

# **SPRING LAKE HIGH SCHOOL**



## **STUDENT/PARENT HANDBOOK 2023-2024**

## **TABLE OF CONTENTS**

<b>WELCOME</b>	<b>6</b>
<b>SCHOOL SONG</b>	<b>6</b>
<b>OFFICE STAFF</b>	<b>6</b>
<b>FOREWORD</b>	<b>7</b>
<b>MISSION OF THE SCHOOL</b>	<b>7</b>
<b>EQUAL EDUCATION OPPORTUNITY</b>	<b>7</b>
<b>BELIEF STATEMENT</b>	<b>8</b>
<b>STUDENT EXIT OUTCOMES</b>	<b>8</b>
<b>DAILY SCHEDULE</b>	<b>9</b>
<b>HALF DAY SCHEDULE</b>	<b>9</b>
<b>TWO-HOUR DELAY SCHEDULE</b>	<b>9</b>
<b>FACULTY OF SPRING LAKE HIGH SCHOOL</b>	<b>10</b>
<b>SECTION I - GENERAL INFORMATION</b>	<b>11</b>
<b>ENROLLING IN THE SCHOOL</b>	<b>11</b>
<b>SCHEDULING AND ASSIGNMENT</b>	<b>12</b>
<b>EARLY DISMISSAL</b>	<b>12</b>
<b>TRANSFER OUT OF THE DISTRICT</b>	<b>12</b>
<b>WITHDRAWAL FROM SCHOOL</b>	<b>12</b>
<b>IMMUNIZATIONS</b>	<b>12</b>
<b>EMERGENCY MEDICAL AUTHORIZATION</b>	<b>13</b>
<b>USE OF MEDICATIONS</b>	<b>13</b>
<b>ASTHMA INHALERS AND EPI-PENS</b>	<b>13</b>
<b>NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS</b>	<b>14</b>
<b>CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS</b>	<b>14</b>
<b>CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES</b>	<b>14</b>
<b>INJURY AND ILLNESS</b>	<b>15</b>
<b>HOMEBOUND INSTRUCTION</b>	<b>15</b>
<b>INDIVIDUALS WITH DISABILITIES</b>	<b>15</b>
<b>LIMITED ENGLISH PROFICIENCY</b>	<b>16</b>
<b>COUNSELING SERVICES</b>	<b>16</b>
<b>WORK PERMITS</b>	<b>16</b>
<b>LOST AND FOUND</b>	<b>16</b>
<b>STUDENT RECORDS</b>	<b>17</b>
<b>PUBLIC BULLETIN BOARD</b>	<b>19</b>
<b>ADVERTISING OUTSIDE ACTIVITIES</b>	<b>19</b>
<b>USE OF TELEPHONES</b>	<b>19</b>
<b>ARMED FORCES RECRUITING</b>	<b>20</b>
<b>DISTRIBUTION OF LITERATURE</b>	<b>20</b>

<b>TEXTBOOKS</b>	<b>20</b>
<b>INSURANCE</b>	<b>20</b>
<b>PHYSICAL EDUCATION</b>	<b>20</b>
<b>STUDENT LOCKERS</b>	<b>21</b>
<b>SCHOOL DANCES/GUIDELINES</b>	<b>21</b>
<b>STUDENT FUND-RAISING</b>	<b>22</b>
<b>STUDENT VALUABLES</b>	<b>22</b>
<b>REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES</b>	<b>23</b>
<b>MEAL SERVICE</b>	<b>23</b>
<b>FIRE, LOCK DOWN AND TORNADO DRILLS</b>	<b>23</b>
<b>FIRE POLICY</b>	<b>23</b>
<b>EMERGENCY CLOSINGS AND DELAYS</b>	<b>24</b>
<b>PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS</b>	<b>24</b>
<b>VISITORS</b>	<b>24</b>
<b>STUDENT SALES</b>	<b>25</b>
<b>USE OF THE MEDIA CENTER</b>	<b>25</b>
<b>USE OF SCHOOL EQUIPMENT AND FACILITIES</b>	<b>25</b>
<b>SECTION II - ACADEMICS</b>	<b>26</b>
<b>GRADES</b>	<b>26</b>
<b>GRADING SCALES</b>	<b>26</b>
<b>GRADING FOR NON-TRADITIONAL CLASSES</b>	<b>27</b>
<b>GRADING TRIMESTERS</b>	<b>27</b>
<b>GRANTING OF CREDIT</b>	<b>27</b>
<b>CREDITS FROM NON-PUBLIC SCHOOLS</b>	<b>27</b>
<b>TESTING OUT</b>	<b>28</b>
<b>RETAKING A CLASS</b>	<b>28</b>
<b>FIELD TRIPS</b>	<b>28</b>
<b>STUDENT STATUS</b>	<b>29</b>
<b>SCHEDULE CHANGES</b>	<b>29</b>
<b>GRADE POINT AVERAGES AND RANK IN CLASS GUIDELINES</b>	<b>30</b>
<b>GRADE POINT AVERAGE COMPUTATION</b>	<b>30</b>
<b>PROMOTION, PLACEMENT, AND RETENTION</b>	<b>30</b>
<b>GRADUATION REQUIREMENTS</b>	<b>31</b>
<b>DIPLOMAS</b>	<b>32</b>
<b>HONOR GRADUATES</b>	<b>32</b>
<b>SENIOR SCHOLARS/DISTRICT RANK</b>	<b>32</b>
<b>POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM</b>	<b>34</b>
<b>EARLY GRADUATION REQUIREMENTS AND PROCEDURES</b>	<b>34</b>
<b>PERSONAL CURRICULUM</b>	<b>34</b>
<b>POSTGRADUATE INFORMATION</b>	<b>34</b>

<b>RECOGNITION OF STUDENT ACHIEVEMENT</b>	<b>34</b>
<b>HONOR ROLL</b>	<b>35</b>
<b>HOMEWORK</b>	<b>35</b>
<b>COMPUTER TECHNOLOGY AND NETWORKS</b>	<b>35</b>
<b>STUDENT ASSESSMENT</b>	<b>35</b>
SECTION III - STUDENT ACTIVITIES	37
<b>SCHOOL-SPONSORED CLUBS AND ACTIVITIES</b>	<b>37</b>
<b>NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES</b>	<b>37</b>
<b>ATHLETICS</b>	<b>38</b>
SECTION IV - STUDENT CONDUCT	39
<b>ATTENDANCE</b>	<b>39</b>
<b>EXCUSED ABSENCES</b>	<b>40</b>
<b>SCHOOL-RELATED ABSENCES</b>	<b>40</b>
<b>GENERAL ABSENCE PROCEDURES</b>	<b>41</b>
<b>TRUANCY</b>	<b>42</b>
<b>ATTENDANCE INCENTIVE - SPRING TERM SENIORS ONLY</b>	<b>42</b>
<b>ABSENCES AND MAKE-UP WORK</b>	<b>43</b>
<b>ADVANCED EXCUSED ABSENCES</b>	<b>43</b>
<b>VACATIONS DURING THE SCHOOL YEAR</b>	<b>43</b>
<b>TARDY POLICY</b>	<b>43</b>
<b>TARDY DISCIPLINE POLICY</b>	<b>44</b>
<b>ABSENCE DUE TO SUSPENSION</b>	<b>44</b>
<b>STUDENT ATTENDANCE AT SCHOOL EVENTS</b>	<b>44</b>
<b>CODE OF CONDUCT</b>	<b>44</b>
<b>EXPECTED BEHAVIORS</b>	<b>45</b>
<b>COMMON SET OF CLASSROOM EXPECTATIONS</b>	<b>45</b>
<b>STUDENT DRESS CODE</b>	<b>46</b>
<b>BACKPACKS/BAGS</b>	<b>47</b>
<b>LOST AND FOUND</b>	<b>47</b>
<b>MESSAGES TO STUDENTS</b>	<b>48</b>
<b>GANGS</b>	<b>48</b>
<b>CARE OF PROPERTY</b>	<b>48</b>
<b>TITLE IX SEXUAL HARASSMENT</b>	<b>48</b>
<b>STUDENT DISCIPLINE CODE</b>	<b>49</b>
<b>EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE</b>	<b>49</b>
<b>DISCIPLINE</b>	<b>65</b>
<b>DETENTION</b>	<b>65</b>
<b>SATURDAY-SCHOOL DETENTION</b>	<b>65</b>
<b>IN-SCHOOL SUSPENSION (ISS)</b>	<b>65</b>
<b>OUT-OF-SCHOOL SUSPENSION (OSS)</b>	<b>66</b>

<b>SNAP SUSPENSION - SB 183, SEC. 1309</b>	<b>66</b>
<b>EXPULSION</b>	<b>66</b>
<b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b>	<b>67</b>
<b>DUE PROCESS RIGHTS</b>	<b>67</b>
<b>SEARCH AND SEIZURE</b>	<b>68</b>
<b>STUDENT RIGHTS OF EXPRESSION</b>	<b>69</b>
<b>STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES</b>	<b>70</b>
<b>RESOURCE OFFICER</b>	<b>71</b>
<b>TRI CITY SILENT OBSERVER "FAST 50 PROGRAM GUIDELINES"</b>	<b>71</b>
<b>SECTION V - TRANSPORTATION</b>	<b>72</b>
<b>BUS TRANSPORTATION TO SCHOOL</b>	<b>72</b>
<b>BUS CONDUCT</b>	<b>72</b>
<b>PENALTIES FOR INFRACTIONS</b>	<b>73</b>
<b>SELF-TRANSPORTATION TO SCHOOL</b>	<b>73</b>
<b>SENIOR PARKING PRIVILEGE PROGRAM</b>	<b>74</b>
<b>AQUATIC CENTER PARKING</b>	<b>75</b>
<b>BICYCLES/SKATEBOARDS/ROLLER BLADES</b>	<b>75</b>
<b>OFF-LIMIT AREAS</b>	<b>75</b>
<b>CLOSED CAMPUS/LEAVING SCHOOL PROPERTY</b>	<b>75</b>
<b>USE OF MOTORIZED UTILITY VEHICLES</b>	<b>75</b>
<b>STATEMENT OF COMPLIANCE</b>	<b>76</b>

# **SPRING LAKE HIGH SCHOOL (SLHS)**

## **WELCOME**

This year promises to be another great year. From Freshman just starting out, to Seniors beginning their last year, SLHS strives to ensure you're prepared for your next step in life. We recognize that learning happens both inside and outside the walls of our school. The curriculum, learning environment and our genuine caring staff are here to support every student, every day. I'm excited to share this special time with you.

Go Lakers!



## **SCHOOL SONG**

***Go, go you Lakers go  
Show them all your might  
Go, go you Lakers go  
Go out and fight - Ra, Ra, Ra  
Hail, hail to Spring Lake High  
We're proud as we can be  
We're here to cheer our team to victory.***  
(Harold Luoma)

## **OFFICE STAFF**

Principal  
Administrative Assistant to Principal  
Assistant Principal  
Administrative Assistant to Assistant Principal  
Athletic Director  
Administrative Assistant to Athletic Director  
Administrative Assistant in Counseling/Registrar  
School Safety Coordinator  
School Social Worker

Ben Armey  
Jessica Brakora  
Tony Bush  
Gera Peel  
JT Hogan  
Sue Theune  
Penny Zacek  
Mike Feasby  
Kristi Kortman

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents/guardians. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2023. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2023 the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

*OUR MISSION IS TO CHALLENGE ALL STUDENTS WITH EDUCATIONAL EXPERIENCES WHICH ENABLE THEM TO BECOME LITERATE, RESPONSIBLE, PRODUCTIVE CITIZENS AND TO CREATE AN ENVIRONMENT WHICH FOSTERS HIGH EXPECTATIONS, A POSITIVE SELF-IMAGE, AND A BELIEF IN THE VALUE OF LEARNING.*

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

David Theune, Communications Director  
Amy Kendall, Director of Special Education  
(616) 846-5500

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **BELIEF STATEMENT**

*EVERY STUDENT CAN LEARN.  
TEACHING MAKES A DIFFERENCE.  
PLANNING FOR INSTRUCTION IMPROVES STUDENT OPPORTUNITIES TO LEARN.  
FREQUENT MONITORING OF STUDENT PROGRESS CONTRIBUTES TO EFFECTIVE  
TEACHING AND LEARNING.*

## **STUDENT EXIT OUTCOMES**

### **Effective Communicators who:**

- possess interpersonal and teamwork skills that ensure success in work, social, and family settings.
- exhibit proficiency in the language skills of reading, writing, listening, and speaking.

### **Future Oriented Thinkers who:**

- effectively utilize and apply technology.
- locate, manage, and use informational and technological resources.

### **Responsible Citizens who:**

- respect and accept the multicultural nature of our global society.
- practice responsible decision-making in regard to socioeconomic, environmental, and political issues.
- contribute their time, energy, and talents to the stability of the family and the welfare of the community.
- exercise personal and social responsibility in dealing with the issues of health, wellness, and leisure time activities.

### **Problem Solvers who:**

- have the ability to recognize and define a problem, identify possible strategies and alternatives, implement and complete a plan of action, assess their progress, and adjust their actions accordingly.
- critically and creatively apply high level thinking skills in independent and collaborative situations.

### **Self-Directed Learners who:**

- have acquired skills essential to achieve success in future employment or educational settings.
- create positive visions for themselves and their future, and set priorities and achievable goals.
- possess the desire to learn over a lifetime.

### **Creative Individuals who:**

- participate in the arts or engage in original expression.



SLHS Daily Time Schedule									
Monday		Tuesday		Wednesday		Thursday		Friday	
1st: 72 mins		1st: 63 mins		1st: 72 mins		1st: 63 mins		1st: 72 mins	
7:40 - 8:52		7:40 - 8:43		7:40 - 8:52		7:40 - 8:43		7:40 - 8:52	
2nd: 73 mins		2nd: 63 mins		2nd: 73 mins		2nd: 63 mins		2nd: 73 mins	
8:58 - 10:11		8:49 - 9:52		8:58 - 10:11		8:49 - 9:52		8:58 - 10:11	
		Seminar: 40				Seminar: 40			
		9:58 - 10:38				9:58 - 10:38			
3rd & Lunch: 102 mins		3rd & Lunch: 93 mins		3rd & Lunch: 102 mins		3rd & Lunch: 93 mins		3rd & Lunch: 102 mins	
A Lunch	B 3rd Hour	A Lunch	B 3rd Hour	A Lunch	B 3rd Hour	A Lunch	B 3rd Hour	A Lunch	B 3rd Hour
10:11 - 10:41	10:17 - 11:29	10:38 - 11:08	10:44 - 11:47	10:11 - 10:41	10:17 - 11:29	10:38 - 11:08	10:44 - 11:47	10:11 - 10:41	10:17 - 11:29
3rd Hour	B Lunch	3rd Hour	B Lunch	3rd Hour	B Lunch	3rd Hour	B Lunch	3rd Hour	B Lunch
10:47 - 11:59	11:29 - 11:59	11:14 - 12:17	11:47 - 12:17	10:47 - 11:59	11:29 - 11:59	11:14 - 12:17	11:47 - 12:17	10:47 - 11:59	11:29 - 11:59
4th: 72 mins		4th: 63 mins		4th: 72 mins		4th: 63 mins		4th: 72 mins	
12:05 - 1:17		12:23 - 1:26		12:05 - 1:17		12:23 - 1:26		12:05 - 1:17	
5th: 72 mins		5th: 63 mins		5th: 72 mins		5th: 63 mins		5th: 72 mins	
1:23 - 2:35		1:32 - 2:35		1:23 - 2:35		1:32 - 2:35		1:23 - 2:35	

\*CTC Student Seminar 11:07 - 11:47

### HALF DAY SCHEDULE

First Hour	7:40 - 8:15	(35 Minutes)
Second Hour	8:20 - 8:55	(35 Minutes)
Third Hour	9:00 - 9:35	(35 Minutes)
Fourth Hour	9:40 - 10:15	(35 Minutes)
Fifth Hour	10:20 - 10:55	(35 Minutes)

### TWO-HOUR DELAY SCHEDULE

First Hour	9:40 - 10:30	(50 Minutes)
Second Hour	10:35 - 11:25	(50 Minutes)
<i>Lunch 1</i>	<i>11:25 - 11:55</i>	<i>(30 Minutes)</i>
Third Hour A	12:00 - 12:50	(50 Minutes)
or		
Third Hour B	11:25 - 12:20	(50 Minutes)
<i>Lunch 2</i>	<i>12:20 - 12:50</i>	<i>(30 Minutes)</i>
Fourth Hour	12:50 - 1:40	(50 Minutes)
<b>Fifth Hour</b>	<b>1:45 - 2:35</b>	<b>(50 Minutes)</b>

## **FACULTY OF SPRING LAKE HIGH SCHOOL**

### **ART**

Jennifer Gwinnup  
Aaron Zuelke

### **BAND**

Mark Grevengeod  
Mike Truszkowski

### **BUSINESS**

Kelli Heavilin

### **CHOIR**

Aaron Polet

### **ENGLISH**

Jessica Beebe  
Jessie Crawford  
Madi Hansen  
Karl Sineath  
Alex Sinn  
Joe Sinn

### **FOREIGN LANGUAGE**

Vickie Marhin  
Sarah Peterson  
Erika Valencia  
Laura Westhoff

### **COUNSELING**

Ann Henke  
Naomi VanSingel  
Julia Wagner

### **LIFE SKILLS**

Jessie Sharp

### **MATHEMATICS**

Rich Hyde  
Becky Johnson  
Bradley Mazure

Todd Mitchell  
Emily Nieboer  
Amanda Pepin  
Megan Perrin

### **MEDIA**

Laurie Draeger  
Kate Hedrick

### **PHYSICAL EDUCATION/HEALTH**

Jerry Rabideau  
Naomi VanSingel

### **SCIENCE**

Seth Anderson  
Heather Gannon  
Adam Reed  
Jon Reinhard  
Megan Perrin  
Lauren Thompson

### **SOCIAL STUDIES**

Ben Huitema  
Kyle Jewett  
Mike Ryan  
Dan Start  
Jim Warren

### **SPECIAL EDUCATION**

Christine Baker  
Jennifer Boodt  
Jennifer Gutierrez  
Stacey Peterson

### **STUDENT SERVICES**

Cody Mallory

### **TECHNOLOGY**

Aaron Andres

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent/guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent/guardian. When enrolling, parents/guardians must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents/guardians will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Registrar will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent/guardian when enrolling. When residing with a parent/guardian, these students are encouraged to include the parents/guardians in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the students assigned counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written or verbal request by the parent/guardian or a person whose signature is on file in the School office. No student will be released to a person other than a parent/guardian without written permission signed by the parent/guardian. The school would prefer an "Age of Majority" form on file before the 18 year old student begins signing themselves out.

## **TRANSFER OUT OF THE DISTRICT**

Parents/guardians must notify the principal about plans to transfer their child to another school. If a student plans to transfer from SLHS, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the Registrar for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents/guardians.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Registrar.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication must be conveyed to school directly by the parent/guardian.
- E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting themselves on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's/guardian's written permission release.

## **ASTHMA INHALERS AND EPI-PENS**

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

Parents/guardians may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child may self-administer the medication. The school will not purchase aspirin or non-aspirin capsules or pills. The administrative assistants in the principal's office will hold and distribute medications following parental instructions. Students who take daily medication must report to the office between class periods. All prescription and non-prescription drugs must be kept in the office. Forms that may require a physician's signature will be kept on file in the office. These forms can be obtained from the high school office or are available on the high school website.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, they will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents/guardians should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent/guardian, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Director at (616) 846-9240 to inquire about evaluation procedures and programs.



## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents/guardians should contact the Curriculum Director at (616) 846-5500 to inquire about evaluation procedures and programs offered by the District.

## **COUNSELING SERVICES**

Counselors are primarily concerned with helping students help themselves. Students and parents/guardians are encouraged to contact a school counselor when problems arise which may affect school performance.

Various counseling services are offered to students through the counselors. Each student is assigned a specific counselor for the purpose of curriculum and class scheduling. Counselors will see every student as many times as possible to discuss academic progress and future plans. Information concerning colleges, education, vocational opportunities, other advanced training schools, scholarships, loans, interpretation of test results, and employment opportunities is available for both students and parents/guardians in the counseling office.

Students wishing to discuss problems of a social or personal nature may choose the counselor they wish to work with and make an appointment for an interview. Parents/guardians wishing an opportunity to meet with members of the counseling staff may call the secretary to set up a time at (616) 846-5505.

## **WORK PERMITS**

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the counseling office. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed, the student needs to bring their birth certificate or driver's license with the permit to the counseling office for final validation. The counseling office is open on Wednesdays during the summer.

## **LOST AND FOUND**

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated at the end of each trimester.



## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

### **Directory information includes:**

- A. a student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. weight, if member of an athletic team which requires disclosure to participate;
- I. dates of attendance;
- J. date of graduation;
- K. awards received;
- L. honor rolls;
- M. scholarships;
- N. previous educational agency attended by student.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the schools website.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, security camera footage, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to the Registrar. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), 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, their parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents/guardians;
- B. mental or psychological problems of the student or their 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 their parents/guardians; 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).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians 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/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents/guardians 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/guardians 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 following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians 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/fpco](http://www.ed.gov/offices/OM/fpco)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **PUBLIC BULLETIN BOARD**

Under the Equal Access Act, as well as general First Amendment considerations, school officials must provide access to non-school sponsored student organizations to post materials on a bulletin board if a “limited open forum” has been created. In addition, if school officials permit outside organizations such as recruiters from the armed forces or colleges to post materials on the bulletin board, similar access must be provided to other outside organizations. Of course, school officials can regulate the content of those materials in terms of restricting and/or prohibiting materials which are inappropriate or disruptive to the education environment. Caution should be exercised, however, when making such content-based decisions. These bulletin boards are located in the commons and outside the counseling office.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent/guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent/guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents/guardians and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

A form from the ESSA Military Recruitment to “Opt Out” can be accessed from the high school counseling office (846-5505) for those who wish to opt out. Please contact the counseling office early in the school year as a deadline to submit the “Opt Out” Form is mid-October. Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

## **DISTRIBUTION OF LITERATURE**

All school and non-school publications must be approved by the building principal prior to distribution. The school reserves the right to determine the appropriateness and the students’ necessity to know/receive literature or material. If approved, the administration will determine the time and place of distribution.

## **TEXTBOOKS**

Textbooks are issued to all students. Students are responsible for the care and usage of these books. Students will be assessed reasonable fines to pay for excessive damage or loss.

## **INSURANCE**

The school provides students with the opportunity to purchase insurance coverage for all school activities except football. This coverage applies from the time the student leaves home in the morning until they returns home in the evening and during all school-sponsored activities. Students who participate in athletics must carry insurance described in the ATHLETIC HANDBOOK.

## **PHYSICAL EDUCATION**

We recommend that students label all of their gym apparel to prevent loss. Locks for the locker room are also strongly suggested. The school district will not be responsible for items left in a locker that is not secure.

### **STUDENT LOCKERS**

Lockers are the property of the school and are provided as a convenience for the student. The purpose of the lockers is for storing books, supplies, coats, and other items essential to the students' formal educational process and physical well-being. Students may not switch locker assignments without office approval in advance. All backpacks must be stored in lockers.

The school retains the right to inspect or to search the students' lockers periodically, or at any time deemed necessary by the school administration. Searches will be conducted randomly by staff or trained dogs. Materials that are not pertinent or necessary for the students' formal educational process or physical well-being may be confiscated and held at the school. Students with inappropriate item(s) will be subjected to disciplinary action. Students are expected to use the locks on their lockers.

### **SCHOOL DANCES/GUIDELINES**

Activity forms (Dance Request Form, Dance Guidelines, and Chaperone Guidelines) need to be picked up in the office, reviewed, and completed by the sponsoring organization and filed in the assistant principal's office at least two weeks in advance of the requested dance date. Completed application forms require the assistant principal's approval before arrangements are finalized. The following guidelines for SLHS dances are designed to help provide a safe and positive experience for our students.

Students are to enter through the front entrance near the high school office. All school dances may have Breathalyzer testing done on a random basis at the entrance to the dance. Any student who refuses to submit to drug testing will not be allowed to attend the dance or activity.

- A. There will be no admittance of students after one hour from the start of the dance (extenuating circumstances will be reviewed and evaluated by the administrator in attendance).
- B. Once a student leaves the dance (building), that student cannot re enter. Students who leave must also leave school property, including the parking lot.
- C. All rules of the SLHS Student Handbook will be in effect, i.e. appropriate dress.
- D. Sponsor(s)/advisor(s) must be in attendance for the entire dance (including cleanup).
- E. If a SLHS student wishes to bring a guest (one), the student must have a guest pass request approved prior to the dance by an administrator.
- F. Each SLHS dance must have a minimum of three (3) faculty chaperones present in addition to the sponsor(s)/advisor(s).
- G. In addition to the sponsor(s)/advisor(s) and faculty chaperones, there

- must be a minimum of two (2) parent/guardian chaperones.
- H. The names of the faculty/parent/guardian chaperones must be submitted to the high school principal five (5) days prior to the dance.
- I. It will be the responsibility of sponsoring organizations to cover the cost of the necessary security personnel (parking lot).
- J. In general, all dances will occur between 7:00PM and 10:00PM.
- K. The rules of social etiquette and good manners will apply at all school dances.
- L. Middle school students are not allowed at high school dances. Middle school students will have their own dances where other rules will apply. No high school students will be permitted to attend middle school dances. Guests must also be approved by the administration.
- M. Grinding or any inappropriate dancing will result in immediate removal from the dance (no warnings).

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- A. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending themselves to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.



## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents/guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents/guardians interested in being involved should contact the Food & Nutrition Services.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.95. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are available on the website and paper copies are available upon request. If a student does not receive one and believes that they are eligible, contact Food & Nutrition Services.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

### **FIRE POLICY**

Fire drills are scheduled throughout the year. All classrooms have an emergency exit map for fire drill exit information. If the fire alarm rings, students are to follow the instructions of the teacher and proceed outside immediately under the designated route. The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of flashing lights and loud alarms.

### **TORNADO POLICY**

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement.

**Tornado Watch** Upon notification of a tornado watch from authorized authorities, the following procedures will be followed:

- A. Weather conditions will be closely monitored.
- B. Normal student dismissal times and transportation operations will be followed.
- C. All extracurricular activities will be canceled.

**Tornado Warning** Upon notification of a tornado warning from authorized authorities, the following procedures will be followed:

- A. To ensure their safety, students will remain in the buildings.
- B. Students will be taken by their teachers to the safest areas in the buildings.
- C. If the warning exceeds the normal school day, the students will remain in the buildings until the warning is lifted, unless they are picked up by their parent/guardian.

### **LOCKDOWN POLICY**

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement with instructions.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by School Messenger. Parents/guardians and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.



## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action. Additionally, no student may invite “customers” or business to the building to make a sale or a purchase during school hours.

## **USE OF THE MEDIA CENTER**

### **MATERIAL CHECKOUT**

Due dates are set for media center materials so they will be returned and made available for use by others. The cost of materials not returned or damaged will be billed to the student. Students may be assigned detentions and/or lose checkout and computer privileges for overdue materials and for fines not paid. SLPS policy allows parents/guardians to prohibit their child from checking out material that the parent feels is inappropriate for their child. In order to prohibit your child from checking out a specific title or titles, email Laurie Draeger at [ldraeger@springlakeschools.org](mailto:ldraeger@springlakeschools.org).

### **USE OF THE MEDIA CENTER**

The media center is maintained as a facility for quiet study and the use of materials and resources. Students using the media center are expected to function in a manner which will reflect responsibility and consideration for others.

- A. A pass is required to be admitted to the media center at any time during the school day, including lunch. Passes are available from teachers, administrators, or media center staff.
- B. Students may use the media center before and after school without a pass, but must follow all expectations for responsible behavior.
- C. No food or beverages are allowed in the media center.
- D. All classroom rules and/or Common Set of Classroom Expectations apply to the media center.
- E. Materials must be properly checked out before leaving the media center.
- F. The copy machine is for school-related material only. There is a charge for personal use.
- G. The telephone may not be used without permission.
- H. Office computers are not for student use.
- I. Media center computer users must adhere to school Internet and Computer Acceptable Use Policies.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## SECTION II - ACADEMICS

### GRADES

SLHS has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

High school students are graded on trimesters. A student must receive a grade of “D-” or better in order to receive credit toward graduation. A grade average of “B” or better is required for an unqualified recommendation to a college or university.

Scholarship is evaluated in terms of letter grades:

A/A-	-Work of outstanding quality – excellent
B+/B/B-	-Good work - well above average
C+/C/C-	-Ordinary work – average
D+/D/D-	-Poor work - below average
E	-Failure - no credit
*INC	-Incomplete - work can be made up, but must be made up within a two-week period
**CR	-Credit
**NC	-No Credit

*It is the responsibility of the student to arrange with the teacher for make-up work.*

*\*\*Courses taken on credit/no credit basis must be approved by the principal in advance.*

### GRADING SCALES

#### HS Common 4.0 Grade Scale

Grade Point	Percentage range
A	4.0 93-100
A-	3.7 90-92
B+	3.3 87-89
B	3.0 83-86
B-	2.7 80-82
C+	2.3 77-79
C	2.0 73-76
C-	1.7 70-72
D+	1.3 67-69
D	1.0 63-66
D-	0.7 60-62
E	0.0 Below 60

#### HS 5.0 Grade Scale (AP Classes Only)

Grade Point	Percentage Range
A	5.0 93-100
A-	4.7 90-92
B+	4.3 87-89
B	4.0 83-86
B-	3.7 80-82
C+	3.3 77-79
C	3.0 73-76
C-	2.7 70-72
D+	2.3 67-69
D	2.0 63-66
D-	1.7 60-62
E	0.0 Below 60

## **GRADING FOR NON-TRADITIONAL CLASSES**

Students who take any of the classes listed below will receive a letter grade that will be calculated in determining the student's grade point average (GPA).

- A. Online courses will receive a letter grade earned.
- B. Odysseyware classes will receive CR if it's taken for credit recovery.
- C. Michigan Virtual High School (MVHS) will receive a letter grade earned.
- D. ALL dual enrollment classes (MCC, GVSU, etc) will receive a letter grade earned.
- E. HOST will receive credit/no credit
- F. Independent Studies will receive credit/no credit

## **GRADING TRIMESTERS**

Students shall receive a report card at the end of each trimester indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents/guardians so they can talk with the teacher about what actions can be taken to improve poor grades.

## **GRANTING OF CREDIT**

SLHS will grant credit toward the high school diploma for work completed in any of the following categories:

- A. Courses taken at SLHS
- B. Courses taken at the Careerline Tech Center
- C. Approved shared-time programs
- D. Approved Advanced-Placement programs
- E. Other courses taken with the prior approval of the principal.
- F. High school courses taken at the middle school will receive credit only, not a letter grade. MS students traveling to the HS to take a course will receive a letter grade.

## **CREDITS FROM NON-PUBLIC SCHOOLS**

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from non-public schools whether they are state-approved, non-approved, or home schools.

For credit or coursework to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the state must be provided.

Recognition of credits or course work shall be granted when the proper assurance and the student's transcript has been received. The district reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the appropriate level of mastery which is prerequisite to a placement.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the district or at a school approved by a state education agency shall be considered in class ranking and for entering on the transcript.

### **TESTING OUT**

Students have the opportunity to test out of classes offered at SLHS by taking the final exam for the class during scheduled exam times or the week prior to the beginning of school. Students must earn a minimum of C+ on the exam to earn credit for the class. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Students should contact their counselor or the building principal to make arrangements for this opportunity.

### **RETAKEING A CLASS**

A student who fails a required class must retake that class and earn a passing grade in order to meet graduation requirements. If the class that is retaken earns a passing grade, the new grade will be recorded on the student's transcript and a NC will be recorded on the student's transcript for the failed class. If a student retakes the class through our summer online credit recovery program, a CR will be recorded on the transcript and the E will remain on the transcript for the failed class.

A student also has the option of retaking a class for better understanding of the subject and/or for a better grade. If the original grade was below a B-, the improved grade will then be on the student's transcript and be part of the cumulative GPA, and the former grade will be changed to a CR. If the new grade is lower than the original grade, the original grade will be used and the lower grade changed to a CR.

Students must have 27.5 credits to graduate. A student is able to fail 5 courses and still graduate on time with their class. If a student fails 8 courses, the Student Services Team may enroll the student in Spring Lake Alternative Education High School for credit recovery. Credits can be recovered at Alternative Ed and the student has the choice to either finish school in the alternative education building or return to the high school building.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

## **STUDENT STATUS**

A full-time student is one who is scheduled and attends five (5) class periods a day. We realize there will be some students who will not be in the building all of these periods. The following exceptions may be granted by the principal:

- A. Work-Study Program (job)
- B. Alternative Education program
- C. Reasons of health
- D. Married students
- E. Students attending college classes in conjunction with SLHS approved by the principal in advance.

All students must carry at least five (5) classes per term or they will be dropped from school for the remainder of the term. Any exception to this would require approval of the principal.

## **SCHEDULE CHANGES**

Students may not drop classes without permission from counseling office personnel. In order to obtain permission, students must have their parent/guardian telephone a counselor giving a valid reason for requesting a change. When there is a class conflict, parent/guardian approval is not required to change a student's schedule. Some disciplinary actions may result in a schedule change.

Students who drop classes must maintain full-time student status. Students dropping or adding a class must acquire a drop/add form from the counseling office. The student must contact all teachers involved and receive their approval and signature. The completed form is then returned to the counseling office. A replacement class must be found and approved before the first class is dropped. Students are encouraged to carefully select their classes based upon prerequisites, graduation requirements, and areas of interest. Because of possible course reductions or lack of availability, students may be assigned classes based on their selected alternates. In order to assist in reducing the number of requested "want" changes, schedule changes will be accommodated only if they meet one of the following reasons:

- A. Incomplete schedules
- B. Inappropriate academic placement
- C. Improper grade level placement
- D. Vocational/technical program adjustment
- E. Approval of independent study

Classes dropped after the official change period will be with an "E" unless administrative approval is given. A student has five (5) class days after the start of the course to drop or add a course.

## **GRADE POINT AVERAGES AND RANK IN CLASS GUIDELINES**

- A. Grade point averages will be computed for use as one element of the college application process.
- B. In computing grade point averages, all courses that are applicable toward graduation will be included. Only courses with traditional marks (A, B, C, D, E) will be included.
- C. Seniors, for college admission purposes, cumulative grade point averages and rank in class will be computed prior to first trimester, after first trimester and after second trimester. Grades will also be verified at the end of the twelfth grade.
- D. Grade point average or rank in class information will be released only (a) to appropriate school personnel, (b) at the request or consent of parent/guardian or student, and (c) in response to formal legal processes.

### **GRADE POINT AVERAGE COMPUTATION**

- A. All courses of study will be counted in the computation of GPA with the exception of: (1) pass/fail courses, (2) independent study, and (3) HOST.
- B. Grade point averages will be computed by dividing the honor points earned by the number of units of credit for which a student is registered; (i.e., honor points divided by registered credits).
- C. Units of credit for courses of study will be granted in the following manner:
  - a. .5 units for a term course
  - b. 1.5 units for a three-hour block program course\*
  - c. \*Three-hour block program courses include: All Careerline Tech Center courses
- D. Honor points will be granted in the following manner:  
**Trimester courses:**

A = 4.00	C+ = 2.30
A- = 3.70	C = 2.00
B+ = 3.30	C- = 1.70
B = 3.00	D+ = 1.30
B- = 2.70	D = 1.00
D- = .70	
- E. College courses taken concurrently with a high school schedule will be noted on the high school transcript.
- F. SLHS will grant credit toward the high school diploma and compute grade point averages for transfer students according to the following procedure:
- G. Credits and letter grades will be transferred to SLHS using the grading/credit system in accordance with SLHS's G.P.A.

### **PROMOTION, PLACEMENT, AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met



or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Freshman = 0 to 7.5Credits

Sophomore = 7.5 Credits to 15 Credits

Junior = 15 Credits to 22.5 Credits

Senior = 22.5 or more Credits

## **GRADUATION REQUIREMENTS**

### **REGULAR DIPLOMA**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at [springlakeschools.org](http://springlakeschools.org) or in the central office. Graduation requirements are as follows:

- A. Students must complete the following required classes: 27.5 credits. Of the required units of credit, four (4) must be in English, four (4) in Math, three (3) in Science, three (3) in Social Studies, one (1) in Fitness/Health, one (1) in Visual/Performing/or Applied Arts, two (2) in a Foreign Language, and the remaining units in elective classes.
- B. Seniors must accumulate eighteen (18) hours of community service as part of the required senior civics or civics lecture class in order to take part in the commencement ceremonies.
- C. Students must take five classes each term.
- D. A student must have paid his or her school bills and returned or accounted for books and other school material or diploma will be withheld.
- E. A graduating senior must attend graduation rehearsal and have purchased a cap and gown in order to participate in commencement ceremonies. No senior may participate in the commencement ceremony unless approved for graduation by the principal. Participation in the commencement ceremony is a privilege and can be lost due to behavior issues.
- F. If a suspension or expulsion occurs and must be fulfilled on graduation rehearsal day or graduation day/weekend, the student will lose the privilege of participating in the commencement ceremonies.

## **DIPLOMAS**

- A. Generally, diplomas will not be issued to students who have attended SLHS less than a year.
- B. Students over 16 years of age forced out of regular attendance at SLHS for such reasons as illness, work, disability, or hardship may, if all other graduation requirements are met, transfer credits earned at approved high schools, summer school, or correspondence schools to be applied toward graduation from Spring Lake Senior High School. Night school community education is not designed for day school students. Written permission from the principal in advance is necessary if an exceptional situation occurs and credit is desired. Students must be rolled in five (5) day school classes before any adult education classes are approved (seniors only).
- C. Credits from out-of-school sources need to be approved in advance. These will be evaluated in terms of hours of instruction and new knowledge. A maximum of one credit, of out-of-school credit, will be applied toward SLHS graduation requirements.

## **HONOR GRADUATES**

Students who have met all graduation requirements and have earned a cumulative G.P.A. of 3.5 or higher following the winter term of their graduation year will be designated "Honor Graduates." Honor graduates are comprised of Summa Cum Laude (G.P.A. 3.9 or above), Magna Cum Laude (G.P.A. 3.7 - 3.899), and Cum Laude (G.P.A. 3.5 - 3.699). No rounding of GPA's will be allowed to meet honor graduate status. Honor graduate students will be acknowledged in the graduation program.

## **SENIOR SCHOLAR AWARD AND DISTRICT RANK**

The class of 2025, 2026 and 2027 will be ranked on a weighted scale by including Advanced Placement classes which are computed on a 5.0 scale. Their district ranking will be based solely on their weighted GPA.

The class of 2024 will be ranked based on their GPA (75%) using a non-weighted, 4.0 scale and Honor Points (25%). At the conclusion of trimester two, the Senior Scholar Award will be computed based on ranking and SAT composite scores.

Senior Scholar Award is determined by the following:

Seniors will have their GPAs, SAT composite scores, and selected advanced courses calculated into a list (GPA 50%, SAT 25%, and advanced courses 25% - Example: 4.0 GPA X 125 = 500, 1600 SAT X 0.1563 = 250, 35 honor points X 7.15 = 250\* for a total of 1000).

Courses awarded points per term are listed below. Top 25 scores earn Senior Scholar Award distinction. A student must be enrolled in SLHS both junior and senior year to earn the Senior Scholar Award honor.



<b><u>Course</u></b>	<b><u>Honor Points</u></b>		<b><u>Course</u></b>	<b><u>Honor Points</u></b>
AP Calculus A/B/C	3		AP Env. Science A/B/C	3
Statistics	1		AP World Hist. A/B/C	3
PreCalculus A/B	2			
Physics A/B	2			
Chemistry II A/B	2		<b><u>Michigan Virtual High School (MVHS)</u></b>	<b><u>Honor Points</u></b>
Human A&P A/B	2		AP Courses only	3
AP Biology A/B/C	3		Only 3 courses allowed in high school	Max 9
AP Economics A/B/C	3			
AP US History A/B/C	3		* Odysseyware courses will not be awarded honor points.	
AP English Lit A/B/C	3			
AP English Lang. A/B/C	3		<b><u>College Courses</u></b>	<b><u>Honor Points</u></b>
French III A/B	2		100+ level or higher in core courses	1
AP Statistics A/B/C	3			
AP Psychology	3		Calculus II & Calculus III	2
AP Art Studio A/B/C	3		English courses exceeding curriculum	2
French IV A/B	2			
Spanish III A/B	2		* Summer courses will not be awarded honor points.	
Spanish IV A/B	2			
AP Spanish A/B/C	3			

An extra bonus point will be awarded to students who have taken a full year of Chemistry I and a full year of Physics.

## **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing they meet the requirements established by law and by the District. Dual enrollment provides an opportunity for students to take college classes for high school credit, college credit, or credit for both high school and college. Students must have qualifying scores on the SAT or ACT test to be eligible for dual enrollment courses (this may be adapted to follow new state legislation). If the student does not have an SAT or ACT test score the student must take the Accuplacer test at Muskegon Community College. Tuition costs will be covered in full or in part, depending on the cost of each course. Students interested in dual enrollment should meet with their counselor for details regarding this option. Some college courses may not be accepted for credit by other institutions. It is the responsibility of the student to meet with a college representative and determine the transferability of a course.

## **EARLY GRADUATION REQUIREMENTS AND PROCEDURES**

Please inquire in the counseling office.

## **PERSONAL CURRICULUM**

Every student is entitled to a personal curriculum. Please see the attached link for clarification on the state guidelines.

[www.michigan.gov/documents/mde/PC\\_Guide\\_1\\_2015\\_482101\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf)

## **POSTGRADUATE INFORMATION**

After graduation, students may obtain school records by contacting the counseling office at (616) 846-5505.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the counseling department.

## **HONOR ROLL**

Honor roll is determined after each term. It is based on the term GPA and not the cumulative GPA. Students who earn a 3.00 to 3.499 GPA will be listed on the Dean's Honor Roll. Students with a 3.5 to 3.999 GPA will be on the Principal's Honor Roll, and students with a perfect 4.000 GPA will be on the Superintendent's Honor Roll. Students who receive one or more "E", "D-", "D", "D+", "NC", or an "I" will be not eligible.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, they and their parents/guardians must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Technology Acceptable Use Policy* and the requisite student and parent/guardian agreement will be distributed each fall and can be found on the SLPS website.

## **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the SAT, M-STEP, and Workkeys tests for high school juniors, will be administered in trimester three each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work. Parents/guardians and students should watch school newsletters and the local press for announced testing times.

Sophomores will take the PSAT10. A preparatory assessment primarily used to help students prepare for the SAT. Freshmen will take the PSAT9 as well in trimester three every year. There is no "opt out" option for State mandated testing per the MDE.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent/guardian (or student) consent may need to be obtained. SLHS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

SLHS provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

Art Club, Astronomy Club, Bass Fishing, Book Club, Boys Volleyball, BPA, Card Game Club, Chess Club, Coding Club, Coyotes, Crew, Rowing, Cricket, Current Events, Drama Club, Future Health Leaders, Gaming Club, Interact, Lifting Club, Men's Choir, Nature Club, NHS, Peer Up, Photo Developing Club, Quiz Bowl, Rowing Club, Sailing Team, Ski Club, Student Council, Travel Club, World Language Club.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the assistant principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Non School-sponsored clubs include:

Anxiety Group, Be Nice, DnD, Fashion Club, First Priority, Girl Up, Kids Food Basket, LGBTQ+, Share Chair Podcast, Skate for Change, The Chalkboard Project,

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

SLHS provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact James Hogan, the Athletic Director, at [jhogan@springlakeschools.org](mailto:jhogan@springlakeschools.org).

Baseball, Basketball, Dance, Cheer, Cross Country, Golf, Swim/Dive, Volleyball, Football, Soccer, Tennis, Lacrosse, Ski Team, Softball, Track, Wrestling.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

All student athletes are required to abide by the rules and regulations laid out in the SLHS Athletic Handbook. Non-compliance with these guidelines, or difficulties in academic or behavioral performance, may impact the athlete's participation in athletic events. In such cases, the coach(es) may be consulted to provide necessary interventions for improvement in academics or behavior. For more detailed information, kindly refer to the SLHS Athletic Handbook or contact the Athletic Office.

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established.

- A. Students are required to attend all of their scheduled classes.
- B. Students will be allowed twelve (12) absences in each class period during a term. Parents/guardians will be notified by letter on the student's eighth (8th) and twelfth (12th) absence.

Students who accumulate more than a total of twelve (12) absences (absolute maximum of excused or a combination of excused/unexcused) will lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the doctor in charge, will be considered. 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 dates that the student could not be in school. Details may be obtained from the student's counselor or the assistant principal/principal. Absences not calculated in the twelve (12) absence procedure include:

- A. Suspensions imposed by a school administrator
- B. School-related absences
- C. Absences due to a death in the immediate family

These types of absences do not count as either excused or unexcused absences in determining whether a student will lose credit in a class for excessive absenteeism. The principal will make these determinations on students' credit.

Students must maintain five (5) classes to remain in school or be dropped for the term. Any students with less than five (5) classes must have their status reviewed by the principal. Students will lose credit for any classes dropped due to attendance.

- A. An absence will be excused when the absence occurs due to illness or death in the family. An absence for reasons of importance other than those mentioned above should be discussed with and approved by high school office personnel before the absence occurs.
- B. 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.
- C. Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage. These absences will count towards absence totals.

If, at any time during the day, a student finds that it is necessary to leave the building, the student must obtain permission from office personnel and a parent/guardian and

enter their name and destination on a sign-out sheet. Leaving school property without authorization will result in Saturday detention. Students are not to leave school property during or between classes.

Students will not be released from school to take or transport other students to or from school without office and parental permission.

### **EXCUSED ABSENCES**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. A meeting to discuss alternative educational arrangements may be arranged by the assistant principal.

### **SCHOOL-RELATED ABSENCES**

School-related absences are defined as field trips, student council meetings, counseling office appointments, class meetings, National Honor Society meetings, college visitations (2 per school year), athletic events, and other school functions. If there is a class or student council meeting, the advisors will have the students sign in, and a list will be sent to the teachers the next day requesting that the absences be school related. College visits will not be granted in conjunction with scheduled school vacation breaks. For in-school absences, students must first report on time to class for attendance and then ask the instructor to leave class for the activity. All work is due as if the student attended class. In case of multi-hour functions, students need to report for attendance only in the first class in which the activity begins. Students may not miss class if there is a scheduled assessment.



## **GENERAL ABSENCE PROCEDURES**

A parent/guardian must call the high school attendance office at (616) 846-5501 and press "3" and leave a message on the attendance line, or email [gpeel@springlakeschools.org](mailto:gpeel@springlakeschools.org) for students in Grades 9-12 on the day or days an absence occurs. This must be done in order to have the absence(s) considered to be made excused. Failure to excuse an absence will result in a Saturday detention assignment. Beyond five school days of the absence, no changes or modifications, such as a regular absence to a medical absence, will be made to a student's attendance record.

- A. If a parent/guardian is unable to call due to hours of employment, a note must be provided on the day the student returns to school.
- B. Students should ask their teachers about their attendance status if they are concerned. The teacher's record book will always be used as the official record.
- C. A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.
- D. Absences resulting from long-term illness will be evaluated on an individual basis.
- E. If a student is removed from more than one class, they shall be dropped from the school rolls for the balance of the term.
- F. The school will contact the Truant Officer for those students who are younger than 16 and have attendance problems.
- G. Unexcused absences will be considered as truancy and students will either receive a letter grade of "E" for the affected hours or not be allowed to make up any work done in the affected classes.
- H. An unexcused absence will result in a Saturday Detention.

The following is a listing of examples of attendance behavior that results in an unexcused absence being assigned:

- A. Skipping class
- B. Oversleeping
- C. Absence from a class to do work or study for another class
- D. Absence from a class to work in the library/media center
- E. Absence from a class to avoid a scheduled assessment and/or due date/deadline
- F. Failure to clear up an absence in two (2) days
- G. Sent from a class for disciplinary reasons
- H. Leaving class early without the permission of classroom teacher
- I. Leaving the building because of illness or accident without reporting to the office
- J. Falsifying notes, telephone calls, or emails
- K. Students who are in the building (i.e. library/media center, commons, etc) and fail to report to class will be given an unexcused absence.



## **TRUANCY**

Truancy is not acceptable (does not include medically excused, school related, death in family, or suspensions). Students who are truant will receive no credit for school work that is missed. After 12 days of truancy in any trimester, a student will be considered an "habitual truant" which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **STEP I AFTER 8 DAYS OF TRUANCY**

Phone/letter contact to parent/guardian from school addressing concerns of attendance

### **STEP II AFTER 10 DAYS OF TRUANCY**

Face to face meeting is scheduled with parents/guardians and assistant principal  
Student educational plan will be developed based on situation causing lack of attendance

### **STEP III AFTER 12 OR MORE DAYS OF TRUANCY**

Student is referred to Ottawa Area Intermediate School District (OAISD) truancy Staff. Parents/guardians will be sent a letter that includes the involvement of the truancy staff  
and the failure of the class(s) with 12 absences.

### **STEP IV AFTER TRUANCY REPORT FORM IS SUBMITTED**

OAISD truancy staff will meet with the student, parents/guardians, and administration to find solutions to the truancy problem. Possible home visit if student has not returned to school by truancy officer

### **STEP V IF REPEATED UNEXCUSED ABSENCES CONTINUE**

OAISD truancy officer will make a return visit to the home  
Consequences will be explained by truancy officer

If applicable a referral to the 20<sup>th</sup> Judicial Circuit Court Choice Program will be made

## **ATTENDANCE INCENTIVE - SPRING TERM SENIORS ONLY**

Seniors with a grade of B- AND four (4) or less absences per class for the spring term will not be required to take the final exam. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. Medical absences and suspension days for this incentive will be counted in the total when determining exam exemption. Take note that if a senior who is exempt from taking an exam but wishes to better their grade, they are welcome to take that exam. Make sure if a student chooses to take an exam, it is communicated with the teacher to ensure that an exam is available for that individual. If the exam grade does not help the overall grade, it will not be calculated for the final grade. The assistant principal will make the determination on any student in question.

## **ABSENCES AND MAKE-UP WORK**

Students with absences that are not school-related or pre-approved have two days for every day absent in which to turn in the work that was missed. An exception is a student who is absent only on the day prior to or the day of a test. A teacher may use their discretion as to whether to grant the two days in which to make up the test. Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or immediately upon return to class. It will be the student's responsibility to seek clarification from each affected teacher before the school-related or pre-approved absence occurs. All coursework must be completed within five (5) days of the end of a term for work to be counted toward the final grade.

## **ADVANCED EXCUSED ABSENCES**

Parent(s)/guardian(s) requesting the student to be excused for a period of time (vacation) must make the request by phone, email or in person at least two (2) days in advance. The student must request and complete a vacation form that can be picked up in the office. The following reasons may cause the request to be denied:

- A. If, in the judgment of the administration or the teacher, the length of the absence will seriously jeopardize the student's grade.
- B. Poor attendance record.

If the student makes a decision to leave after the request has been denied, all classes missed will be considered as unexcused and follow the unexcused policy. No advanced excuse will be approved during scheduled term exams. Hunting, church, etc. type absences will be reviewed on an individual basis.

## **VACATIONS DURING THE SCHOOL YEAR**

Parent(s)/guardian(s) are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements and the student will need to fill out a vacation form with all of their teachers. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **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 tardy is when the student is not present in the room when the bell rings to start class. Students have two tardies per term before any disciplinary action is taken.

- A. If a student is late for class less than ten (10) minutes, the teacher will record the student as tardy. If a student is ten (10) or more minutes late for a class, the teacher will record the student as absent.
- B. Students missing any part of the day must report to the office to sign-in before attending class and will have a pass from the office.
- C. Students start with a clean tardy slate at the beginning of each term.
- D. Parents/guardians can excuse a tardy, but it will still count as a tardy, just as an excused absence still counts as an absence.

## **TARDY DISCIPLINE POLICY**

- A. First two (2) offenses will be handled at the discretion of the teacher.
- B. Third, fourth, and fifth offenses will be handled by the teacher who will contact home and assign a detention.
- C. The sixth and additional offenses will result in a Saturday detention assigned by the teacher and a call home.

## **ABSENCE DUE TO SUSPENSION**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon their return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to School. The student will be given credit for properly completed assignments and a grade on any made-up tests.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

A major component of the educational program at SLHS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

It is expected that all students will demonstrate the common elements of good citizenship while in attendance at the school. This requires that the student conducts themselves responsibly in relationships with others. Cooperation, courtesy, and

respect for teachers and fellow students are essential elements in accepting this responsibility. The following is a list of policies which govern student conduct at SLHS.

The administration will consider all disciplinary matters on an individual basis. Although disciplinary penalties are indicated in the student code of conduct, these disciplinary penalties are normal disciplinary penalties. Under certain circumstances these penalties can be increased due to aggravating circumstances or decreased due to mitigating circumstances. The seriousness of the incident giving rise to discipline and the student's past disciplinary record will be considered to determine an appropriate penalty.

Students involved in a discipline problem that requires more than a verbal warning will have a disciplinary notice sent home to the parent/guardian explaining the situation and the penalty. In the case of serious incidents, the parent/guardian will be contacted by phone, and they may also receive a disciplinary notice in the mail, or electronically via email.

### **EXPECTED BEHAVIORS**

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and in the school.

### **COMMON SET OF CLASSROOM EXPECTATIONS**

Following is a list of guidelines intended for all students in all classrooms.

- A. Pop and food will **not** be permitted in classrooms. Exceptions will be made only for content related activities and/or instructional strategies.
- B. Tardiness will be handled in the following manner:
  - First two offenses* will be handled at the discretion of the teacher.
  - Third, fourth, and fifth offenses* will be handled by the teacher who will assign a detention.
  - The sixth and additional offenses* will result in a Saturday detention assigned by the teacher.
- C. The use of profanity will not be tolerated. Students who use profanity will be assigned a detention.
- D. Students must have a hall pass from their teacher in order to be in the hallway during class time unless the entire class is in transition to another site.

- E. Backpacks, purses, bags, etc., are to be stored in lockers during the school day. These items are not allowed in classrooms.
- F. Students must receive permission and sign out from the office in order to leave the building, unless accompanied by a staff member.
- G. One of our core principles at this school is the importance of demonstrating respect towards oneself, others and property. It is essential that this principle is upheld at all times. Students who fail to display respect towards others will face consequences.
- H. Morning announcements will read by office personnel through the phone system at the beginning of second period each day. Students should make it their responsibility to check announcements for information that applies to them.
- I. Students must have an absence excused within 48 hours or the absence will be considered unexcused and disciplinary action will follow.
- J. Cheating and academic dishonesty will not be tolerated.
- K. Classroom rules and procedures prescribed by the teachers are also required to be adhered to by all students.

## **STUDENT DRESS CODE**

The Spring Lake Board of Education considers the matter of individual student dress to be a responsibility of the parents/guardians of students attending schools within the district. SLHS expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent/guardian. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school. The following dress code guidelines have been established but are not limited to:

- 1. Basic Principle:** Certain body parts must be covered for all students at all times.  
Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
- 2. Students Must Wear:**
  - A. Clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and footwear.
  - B. Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
  - C. Clothing must cover undergarments (straps excluded)
  - D. Hats and other headwear must allow the face and ears to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.

- E. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, manufacturing classes and other activities where unique hazards exist.

**3. Students Cannot Wear Clothing that:**

- A. Is materially or substantially disruptive or that school officials can reasonably forecast will create a substantial disruption.
- B. Is obscene, sexually explicit, indecent, or lewd
- C. Promotes the use of or advertises illegal substances
- D. Incites violence
- E. Contains “fighting words”
- F. Constitutes a true threat of violence
- G. Is not constitutionally protected
- H. Slogans or pictures that have a negative or offensive double meaning.
- I. Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized group.

**4. Dress Code Enforcement:** To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

- A. Students will only be removed from spaces, hallways, or classrooms as a result of dress code violations as outlined in sections 1 and 3 above. Students in violation will be provided with three (3) options to be dressed more to code during the school day.
- B. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- C. Parents/guardians will be called to bring alternative clothing for the student to wear for the remainder of the day.

If, after parent/guardian contact, alternative clothing cannot be obtained, the student will remain in the office for the remainder of the school day.

### **BACKPACKS/BAGS**

Backpacks may be worn to school, but they must be kept in the students' lockers. Backpacks for sports must be stored in the team locker room. This includes large purses and handbags.

### **LOST AND FOUND**

Lost and found items will be held at the main office. If you are missing a personal belonging, go to the main office and the administrative assistants will assist you in finding the missing item if it has been turned into the office. Any items left in the lost and found storage after 12:00 P.M. on the last day of final exams for each term will be collected and either disposed of or sent to a charitable organization. No items will be saved.



## **MESSAGES TO STUDENTS**

Telephone messages will not be delivered to students to remind/notify them of doctor/dental appointments, pick-up times/places and other non-emergency messages. Parents/guardians may, however, leave a message in the main office where students can stop during passing time between classes if they are expecting a message, otherwise, the office staff will send the student a message via Schoology. Therefore, students are expected to check their Schoology messages throughout the day. In extreme emergencies, an attempt will be made to deliver a message to the student.

## **GANGS**

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **TITLE IX SEXUAL HARASSMENT**

Every student is entitled to Nondiscrimination and Access to Equal Educational Opportunity. Please see the Spring Lake Public Schools School Board policy po2260 for more information.



## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

It is expected that all students will demonstrate polite and respectful behavior toward all persons in the building. Students who display serious insubordination, gross disrespect, persistent disobedience, or participate in a gross misdemeanor will face disciplinary action. Acts of insubordination, such as, but not limited to, refusal to communicate with or submit to reasonable testing will be subjected to disciplinary action. Abusive language to any adult at school will result in disciplinary action. Penalties may range from a detention to a ten (10) day suspension. The administration reserves the right to determine what behavior is inappropriate and may act upon situations not specifically listed below.

The following is a list of discipline problems. Student expectations and the penalty for misconduct are included. This list is not inclusive.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE** (Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

***First Offense***

Will be ten (10) days home suspension from school and notification given to the proper authorities. With successful completion of Chemical Dependency Classes with a parent/guardian, a student can reduce the suspension to five (5) days. Upon return to school the student may be required to submit to random drug/alcohol testing.

***Second Offense***

Indefinite suspension pending action by the Board of Education to permanently expel the student from attending SLHS.

**2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

***First Offense***

Will be ten (10) days home suspension from school and notification given to the proper authorities. With successful completion of Chemical Dependency Classes with a parent/guardian, a student can reduce the suspension to five (5) days. Upon return to school the student may be required to submit to random drug/alcohol testing.

***Second Offense***

Indefinite suspension pending action by the Board of Education to permanently expel the student from attending SLHS.

**3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use

of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

***First Offense***

- Confiscation
- Parent/guardian notification
- Up to 3 days out of school suspension
- Police referral

***Second Offense***

- Confiscation
- Parent/guardian notification
- Up to 5 days out of school suspension
- Police referral
- Behavior contract

***Third Offense***

- Confiscation
- Parent/guardian notification
- Up to 10 days out of school suspension and/or recommendation for expulsion.
- Police referral
- A positive parent/guardian meeting with high school administrator(s) is required before re-entering school.

**4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if they bring onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

## **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

## **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” Students involved in aggressive actions will be disciplined. The following procedure will be used:

### ***First Offense***

Up to a three (3) day suspension

### ***Second Offense***

Up to a ten (10) day home suspension

### ***Third Offense***

Longer suspension/possible expulsion

If the aggression continues after the intervention of an adult, additional disciplinary action will be taken. Assault will be considered a felony and may be reported to the proper authorities.

## **10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

## **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### **13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

Students are expected to conduct themselves honestly and with integrity in their schoolwork. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- A. Copying another student's work or using AI and passing it off as your own
- B. Working with others on projects that are meant to be completed individually
- C. Not giving proper citation for work created by someone else
- D. Looking at or copying another student's homework, test, or quiz answers
- E. Allowing another student to look at or copy answers from your test, quiz, or daily work
- F. Using any other method to obtain/receive test or quiz answers
- G. Taking a test or quiz in part or in whole to use and/or give to others
- H. Taking papers from another student, publication, or off the Internet and/or another student's computer files

Students found cheating and/or plagiarizing on any assignment, exam, test, or quiz will receive a "0" or "E" for the grade and will receive a Saturday Detention. The teacher will notify the parent/guardian and report the incident to the administration. A second violation could result in a failing grade in the course.

### **14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

### **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **17. Theft**

When a student is caught stealing school or someone's property, they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in restitution, suspension or expulsion.

## **18. Disobedience**

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

## **19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension or expulsion.

## **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

## **21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

## **22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## **23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.



## **24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

## **25. Possession of Personal Communication Devices (PCDs)**

All cell phones/electronic devices (including headphones/earbuds) are the responsibility of the student, not the school. The use of cell phones or other electronic devices to aid in academic fraud or academic dishonesty, or violate the privacy or personal property of another student will lead to punishment, up to suspension.

Cell phones and other electronic communication devices are prohibited from being used in locker rooms and restrooms. The use of a personal electronic device during class time is at the discretion of the classroom teacher. Students are not allowed to make or receive phone calls or text messages, use earbuds or headphones, or listen to music on their devices without permission of the teacher.

During some investigations, the administration may ask that the student's cell phone be turned into the administrative assistant during the interview process. Additionally, conduct on a personal cell phone outside of school time or property may still result in consequences at school if the conduct negatively impacts another student's ability to have a free and appropriate public education.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

If a student is found using an electronic communication device outside of the designated classroom policy, this will be considered insubordination and will result in:

### ***First Offense***

Confiscation of device, to be returned after the student serves a detention.

### ***Second Offense***

Confiscation of device, to be returned to parent/guardian only, student to be assigned a Saturday detention.

### ***Third Offense***

Suspension from school from 1-3 days.

## **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Students who act or speak inappropriately or whose behavior is considered to be disruptive to the orderly conduct of the school can be removed from the class and referred to the office for disciplinary action. The teacher has the authority to assign a student detention; therefore, if students are sent to the office, it will be considered a serious disruption problem. If students are sent to the office, a Saturday detention will usually be assigned. If a problem recurs, the students will receive progressively more severe disciplinary action. The normal progression is detention, Saturday detention, in-house suspension, short-term removal from the class, and permanent removal from the class. If students are taken out of a class, they must report to the assistant principal for that time. The students will have an unexcused absence from the class and will receive a grade reduction.

## **29. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents/guardians, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at

any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the assistant principal, or may report it directly to the Principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;

- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

## **29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

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

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

## **29b. Bullying and Other Aggressive Behavior**

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

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

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

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

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

Please see Board Policy 5517.01 for updated policy and procedures.

### **NOTIFICATION**

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

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

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

## **IMPLEMENTATION**

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

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

## **PROCEDURE**

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

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

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

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

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

## **NON-RETALIATION/FALSE REPORTS**

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

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

## **DEFINITIONS**

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

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

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

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

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

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



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

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

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

"Staff" includes all school employees and Board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

***First Offense***

Detention up to a three (3) day suspension

***Second Offense***

Up to a five (5) day suspension

***Third Offense***

Five (5) day minimum suspension up to expulsion

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

#### **CRIMINAL ACTS**

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

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

#### **SAFETY CONCERNS**

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

#### **PROFANITY**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes:

- A. writing assignments;
- B. change of seating or location;
- C. lunch-time and after-school detention;
- D. in-school restriction;
- E. Saturday school.

## **DETENTION**

Detentions are held Tuesday and Thursday from 2:40 P.M. until 3:20. Students will be assigned detentions for minor infractions. Students will be expected to attend detention within three (3) days of the date issued. If a student has a unique circumstance (doctor's appointment, family emergency, etc.) where they are unable to attend by the completion date, the student's parent/guardian must call the assistant principal prior to the detention date to make arrangements. Students who do not show up for a scheduled detention will be assigned a Saturday detention and/or suspended from school. The Student or the student's parents are responsible for transportation.

### **SATURDAY-SCHOOL DETENTION**

Saturday morning detentions are held from 8:00 A.M. to 11:00 A.M. in the alternative education building, 14707 Leonard. It is located south of the SLHS and west of Jeffers Elementary. Students will be expected to do school work during this time. Students will be given a reminder to show up for this detention period. If a student fails to attend a Saturday morning detention, without parental contact informing the school about an illness or severe crisis at home, he/she will receive a one (1) day suspension the following Monday. The Student or the student's parents are responsible for transportation.

### **IN-SCHOOL SUSPENSION (ISS)**

An in-school suspension is a more serious step than detention. The rules of in-school suspension will be given to the student by the administration. A student may be

placed on in-school suspension for individual hours or the entire day. The student is expected to bring work and to work the entire time there.

In-school students are expected to be on their best behavior. Violations of the rules will result in a three (3) day, out of school suspension. No possession of electronic devices such as cell phones, iPods, etc. will be permitted while a student is serving this type of consequence.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Short-term suspension (ten (10) days or less) — Students may not be permitted to attend school for a determined length of time. This is used as a more serious form of discipline. Students suspended for three (3) days or more may have a parental conference with the principal/assistant principal before they will be permitted to return to school. Students suspended for three (3) days or more may receive home-work upon submitting a written request to the principal.

Long-term suspension (eleven (11) days or more - usually a term) - This form of discipline is very serious and requires school board action to impose it. This will be used only in serious incidents and cases of persistent misconduct. The students will not receive credit for any of the work missed during this suspension period. If the suspension is for the term, they will receive failing grades in their classes.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

### **SNAP SUSPENSION - SB 183, SEC. 1309**

In accordance with state legislation of 9/7/99, the following practices and policies have been placed in effect. A teacher may, with reasonable cause, exclude a student for not more than one class period or activity (one day of school) without agreement of the building principal. In these cases the teacher must contact the parent/guardian and immediately notify the office in writing of the parental contact and the reason for the suspension.

### **EXPULSION**

Expulsion is the final step in disciplinary procedures and requires action by the Board of Education. At this point students would be removed permanently from attending Spring Lake Public Schools. This will be used in very serious incidents or in the case of persistent gross misconduct by students.

*180 days of mandatory expulsion from school.*

- A. Verbal assault on school personnel
- B. Bomb threat
- C. Physical Assault on a student

*Up to 180 days of mandatory permanent expulsion from school.*

- A. Weapons of any nature on school property, events, or activities
- B. Arson of any nature on school property, events, or activities
- C. Rape that occurs on school property, events, or activities
- D. Physical assault upon school personnel of any nature on school property, events, or activities by a student sixth grade or above.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain their side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, they and their parents/guardians will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents/guardians request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents/guardians which will contain:

- A. the charge and related evidence;
- B. the time and place of the Board meeting;
- C. the length of the recommended suspension or a recommendation for expulsion;
- D. a brief description of the hearing procedure;
- E. a statement that the student may bring parents/guardians, and counsel;
- F. a statement that the student and/or parent/guardian may bring a translator or request a transfer for hearing impaired students or parents/guardians;
- G. a statement that the student may give testimony, present evidence, and provide a defense;
- H. a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- I. the ability of the student and/or parent/guardian to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal during which the student may be represented by their parents/guardians, legal counsel, and/or by a person of their choice.

Within 2 days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent/guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

SLHS makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

## **SEARCH AND SEIZURE**

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of 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.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.



Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **RESOURCE OFFICER**

Deputy Trevor Johnson is fully deputized by the Ottawa County Sheriff's Department and has been placed at SLHS to work as a law enforcement officer and liaison for students who might be involved in issues of a legal nature. His primary role at SLHS is the safety of students.

## **TRI CITY SILENT OBSERVER "FAST 50 PROGRAM GUIDELINES"**

The goal of this program is to make the school environment safer for the students and employees by providing an avenue to anonymously report the presence of dangerous weapons, drugs, theft, or destruction of property occurring within or upon school property. Parties reporting information would utilize the 33 regular Silent Observer phone number of (616) 842-1400 which is staffed 24 hours a day. This program is available to all middle and senior high schools located in the greater Spring Lake/Grand Haven area. A reward of \$50.00 will be provided upon the recovery of a weapon, drugs, stolen or damaged property. This reward will be paid upon the recovery of the property, not the arrest or suspension of an offender. The actions taken against the student(s) or employee will be left up to the individual school. In the event of a recovery, the reporting person is eligible to claim a \$50.00 reward. In order for the person to claim the reward, they must contact the Silent Observer Secretary/Treasurer, at (616) 842-4910, Monday through Friday, 9:00 A.M. to 5:00 P.M. When calling to claim the reward, the tipster must be able to identify themselves by giving the correct identification number provided to them at the time the Silent Observer tip was received. Arrangements for the method of payment will be upon the mutual agreement with the tipster and the Silent Observer Secretary/Treasurer. Safety for both parties involved will be the primary factor taken into consideration for payment.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live farther than one (1) mile from school. The transportation schedule for your student may be found on your student's PowerSchool account under Transportation.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent/guardian stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

#### **TRANSPORTATION POLICIES**

In order to achieve a minimal route time and on time arrival at school, it will be essential that we maintain the time integrity of routes. Students are required to be at their bus stops 5 minutes prior to their pick up time. Should they not be at their stop, the driver will not wait for them, nor will they return to pick up students. If your child misses the bus, you will need to bring your child to school. Do not chase down the bus on foot or by vehicle as this creates many safety issues.

Parents/guardians are requested to identify one pick-up and one drop-off location for the school year. The bus stop may or may not be located at the home address. However, students will be assigned to the nearest designated bus stop within the prescribed walking distance. Parents/guardians must register their child on line, with transportation, each school year in order for him/her to be placed on a bus route at: <https://www.springlakeschools.org/transportation/> . If you do not have access to a computer, you may contact transportation at (616) 846-5507. Parents/guardians may view their child's bus route information via their PowerSchool Parent Access Account.

Students are required to ride the bus they have been assigned. This ensures that the school will know who is actually on a bus, a student can be located in the event of an emergency, and overcrowding is controlled. In the event that a bus has more students than available seating, students may be moved to an alternate bus without advance notice.

LAW REQUIRES that ALL items carried on a bus must be secured. The items must be held on the lap of a student. Articles may not occupy a seat, be under a seat, be in the aisle or block emergency exits. Hockey and lacrosse sticks along with bats, golf clubs, sleds, skateboards, skis, snowboards, or any other piece of recreational equipment will not be allowed on the buses for student transportation. Critters (i.e. bugs, snakes, fish, hamsters, etc.) are also not allowed on the buses.

Rules for all students:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Bullying / Violence is prohibited.
6. Remain seated.
7. No smoking/vaping.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your safety, and the safety of others, do not distract the driver through misbehavior.
11. Electronics are not allowed out on the bus. They must remain in bag or pockets.
12. The bus is an extension of school and school rules apply.

Misbehavior on Bus: Penalty at discretion of Bus driver, Transportation Director, Coordinator and/or Principal. Depending on the infraction, consequences may include; a call to parent/guardian, restitution for damages, seat assignment, loss of busing privileges for 1 to 10 days, or permanent loss of busing. Serious misbehavior on the bus may also be cause for suspension or expulsion from school.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school.

- A. Student operated vehicles must be parked in the designated STUDENT PARKING AREAS. Failure to comply with parking regulations will result in loss of parking privileges, detention and/or suspension.
- B. Students intending to drive to school must complete a parking application that can be obtained from the main office and must provide proof of drivers license, insurance, and registration. This application must be signed by a parent/guardian and completed prior to driving to school.
- C. Upon receipt of the properly completed parking application and payment of the appropriate fee, a student parking permit will be issued. This permit must be placed on the dashboard or rearview mirror with the registration number visible through the windshield.
- D. The student must obtain the permit from the HS office and pay a fee of \$5 for the school year. A new permit will be issued every year.
- E. Students are to drive only upon the paved portions of the school property and only those areas designated for the purpose of vehicle traffic.

- F. The administration reserves the right to search a vehicle. A student's refusal to allow or cooperate with the search will result in an immediate referral to the police.
- G. Loitering in vehicles or parking areas before or during the school day is prohibited.
- H. Speed, illegal parking, careless or reckless driving, turfing violations, and other law violations will be enforced at the discretion of the SLHS officials and/or the law enforcement personnel on site.
- I. Parking lot speed limit is 5 mph.
- J. Careerline Tech Center Students who wish to drive a vehicle or ride with another student driving to the tech center must have approval of the assistant principal and a parent/guardian-signed waiver and release form on file at the high school.
- K. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents/guardians and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents/guardians of passenger students and approval by the principal.

Careerline Tech Center Students who wish to drive a vehicle or ride with another student driving to the tech center must have approval from CTC and of the assistant principal and have a parent/guardian-signed waiver and release form on file at the high school.

### **SENIOR PARKING PRIVILEGE PROGRAM**

- A. For the purpose of this policy, the parking lot is described as the "Outer Lot" which is the western portion of the student parking lot to the west of the center travel lane, and the "Inner Lot" which is east of the center travel lane and closer to the aquatic center and high school.
- B. The "Senior Lot" is the southwest parking lot and is reserved for only Seniors displaying a Senior parking pass. Seniors are not allowed to park in "visitor" spaces or the first row closest to the building as this is reserved for staff parking.
- C. To qualify for a senior parking pass, students must be a graduating member of the current senior class and must have a completed parking application on file in the SLHS office and the appropriate fee must be paid in full.
- D. Students not displaying a senior parking pass are prohibited from parking in the described senior parking lot and will be subject to discipline.
- E. Students in 9th – 11th grade intending to drive to school must park in the outer lot, the southern 4 rows (approximately 75 spaces) of the "Inner Lot" or the northern three rows of the inner lot and display a valid parking pass.

## **AQUATIC CENTER PARKING**

In cooperation with the Spring Lake Fitness and Aquatic Center, a portion of the inner parking lot is reserved solely for the members of the aquatic center that are currently using the facility. These parking spaces are designated by red pavement lines and signed as "Aquatic Center Parking." This area is described as the 5th, 6th, and 7th rows from the south end of the inner lot. Students parking in the aquatic center parking spaces while attending school during the school day, regardless of an aquatic center membership, will be subject to disciplinary action.

## **BICYCLES/SKATEBOARDS/ROLLER BLADES**

All bikes are to be parked in the bike racks. Bikes should be locked when not in use. Skateboards/roller blades are not to be brought to school or used on school grounds unless administrative approval has been obtained.

## **OFF-LIMIT AREAS**

Before, during, and after school, students should consider the parking lots and paved roads as the school boundaries. Athletic fields, practice fields, surrounding woods and marshes, etc. are off -limits to students, unless staff permission is given. Students may not enter the parking lot during school hours without office permission. Disciplinary action will follow violations.

## **CLOSED CAMPUS/LEAVING SCHOOL PROPERTY**

Students are not to leave school property during or between classes. Leaving school property will result in a one-day suspension from school. Students are not allowed to go to the parking lot without permission from office personnel.

## **USE OF MOTORIZED UTILITY VEHICLES**

Students must have a valid motorcycle license to operate a motorcycle on campus as well as a registered parking sticker for the motorcycle. All other Motorized Utility Vehicles are prohibited.

## **STATEMENT OF COMPLIANCE**

Spring Lake Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies:

Spring Lake Public Schools  
Director of Curriculum & Operations  
345 Hammond Street  
Spring Lake, MI 49456  
(616) 846-5500

Auxiliary aids and services are available for hearing and visually impaired upon request. For assistance call the Michigan Relay Center at (800) 649-3777 (voice and TDD).