



Hopkins Public Schools Elementary Student Handbook 2026-2027

Important Numbers

Hopkins Elementary (269) 793-7286
Sycamore Elementary (616) 681-9189
Superintendent (269) 793-7261
Transportation (269) 793-7121

Mr. Andy Mains, Principal
Hopkins Elementary

Mrs. Lisa Gauthier, Principal
Sycamore Elementary

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The Elementary Student Handbook

Dear Parents of Hopkins' Students,

This booklet is made available to you on behalf of the Hopkins Public School Board of Education, School Administration, and Faculty. We believe one of the best tools we have to help your child be successful in school is cooperation between school and home. This handbook is designed to lay the foundation for that relationship. The policies and procedures found here is the implementation of decisions by our Board of Education. We ask that you review the contents of this handbook and keep it in a safe place. If there are ever any questions, we will be glad to hear from you. You will find the phone numbers for each building and our administrative offices on the next page.

We are committed to building upon the foundation you have provided for your child and working together to give your child the skills and strategies they will need to be contributing citizens of our world. Please feel free to visit our buildings at any time. For the safety of all of our children, we ask that all visitors check in at the front office before going to classrooms. We trust you will find your child(ren) guided by sincere, professional people who share a common pride in their community, schools, and children.

Sincerely,
The Elementary Faculty and Administration

District Directory

Administration Office _____ 269-793-7261
400 Clark Street
Hopkins Michigan 49328
Scott VanBonn, Superintendent

Hopkins High School _____ 269-793-7616
333 Clark Street
Hopkins Michigan 49328
Zach Miller, Principal

Hopkins Middle School _____ 269-793-7407
215 Clark St.
Hopkins, Michigan 49328
Scott Stockwell, Principal

Hopkins Elementary School _____ 269-793-7286
400 Clark Street
Hopkins Michigan 49328
Andy Mains, Principal

Sycamore Elementary School _____ 616-681-9189
2163 142nd Avenue
Dorr Michigan 49323
Lisa Gauthier, Principal

Other Numbers Which May Be Helpful:

- Allegan County Health Department 269-673-5411
- Allegan County Intermediate School District 269-673-2161
- Allegan County Sheriff, Youth Services Division 269-673-0521
- Hopkins Public Schools Transportation 269-793-7121

Mission Statement of Hopkins Public Schools

Inspiring and empowering students to develop character and skills to pursue future successes.

Vision Statement of Hopkins Public Schools

Cultivating excellence together.

Belief Statements

We believe:

- HPS will provide a safe school environment for our students, staff and the community.
- Education is a shared responsibility and we value strong community partnerships.
- Critical thinking, problem solving, creativity and a strong work ethic are needed to be successful.
- Resilience, hard work and self-motivation are essential for success.
- Learners will be supported to reach and expand their potential.
- Respect, empathy and open-mindedness are essential for a healthy community.
- Accountability by all and for all builds a strong community.

Non-Discrimination Statement

The District shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or gender expression, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.

Important Procedures and Processes

DAILY SCHEDULE

The daily schedule varies with the grade level of the students. Special classes such as music, physical education, and art are scheduled within these times. Other activities will be held after regular school hours. Those students who participate in afterschool programs will be required to bring a note, signed by their parent or guardian, giving them permission to stay after school or an email to the secretary.

1. **Elementary classes (Y5-5): The school day begins at 7:45 AM and dismisses at 2:55 PM.**
2. Children enter the building as they arrive.
3. Children who are dropped off should **not** arrive before 7:25 AM.
5. Students in grades Y5-5 have a 15-minute recess and a recess during the noon lunch period.
6. All children will be expected to go outside for recess EVERY day, dressed appropriately for the weather.

EXCEPTIONS:

Inclement weather: Students will not go outside when it is raining or wind chill below 5 degrees Fahrenheit.

EMERGENCY CLOSING OF SCHOOL

When severe weather or other emergencies make it necessary to suspend school, local TV stations and most radio stations will report the fact. We also use a school messenger system that contacts families by phone message.

Please refrain from calling the school offices or the bus garage. It is important that we keep our phone lines open for information from the County Road Commission and Law Enforcement Officials.

TORNADO -SEVERE WEATHER POLICY

The Board of Education has established a Tornado-Severe Weather Policy. The safety of all of our children is our first consideration in developing severe weather procedures.

***Tornado Warnings:**

Upon receiving official notification of a tornado **warning** (a tornado has been sighted) in Allegan County, all Hopkins and Sycamore elementary students will quietly take shelter. All students will be supervised by a teacher and remain until an "ALL CLEAR" has been issued.

Students in each building will be taught the safest procedure to follow in case of a tornado warning. Every possible precaution will be taken to insure the greatest safety for each individual. Specific emergency plans are on file in the principal's office.

***Tornado Watch:**

Students will remain at school during a tornado watch until their regular dismissal time. All

school activities will be canceled any time school is closed due to severe weather conditions. If an activity cannot be rescheduled and the safety of students will not be jeopardized, the administration may schedule evening activities.

***Mid-day Closings:**

In the event school must be closed after students are at school, the principal reserves the right to allow students to go home with parents only. This is for the protection of all students in a crisis situation. Mid-day closings will be broadcast over the same television and radio stations as morning closures and a School Messenger will be sent out. Mid-day closings occur at the discretion of the superintendent in crisis situations such as building blackouts or unexpected inclement weather.

Please be sure your child understands what to do in the event you are not at home and they are dismissed from school.

ATTENDANCE

Providing for a student's education is a partnership between families and educators. Since the greatest predictor of student success is participation (attendance), it is crucial communication between school and home is timely and reliable whenever a student is out-of-class during scheduled school hours. The legal doctrine of in loco parentis requires the school knows the whereabouts of a student during the scheduled school day. Therefore, the school policy is that the parent/guardian notifies the school of any absence or late arrival. To ensure the safety of your child, you must:

Contact the school using the information below as early as possible, but no later than the time listed. These periods of absenteeism will be coded as “C” (confirmed/called-in by parent).

School/Building	Phone Number	Report Attendance By:
Hopkins Elementary School	269-793-7286	8:00 AM
Sycamore Elementary School	616-681-9189	8:00 AM

Time away from school, much like time away from work for adults, is a valuable and limited resource that requires careful management. Hopkins Public Schools has an attendance standard for every student:

★ Attendance Rate of Better than 90%

When a student's attendance falls below the 90% standard, they are considered Chronically Absent. This is the standard for all Hopkins Public Schools students, in-person, or virtual.

- **Chronic Absenteeism** is defined as missing 10% or more of school days, measured at any point during the school year. All absences are counted, whether confirmed or not (excused or unexcused). There are a few specific exceptions.
- Chronic Absenteeism also includes other causes of lost learning time, such as tardiness, late arrivals, and early departures. This is referred to as **Lost Learning Time (LLT)**, measured in full-day equivalents.
- When a student's absenteeism reaches 10% or more, Hopkins Public Schools may submit a **Referral** to the Allegan Area ESA Attendance System. A meeting with the student, family, and educators will convene to develop an **Attendance Improvement Plan (AIP)**. Should there not be improvement, a referral may be made to the Attendance Officer for investigation, supportive intervention, and possible legal action, as per statute.
- In instances when a Referral is made in the last third of the prior school year (March 1), and the absenteeism pattern re-emerges during the first third (December 1) of the current

school year resulting in a Referral, it is considered a continuing pattern. A continuing pattern case picks up the process wherever it left of the prior spring.

Why are all absences counted? It is a way to accurately track Lost Learning Time and alert the school and family when supports and success planning are needed. Our teachers are dedicated to teaching all day, every school day. Being present as much as possible gives students the best opportunity to benefit from that instruction. Additionally, time spent in school provides opportunities to grow peer relationships and social skills. Chronic Absenteeism is a generous standard, and rarely leads to undue family hardship if time out of school is carefully managed.

Few exceptions, as previously noted, result in an Uncounted Absence. For purposes of calculating Lost Learning Time, not only do these not count as an absence, they are also removed from that student's total available days of attendance. Uncounted absences are:

- Snow Days and other non-scheduled school closings.
- Extenuating Circumstances This is somewhat similar to short-term disability in the world of work. Not intended for routine illness, even if under a provider's care, but rather for very serious medical events, such as hospitalizations and dangerous contagious diseases requiring quarantine as determined by the County Health Department (e.g., measles, TB). These are absences ordered and documented, with hand signature, by a licensed health care doctor, with specific dates school must be missed for medical necessity. (This also includes significant life trauma, such as an immediate family member death.) Blanket or "under the care of" excuses are not accepted as "medically absent" without an IEP or a 504 plan specifically addressing the medical issue and approval of appropriate school staff. Routine illnesses are, just like for adults at work, counted absences. Exemption of extenuating circumstances requires administrator approval.
- Legal Commitments Required court appearances for the student with court documentation, and related legal appointments.

In an effort to streamline our practices and policies with the districts throughout the county, we have simplified and aligned our attendance codes. Below are the codes that will be used by our schools to identify reasons for student absence(s).

CODE CATEGORIES for PUPIL ACCOUNTING	DISTRICT CODES for INTERNAL DATA COLLECTION & DECISION-MAKING ANCHORED IN LLT (LOST LEARNING TIME)				
Present	Present				
present	P	Present			
suspension	SSI	School Suspension In-school			
present	WS	With Staff			
present	SRI	School Related In-school			
Absent	Not Present & Counted toward Total Lost Learning Time				
unexcused	0.1	TN	Tardy Not Confirmed	Up to 15 minutes late, not confirmed by parent	
excused	0.1	TC	Tardy Confirmed	Up to 15 minutes late, confirmed by parent	
unexcused	0.3	LN	Late Arrival Not Confirmed	Between 16 and 90 minutes late, not confirmed by parent	Elementary, Hillside, & Tech Center only
excused	0.3	LC	Late Arrival Confirmed	Between 16 and 90 minutes late, confirmed by parent	Elementary, Hillside, & Tech Center only
unexcused	Elementary: .5 for am or pm 1 for full day	AN	Absent Not Confirmed	Absent for more than 90 minutes, not confirmed by parent	
excused	Secondary: .17 per period	AC	Absent Confirmed	Absent for more than 90 minutes, confirmed by parent	
unexcused	0.1	DN	Early Departure Not Confirmed	Early departure up to 15 minutes, not confirmed by parent	
excused	0.1	DC	Early Departure Confirmed	Early departure up to 15 minutes, confirmed by parent	
unexcused	0.3	ZN	Extra Early Departure Not Confirmed	Between 16-90 minutes early departure, not confirmed by parent	Elementary, Hillside, & Tech Center only
excused	0.3	ZC	Extra Early Departure Confirmed	Between 16-90 minutes early departure, confirmed by parent	Elementary, Hillside, & Tech Center only
suspension	1	SSO	School Suspension Out-of-school	Counted in LLT to inform data-based decision making	
Absent	Exempt - Not Present & Not Counted toward Lost Learning Time				
excused		HB	Homebound	Written certification from doctor, hospital, or licensed treatment facility	
excused		ACM	Absence Confirmed Medical	Medical documentation provided	Ex. Office Visit note from doctor
excused		SRO	School Related Out-of-school		
excused		SA	School Related Athletics		
excused		AX	Absence eXempt	Examples include: *Bereavement *Hospitalization *Legal Commitment *Religious	Admin approval required

The following guidelines for what defines absences and tardies.

	Elementary K-5th (AM/PM schedule)
Tardy	Up to 15 minutes late
Late Arrival	Between 16-90 min late
Absent	Absent more than 90 min
Early Departure	Up to 15 minutes early
Extra Early Departure	Between 16-90 min early

TARDINESS:

Students not in class at the designated start time and up to 15 minutes past start time are considered tardy. All students who are tardy to school must report to the Main Office to sign in. Students will be marked absent after fifteen (15) minutes from the start of the school day.

Teachers are requested to refer cases of chronic tardiness to the administrator(s).

ACADEMIC INFORMATION

ELEMENTARY SCHOOL CURRICULUM

The Elementary Curriculum is under continuous evaluation by the Board of Education, the administration, teachers and parents. Curriculum and programming are developed through cooperative efforts and are Board approved before implementation in the classroom. If you have questions regarding any part of the Elementary Curriculum, contact your building principal.

HOMEWORK

Homework is defined as a lesson to be studied or school work to be done outside the classroom. Students may expect to be asked to complete an increasing amount of homework as they progress through the elementary grades.

Some helpful hints in doing homework are:

1. Set a "Study Time" and always study at that time.
2. Always work in the same place.
3. Have a table, chair, or desk to work on.
4. Have a well-lighted area.
5. Work away from the TV or radio.

A general guideline is to limit homework time to 5-10 minutes per grade level. In other words a first grader should be expected to spend 5-10 minutes at a time on homework and a sixth grader may have 30-60 minutes of homework in an evening.

If it is taking your child longer than this to complete their homework on a regular basis, you may wish to contact his or her teacher.

LATE ASSIGNMENTS

Procedures for handling late assignments are developed by each classroom teacher in accordance with Board policy. These procedures may vary by grade level. Please see your child's teacher for specific information.

REPORT CARDS/PROGRESS REPORTS

Frequent communication between parents and teachers is often the fastest way to resolve problems with student progress. To this end, several standard means of communicating student achievement have been developed.

1. Report cards: Elementary students in grades K-5 receive report cards at the end of each 12 week trimester. Parents are asked to review their child's report card carefully, and to contact the school immediately if they have questions.

2. Progress Reports: Students who are not working up to their ability may receive a progress report near the halfway point of each trimester. These are sent to the parents as written notification of a problem, and are often accompanied by a request for a parent/teacher conference. Our goal is to address any problems before it is time to complete the trimester report card. Individual parents and teachers may also develop other forms of regular communication designed to support student achievement.

PARENT/TEACHER CONFERENCES

A parent/teacher conference can be requested at any time parents or teachers want to discuss a child's achievement or progress. Formal Parent/Teacher Conferences are scheduled twice during the school year: Fall and Spring. It is the goal of each building team to have 100% participation in these structured conferences.

RETENTION/PROMOTION

Retention is defined as the placing of a student in the same "grade level" as the previous year. The decision to retain a student should be made only after careful thought, observation, and consideration. Input should come from parents, teachers, principals, and support services personnel. Factors to be considered are: academic achievement, emotional, social and physical maturity, behavioral patterns and chronological age. The final determining factor shall be, "Where is the best placement for this child?" All such referrals will be discussed with the child's parents before the teacher makes the recommendation.

SPECIAL SERVICES

The Hopkins Public Schools provide many services for students with special needs. For information about any of these services, please contact either elementary principal. Hopkins Elementary is identified as a Title I building.

PERSONAL HEALTH AND SAFETY

Hopkins Public Schools does not employ a nurse. It is often the responsibility of office personnel (primarily a secretary) to determine if a child should go home. Please understand that we often err on the side of caution and may send a child home who appears to have conditions such as pink eye, head lice, etc. We may also send a child home that falls asleep for an extended period of time. We do our best to only contact parents if necessary, however we do occasionally misdiagnose. Your understanding is appreciated in these cases.

COMMUNICABLE DISEASES

Parents are requested to call the school office to report any communicable diseases such as measles, mumps, chicken pox, strep throat, etc. Students who have any of these illnesses should stay out of school until their doctor has approved their return and they are clear of active lesions. This is not to be before 7 days from the appearance of the FIRST CROP OF LESIONS. The health department also recommends that children with a COMMON COLD remain out of school. Many contagious diseases begin with cold symptoms. This is the most infectious state of any illness, especially Whooping Cough.

A student should be fever free for 24 hours before returning to school (without the help of medication).

EMERGENCY INFORMATION

In the event of a serious accident to your child at school, you will be notified immediately by telephone. If we are unable to contact you, we will notify someone that you have listed as an emergency contact. Emergency information sheets are handed out on the first day of school and need to be promptly returned so our records will be up to date in the event of an emergency.

If a student should become ill, a school representative will call and request someone pick up your child. If a contact cannot be made at the home or work place, the emergency numbers on the child's emergency card will be contacted. In the event no one can be reached, the student may lie down and be sent home at the end of the day. A child may be sent home from school if he/she has any of the following:

- a temperature of 100.4 or over.
- discharging nose and/or eyes
- cough, sore throat
- ear ache or headache
- skin eruptions or rashes
- head lice, scabies, impetigo, or pink eye or other communicable disease.

If a child has been seriously ill, parents may make a written request for the child to remain indoors for up to three consecutive days. If a longer period of time is necessary, a written statement must be submitted from a physician.

HEAD LICE PROCEDURES

Occasionally, children may get lice. Together we can prevent a serious increase in the occurrence of lice. We do not enforce a totally “nit free” policy, however if your child does have head lice, it is important to continuously check and remove nits after treatment. A child with excessive nits may be sent home, regardless of whether there are live lice present.

If a child is found to have head lice, their parents will be contacted and they will be sent home with instructions for treatment. Students may return to school 24 hours following initial treatment. The student will again be checked upon return to school. Assurance from a doctor or parent that treatment with an approved remedy has been properly carried out may be requested.

Students will be examined eight to ten days following initial treatment. Those with indications of live lice will be sent home for a second treatment. However, no one should use a head lice remedy more than once in a six-to-seven day period, or more than twice in the course of a single head lice episode, without consulting a physician.

Here are some things that can be done to minimize the risk of your child getting lice.

1. Tell your child not to share combs, brushes, hats, coats, or clothing with other children.
2. Watch to see if your child scratches their head repeatedly or complains about itching. It is also possible to not have any symptoms.
3. Please make a careful search. A hand magnifying glass will help. The lice are about 1/8th inch long and the color varies from light to dark tan. You will seldom see these, but you can see the nits (eggs) which are not much bigger than a grain of sand, are smooth and grayish-white in color and may be at the nape of the neck. Lice can spread rapidly and eggs may hatch in 3 to 21 days. Frequently the scalp and neck are bitten.
4. If you find nits, don't panic! Treatment is easy and thorough if you follow all the directions. Ordinary shampoo does not kill lice. Hair **does not** have to be cut. Kerosene **is not** a treatment.
5. Please notify us at school so your child's classmates can be examined. If you have any questions do not hesitate to call either the school or the Allegan County Health Department (673-5411).

HEALTH INFORMATION - Medication

A. Prescription Medication

If a student is to take prescription medication while at school, *a fully completed Administration of Medication form **must** be on file in the office.* A copy of this form may be found in the appendix of this handbook. The medication must be in a container showing the child's name, the pharmacy prescription number, identification of the medication (name of medication), the dosage, and time to be administered. **The school will not dispense any medication at any other time than what is listed on the medication form.**

We request that the parent bring the medication to the school and **NOT** send it with the child. Daily carrying of medication should be discouraged.

B. Over-the-Counter Medications

If it is necessary for your child to take over-the-counter medications while at school, *a fully completed Authorization to Administer Over-the-Counter Medication form **must** be on file in the office.* A copy of this form may be obtained in the elementary office or in Final Forms. Any over the counter medication must be supplied by the home; we do not keep these medications in stock for student use.

HEARING/VISION SCREENING

Each school year the Allegan County Health Department (ACHD) is required by the State of Michigan to complete hearing and vision screenings for all preschool and school aged children. The ACHD understands that some parents prefer to take their children to their own hearing and/or vision provider annually and that there are some parents who prefer to not have their children screened by the ACHD. This form is to be completed by a parent/guardian of a child who prefers to opt-out if the ACHD provides screening for the 2026-2027 school year. Please keep in mind that this form needs to be completed once for each individual child each new school year.

BEHAVIOR EXPECTATIONS

GENERAL SCHOOL RULES

The behavior expectations are in place at all times. Students are expected to conduct themselves in a proper manner while on the school premises whether within or outside of the regular school day. This includes students attending after school functions such as football and basketball games at the high school.

Students are to bring only those items to school which are necessary for the completion of class assignments. Examples of items that are NOT allowed at school include:

-tobacco and alcohol products -knives -lighters -matches -squirt guns
-fireworks -bullets -skateboards -roller skates -roller blades -walkie talkies
-video games

This list is not all-inclusive. Responsibility for determining the appropriateness of any item is left with the building principal or the classroom teacher. ***Students may keep cell phones in their locker, but they must be turned off during the school day.***

Students who are found ***to have*** tobacco products, vaping materials, alcoholic beverages, or controlled substances in their possession on school property will be suspended from school for up to five days. Police may also be notified.

Students who are found to be ***distributing or selling*** tobacco products, vaping materials, alcoholic beverages, or controlled substances on school property will be suspended from school for up to ten days and police will be notified.

Behavior Expectations- Hopkins and Sycamore Elementary Schools

It is our goal to assist you in helping our children in developing the necessary self-discipline to be responsible productive members of our school community. Behavior expectations are developed by each building as a guideline for acceptable behaviors. To that end, it is only as a last resort that students are removed from the classroom setting as a disciplinary measure.

Each teacher is responsible for developing a classroom plan that supports the building goals. Specific information on your child's classroom is available from the teacher.

Restorative Practice

A restorative practice is one which takes a restorative approach to resolving conflict and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to make it right.

LUNCHROOM BEHAVIOR

The behavior expectations established by the building teams are expected to be maintained in the lunchroom. Parents are welcome to join their students for lunch. All we ask is that you check in at the office. Students who bring sack lunches should bring their own ketchup, mustard, napkins, silverware, salt, pepper, etc.

PLAYGROUND AND RECESS EXPECTATIONS

We believe that "an ounce of prevention is worth a pound of cure" when it comes to dealing with student misbehavior during recess. We strive for students to develop cooperation and acceptance with their peers through the teaching of Lifeskills and the use of Peer Mediation. At the same time, we are quick to intervene when students show poor sportsmanship, name-calling or other bullying behavior. This sets the tone for our behavior expectations that we maintain on the playground. Our playgrounds are supervised by paraprofessionals at all times. It is the responsibility of these playground supervisors to maintain a safe playground environment. Playground supervisors work closely with the building principals and teachers to extend the behavior standards. They are to be treated with the same respect given to any other adult. Questions regarding playground behavior or happenings should be directed to your building principal.

All students have a minimum of 30 minutes per day. ***All students will be expected to go outside for recess EVERY day, dressed appropriately for the weather.***

Group games such as football, basketball and soccer are encouraged. Football games must be touch or flag only. Rough play may result in removal from games for extended periods of time.

DRUG FREE SCHOOLS

In accordance with Federal law, the Hopkins Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, or any other dangerous, controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary

action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

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

WEAPON FREE SCHOOL ZONE LAW

Michigan has implemented a Weapon Free School Zone law. Any student who knowingly possesses a weapon at school (as defined by Michigan law) will face immediate suspension based on guidelines in the law and school board policy.

A knife with a blade of less than 3 inches will still be considered a weapon and the following action may be taken:

- Grades Y5-2 - Each incident will be reviewed with school personnel and parents
- Grades 3-4 - Five days out of school suspension
- Grades 5 - Five days out of school suspension; Five days in-school suspension (Ten days total).

The safety of all students is of primary importance. Serious infractions of school rules will result in immediate disciplinary action. In addition, the Allegan County Sheriff's Department Youth Services Bureau will be informed of these matters.

For more information on student discipline, see Board Policy at www.hpsvikings.org

MISCELLANEOUS INFORMATION

BUS NOTES

When a child must ride a different bus, get off at a different stop, or will be picked up after school or during school a note from the parents must be sent to school. When picking up students, the parents must go directly to the office and the students will be called from his/her classroom via the P.A. system in the office. Children may then leave the school accompanied by a parent.

CLOSED CAMPUS

Once a student enters school in the morning, he/she will remain on the school grounds until school is dismissed in the afternoon. All students will remain at school during the lunchtime unless special permission to leave is granted by the principal upon request from the student's parents.

COMPUTER USE

Technology is an important part of the elementary curriculum. Your child will learn keyboarding skills, Internet research, creative writing and many other computer skills. Because of the expense of technology and the potential for improper use, each student will be required to review and sign an "Acceptable Use" policy near the start of the year. This document lists the ways that your child may take advantage of the District's technology options. Intentional misuse or damage to computers will result in disciplinary action, including suspension.

STUDENT APPEARANCE

Dress/Appearance - failure to meet the guidelines for appropriate physical appearance as outlined below. Although a student's taste in dress is not dictated by the school, the school does require certain standards that are based upon factors of health, safety, and maintaining the orderly function of the school. It is expected that students should come to school clean, well groomed, and in attire that is not offensive or distasteful.

- Prohibited student dress and grooming practices are ones that:
 - Present a hazard to the health and safety of the student or to others in the school
 - Interfere with schoolwork, create disorder, or disrupt the educational program
 - Cause excessive wear or damage to school property
 - Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.
- Examples of clothing not considered appropriate for the classroom include, but are not limited to:
 - Clothing that is deemed sexually provocative, profane, or that advocates or depicts the use of alcohol, tobacco, marijuana, or any other controlled substance.
 - Gang clothing, symbols, signs, or paraphernalia
 - Clothing that promotes racist, sexist, or bigoted ideas
- Footwear must be always worn
- Students must be able to be identified on surveillance camera (clothing cannot prevent identification)

At the discretion of the administration, students who violate the dress code may rectify the

situation in school or may be sent home to change clothing. If this cannot occur, students/parents will be given the option of wearing alternative clothing provided by the school. Students will not be allowed back into the general school environment and will remain in the office area until the violation of the dress code can be rectified. Students will only be given consequences if they refuse a request to change clothing or persistently break the guidelines for appropriate appearance.

Students are not to wear hats or coats in the building during school hours except when getting ready for recess or going home at the end of the school day, or during spirit days.

FIELD TRIPS

Field trips are taken as a regular part of classroom studies. Students who do not participate in the field trip experience will be required to attend school on that day. Some costs for admission fees may be requested from parents for some field trips.

Field trips are provided to enrich student's overall educational experiences. In some cases, student behavior impacts whether or not your child will be permitted to attend a school sponsored field trip. In such cases, the school may ask that an adult attend the field trip to chaperone their child and help with any potential behaviors that the school or teacher feel may impede the overall safety of the child on the field trip.

If your child receives 5 or more "major" behavior referrals, a parent must attend the field trip with their child. Also, if your child is suspended from the bus at the time of the departure, for the field trip, then the student will not be able to attend.

Furthermore, if a student has received an "out of school" suspension for any reason, the grade level team and the building administrator will decide if the student will be allowed to attend the field trip.

Parents are invited to accompany the classes on their trips throughout the year. The only restrictions that may apply would be due to limits on the number of chaperones or in the number of total participants at the destination for the trip. In most cases, the parents would be responsible for any admission fees that might occur on the trips, ***however, we cannot allow pre-school children to accompany parents who are serving as chaperones.*** Parents do need to complete the Volunteer Background form (must be completed each year) and sign the Chaperone Expectations form.

HANDICAPPED ACCESS

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to

persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Board Policy)

H.O.P.E.

Hopkins Organization of Parents and Educators is the Parent/Teacher organization for the Hopkins Public Schools. H.O.P.E. enables parents, teachers, and administrators to meet and discuss school programs, ideas, and mutual concerns. All parents are urged to join the group and take an active part in their child's education. H.O.P.E. sponsors various fundraising activities during the school year to purchase many "extra" things used by students while at school. H.O.P.E. meetings are scheduled on a monthly basis from September through June. Watch the school newsletter as the dates for all H.O.P.E. meetings are included.

HOT LUNCH PROGRAM

Please see the Food Service page on our website and visit Hopkins.familyportal.cloud. Here parents can fill out lunch applications, deposit money, and check balances. We strongly encourage families to fill out the application for free/reduced through this site.

Breakfast	TBD
Lunch	TBD
Milk	\$0.50/daily

Questions: Please direct all questions to Rhonda Sapp, Food Service Director at: (269) 793-7082 x4130 or at: rhonsapp@hpsvikings.org.

LIBRARY USE

Students are encouraged to take library books home to read. Students may check out books for 7 days, and may renew a book twice. Lost or damaged books will be charged to the student. The price will be \$7.00 for paperback books. Hardcover book replacement costs will be \$15.00 for books more than one year old, and full replacement cost for books lost within one year of the purchase date of that book.

LOST AND FOUND

A lost and found area is located near the office. Articles found should be turned into the office. Students should report lost articles as soon as possible after first checking the lost and found. Items that are not claimed at the end of the school year will be donated to a charitable organization.

NEWSLETTER

A bi-weekly newsletter will be published for parents and students by each school office every other Friday of the school year. These will contain information concerning upcoming dates and events, recognition of individuals and groups for jobs well done, and other miscellaneous information. These are posted on our website and school facebook page. Contact the office if you need to sign up for a paper copy distribution.

PARTIES

Elementary students may participate in three (3) parties during the school year: Halloween, Christmas, and Valentines Day. Each classroom may have room parents. These adults, along with the teacher and students, plan the parties, games, and refreshments. Students from other classrooms may not attend siblings' parties. Younger siblings that do not attend school may attend with their parents.

SALES BY STUDENTS

Selling of merchandise or distribution of literature by students is not allowed unless given permission in advance by the principal.

Students are not allowed to bring any toys, games, video/audio tapes, CD's, sport cards, or other items to school for the purpose of trading, buying, or selling them.

SCHOOLS OF CHOICE

Elementary students are assigned to specific schools and classes by the principals, in accordance with attendance areas established by the Board of Education. Such factors as geographic location, transportation, and class sizes are considered in the assignment of these children. Your cooperation and understanding will be greatly appreciated.

Parents who want their children to attend the elementary school that is not assigned to them may make such requests through the Schools of Choice program. Applications are available in the school offices. Due to the number of factors involved in making the best placement decisions for each child, it is inappropriate to request specific teachers.

SHOES AND BOOTS

When playgrounds are extremely wet, muddy, or snowy, children should wear boots and remove them as soon as they enter the building. We request that parents send a pair of slippers or extra shoes for them to keep at school for indoor wear during the wet season. In addition, rubber soled shoes are required for gym class. Shoes with white soles are preferred.

STUDENT PICTURES

A professional photographer takes individual pictures of all students each year. These pictures may be purchased at a reasonable price, but under no circumstances are the parents obligated to do so. Included with some packages is a memory book that contains individual pictures of all students. If purchasing pictures, please make sure the package chosen contains all that you want.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety

of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Additional information can be found in the full Board Policy.

SECURITY AND VIDEO SURVEILLANCE

Through this policy, the Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with statute and rules of the State. The Superintendent may authorize the use of video/electronic surveillance systems in monitoring activity on school property.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and District property and to require prosecution of those who bring harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses. Video surveillance will not be used in bathrooms or locker rooms, although these areas may be

placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms.

The District will post signs at the main entrances to buildings stating that video surveillance cameras are in use to monitor activity within buildings for security purposes.

The Superintendent shall report to the Board each major case of vandalism and the extent of the damage.

TELEPHONE USE

Use of the telephone by a student will be permitted only when a teacher or the office personnel give permission. Children will not be called out of the classroom to answer the telephone except in case of an emergency. All arrangements for friends to visit after school must be made before arriving at school.

TEXTBOOKS AND SUPPLIES

Our HOPE group supplies some of the back to school supplies for students. The Hopkins Board of Education furnishes all textbooks, workbooks, and school supplies. These materials remain the property of the school. Parents will be asked to pay for lost items and those materials showing undue wear and abuse.

VANDALISM

Students and their parents or guardians will be held financially responsible for damage done maliciously to any school property.

VISITORS

Student Visitors: Visiting children must have permission from the teacher and principal in advance. The student's guest must be in the same age group and grade. We do not allow pre-school age children to visit as a part of the classroom.

Parent/Adult Visitors: Parents are always welcome to visit the building during non-instructional times. All special deliveries (birthday balloons, flowers, etc) will be delivered at lunch or during other non-instructional times.

All visitors: **MUST** check in at the school office before visiting any classroom.

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Hopkins Public Schools.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal

programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

Additional information can be found in the full Board Policy.

Appendix A

Bullying

"Bullying" means any written, verbal, or physical act, or any electronic communication, but not limited to, cyberbullying, that 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 pupil to participate in or benefit from the District's or school'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.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that 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 District's or school'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.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the School District. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in MCL §750.219a.

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment, may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to promptly report any situation that he or she believes to be bullying behavior directed toward himself/herself or another student to a teacher, a counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Under State law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal's designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is the school official responsible for ensuring that the policy is implemented.

Appendix B

STUDENT RECORDS

The District shall comply with the applicable requirements of the Family Educational Rights and Privacy Act ("FERPA") and Public Act 367 of 2016 (MCL §380.1136). In accordance with FERPA, not later than the 30th day of each school year, the Superintendent shall provide public notice, in writing or electronically, to students and their parents or legal guardians of the District's intent to make available, upon request, certain information known as "directory information."

The Board designates as "directory information" the following information about students:

- A. name;
- B. participation in officially recognized activities and sports;
- C. height, if member of an athletic team;
- D. weight, if a member of an athletic team which requires disclosure to participate;
- E. grade level, and date of actual or expected graduation;
- F. awards or honors received;
- G. photographs;
- H. videos of students participating in school activities, events or programs.

The Board determines that the following information about students shall not be considered "directory information," and shall thus not be disclosed unless otherwise permitted by FERPA.

- A. residence address;
- B. email address;
- C. telephone numbers;
- D. date and place of birth;
- E. major field of study;
- F. dates of attendance;
- G. most recent previous educational agency or institution;
- H. Social Security number.

The annual notice from the Superintendent shall inform parents and eligible students that they may refuse to allow the District to disclose such "directory information" upon written or electronic notification to the District using the "opt out" form provided with the notice. If a parent or legal guardian of a student or an eligible student elects to "opt out" of the disclosure of any specific type of directory information, the District will elect not to disclose any directory information for that student.

The District shall provide a copy of the notice and "opt out" form to a parent or legal guardian at any time upon request.

The District shall develop a list of uses for which the District would disclose a student's directory information.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Appendix C

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.

- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Board Policy.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Don't Lose Your Riding Privilege!

Follow These Rules

B - Be responsible

- Keep your hands, feet and property to yourself
- No eating or drinking on the bus
- Headphones to be used with any electronic devices
- Keep the bus clean, leave no trash behind

U - Use respect

- Use kind words, no swearing, bullying or yelling
- Follow directions given by driver
- Respect property of others

S - Stay safe

- Stay in your assign seat, facing front sitting on your bottom
- Keep the aisle clear and use only when entering and exiting the bus
- Keep personal items on your lap, keep backpack items in your backpack
- Wait for drivers signal to cross streets at a bus stop
- Know the danger area of the bus and keep clear of the danger zones

JGCB Immunization of Students and Vision Testing

All kindergarten students and other students entering school for the first time shall submit evidence that they have complied with the state's immunization requirements:

1. Submitting a statement by a physician that the child has been tested for, immunized or protected against, diseases specified by the director of public health;
2. Submitting a waiver from the Allegan County Health Department if the required vaccine has not been administered. The circumstance in which a required vaccine may be waived or delayed:
 - a. A valid medical contraindication exists to receive the vaccine. A medical waiver must be completed and signed by the child's physician identifying the contraindication, the vaccines involved, and the time period in which the child should not receive the vaccines.
 - b. The parents/guardians hold religious or philosophical beliefs against receiving a vaccination. The waiver must be signed by the parent/guardian.
 - c. The child has received at least one dose of each immunizing agent; however, the next dose or doses are not yet due and therefore are considered provisional;
3. Submitting a signed request that the local health department give the needed protective injections.

The parent or guardian of each enrolling child shall submit a statement signed by a district, county, or city health department director stating that the child has passed the department of public health preschool vision screening test, or signed by a licensed medical or osteopathic physician, or a licensed optometrist stating that the child's eyes have been examined during the preschool years after age 3 and before initial entrance. A vision test is not required if there is a statement signed by a parent or guardian to the effect that the child cannot be subjected to the test because of religious convictions.

Unless compliance forms are filed by November 1 or written 60 days of entrance in the school district, students shall be excluded from school after said date and parents shall be notified. The board shall place a very high priority on the eradication of preventable diseases among students through an adequate program of immunization.

Student Insurance

Accident coverage is in force for all participants in school sponsored and supervised student activities including interscholastic athletics.

The coverage is in place for medical and dental expenses incurred within 52 weeks from the date of the original accident. Treatment must begin within 60 days of the accident by a legally licensed medical or dental practitioner.

Medical Benefits

Benefits are determined on the basis of REASONABLE AND CUSTOMARY for the geographic location where services are performed and are payable on the 70/30 co-insurance basis.

A \$500.00 deductible, which may be satisfied by other valid collectible insurance or plan payments, will be applied to each claim.

Payment of all medical/dental expenses incurred from accidents is made ONLY IN EXCESS over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and, if no other coverage or plan is available, to pay the medical/dental expenses incurred to the limits stated in the policy.

If the insured's primary coverage is an HMO (health maintenance organization) or PPO (preferred provider organization), this plan will provide benefits in excess of coverage provided by the insured's HMO or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), this plan will pay the expense incurred that would have been honored had he or she used the proper medical vendor.

Basic Coverage

Athletic Accident	\$500.00 deductible
Student Accident	\$500.00 deductible

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

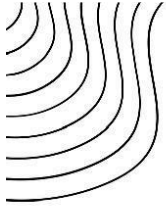


Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry. When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it. Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.





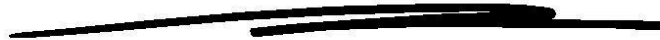
What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called “Criminal Sexual Conduct.”**



About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

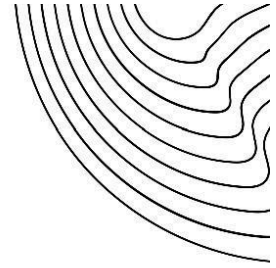


- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



Resources

There is Help.

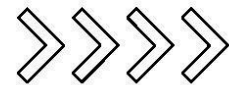


You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

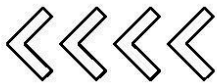
Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

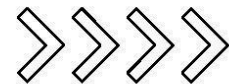


Text: 877-861-0222 **Call:** 866-864-2338

Chat: <https://mcedsv.org/hotline-domestic-violence/>

Youth Resources Web Page

<https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Sexual Harassment and Sexual Assault Information Guide

Hopkins Public School District

District Title IX Coordinator

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District Title IX Coordinator

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District Policies Related to Sexual Harassment and Sexual Assault

Policy on Anti-Harassment. (Article III, Section 18)

The District shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or gender expression, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.

Policy on Nondiscrimination on the basis of sex in education programs or activities. (Article IV, Section 12)

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. The District shall not retaliate against a person who reports or opposes improper discrimination or harassment. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

For the complete policies on Anti-Harassment and Nondiscrimination on the basis of sex, visit the district's [nondiscrimination/Title IX webpage](https://www.hpsvikings.org/title-ix/) at <https://www.hpsvikings.org/title-ix/> or scan the following.



The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.