular team meetings address the issues of substance abuse.**

Your coach will welcome your help to ensure a drug-free environment for athletic competition.

- 4. Take the lead in organizing team social activities that are drug and alcohol free.**

Parents and team members, coaches, and teachers are happy to help with activities that encourage team spirit and cohesiveness in ways that are positive for the participants.

TO THE PARENT

We sincerely hope all parents will encourage their students to take part in some athletic activity. Participation in high school athletics provides athletes the opportunity to develop character traits they will carry with them for the rest of their lives. Athletics allow students to learn to deal with both success and failure, as well as learn how to commit to something larger than themselves.

As educators, we place the utmost importance on the welfare of your student. A well-organized athletic program will meet your student's need for self-expression, improve mental alertness, and develop positive physical and emotional growth. It is our hope and goal to maintain a program that is sound in purpose and will further each student's education and social maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline, dedication, and selfless commitment to a team. These are the reasons we place such emphasis on good training habits and coachability. Failure to comply with training rules and regulations will result in the consequences and penalties outlined in this handbook. There is no place in athletics for students who will not discipline their minds and bodies for rigorous competition while showing strong moral character. We are striving for excellence and do not want our athletes to settle for mediocrity.

We also encourage all parents to support their students fully in their school and athletic pursuits. This is a special time in the student's life and hopefully, each student will be able to look back at his or her high school days with fondness. Learning to place the others above oneself is key to being a member of an athletic team. It is important that our teams and coaches can count on your athlete to attend school, practice, and games when scheduled. It is our hope that haircuts, health appointments, babysitting, family events, etc. . . will be coordinated around team

practices/games/events to ensure your child can commit fully to his/her team. Working together we can help your student-athlete become a successful member of society.

KELLOGGSVILLE BOOSTERS – All parents are encouraged to join the “Rocket Boosters.” This group has provided great service to the athletic program and they always need and appreciate new members who are willing to help out in some way. Meetings are held in the high school on the second Wednesday of every month.

STUDENT INSURANCE – Many families have adequate health and medical coverage. For those who do not have coverage, you are required to purchase the student program available through the school. There is a nominal fee and several different types of coverage are available.

Most major medical plans will cover students who participate in athletics. If a student-athlete does not participate in the school insurance plan, a waiver form must be signed and on file with school personnel.

The state athletic association and our school district also carry a catastrophic injury policy to help families where great medical expenses are incurred. Contact the athletic director for information in these cases.

STUDENT-ATHLETE INJURIES – It is very important to remember that once an athlete goes to a doctor for treatment of an injury, that he/she cannot practice or play in any game unless written permission is given by the doctor. This information must be given to the coach who will then pass the information onto the athletic director.

VARSITY COMPETITION – Varsity level competition is primarily for all 3rd and 4th-year student-athletes. Any head coach of football, basketball, volleyball, baseball, softball, and cheerleading desiring to “move up” an underclass person can do so only after discussing the matter with the student, their parent(s)/guardian(s), and the athletic director. A “move up” should be made if it is determined to be in the best interests (physical, mental, emotional, and social) of the student-athlete. A “student pull-up permission form” must be signed by the student/athlete, parent/guardian(s), both coaches involved, and finally approved by the athletic director in order for an athlete to be moved up to a higher level of competition.

EXCELLENCE IS NOT AN ACCIDENT

It takes a plan, discipline, and work.

PARENT/COACH RELATIONS

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the student. As parents, when your son or daughter becomes involved in our programs you have a right to understand what expectations are placed on your student-athlete. This begins with clear communication from the coach of your student-athletes program.

The communication you should expect from your son/daughter's coach

1. Expectations the coach has for your son/daughter, as well as all the players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements, i.e. fees, special equipment, off-season conditioning.
4. The procedure should your student-athlete become injured during participation.
5. Teams rules and guidelines, and lettering requirements.

Communication coaches expect from student-athletes

1. Notification of any schedule conflicts in advance.
2. Special concerns in regard to a coach's philosophy and/or expectations.

As your son/daughter becomes involved in the athletic programs at KHS, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student-athlete wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your student-athlete, mentally and physically.

2. Ways to help your son/daughter improve.
3. Concerns about your student-athletes' behavior.

It is very difficult to accept your son/daughter's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student-athletes coach. Other things, such as the following must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. Playing time.
2. Team strategy.
3. Playcalling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. **If you have the concern to discuss with a coach, the procedure you should follow:**

1. Call to set up an appointment. The KHS phone number is 532-1570.
2. If the coach cannot be reached, call the Athletic Director at 532-1594. He will set up the meeting for you.
3. Please do **NOT** attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, the appropriate next step can be determined.

Since research indicates a student in co-curricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided here makes both your student-athletes and your experience with the Rocket Athletic programs less stressful and more enjoyable.

THE ATHLETIC PROGRAM

We invite all students to participate in our athletic program. We want each of you to be a positive part of a worthwhile and enjoyable team sport.

HIGH SCHOOL SPORTS

<u>Girls Sports Offered</u>	<u>When Offered</u>	<u>Boys Sports</u>	<u>When</u>
Volleyball	Fall	Cross Country	Fall
Sideline Cheer	Fall	Football	Fall
Cross Country	Fall	Soccer	Fall
Competitive Cheer	Winter	Tennis	Fall
Bowling	Winter	Basketball	Winter
Basketball	Winter	Bowling	Winter
Soccer	Spring	Wrestling	Winter
Softball	Spring	Baseball	Spring
Tennis	Spring	Golf	Spring
Track	Spring	Track	Spring

MIDDLE SCHOOL SPORTS

<u>Girls Sports</u>	<u>When Offered</u>	<u>Boys Sports</u>	<u>When Offered</u>
Cross Country	Sept/Oct	Cross Country	Sept/Oct
Volleyball	Sept/Oct	Soccer	Sept/Oct
Sideline Cheer	Sept/Oct	Football	Sept/Oct
Competitive Cheer	Nov/Dec	Basketball	Nov/Dec
Basketball	Feb/Mar	Wrestling	Feb/Mar
Track	Apr/May	Track	Apr/May
Soccer	Apr/May		

Kelloggsville is a member of the OK Conference - Silver Division. We compete against the following schools:

Belding	"Black Knights"
Calvin Christian	"Squires"
Comstock Park	"Panthers"
Godwin Heights	"Wolverines"
Hopkins	"Vikings"
NorthPointe Christian	"Mustangs"
Sparta	"Spartans"

We also compete against many other area schools in the regular season, non-league contests as well as all state-sponsored tournaments.

PHILOSOPHY AND GOALS OF ATHLETICS

PHILOSOPHY

The interscholastic athletic program, an effective and integral part of the total educational process, shall provide motivated individuals an opportunity to participate in a variety of athletic activities.

The interscholastic athletic program shall be designed so that students will be competing with students of near equal age and grade level. Some goals of the program shall be to develop physical fitness, friendships, skill, friendly rivalries, good sportsmanship, respect for rules, teamwork, and improved community relations.

The major purpose of the interscholastic athletic program shall be to help each student become a well-rounded and valuable member of our society.

GOALS

1. Teamwork—our society demands to get along with and working with others. The athletic competition will help you develop respect for authority, self-discipline for training, and the spirit of hard work and sacrifice.
2. Success—our society is very competitive. You may not always win, but if you continually strive to do your best, you will succeed. Success is an improvement, not perfection.
3. Sportsmanship—you must learn to accept success and not let it go to your head. You must also learn to accept defeat if you have done your best. Always try to treat others as you would want them to treat you.

4. Enjoyment of athletics—athletic participation should be fun. Hopefully, you will learn to enjoy the many rewards of being an athlete. This is a special time in your life; take part and enjoy it!
5. Physical fitness and good health—be an active, healthy, contributing member of society. Learning physical fitness and health habits by participating in athletics will be valuable lessons for the rest of your life.

ATHLETIC CODE

As an athlete, you must follow many rules and guidelines. Kelloggsville athletes must follow all school rules, team rules, rules and regulations of the athletic department, and rules of the Michigan High School Athletic Association (MHSAA). Any person involved in the athletic program must adhere to the following rules and regulations:

ATHLETIC DEPARTMENT REGULATIONS

1. In order to maintain peak performances by each athlete, no member of any team will use tobacco products of any kind.
2. An athlete may not drink beverages nor use any dangerous or illegal substances including anabolic steroids. Attendance at parties where alcohol or other drugs are present is prohibited by this policy. Disclaimer – Student-athletes under a doctor’s care using prescription medicine(s) would be an example from a violation.
3. Athletes are at all times representatives of the athletic program of the School District and must not engage in conduct which is disreputable or unbecoming of an athlete of the School District. Conduct which would constitute a violation of any law or ordinance and which involves an act of dishonesty or criminal intent will be subject to the penalties and disciplinary measures of the Athletic Code. Disreputable behavior can take on many forms which include, but are not limited to parties where alcohol is served, assaults on others, cheating, betting, or other illegal acts which cause disfavor on the team or school.

4. HAZING IS STRICTLY PROHIBITED. Because hazing is unsafe and can discourage participation as well as negatively affect a student's enjoyment in athletic participation, all forms of hazing are strictly prohibited. Hazing includes, but is not limited to: Any gesture or written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or placing a student in reasonable fear of harm to his or her person, or damage to his or her property.
5. We realize that some athletes are unfamiliar with certain sports and may desire to drop out after trying that sport. They may do so without penalty if they drop out within the first two weeks of practice or before team selection has been made. No athlete may drop a sport without first consulting the coach of that sport to receive a release without penalty. Any athlete who quits a team after the first two weeks or is dismissed for disciplinary reasons may not participate in any other sport during that sport season and will be subject to a penalty, which includes suspension from participation in their next sport season.

Students will normally not be permitted to join a team after the coach's final tryout date OR after 10 school days from the MHSAA published season start date, whichever comes first. An exception may be granted for a student who moves into the school district after the above dates if he/she meets MHSAA transfer rule eligibility, a student-athlete recovering from injury, or a student-athlete who has been participating in an extended MHSAA sports season.

6. Athletic code rules and regulations will be followed during the entire calendar year. This includes all vacation periods and the summer. The enforcement time begins when a student first becomes an athlete by trying out for a team.
7. Violations of the Athletic Code are disciplined by the following consequences:
 - A. Suspension – Removal from participation in the scheduled events and/or games of the athletic activity for a specific amount of time.
 - B. Removal from participation in any and all athletic activities for a specified season or permanently removed from all athletics.

The degree of the penalty or disciplinary measure imposed shall be determined by the Athletic Director and Principal according to the severity of the violation.

NOTE: An athlete suspended from participation in games and/or events of athletic activity is required to continue with attendance at practices, games and/or events as scheduled. If

necessary, the suspension will carry over to the athlete's next season. Any athlete under athletic suspension must complete that season to meet his/her penalty. Failure to do so will result in a carryover of the penalty to the athlete's next season.

8. Physical Examination

A. A physical is required of all athletes, and proof of such must be on file in the athletic director's office before athletes can practice or compete.

B. A new physical is required each school year. Spring physicals are considered current for the following school year if given after April 15th.

9. Equipment and Uniforms

A. An athlete is financially responsible for all equipment and uniforms issued to him/her.

B. Destroyed, lost, or stolen equipment is the responsibility of the athlete to whom it is assigned. He/she will pay for damage or replacement. Failure to pay will result in the athlete not being allowed to play another sport. Other school activities may be affected as well.

C. Warm-ups and/or jackets are not to be worn as general school clothing.

D. Uniform shirts may be worn on game days **only** as directed by your coach.

10. Limited Team Membership

Athletes are allowed to play one sport per season.

11. Team Rules and Regulations

Each coach will hand out written rules and regulations that apply to each sport. Athletes are expected to obey all team rules as well as the rules in this athletic handbook.

12. Registration Forms

Each student-athlete is responsible to have the following on files with school personnel:

- (A) Athletic Permission
- (B) Insurance Waiver
- (C) Physical Exam
- (D) Injury Consent

KELLOGGSVILLE ELIGIBILITY RULES

The following rules apply to participants in co-curricular/extracurricular activities at Kelloggsville including: athletics, debate/forensics, plays, SADD, student congress, yearbook, and all class officers (including clubs).

1. Minimum Academic Eligibility

A participant in co-curricular activities must earn at least two credits each semester to be eligible for the next semester.

2. Weekly Academic Check

- A. Eligibility will be checked every Monday by the athletic office.
 - a. An Eligibility Warning will be sent out on Wednesdays and Friday's allowing coaches to alert players of eligibility issues prior to the official eligibility report.
- B. A student must be passing 66% of classes at the time of the eligibility check to remain eligible for competition. KCTC or Work Experience students must be passing 1 out of 3 classes and in good standing with KCTC or their work experience placement.
- C. If the student is not passing 66% of classes at the time of the eligibility check, that student is ineligible for competition, Monday through Sunday of the following week.
- D. The student is expected to practice and will be subject to all team rules and regulations.

NOTE: To maintain consistency in the program due to multiple event scheduling, shorter seasons, or weather; additional academic review could be done.

3. Attendance Eligibility

- A. Attendance will be checked daily for unexcused absences (2:30 pm).
- B. Any student with unexcused absences who participates in Co-Curricular activities must be in attendance 5 out of 6 classes in order to participate in a competition. Students must attend 3 out of 6 classes in order to participate in practice.
- C. The exceptions to this rule are as follows:
 - a. Any student who produces a written notice of an appropriate appointment to the Athletic Director may participate.
 - b. A student who produces a written note from their parent/guardian notifying the Athletic Director/Coach of an appropriate family emergency will be allowed to participate.
 - c. If a student informs the Athletic Director/Coach of an error in the attendance report, they will be allowed to participate that evening. The Athletic Director/Coach will check with the teacher in regard to the attendance information in question. If the Athletic Director/Coach finds out that the attendance information was correct the student will be at least excluded from the next contest(s) or event(s).

The administration recognizes that there are at times extenuating circumstances. In such cases, the administration may make an exception.

If you have any questions regarding a specific attendance incident or question, see the athletic director.

4. School Suspensions and Eligibility

- A. Students receiving 6 or more hours of ISS due to disciplinary action will not be able to participate in their next athletic contest. Students receiving less than 6 hours of ISS may be subject to discipline at the Head Coach’s discretion (up to and including reduction/loss of playing time).
- B. If the 6 or more hours of ISS are due to tardies during that athletic season, the student will not be able to participate in their next athletic contest. The number of tardies will reset at the beginning of each athletic season (Fall, Winter, Spring).
- C. The Administrative Staff of Kelloggsville High School will not condone the possession or use of alcohol, illegal drugs, tobacco in any form, improper conduct, actions that would be deemed misdemeanors or felonies under the criminal code, or the engaging in activities considered to be unbecoming of an athlete. A student is considered an athlete and subject to the rules of this code when he/she first participates in an interscholastic sport and continues until the student-athlete graduates. If a violation of these rules occurs, the following action will be taken:

Conduct Unbecoming of an Athlete

Level 1 Violation	Level 2 Violation
<p>Can include, but not limited to:</p> <ul style="list-style-type: none"> School offenses Hazing Fighting Stealing Gross misconduct Destruction Misuse of Social Media Cheating Suspensions from school <p>Being in close proximity to:</p> <ul style="list-style-type: none"> Alcohol Drugs 	<p>Severe offenses as categorized on the Discipline Rubric as well as, but not limited to:</p> <p>Use or possession of alcohol, illegal drugs, tobacco in any form, and/or actions that would be deemed as misdemeanors or felonies under the criminal code.</p>

<p>First Offense 10% of the season</p> <p>Every Subsequent Offense 10%-25% of Current and/or Next Season</p> <p>*May be subject to discipline at the Head Coach's discretion (up to and including reduction/loss of playing time).</p>	<p>First Offense 25% of the season</p> <p>Every Subsequent Offense 25%-50% of Current or Next Season</p> <p>*May be subject to discipline at the Head Coach's discretion (up to and including reduction/loss of playing time).</p>
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***The Principal or Athletic Director may alter or impose an exception to the policies based on extenuating circumstances.**

MHSAA ELIGIBILITY RULES

All athletes must also follow the guidelines set up by the Michigan High School Athletic Association. Please read these rules very carefully to minimize miscommunication.

1. Enrollment – must be enrolled by Monday of the fourth week of the present semester.
2. Age – must be under nineteen (19) at the time of the contest unless the 19th birthday is on or after September 1 of the current school year.
3. Physical Exam – must have a current physical exam with a record on file in the athletic office.
4. Seasons of Competition – may not compete in more than four firsts or four second semesters of competition in a sport.
5. Semester of Enrollment – may not be enrolled for more than eight semesters in grades 9 – 12. The 7th and 8th semesters must be consecutive.
6. Undergraduate Standing – may not be a high school graduate.
7. Previous Semester Record – must be passing at least two credits during the previous semester.
8. Current Semester Record – must be passing at least two credits during the marking period.
9. Transfer Rules – must have an accompanying change or resident by the athlete's parent or guardian with whom they had been living at his or her previous high school.
10. Awards – must not accept any symbolic award or merchandise exceeding \$25 in value for any athletic performance. Awards in the form of cash, merchandise certificates, or any other type of negotiable document are **not allowed!**
11. Amateur Practices – must not have accepted money, "from any source", or other valuable considerations for participating in any form of athletics, sports, or games, or for officiating interscholastic athletic contests, or have signed a professional athletic contract. The penalty is one (1) year ineligibility.
12. Limited Team Membership – You must not take part in any outside competition in your sport during your season. Two individual outside meets is allowed. Contact the athletic director for help.
13. Any player ejected from a contest will automatically be required to miss the team's next contest/day of competition for that team.

-Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches or to the next season in any sport for seniors.

DUE PROCESS PROCEDURE

The following due process procedure shall govern all alleged violations within the previous twelve (12) month period by a student-athlete of the Kelloggsville Athletic Code, team rules, or rules of the MHSAA.

1. All questions or concerns should first be discussed with the coach.
2. An appeal can be made to the Athletic Director. After investigating a student or parent complaint, the director shall render a written decision within five (5) school days.
3. If a satisfactory answer or solution is not received, the high school principal should be contacted within five (5) school days. The principal will set a hearing date. The student-athlete with his/her parents will present an appeal to an athletic appeals committee (AAC). The committee's membership will consist of the principal, one male, and one female coach who are not involved in the complaint, and one representative from each of the following groups: parents, students, and faculty.
4. If the principal and AAC do not resolve the matter, a meeting with the superintendent should be arranged within five (5) school days.
5. One final step, if necessary, is to request an appearance before the Board of Education. To address the Board, notify the superintendent in writing at least five (5) days before the Board is scheduled to meet. Your letter should include the nature of the problem or concern.

The Board of Education meets the first and third Monday of each month September through June. Meetings are conducted at the school district office located at, 242 52nd St. SE, Kentwood, MI 49548.

AWARD SYSTEM

Each sport has specific criteria for earning an athletic award. Each coach will determine those athletes who have qualified for any awards. All athletes however must meet the following guidelines before they may receive athletic department awards.

1. Follow and abide by all rules and regulations of the MHSAA and the Kelloggsville Athletic Code.
2. Complete the entire season in good standing.
3. Return all uniforms and equipment, and pay for any lost or stolen equipment.
4. Attend awards assembly, banquet, or team potluck unless excused by the coach and/or athletic director.

TYPES OF AWARDS

1. Varsity Letter – “K”
 - a. 8 inch-chenille letter, the first varsity award.
 - b. An athlete can only receive one chenille award in their high school career. Additional letter awards will be recognized by a certificate.

2. Varsity Certificate – two colors (orange and blue), awarded for each varsity letter (varsity award).
3. Junior Varsity Certificate – orange lettering
 - a. Awarded for successful completion of the season on a reserve or junior varsity squad.
 - b. This award may be used for a person on a varsity team who did not qualify for the varsity letter.
4. Freshman Certificate – blue lettering, awarded to freshman team members who complete the season in good standing.
5. Senior Athlete Plaque – awarded to seniors who have met the following criteria:
 - a. Have earned a total of five (5) or more varsity awards, or have earned (3) varsity awards in one sport.
 - b. Must have earned at least one varsity award as a senior.
6. Top Female/Male Athlete – awarded to a male and female voted by the athletic council as the top athletes. These students are then Kelloggsville’s nominees for the OK-Silver Athlete of the Year.
7. Frank Hunnes Award – awarded to a senior female athlete who best displays the following criteria:
 - a. Athletic participation (including senior year).
 - b. Good citizenship
 - c. Scholarship – working up to ability in the classroom
8. Russell Formsma Award – awarded to a senior male athlete who best displays the following criteria:
 - a. Athletic participation (including senior year)
 - b. Good citizenship
 - c. Scholarship – working up to ability in the classroom
9. Other Awards – each sport may award individual awards such as MCP, Most Improved, Hustle Award, etc. Each coach will determine the individual awards for that sport.
10. All-Conference Awards – including individual champion awards, selection by coaches to “All-Conference” teams, Athlete of the Year (one male and one female), and Academic All-Conference Team.
11. No award can exceed \$25 in value.

ACADEMIC ALL-CONFERENCE TEAM-OK CONFERENCE CRITERIA

1. The All-Academic Team will be selected once per school year.
2. Comprising seniors who have maintained a minimum cumulative 3.5 G.P.A.
3. Each member must have participated in at least four (4) athletic seasons during high school.
4. Each member must have earned at least one (1) varsity letter during his/her senior year.
5. Each member must be nominated by his/her principal or athletic director.

TEST DATES FOR THE COLLEGE BOUND ATHLETES

See the counseling office for details.

SCHOLAR ATHLETE INFORMATION

The Michigan High School Athletic Association has not sent us information yet. If you are a senior and interested, please see your coach or athletic director.