

2025– 2026 Student Handbook



Kingston Jr./Sr. High School
5790 State St., Kingston, Mi 48742
www.kingstonk12.org

For the 2025-26 school year, only students who have been virtual in the past school year and principal approved students will be allowed to do the virtual track.

HIGH SCHOOL REQUIREMENTS

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

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

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

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

3 years of Science: 1 Cr. Biology, 1 Cr. Chemistry, 1 Cr. Earth Science as an 8th grade student

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

1 year of Fine or Performing Arts

1 year of Computers/ On-Line Experience

1 year of Physical Education/Health

Within the above are some preferred course sequences:

9th Grade

Algebra (can take in 8th grade)

Biology

English 9

US History & Geography

Spanish I

PE/Health

1 Elective

10th Grade

Geometry (can take in 9th grade)

Biology (can take in 9th grade)

Chemistry (can take in 11th grade)

Government/Economics

English 10

World History & Geography

Computers

1 Elective

11th Grade

Algebra II (can take in 10th grade)

English 11

Chemistry (can take in 10th grade)

4 Electives

12th Grade

English 12

Math Course or TTC Equivalent

5 Electives

Graduation Requirements

25 credits to graduate (24 or 23 if TTC student). Students who earned credit in Algebra as an 8th grade student will be required to earn 26 credits to graduate.

Classification of Students

Students will be classified depending on the amount of credits accumulated.

9 th Grade -	0-6 Credits
10 th Grade -	7-13 Credits
11 th Grade -	14–17 Credits

Students that fail Michigan Merit Curriculum Courses (MMC)

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

Transfer Students

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

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum (MMC) through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the MMC must be consistent with Michigan law and must incorporate as much of the MMC content standards as practicable for the student. The District retains discretion to determine what modifications to the MMC are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum please contact the principal, Cynthia Coleman via email at ccoleman@kingstonk12.org.

Tuscola Technology Center Students

Students going to the Tuscola Technology Center (TTC) may earn 3.0 credits per year. However by going to the TTC they will earn one less credit than a non- TTC student per year (6 instead of 7). Therefore, the student can graduate with 1 less credit (by attending one year) or 2 less credits (by attending two years). Students attending the TTC may satisfy the 4th credit of math and 2nd year Foreign Language if their course is pre-approved as meeting the content expectations of the MMC. The entirety of the TTC Crosswalk can be used at the discretion of the administration to meet graduation requirements.

Kingston Afternoon Co-Op Policy

- Students will attend Kingston classes Face to Face in the AM for the first three hours of the day. The final four hours of the school day will be Co-Op to complete a full schedule.
 - Schedule will include English 12 (Edgenuity), Government/Economics, Elective/Financial Math/Other requirements as needed
- This is offered to all Seniors
 - Juniors must be approved by administration
 - All Afternoon Co-Op requests will be reviewed and approved by HS Principal and Counselor to complete a credit audit and determine if student is eligible for this opportunity
- Co-Op will be organized and overseen by the Tuscola Technology Center
- All placements for Co-Op must be approved by Tuscola Technology Center prior to arrangements being made at Kingston Community Schools
- This arrangement must be made prior to the start of the school year OR, at minimum, two weeks prior
- to the start of the second semester.
 - Co-Op will not begin until semester begins

- If Co-Op is terminated prior the end of the school year/semester, arrangements must be made with the Tuscola Technology Center and your HS Counselor to continue an afternoon Technology Center schedule. This may include driving yourself/providing your own transportation to and from the Tech Center in the afternoons.
 - Changes to AM Tech Center schedule must be discussed with Kingston Principal and Counselor
- Kingston Afternoon Co-Op Contract must be completed and signed by the student, parent/guardian, HS principal and counselor. This is in addition to whatever paperwork is required by the Tuscola Technology Center.

KHS Top 10 SAT, PSAT and M-STEP Score Board

At Kingston High School, the students who receive the top 10 SAT, PSAT, and M-STEP scores are recognized. The following rules apply when calculating the top 10 SAT, PSAT, and M-STEP scores.

1. The SAT, PSAT, and M-STEP needs to be taken while the student is enrolled at Kingston High School.
2. The score must be from one test. We will not accept a super score where you combine your highest math and English score from multiple tests.
3. The High School Principal or designee must contact students who make the KHS Top 10 SAT, PSAT, and M-STEP Score Board and have them sign an agreement that they give the District permission to display their scores publicly.
4. The board will be updated if need be each fall.

Kingston High School

Administration

Superintendent.....	Mrs. Shona Vennevy.....	683-2294
High School Principal.....	Mrs. Cynthia Coleman.....	683-2550
Athletic Director.....	Mr. Carl Nicol.....	683-2550
Business Office Specialist.....	Mrs. Josephine Spaulding.....	683-2294
Director of Special Education.....	Mrs. Karen Demaray.....	683-2284
School Liaison	Miss Paige Klupp.....	683-2550
Technology Director.....	Mr. Andrew Wiedman.....	683-2550
School Resource Officer.....	Mr. Tom Pemberton.....	683-2550

Office Staff

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

Support Staff

Student Support Specialist	Ms. Beth Hunter.....	683-2550
Behavior Specialist.....	Mr. Zachary Kady.....	683-2550
Interventionist/Building Substitute.....	Mr. Len Wyatt.....	683-2550
Mrs. Alicia Willis.....	Paraprofessional.....	683-2550

Teachers

Ms. Aleyna Akyasar	Art
Mr. Robert Wagnitz.....	Band
Mr. Morgan Green.....	English
Mrs. Amy Kotsch.....	English
Ms. Madison Morgan.....	English
Mr. Brent Darling.....	History
Miss Maleia Thompson.....	Math
Mr. Daniel Wenzlaff.....	Math
Mr. Matt Fields.....	PE
Ms. Kelsey Dean.....	Science
Mrs. Melinda Freeland.....	Science
Mrs. Lynn Hable.....	Spanish
Mrs. Marcia Schwarck.....	Special Education
Mrs. Allison Hoffmann.....	Special Education
Mr. Wesley Hampton.....	Social Studies

Welcome to Kingston Jr/Sr High School

CODE OF CONDUCT, DISCIPLINE, ATHLETICS AND TRANSPORTATION POLICY

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

After-School or Before School Detention

Teachers and administrators may require students to come in early or stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus to or home from school will be given a 24-hour notice of detention so that parents may make transportation arrangements for the student the following day.

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

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

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

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

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days (Long-Term Suspension) and Removal for More than 60 School Days (Expulsion)

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with state law requirements for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> ● Restorative Practices ● Community Service Work Program ● Parent Notification ● Suspension or Expulsion ● Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension/Expulsion up to 180 days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Lunch Detentions will be served in the SRC room or another designated location. Students serving lunch detentions need to follow lunch detention rules and expectations. If a student fails to follow the lunch detention rules and expectations, they will be referred to the high school principal and must re-serve their lunch detention.

ALTERNATE EDUCATION PROCESS

Upon request, the District will provide the parent/guardian of an expelled student with information about alternative education options.

RESTRICTIONS ON LEAVING SCHOOL PROPERTY

Students are not allowed to leave campus once they have arrived at school or boarded a school bus. The only exception to this rule will be made on a daily basis as a result of a parent's request in writing and the Principal's approval. Requests should only be made for important business that cannot be handled at another time. No approval will be given for students (except seniors) requesting permission to go downtown during the lunch period.

Seniors in good standing and with a signed parent permission form may sign out at lunch and walk downtown.

USE OF MOTOR VEHICLES BY STUDENTS

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

However, for convenience or other reasons approved by the parents, students may be permitted to drive private vehicles to school and park them in the student parking lot provided for that purpose. Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. The west lot is designated for student parking. At dismissal time, cars will use the west exit only to ensure safety to everyone. **SPEED LIMIT OF 5 MILES PER HOUR AT ALL TIMES WILL BE ENFORCED.**

The following rules apply to any student driving or parking school property, governing the driving of motor vehicles by students to school will be adhered to:

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

Students who do not comply with these rules may be disciplined, up to and including, suspension or expulsion from school and loss of driving and parking privileges.

STUDENT DRESS AND GROOMING

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

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

1. No hats, visors, bandannas, or hoods will be allowed to be worn in school.
2. Undergarments must be worn under clothing and not be visible.
3. Absolutely no halters, tube tops, spaghetti straps or cut-off shirts are to be worn. Tank tops and muscle shirts must be close cut around the arm opening. All blouses and shirts must meet a pant line.
4. No coats will be allowed in classrooms, unless the classroom condition is such that coats should be kept on, and as authorized by the teacher.
5. Shirts must be buttoned.
6. Shorts of modest nature (4" inseam minimum) may be worn as regular school attire. Spandex may be worn under shorts but not alone and may be worn under shorts that do not meet the 4" inseam minimum. Spandex are not to be worn during the regular school day alone.
7. No garment may have written or gestures of profanity, alcohol, tobacco or drug slogans or advertisements. Garments that are materially and substantially disruptive to the school environment, or that school officials reasonably forecast will create a substantial disruption, are prohibited.
8. Shoes must be worn. No footies, house shoes, or slippers will be allowed.
9. Pants may not have a hole in them that violates the 4" inseam minimum.
10. Girls wearing skirts must have them at a length of modest nature as determined by the Administration.
11. Due to the destructive nature of chains and their potential danger, no chains may be worn as part of regular school attire.
12. Backpacks are not allowed in classrooms and must be kept in lockers.

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

18 YEAR-OLD STUDENTS

A student attending school regardless of age, is covered by school board policies which have been officially adopted and published and the rules in this handbook. An 19 year-old student's responsibility to the school does not change upon reaching the age of maturity.

OFF CAMPUS EVENTS

Students at school sponsored events are governed by school district rules and regulations and are subject to the authority of school district officials.

SEARCH & SEIZURE

Lockers and District-Owned Storage

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

Canine Searches

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

Other Searches

All other searches will occur with reasonable suspicion or as otherwise authorized by law.

HONOR ROLL ELIGIBILITY

Any student who receives a 3.0 G.P.A. and no more than one (1) straight C, will also be listed on the Honor Roll.

An incomplete or "I" in any course will disqualify the student from the Honor Roll until the "I" is changed to a permanent grade.

EXTRACURRICULAR ACADEMIC ELIGIBILITY REGULATIONS (See VI. ACADEMIC ELIGIBILITY REGULATIONS)

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

ACADEMIC/CLUB LETTER

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

A Club Letter will be given in the spring to any 9th-12th grader who participates in a full season of robotics, equestrian, and/or powerlifting.

GRADE CLASSIFICATION

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

9 th Grade -	0-6 Credits
10 th Grade -	7-13 Credits
11 th Grade -	14–17 Credits
12 th Grade -	18 + Credits

A student must have been enrolled in Kingston for at least one (1) semester during his/her final year to receive a diploma. Kingston High School has adopted the minimum of 25 credits necessary for the awarding of a high school diploma.

2. Diploma and Transfer Credit Policy

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

3. HONOR GRADUATES

The Board of Education authorizes a system of class ranking, by grade point average (GPA) for students in grades 9-12. Students who attended Kingston during their 8th grade year and earned credit in 8th grade Earth Science and/or Algebra 1 will have those classes calculated in their High School GPA. The Board of Education feels it is important to recognize high academic achievement of graduating seniors.

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

4. GRADUATION EXERCISES (Right to March)

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

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

5. Weighted GPA

Beginning with Freshmen in the year 2025/2026, Kingston High School will be using a weighted GPA scale to determine class rank.

Basic classes will use a 4.0 scale

Dual enrollment courses will use a 4.5 scale

Advanced Placement (AP) courses will use a 5.0 scale

SNOW DAYS AND EMERGENCY CLOSINGS

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

Kingston Community Schools Facebook
WJRT-TV12, Flint

WNEM-TV5, Saginaw
WEYI-TV25, Saginaw

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

ATTENDANCE POLICY

Students can have no more than 9 absences per semester in accordance with Tuscola County Truancy Guidelines. The Kingston Board of Education strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. It is the obligation of the school to set minimum standards of attendance to obtain credit for courses taken. The school will keep the parents informed of student absenteeism.

Attendance is a critical life skill. Whether students are career-path or college-bound, prioritizing attendance in school sets a good foundation for success moving forward. Students who are frequently absent are impacted academically, socially, and emotionally. As such, Kingston High Schools has determined the following criteria to promote student success:

CLASSIFICATION OF ABSENCES (EXCUSED AND UNEXCUSED):

Excused and Counted	Excused and NOT Counted (Documents must be turned into the office to excuse these absences.)	Unexcused and Counted
---------------------	--	-----------------------

<ul style="list-style-type: none"> ● Family Vacations or Trips ● Family emergency* <p>*See Attendance Waiver Requests</p>	<ul style="list-style-type: none"> ● Court ● Funeral (immediate family only, unless approved by building administrator) ● College Visits ● Military Recruitment appointments ● School Suspensions ● Doctor appointments ● Hospitalization ● Illness ● Counseling 	<ul style="list-style-type: none"> ● Absences with no contact to the high school office within 48 hours of student's return to school ● Skipping ● Missing the bus ● Personal matters which could be handled outside of school hours
---	---	--

Home-Bound Services Students who are absent for more than 5 school days for medical purposes may be eligible for homebound services. Contact the high school Principal for the procedure. Medical verification will be necessary to start the process.

WHEN ABSENT

If your student is absent, a robocall will go out at 10 AM. To appropriately classify absences, a parent or guardian needs to make contact with the high school office by phone or note no later than 48 hours after the student's absence. All communication must include dates of absences and appropriate documentation supporting excused absences. (A doctor note must be turned into the office within five days of the absence to excuse doctor appointments, hospitalization, counseling and illness. If a note is not presented within five days then absence will be unexcused.)

MAKING UP ASSIGNMENTS

Students are expected to contact their teachers for make-up assignments, unless the teacher gives alternative directives on how to handle absent work (i.e. checking Planbook, Google Classroom, or a file system in the classroom). 1 day absent equals 1 day make up.

GRADE REDUCTION

Absences beyond the 8 per semester rule are considered excessive. At 9 absences (excused and counted or unexcused), the student's letter grade will drop one full letter grade. At absences 11, 13, and 15, the student's grade will drop one full letter grade for each of these absences. Students can make-up time in order to avoid grade reductions. A letter will be sent at absence 5, and phone call made at absence 7, to remind parents, guardians, and students of both grade reduction and truancy guidelines. The lowest that a grade can be reduced to is a D- (60 %).

MAKING UP TIME

Students will have the opportunity to make up time during after-school tutoring.

The rules are as follows:

1. A student may make up absences at any time after they receive their first absence. Students are not allowed to attend tutoring to bank absences.
2. All make-up time must be arranged by the end of the current semester.
3. Students are responsible for arranging their own transportation home from tutoring.
4. Make-up time will be scheduled at one hour for each class hour missed.

ATTENDANCE WAIVER REQUESTS

If a student has a family emergency they may submit an attendance waiver request.. The committee will review the waiver form for acceptance or denial and relay their determination to the student and his/her family within 10 days. If accepted, the absences will not be counted toward the semester limit. If denied, the absences will be counted.

PREARRANGED ABSENCES

In the event students know they will miss multiple days of school, for example a family vacation, they **MUST** let the office know at least one week in advance. The same rules apply for making up work (see **Making Up Assignments**).

TARDINESS

The following system and penalties will be followed for unexcused tardies.

- All students arriving late to school must sign in at the high school office.
- If a student misses more than fifteen (15 minutes) of a class, he/she will be charged with an absence for that period.
- If a student arrives 14 or less minutes late for class, he/she will be marked tardy.

3 Tardies = 1 absence (see **Attendance Policy**)

FINAL EXAM EXEMPTION POLICY

Seniors may be exempt from the final exam only in the second term classes if the following criteria are met:

- The student has a final grade of B (2.85) or better.
- The student has at least a B- each semester and no more than five (5) absences for the term.
- A permission slip must be signed by the student, the parent, and the teacher for each class in which the student is exempted.

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

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

Exams will not be allowed to be made up. No exceptions will be given unless it is an emergency.

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

Students are allowed to have PCD's in school. Kingston Community Schools is not responsible for items that are lost or stolen and we require that PCD's be kept in lockers . PCD's are not to be used in school during the school day (8:00 – 2:50) except under the following circumstances: 1) Lunch- PCD's may be used in the cafeteria and commons (SH), and cafeteria, gym, or outside (JH). 2) Between Classes – Students may check and respond to messages during passing time, but this is not an excuse for tardiness. Phone calls should only be made from the front office or the cafeteria (lunch). During times where PCD's are allowed they may not be used in a disruptive nature (Exp: loud music, inappropriate pictures, etc.). Due to their disruptive nature, radios, cameras, or video cameras are not allowed unless the student has permission from the principal on special occasions.

Inappropriate use of any of these devices will lead to having the instrument confiscated for the remainder of the school day.....

1st offense - Students may pick PCD up in the office at the end of the day

2nd offense - Parents must pick up PCD

3rd offense and beyond will result in parents having to pick up the PCD and possible ISS.

DRIVERS TRAINING

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

He/she must also meet the following requirements.

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

DANCE RULES

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

Grading System:

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

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

93 - 100 A

90 - 92 A-

87 - 89 B+

83 - 86 B

80 - 82 B-

77 - 79 C+

73 - 76 C

70 - 72 C-

67 - 69 D+

63 - 66 D

60 - 62 D-

Below 60 F

Example

1st marking period = 40%

2nd marking period = 40%

Exam = 20%

1st MP 94% 94 +94

2nd MP 97% 97+97

Exam 86% 86

468/500

Final Grade: 93.6% A

Example of student exempt from 2nd semester exam:

3rd marking period= 50%

4th marking period= 50%

3rd MP 94% 94

4th MP 97% 97

Total 191/200

Final Grade: 95.5% A

Teachers will notify students of any class-specific grading requirements. Including class participation grades, project grades, or other special circumstances. Class-specific grading requirements must be consistent with the grading scale and process above.

Failed Courses (includes online) Impact on Future Tech Center Participation

- 9- 11th graders: Students who are not on track to graduate will be offered credit recovery. If they get back on track for graduation, then they may continue on with tech. If not, they will be placed in classes at Kingston and not eligible for tech center.
- 12 graders: Students who are not on track to graduate will have the following options and no tech center
 - Kingston in-person classes
 - GED/Skills Path
 - 5th year senior if under 20 years old by September 1st

STUDENT DIRECTORY INFORMATION

The Board of Education has designated the following as “directory information” that can be publicly disclosed without parent or eligible student consent:

- a student's name;
- address (except for students participating in the address confidentiality program act);
- telephone number;
- date and place of birth;
- participation in officially recognized activities and sports;
- height if member of an athletic team;
- dates of attendance;
- date of graduation;
- awards received;
- honor rolls;

- scholarships;
- school photographs or videos of students participating in school activities, events or programs.

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

LOST ITEMS

When a student has lost an item of value while under school jurisdiction, they should first check the lost and found. If the item is not located, the student or parent should report such loss to the office. If the student believes the item was stolen, the student should fill out a theft report form. The District may assist students in recovering lost property.

Students are expected to use their locker and to keep it locked. Students are not permitted to share their locker combination with any other student.

PROMOTION AND RETENTION POLICY – GRADES 7 AND 8

1. Any 7th grade student failing Math or English will be required to attend summer school for further study. Successful completion of the summer program, will entitle the student to be promoted to the 8th grade. If a student does not attend summer school or does not meet the requirements of summer school, he/she will not be promoted.
2. To prepare our 8th grade students for the importance of earning credits at the H.S. level the following expectations must be met. Any 8th grade student who has not passed English, Math, or Science during the 2nd semester of school year or English, Math, or Science during each semester of each subsequent school year, will be required to attend summer school and successfully complete their assigned course of study. Failure to attend summer school and failure to successfully complete each student's assigned course of study will result in the student being retained in 8th grade. A student must attend at least 14 out of 16 days (no more than 2 absences during summer school is permitted) in order to meet the attendance requirement and earn at least a 60% on the exam for each of their assigned classes.
3. Students may be "socially promoted" in extenuating circumstances where there has been a faculty review and approval of the building Principal.

HOMEcoming AND SNOWcoming COURT

1. To be eligible for Homecoming or Snowcoming court a student must have passed all of their classes the previous term.
2. A student must have attended Kingston Community School for one full year to be eligible for Homecoming or Snowcoming court.
3. Any student suspended from school is not eligible for Homecoming or Snowcoming court. If a student has been already elected to court and is suspended they will be removed from court and be ineligible to be elected king or queen.

STUDENT COUNCIL AND CLASS OFFICERS

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

FIELD TRIPS

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

BULLYING POLICY

The District's anti-bullying policy is available at: <https://go.boarddocs.com/mi/king/Board.nsf/Public>. It is policy 5517.01. The policy states:

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 employee 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 school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any repeated gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

NOTICE OF NON-DISCRIMINATION

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

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

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 2266 and 5517.

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

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is:

Shona Vennevy - Superintendent
5790 State St. Kingston, MI 48741
989-683-2294
svennevy@kingstonk12.org

The District's nondiscrimination policy and grievance procedures can be located at www.kingstonk12.org or 5790 State St., Kingston, MI 48741

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to www.kingstonk12.org or 5790 State St., Kingston, MI 48741

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

Paige Klupp - Liaison
5790 State St Kingston, MI 48741
989-683-2550
pklupp@kingstonk12.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Shona Vennevy - Superintendent
5790 State St Kingston, MI 48741
989-683-2294
svennevy@kingstonk12.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Board Policy.

STUDENT ASSISTANCE

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

Children can also be referred for Special Education testing if there is suspicion that the student may be a student with a disability. If you would like to arrange a child study meeting please contact the Kingston High School office.

1 to 1 Chromebooks

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

1. Students in Grades 7 thru 12 will pick up their Chromebook before the first day of school and return it by the end of the school year. Students must bring their chromebooks to all classes unless directed otherwise by the teacher. SH students will be allowed to put the Chromebook in their locker.

Technology Violation- Chromebook Misuse

- 1st offense- Call home with warning
- 2nd offense- Call home and 5 days in the penalty box.
- 3rd offense- Call home and 10 days in the penalty box.
- 4th offense- Call home and 30 days in the penalty box.
- 5th offense- Call home and penalty box for the remaining school year.

SRC Policy

The SRC is a support for classroom teachers and students. If a student disrupts a class more than once, fails to comply with classroom rules, or has violated other school related rules, these types of minor behavior infractions are addressed through SRC rather than the office with the principal who manages major behavior infractions. In SRC, the student fills out a plan, when applicable, to be more responsible in the classroom or school setting. He/she will then meet with their classroom teacher or other school staff to develop a plan to return to class.

With each visit to SRC, the student will complete a written plan by problem-solving with the SRC coordinator. The student will contact his/her parents and school staff will send a letter to also notify parents.

- **No SRC Point** - Warning (1st SRC visit)
- **1st SRC Point** - 1 Detention
- **2nd SRC Point** - 3 Detentions
- **3rd SRC Point** - 1 Day ISS and a Parent Meeting with SRC and School Support Staff
- **4th SRC Point** - 2 Day ISS
- **5th SRC Point** - 3 Days ISS and 2nd Parent Meeting/Child Study Meeting
- **6th SRC Point** - 5 Day ISS/OSS
- **7th SRC Point** - Referral to school principal for administrative decision which may include various supports and consequences up to a school board hearing

Points accumulate throughout the school year. Please note there is no “reset” at the end of a marking period.

- Students may subtract points from the SRC point total, point reduction will be determined by SRC coordinator or through a parent meeting.

Student Threats of Violence

The district has adopted a threat assessment tool and created a threat assessment team to review student threats of violence. When a threat of violence is reported it will be investigated and the team will determine further steps.

KINGSTON COMMUNITY SCHOOLS TRANSPORTATION POLICY

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

GENERAL RULES AND REGULATIONS FOR SAFE CONDUCT

1. The conduct of students is to be orderly at all times.
2. Students are to load and unload as quickly and safely as possible and to take their assigned seat promptly.
3. Seating is limited to a maximum of three (3) students per seat.
4. Food and beverages shall not be consumed on the bus.
5. Talking shall be confined to people in nearby seats in a normal tone of voice.
6. Pushing, hitting, fighting, gambling, smoking or chewing tobacco or vape products or possession of intoxicants or drugs on the bus or at the bus stop shall not be permitted.
7. The use of profane or improper language shall not be tolerated.
8. Any acts of vandalism will be corrected, or restitution made, by the student or the student's parents.

- a. If any act of vandalism has not been corrected prior to the end of the suspension period, the student will remain on suspension until the vandalism is corrected or restitution has been made.
- b. Vandalism includes, but is not limited to, the following:
 1. Writing of any sort on the bus body.
 2. Puncturing, cutting, ripping or other types of destruction of the seats.
 3. Breaking windows.
 4. Tampering with the mechanical parts of the body.
9. Students are to pass in front of the bus at all times when crossing the road.
10. Students are not to put any part of their body out of the bus windows.
11. Students are to help keep the bus clean, sanitary and orderly.
12. Weapons capable of inflicting bodily injury are not permitted on the bus.
13. Animals shall not be permitted on the bus.
14. Students should warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
15. Students will be in the designated place both mornings and evenings ready to board the bus at the scheduled time. The bus driver is responsible for the maintenance of this schedule and cannot wait for tardy students. Students are to board the bus at night at their school, which means Elementary students board at the Elementary school and Jr. High and High School students board at the High School.
16. In case of a road emergency, students shall remain seated in their seat unless given specific instructions by the bus driver to the contrary.
17. The bus driver must be on the bus before any student boards the bus. No student shall be on the bus unless the driver or an authorized adult is present.

TRANSPORTATION CODE OF CONDUCT

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

Bus rules must be followed. Students who do not follow the bus rules will be subject to discipline, which could include loss of bus privileges, or suspension or expulsion from school. Students may not engage in any behavior that would not be allowed in school, including but not limited to:

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

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

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

- 6th offense - ten (10) day bus suspension (or administrative decision)
- 7th offense - administrative decision

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

STUDENT TRANSPORTATION DISCIPLINE POLICY

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

APPEAL PROCEDURE FOR SUSPENSION FROM RIDING THE BUS

1. If there is a disagreement with the bus suspension, the student's parent or legal guardian may request a conference with the Principal. All requests shall be made within the period of suspension. The Principal shall affirm or modify the terms of the bus suspension within two (2) school days from the date of the conference. The student will not be permitted to ride the bus while the appeal is pending.

BUS TRAVEL FOR SCHOOL EVENTS

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

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

KINGSTON COMMUNITY SCHOOLS ATHLETIC CODE OF CONDUCT

We offer the following interscholastic sports to all students grades 7-12. Students are encouraged to participate in athletic offerings. Those that chose not to try for the teams are encouraged to be loyal boosters of all teams.

BIG THUMB CONFERENCE

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

SPORTSMANSHIP

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

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

PHILOSOPHY OF ATHLETICS

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

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

OBJECTIVES OF ATHLETICS

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

Kingston Schools athletic program is dedicated to the following objectives:

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

GOALS OF ATHLETIC PARTICIPATION

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

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

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

ATHLETIC CODE OF CONDUCT

Participation in athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year (July-June). Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Carl Nicol
989-683-2550 ext: 34170
cnicol@kingstonk12.org

Available Sports

Fall Sports

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

Winter Sports

Cheerleading- Varsity
Boys Basketball - Varsity, Junior Varsity, 7th and 8th Grade
Girls Basketball - Varsity, Junior Varsity, 7th and 8th Grade
Wrestling- Varsity Co-op with Caro

Spring Sports

Baseball - Varsity, Junior Varsity
Softball - Varsity, Junior Varsity
Track (Boys and Girls) - Varsity, 7th and 8th Grade

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.

2. Schedule a time to speak with the coach, either by phone or in person (at coach's discretion)
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either by phone or in person (at the Athletic Director's discretion)

Concussion Protocol

The District will comply with the concussion protocol as dictated by Board Policy ____.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

To impose discipline, the incident must be substantiated by a preponderance of the evidence by Kingston teaching, coaching or administrative staff, or any law enforcement agency.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

When an athlete tries out for a sport, they are making a commitment to the team that they will remain on the team for the whole season. Kingston takes quitting a sport very seriously. If a student quits a sport before the season has ended, they must meet with the Athletic Director and High School Principal to determine if they are eligible to play the next sport they wish to try out for. If deemed not to be a valid reason to quit, the student may not be able to play the next sport or they may have to sit out some of the scheduled games of the next sport.

All athletes will be given a 2 week "grace period" beginning with the first day of practice for each sport. During this time the athlete must decide if they will or will not continue for the remainder of the season. After the 2 week "grace period" the policy above will be in place.

CONDUCT OF AN ATHLETE

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

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

fortunate enough to have this opportunity in his/her life to participate in athletics. Since you are blessed with the opportunity, it is hoped you will observe these suggestions and take advantage of this opportunity.

CODE OF CONDUCT

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

I. DEFINITION OF THOSE SUBJECT TO THE ATHLETIC CODE

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

II. PENALTIES FOR VIOLATION OF CODE

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

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

III. GENERAL REGULATIONS

ADMINISTRATIVE DUTIES:

All incidents must be reported and/or substantiated by a member of the Kingston teaching, coaching or administrative staff, or any law enforcement agency.

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

Penalties for 1 and 2:

- 1. Monitored year round (including summer and holiday breaks)
 - a. First Offense - Suspension from the next two (2) athletic dates.
 - b. Second Offense - Removal from the squad for the remainder of the season, if dual sporting - removal from all squads for the remainder of the season.
 - c. Third Offense - Removed from ALL sports teams for the remainder of the school year.

NOTE: Penalty application for sections 1 and 2 will be counted on an annual basis beginning with the first day of summer vacation and extending through the school year (Full 12 months - July through June).

When an athlete goes out for a sport, they are making a commitment to the team that they will remain on the team for the whole season. Kingston takes quitting a sport very seriously. If a student quits a sport before the season has ended, they must meet with the Athletic Director and High School Principal to determine if they are eligible to play

the next sport they wish to go out for. If deemed not to be a valid reason to quit, the student may not be able to play the next sport or they may have to sit out some of the scheduled games of the next sport.

All athletes will be given a 2 week “grace period” beginning with the first day of practice for each sport. During this time the athlete must decide if they will or will not continue for the remainder of the season. After the 2 week “grace period” the policy above will be in place.

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

Penalties for 3:

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

ADDITIONAL RULES:

1. Violations within the team setting will be handled at the discretion of the coach.
2. Serious offenses may result in removal from the team with immediate review by the building Principal for possible further disciplinary action.
3. All athletes shall travel and return from away contests with the team. Exceptions to this rule may be made only by the approval of the coach or administration,
4. Student athletes will wear school issued uniforms only. Attire not school issued may only be worn if the coach gives approval and participation is 100% throughout the team.
- 4-A, School issued uniforms are to be worn during games only. Do not show up to games already in uniform. Also do not wear your uniform after games please change back into your street clothes. These policies are in place to save "wear and tear" on uniforms.
5. Absence from a contest and/or practice session is excused only for illness, death in the family, and other emergencies at the discretion of the coach or athletic director. An athlete shall be in attendance for a minimum of one half (1/2) day to participate in a daily practice session, except as excused by the administration.

Penalties for 3 and 4:

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

VI. REPORT OF VIOLATIONS

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

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

V. APPEAL OF DISCIPLINARY ACTION

An athlete and/or parent may appeal the disciplinary action taken for violation of the athletic code to the administration within two (2) school days.

VI. ACADEMIC ELIGIBILITY REGULATIONS

- A. Semester Eligibility - If a student has not passed at least six (6) of seven (7) classes at the end of the semester, they will be ineligible for the entire following semester.

- B. For both Junior and Senior High School athletes, academic eligibility checks will be done weekly, starting with a warning report on the third Friday of each marking period. If a student is not passing at least six (6) of seven (7) classes when checked, he/she is ineligible for any extracurricular activities and competition until the next weekly check, but not less than for the next Monday through Sunday. Ineligibility will continue until the student is passing six of seven classes from the start of the semester through the most recent eligibility check. Coaches shall receive a list of ineligible and “in danger of being ineligible” students weekly.
- C. Students who are ineligible WILL NOT travel to away games with the team.
- D. The first eligibility report will be checked on the fourth Friday of each marking period and checked on every Friday for the remainder of the marking period. If a student has not passed at least six (6) of seven (7) classes at the end of a marking period, this student will remain ineligible for at least the first 3 weeks of the next marking period and may regain eligibility if they are passing six (6) of seven (7) classes.

VII. ATHLETIC ELIGIBILITY REQUIREMENTS

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

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

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

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

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

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

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

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

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

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES - Despite all scheduling efforts by the administration, conflicts will develop between extra-curricular activities. The Athletic Department recognizes each student should have the opportunity for a broad range of experiences in all extra-curricular activities. In the event conflicts arise it

is the responsibility of the ATHLETE to report these conflicts IMMEDIATELY to the coach. The Athletic Department will do everything possible to work out ALL conflicts to the satisfaction of all parties.

VIII. ATHLETIC AWARDS SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Athletic injuries and Insurance

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

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

Introduction

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

Responsibility of School Personnel for Electronic Resources

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

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

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

1. Using resources for educational and information purposes only: not for unauthorized, illegal or unethical purposes. Downloading of music files, photos, and software programs/shareware, not used for a class assignment is not permitted.

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

Disciplinary Action

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

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

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

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

Students who violate this policy may receive further disciplinary action.

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

School-Parent Compact

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

* * * * *

SCHOOL-PARENT COMPACT

Kingston High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2022/2023 school year.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

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

School Responsibilities

Kingston High School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:** Students will be taught with Common Core and SAT curriculum. Teachers are highly qualified and up to date through continual professional development and through work through the Student Achievement Model. Students are assessed with the MSTEP, PSAT and/or SAT. Students not at the proficient level will be given opportunities through interventions to work for proficiency.
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, high school parent-teacher conferences will be on October 3rd 3:00-7:00 pm.
- 3. Provide parents with frequent reports on their children's progress.** Specifically, the high school will mail our marking period reports to parents at the end of each marking period. Parents may use Skyward and check on a student's progress daily.
- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents through phone calls, e-mail, or by appointment during prep hour.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows: Parents may get involved in their child's education by setting up an appointment with the building principal.

Parent Responsibilities

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

- Monitoring attendance.*
- Making sure that homework is completed.*
- Monitoring the amount of television and/or electronics my children watch/play.*
- Participating, as appropriate, in decisions relating to my children's education.*
- Promoting positive use of my child's extracurricular time.*
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*

- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

OPTIONAL ADDITIONAL PROVISIONS

Student Responsibilities

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

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

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

Kingston High School

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

Optional School Responsibilities

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

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.

2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

Certification

This is to certify that I have received, read and understand the rules and regulations relative to the 2024-2025 Kingston High School Student Handbook, which is found online at kingstonk12.org under the heading "Students", including Transportation, Athletics, Computer Network & Internet policies and the School-Parent Compact.

Student's Name (Please Print): _____

Grade: _____

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____