



Spring Lake Alternative Education

**2017-2018**

# Student Handbook

Spring Lake Schools  
14707 Leonard Rd.  
Spring Lake, MI 49456  
Phone: 616-847-7587

**The choices you make dictate the life you lead.**



## **INSIDE**

- Purpose & Conduct
- Daily Schedule
- Staff & Contacts
- Graduation Requirements
- IST & Focus
- Attendance Policy
- Disciplinary Actions
- General Info
- IST/E2020 Courses

## **GOAL**

The primary goal of Spring Lake Alternative High School is to provide a different and successful program for students who have experienced difficulty in a traditional high school environment. Students enrolled in the Alternative Education program will be considered Spring Lake Public Schools students, and will fall under all rules and policies as set forth by the Board of Education.

## **CONDUCT**

Students will not do anything that interferes with someone else's learning, safety, or personal rights.

## **RULES**

Unless our handbook states otherwise, we will follow the guidelines in the Spring Lake High School Handbook. Our handbook is an outline of the exceptions to the High School Handbook.

## DAILY SCHEDULE

### A.M. IST/Focus

7:40 a.m. to 9:15 a.m.

### A.M. IST/Focus

9:15 a.m. to 10:45 a.m.

### LUNCH

10:45 a.m. to 11:15 a.m.

### P.M. IST/Focus

11:15 p.m. to 1:15 p.m.

### P.M. IST/Focus

1:15 p.m. to 2:35 p.m.

## STAFF

**Deb Campbell**  
dcampbell@springlakeschools.org

**Mike Gilchrist,**  
SLHS Principal

**Jon Fitzpatrick,**  
SLHS Asst. Principal

## WEBSITES

**Spring Lake High School**  
www.springlakeschools.org

**PowerSchool**  
Access thru SLHS website. You will need a login/PW to view grades

## CONTACT NUMBERS

Alternative High School  
847-7587  
(Direct line)

SLHS Office  
846-5501  
Emily, Ext. 1803  
Deb, Ext. 1802

Guidance Office  
846-5505

**If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far way. [Henry David Thoreau]**



**Graduation Requirements**

<b>Subject</b>	<b>Cr</b>	<b>=</b>	<b>1/4 Cr</b>
Language Arts	4		16
Mathematics	4		16
Science	1		4
Physics/Chem.	1		4
Biology	1		4
Health/PE	1		4
U.S. History	1		4
World History	1		4
Government	1/2		2
Economics	1/2		2
Fine Arts	1		4
Electives	9		36
<b>TOTAL</b>	<b>25</b>		<b>100</b>

**PLAN FOR SUCCESS**

At the beginning of the school year, each student will have an individual conference with a teacher. This conference will include in-depth discussion regarding the student’s accumulated credits, fulfillment of graduation requirements, the student handbook, attendance, and continued enrollment in the alternative program. The student and teacher will design a plan of action for success in the alternative program. The student will sign up for a minimum of four IST/E2020 classes, as well as be enrolled in a Focus class

**CONTINUED ENROLLMENT**

Each marking period a student must earn a **passing grade** in **Focus class** and at least three IST classes, and be absent 26 hours or less, to maintain his/her spot in the Alternative Program.

**REPORT CARDS**

Report cards will be given to students as soon as possible after the marking period ends.

**HONOR ROLL**

To be placed on the Alternative High School Honor Roll, a student must earn a 3.3 or higher Grade Point Average (GPA) for the current marking period.

**Community Service**

Seniors are required to complete 18 hours of community service before graduation. Service hours must be completed outside the school day. Suggestions for community service will be provided, and are also listed on the SLHS website.

\*\*\* PLEASE READ CAREFULLY \*\*\*

Spring Lake Alternative Education

## ATTENDANCE

- All students are required to attend school from 7:40 a.m. to 2:35 p.m., Monday through Thursday and 7:40 a.m. to 12:00 on Fridays. Tech Center students are required to attend school from 12.00 noon to 2:35 Monday through Thursday.
- Attendance is recorded two times each school day.
  - A.M. school is 2 periods; P.M. school is 2 periods
- Marking periods are **six weeks** long.
- During a marking period, full-time students have **16 periods** (Tech students have 8 periods) of excused absences to be used for the following:
  - Illnesses
  - Doctor/dentist appointments
  - Funerals
  - Juvenile/district court appointments.
  - Parents/guardians **MUST CALL OR SEND AN EMAIL** to have their child's absence excused, even if the student is 18 or over.
- Full time students may accumulate up to **4 periods (one day)** of unexcused absences per marking period and Tech students **2 periods (one day)** without penalty. However, these absences are NOT to be used for skipping school. Rather, they are provided as a cushion for tardies and/or instances where a parent forgets to call or email. These absences will count towards the **16/8** periods of allowed absence.
- If a student accumulates **more than 16/8 periods** of absences before the end of a marking period, the student will lose all credit earned for the marking period.
- Consistent and regular attendance at school and work are realistic and necessary expectations for success. We encourage students to attend school every day.
- All absences count toward attendance regardless of the reason. Dismissal from any class for behavior reasons for the remainder of the day counts as an absence from each class that is missed, including the one during which the dismissal occurs. Suspension also counts as an absence.
- Special consideration will be given for an extended illness/hospitalization, upon receipt of documentation of the doctor in charge. Medical excuses must be turned in within one week of the date(s) of the absence(s). This documentation must contain a diagnosis of the illness and the specific date(s) that the student could not be in school.
- Personal business must be scheduled outside the school day, including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist or doctor verifying their appointment in order to be excused.
- Absence not calculated in the 26/14 absence procedure include school-related absences, prolonged illnesses, and absences due to a death in the immediate family.

## Tardy Policy

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. A student who enters class (Focus or IST) within ten minutes of the beginning of that class is considered tardy. Three tardies is equal to one hour of absence. If a student is more than 10 minutes late, that student is marked absent for the entire hour. Students have two tardies per six-week marking period before any disciplinary action is taken. Tardies may be excused under extenuating circumstances.

## Tardy Discipline Policy

1. First three (3) offenses will be handled at the discretion of the teacher (usually warnings) and the student will be charged with one hour of unexcused absence.
2. Fourth and fifth offenses will be handled by the teacher who will contact home and assign an after-school detention.
3. The sixth and additional offenses will result in a Saturday detention assigned by the teacher and a call home.



## FOCUS CLASS

### [Teacher-Directed Classes]

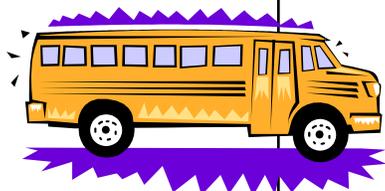
- Focus classes are an extension of IST subjects. They involve more in-depth learning in specific subject areas as well as provide students with an opportunity to develop life and employability skills.
- The guidelines for maintaining a passing Focus grade will be presented by the teacher.
- Activities for Focus classes include (but are not limited to) projects, discussions, debates, participation, and written assignments.
- A student earns **0.25 credit** for Focus class, but must have a passing grade in Focus class in order to receive credit for IST classes.
- A final grade of 'E' in a Focus class will result in the student receiving no credits for completed IST subjects for the marking period.
- Make-Up Work: Each student is responsible for obtaining and completing any Focus work that is missed due to absences from school. Make-up work must be turned in within one week of the absence.
- Because of the nature of some Focus lessons (I.e. guest speakers & field trips) that require active participation, students will not be able to make-up the lesson. However, if documentation is provided for the absence, the student may be excused from the assignment.
- Consideration will be given for an **extended illness/hospitalization** of four or more days. A parent/guardian must contact the office/school as soon as possible to make arrangements with a teacher so the student does not fall behind.

## IST/E2020

### [Independent Study Time]

- IST/E2020 class is a time for **QUIET** and **SELF-DIRECTED** study.
- There will be two IST/E2020 classes scheduled during the school day. Each IST class runs approximately 1 1/2 hours.
- IST/E2020 class times are for students to work on the subject(s) that they enroll in during the beginning of the marking period.
- Fulltime students enroll in **four IST/E2020 subjects** for one marking period. [Tech Center students enroll in two IST/E2020 subjects.] Students choose IST subjects according to the Graduation Requirements list. Teachers will assist students in choosing appropriate subjects.
- A student earns **0.25 credit** for each completed IST packet with a passing grade. A student earns **0.50 credit** for each completed (with a passing grade) E2020 subject.
- Students may use CD players/ipods with headphones during IST. The volume must be controlled so that it does not interfere with another student's studies. Students must provide their own power for the CD player.
- Make-Up Work: There is no make-up work for IST. No IST books can be taken out of the classroom. All IST subjects are structured so that all assignments can be completed during scheduled IST classes. E2020 (virtual classroom) subjects can be done at home if the student has Internet access.

## FIELD TRIPS



**At the beginning of the year (or when a student enrolls in our program), each student is required to have a signed Field Trip permission slip on file before attending any school-related field trip away from school grounds.**

### STUDENT-GENERATED RULES FOR FIELD TRIPS

- If you have a problem, tell the teacher.
- Pretend interest, if necessary.
- Look responsive and alert.
- Keep good eye contact with the person speaking.
- Listen and ask appropriate questions.
  - You might learn something
  - It makes the person feel important
  - Don't ask personal questions
- Be polite; you are representing your school, your teachers, & yourself
- Don't goof around.
  - No roughhousing
  - No speaking out of turn
  - No touching things
- Try to keep up with the group
- Don't make rude comments.
- Do not sit down unless invited to do so.
- Follow the bus rules.
- When leaving, thank the person.



**\*\*\*REMEMBER, PEOPLE ARE GIVING OF THEIR TIME\*\*\***

## TELEPHONE

- The best times for a parent/guardian to reach a teacher for conferencing, or a student for an emergency, are from 8 a.m. to 9:15 a.m. and 11:30 a.m. to 1:00 p.m. This is IST class time and is the least disruptive to the students. During Focus classes, you may leave voice mail and we will get back to you as soon as possible.
- Students are not allowed to use the telephone for personal use during the school day. They may use the phone for emergencies only. **SINCE CELL PHONES ARE NOT ALLOWED IN SCHOOL, PLEASE DO NOT CALL OR TEXT YOUR CHILD DURING SCHOOL HOURS.** Students may use cell phones, as needed, before school, after school, or during lunch **ONLY**.
- Except in emergencies, students will not take personal calls during the school day. Incoming calls will be recorded and given to the student when appropriate.

## **DISCIPLINARY ACTIONS**

Students are expected to conduct themselves in a manner that reflects favorably on the Alternative Education program. Behavior that disrupts the educational environment and the rights of the other students in the classroom will not be tolerated. If a student repeatedly violates the code of conduct or engages in an illegal activity, he/she will be subject to an expulsion hearing or dismissal from the program. **The administration and teachers reserve the right to tailor individual consequences and punishments to fit all discipline problems and situations.**

Behaviors such as swearing (no matter how mild), inappropriate language, throwing objects, continuous interruptions (i.e. incessant talking during class, backtalking, arguing, fighting, teasing, etc.), name-calling, harassment (sexual and bullying), insubordination, sleeping and destroying school/personal property will NOT BE TOLERATED. If a student engages in any of these behaviors, the following will occur:

- 1st offense: After-school detention
- 2nd offense: 3-hour Saturday Detention
- 3rd offense: 3-hour Saturday Detention
- 4th offense: 1—5 day Suspension (WILL affect attendance hours)
- 5th offense: Suspension for the remainder of the marking period.

\*Some behaviors may require an immediate suspension from the school day. In that case, the parent/guardian will be contacted as soon as possible and the student will be sent home.

## **Classroom Disruptions**

Students who are disruptive (as determined by the instructor) will be subject to the following consequences:

- 1st offense: Sent to the other room with a warning
- 2nd offense: Sent to the other room with a 1-hour After School Detention
- 3rd offense: Sent to the other room with a 3-hour Saturday Detention
- 4th offense: 1-5 day Suspension

## **Harassment**

Harassment of a student by other students or any member of the staff is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive environment. Harassment of any kind (threats, sexual intimidation, bullying, and defamation of character) will result in disciplinary proceedings. A student who believes that he/she has been subjected to harassment should promptly notify the teacher or principal as soon as possible.

**LOCKERS**

Lockers with locks will be available upon request.

**HALL PASSES**

Students leaving a room at anytime and for any reason must have a hall pass. Any student who is not in possession of a hall pass outside his/her designated class, is subject to an after-school detention.

**DRESS CODE**

With the exception of the wearing of caps in school, we adhere to the standards of dress as designated in the high school handbook.

**SUBSTANCE ABUSE**

The use of any alcohol, controlled substance, or tobacco (including e-cigarettes) on school property or during school hours will be subject to the guidelines as listed in the high school handbook.

**VISITORS**

Unless they are scheduled to make presentations, or are returning graduates, uninvited visitors are not allowed in school during the school day.

**STUDENT LOITERING**

Students are not allowed to "hang out" in SLHS between 7:30 a.m. and 4:00 p.m.

**TREAT OTHERS  
AS YOU WANT TO  
BE TREATED—  
WITH RESPECT**



*Let the choices you make today be the choices you can live with tomorrow.*

## **IST/E2020 COURSES**

Alternative school content classes will be seen as a vehicle for learning important life skills, promoting productive, positive attitudes, the development of in-depth comprehension, and the practice of effective life behaviors that are necessary for success.

### SCIENCE (4 credits)

Earth Science 1-2	Chemistry 1-2
Earth Science 3-4 (E2020)	Chemistry 3-4 (E2020)
Health Science 1-2	Intro to Physics 1-2
Health Science 3-4 (E2020)	Intro to Physics 3-4 (E2020)
Zoology 1-2	Physics (E2020)
Biology 1-4	Access Science 1-2
Biology 5-8 (E2020)	
Cell Biology 1	
The Human Body	
General Science 1-4	

### MATHEMATICS (4 credits)

Math Applications 1-4	Algebra II (E2020)
Consumer Math 4-6	Pre-Algebra (E2020)
Algebra I (E2020)	Finance (E2020)
Geometry (E2020)	

### US HISTORY/GEOGRAPHY (1 credit)

US History 1-4	<u>ECONOMICS (0.5 credit)</u>
US Geography 1-4	Economics 1-2
US History (E2020)	Economics (E2020)

### GOVERNMENT (0.5 credit)

Government 1-2	<u>WORLD HISTORY/GEOG (1 credit)</u>
Government (E2020)	World History 1-4
The Constitution	World Studies 1-5
	World Geography 1-2
	Human Geography (E2020)
	World Geography (E2020)
	Geography (E2020)

### LANGUAGE ARTS (4 credits)

Grammar 1-4	Reading 5-7 (Read a book)
English 2-4	Reading 3-4 & 8-17 (E2020)
Sr. Vocabulary 1-2	Spelling 1-10 (limit: 5)
Reading 1-2	Communications (E2020)
Writing (E2020)	Speech (E2020)
Reading 8-10 (Short Stories)	Reading Drills 1-4

*Let the choices you make today be the choices you can live with tomorrow.*

**ELECTIVES (9 credits)**

*All classes from the core categories can also be used as electives.*

Art Appreciation (E2020)

Career Planning and Prep (E2020)

Psychology (E2020)

You and The Law

Sociology (E2020)

Computer Applications (E2020)

Tech Center

Problem -Solving 1-2

Decision-Making 1-2