

SPRING LAKE HIGH SCHOOL



STUDENT HANDBOOK 2022-2023

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SPRING LAKE HIGH SCHOOL

WELCOME

This year promises to be another great year. From Freshman just starting out, to Seniors beginning their last year, Spring Lake High School 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!

Ben Armey

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	Ben Armey
Administrative Assistant to Principal	
Assistant Principal	Tony Bush
Administrative Assistant to Assistant Principal	Gera Peel
Athletic Director	JT Hogan
Administrative Assistant to Athletic Director	Sue Theune
Administrative Assistant in Counseling/Registrar	Penny Zacek
School Safety Coordinator	Mike Feasby
School Social Worker	Kristi Kortman

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.

MISSION STATEMENT

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.

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.

FACULTY OF SPRING LAKE HIGH SCHOOL

ART

Jennifer Gwinnup
Aaron Zuelke

BAND

Mark Grevengoed
Mike Truszkowski

BUSINESS

Kelli Heavilin

CHOIR

Aaron Polet

ENGLISH

Jessica Beebe
Jessie Crawford
Connolly Jenkins
Karl Sineath
Joe Sinn
Susan Strobel
David Theune

FOREIGN LANGUAGE

Lisa Henry
Sarah Peterson
Mark Webster
Laura Westhoff

COUNSELING

Ann Henke
Naomi VanSingel
Julia Wagner

LIFE SKILLS

Kathy VanderMeulen

MATHEMATICS

Rich Hyde
Becky Johnson
Bradley Mazure

Todd Mitchell
Emily Nieboer
Amanda Pepin
Megan Perrin

MEDIA

Laurie Draeger

PHYSICAL EDUCATION/HEALTH

Jerry Rabideau
Naomi VanSingel
Austin Way

SCHOOL PUBLICATION

David Theune

SCIENCE

Heather Gannon
Adam Reed
Jon Reinhard
Megan Perrin
Lisa Schanhals
Lauren Thompson

SOCIAL STUDIES

Kyle Jewett
Cody Mallory
Mike Ryan
Dan Start
Jim Warren
Sara West

SPECIAL EDUCATION

Christine Baker
Jennifer Boodt
Jennifer Gutierrez
Stacey Peterson

TECHNOLOGY

Aaron Andres

GRADUATION REQUIREMENTS

1. 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, 0.5 in Academic Collegiate Transition, one (1) in Fitness/Health, one (1) in Visual/Performing/or Applied Arts, and the remaining units in elective classes.
2. 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 graduation ceremonies.
3. Students must take five classes each term.
4. 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.
5. 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 graduation ceremony unless approved for graduation by the principal. Participation in the graduation ceremony is a privilege and can be lost due to behavior issues.

DIPLOMAS

- Generally, diplomas will not be issued to students who have attended Spring Lake High School less than a year.
- Students over 16 years of age forced out of regular attendance at Spring Lake High School 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).
- 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 SCHOLARS/DISTRICT RANK

The class of 2025 and 2026 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 2023 and 2024 will be ranked based on their GPA using a non-weighted, 4.0 scale. They will receive an updated Senior Scholar ranking prior to the start of their senior year as well as an updated ranking after the first and second trimester of their senior year. Seniors are ranked based on the Senior Scholar calculation.

Senior Scholar status is determined by the following:

Seniors will have their GPAs, SAT composite scores, and selected advanced courses calculated into a District Rank 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 distinction. A student must be enrolled in SLHS both junior and senior year to earn Senior Scholar honor.

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

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.
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.

GRADING SYSTEM

High school students are graded on trimester marking periods. 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).

- Online BYU Courses will receive a letter grade earned.
- Odysseyware classes will receive a letter grade earned.
- Michigan Virtual High School (MVHS) will receive a letter grade earned.
- ALL dual enrollment classes (MCC, GVSU, etc) will receive a letter grade earned.
- HOST will receive credit/no credit
- Independent Studies will receive credit/no credit

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.

GRANTING OF CREDIT

- Spring Lake High School will grant credit toward the high school diploma for work completed in any of the following categories:
- Courses taken at Spring Lake High School
- Courses taken at the Careerline Tech Center
- Approved shared-time programs
- Approved Advanced-Placement programs
- Other courses taken with the prior approval of the principal.
- High school courses taken at the middle school will receive credit only, not 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 Spring Lake High School 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.

DUAL ENROLLMENT

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.

RETAKING A CLASS

Students may request permission to retake a class for credit at Spring Lake High School. If the original grade in the class to be retaken is a B- or higher, BOTH the original grade and the grade earned in retaking the class will appear on the student's transcript. Only the grade earned in retaking the class will appear on the transcript if the original grade was lower than a B-.

A student who fails a required class must retake that class and earn a passing grade in order to meet graduation requirements. If the student earns a passing grade for the retaken class, the new grade will be recorded on the transcript and an NC (no credit) 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 (credit) will be recorded on the transcript and the E will remain on the transcript for the failed class.

As mentioned previously, students must have 27.5 credits to graduate. A student is able to fail 5 courses and still graduate on time with his/her class. If a student fails 8 courses, Spring Lake Alternative Education may be the next step. 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.

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:

- Work-Study Program (job)
- Alternative Education program
- Reasons of health
- Married students
- Students attending college classes in conjunction with Spring Lake High School 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 telephone a counselor giving a valid reason for requesting a change. When there is a class conflict, parent approval is not required to change a student's schedule.

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:

- Incomplete schedules
- Inappropriate academic placement
- Improper grade level placement
- Vocational/technical program adjustment
- Approval of independent study
- Approval for student aide positions

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

- Grade point averages will be computed for use as one element of the college application process.
- 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.
- 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.
- 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 or student, and (c) in response to formal legal processes.

GRADE POINT AVERAGE COMPUTATION

- 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.
- 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).
- Units of credit for courses of study will be granted in the following manner:
 - .5 units for a term course
 - 1.5 units for a three-hour block program course*

*Three-hour block program courses include: All Careerline Tech Center courses

- 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	

- College courses taken concurrently with a high school schedule will be noted on the high school transcript.
- Spring Lake High School will grant credit toward the high school diploma and compute grade point averages for transfer students according to the following procedure:
- Credits and letter grades will be transferred to Spring Lake High School using the grading/credit system in accordance with Spring Lake High School's G.P.A.

ATTENDANCE POLICY

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

- Students are required to attend all of their scheduled classes.
- Students will be allowed twelve (12) absences in each class period during a term. Parents will be notified by letter on the student's fifth (5th) and seventh (7th) 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:

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

These three 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 assistant principal will make these determinations on students' credit.

Students must maintain four (4) classes to remain in school or be dropped for the term. Any students with less than four (4) classes must have their status reviewed by the principal. Students will lose credit for any classes dropped due to attendance.

- 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.
- 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.
- 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 or guardian and enter his or her name and destination on a

sign-out sheet. Leaving school property without authorization will result in Saturday School. 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.

SCHOOL-RELATED ABSENCES

School-related absences are defined as field trips, student council meetings, counseling office appointments, class meetings, National Honor Society meetings, religious holidays, college visitations (2), 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 or legal guardian must call the high school attendance office at 846-5501 for students in Grades 9-12 on the day or days an absence occurs. All calls must be made within two school days of the absence. This must be done in order to have the absence(s) considered to be made excused. Failure to excuse an absence within two school days could result in disciplinary action from a detention to a Saturday detention assignment. **Please note:** 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.

- If a parent or guardian is unable to call due to hours of employment, a note must be provided on the day the student returns to school.
- 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.
- A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.
- Absences resulting from long-term illness will be evaluated on an individual basis.
- If a student is removed from more than one class, he/she shall be dropped from the school rolls for the balance of the term.
- The school will contact the Truant Officer for those students who are younger than 16 and have attendance problems.
- 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.
- 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:

- Cutting class
- Oversleeping
- Absence from a class to do work or study for another class
- Absence from a class to work in the library/media center
- Absence from a class to avoid a scheduled assessment and/or due date/deadline
- Failure to clear up an absence in two (2) days
- Sent from a class for disciplinary reasons

- Leaving class early without the permission of classroom teacher
- Leaving the building because of illness or accident without reporting to the office
- Falsifying notes, telephone calls, or emails
- 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

STEP I AFTER 3 DAYS OF UNEXCUSED ABSENCES

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

STEP II AFTER 6 DAYS OF UNEXCUSED ABSENCES

Face to face meeting is scheduled with parents and assistant principal

Student educational plan will be developed based on situation causing lack of attendance

STEP III AFTER 8 OR MORE DAYS OF UNEXCUSED ABSENCES

Student is referred to Ottawa Area Intermediate School District (OAISD) truancy staff.

STEP IV AFTER TRUANCY REPORT FORM IS SUBMITTED

OAISD truancy staff will send certified letter outlining consequences of further absences to the school and student

Attendance will be tracked and checked by OAISD truancy staff

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 20th 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 his/her 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 his/her 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) or guardian requesting the student to be excused for a period of time must make the request by phone or in person at least two (2) days in advance. **The following reasons may cause the request to be denied:**

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

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.

- 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.
- 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.
- Students start with a clean tardy slate at the beginning of each term.

TARDY DISCIPLINE POLICY

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

STUDENT DRESS CODE

The Spring Lake Board of Education considers the matter of individual student dress to be a responsibility of the parents of students attending schools within the district. Spring Lake High School 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(s) or guardian(s). 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:

- Clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and footwear.
- Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
- Clothing must cover undergarments (straps excluded)

- 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.
- 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:

- Is materially or substantially disruptive or that school officials can reasonably forecast will create a substantial disruption.
- Is obscene, sexually explicit, indecent, or lewd
- Promotes the use of or advertises illegal substances
- Incites violence
- Contains “fighting words”
- Constitutes a true threat of violence
- Is not constitutionally protected
- Slogans or pictures that have a negative or offensive double meaning.
- 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.

- 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.
 - 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.
 - Parents will be called to bring alternative clothing for the student to wear for the remainder of the day.
 - If, after parent 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.

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 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.**

STUDENT DRIVING/PARKING LOT

- 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.
- Students intending to drive to school must complete a parking application that can be obtained from the main office. This application must be completed prior to driving to school.
- 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.
- Students are to drive only upon the paved portions of the school property and only those areas designated for the purpose of vehicle traffic.
- 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.
- Loitering in vehicles or parking areas before or during the school day is prohibited.
- Speed, illegal parking, careless or reckless driving, turfing violations, and other law violations will be enforced at the discretion of the Spring Lake High School officials and/or the law enforcement personnel on site.
- 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-signed waiver and release form on file at the high school.

SENIOR PARKING PRIVILEGE PROGRAM

- 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
- The southern 4 rows (approximately 75 spaces) of the "Inner Lot" are reserved for students of the 12th grade displaying a senior parking pass.
- 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 Spring Lake High School office and the appropriate fee must be paid in full.
- Students not displaying a gold senior parking pass are prohibited from parking in the described senior parking area and will be subject to discipline.
- Students in 9th– 11th grade intending to drive to school must park in the outer 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.**

ELECTRONIC COMMUNICATION

Cell Phones/Electronic Communication

All cellphones/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.

Possession of Cell Phones/Electronic Communication Devices

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.

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 only, student to be assigned a Saturday detention.

Third Offense

Suspension from school from 1-3 days.

COUNSELING SERVICES

Counselors are primarily concerned with helping students help themselves. Students and parents 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 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 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 his/her 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.

STUDENT RECORDS

General policy statement:

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and a student 18 years of age or over may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness according to procedures established by the Board of Education. Such procedures shall be made available on request and shall include the opportunity for a hearing upon request.

No records, files, or data directly relating to an individual student will be made available to anyone without the consent of the student under 18 years of age except (1) to teachers and officials of the school district who have a legitimate educational interest in such information, (2) to officials of a school to which a student intends to enroll, in which case the student or parent or guardian shall be so notified, (3) to comply with a court ordered access to such records, in which case the student or parent or guardian shall be so notified, and (4) to honor a request from an Authorized Federal Administrative Agency when a student applies for financial aid. Federal Agency requests not connected with financial aid may be honored, but shall not include names of students or their parents or guardians or any means of identifying such students, parents or guardians.

Procedures for Student or Parent or Guardian Access to Student Records:

- A request to examine student records shall be in writing upon forms specified by the school.
- A request to examine records shall be honored within 30 days of its receipt. (Cannot exceed 45 days according to the law.)
- Records may be examined in the Counseling Office during regular office hours at an agreed upon time, or at other times by special arrangement.
- Records may be examined only in the presence of a counselor or a building administrator.
- Assistance in interpreting the records shall be available to the student or parent or guardian.
- The student 18 years of age or over, or the parent or guardian of a student under 18 years of age shall have the right to challenge the contents of the student's records as subsequently provided in these policies and procedures.

Procedures for access of student records to persons or agencies other than students 18 years of age or over or parents or guardians of students under 18 years of age are those covered under the general exceptions listed in the preceding general policy statement.

Procedures for transferring records on request of another school to which a student intends to enroll or on request to comply with a judicial order or subpoena:

- Request for records shall be in writing on forms provided by the school.
- Records requested may be sent without consent, but students 18 years of age or over or parents or guardians of students under 18 years of age shall be notified of the request and to whom records have been sent.
- A copy of records sent shall be made available to the student or parent or guardian if so requested.
- Students 18 years of age or over or parents or guardians of students under 18 years of age shall be given the opportunity to challenge the contents of records sent.

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.

ESSA MILITARY RECRUITMENT “OPT OUT” POLICY

Federal public law 114:95 and Every Student Succeeds Act (ESSA) Section 8025 requires school districts to release student names, addresses, email and phone numbers to military recruiters upon request. Student email is required by the National Defense Authorization Act, 2021 (NDAA) passed in 2021. Student Recruiting Information (SRI) includes the full information for all students currently enrolled in the 11th grade and 12th grade. The law also requires the school district to notify students and parents of the right to “Opt Out” by requesting that the district not release their students’ information to military recruiters. 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.

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.

MEDIA CENTER POLICIES

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 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.

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 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.
- Students may use the media center before and after school without a pass, but must follow all expectations for responsible behavior.
- No food or beverages are allowed in the media center.18

- All classroom rules and/or Common Set of Classroom Expectations apply to the media center.
- Materials must be properly checked out before leaving the media center.
- The copy machine is for school-related material only. There is a charge for personal use.
- The telephone may not be used without permission.
- Office computers are not for student use.
- Media center computer users must adhere to school Internet and Computer Acceptable Use Policies.

REGULAR DAILY SCHEDULE

First Hour	7:40 - 8:52	(72 Minutes)
Second Hour	8:58 - 10:11	(73 Minutes)
<i>Lunch 1</i>	<i>10:11 - 10:41</i>	<i>(30 Minutes)</i>
Third Hour A	10:47 - 11:59	(72 Minutes)
or		
Third Hour B	10:17 - 11:29	(72 Minutes)
<i>Lunch 2</i>	<i>11:29 - 11:59</i>	<i>(30 Minutes)</i>
Fourth Hour	12:05 - 1:17	(72 Minutes)
Fifth Hour	1:23 - 2:35	(72 Minutes)

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)
Fifth Hour	1:45 - 2:35	(50 Minutes)

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 he/she 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 Spring Lake High School 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 will 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.**

- 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).
- Once a student leaves the dance (building), that student cannot re enter. Students who leave must also leave school property, including the parking lot.
- All rules of the *Spring Lake High School Student Handbook* will be in effect, i.e. appropriate dress.
- Sponsor(s)/advisor(s) must be in attendance for the entire dance (including cleanup).
- 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.
- Each SLHS dance must have a minimum of three (3) faculty chaperones present in addition to the sponsor(s)/advisor(s).
- In addition to the sponsor(s)/advisor(s) and faculty chaperones, there must be a minimum of two (2) parent/guardian chaperones.
- The names of the faculty/parent/guardian chaperones must be submitted to the high school principal five (5) days prior to the dance.
- It will be the responsibility of sponsoring organizations to cover the cost of the necessary security personnel (parking lot).
- In general, no dance shall last beyond 11:30 P.M.
- The rules of social etiquette and good manners will apply at all school dances.

- 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.
- Grinding or any inappropriate dancing will result in immediate removal from the dance (no warnings).

STUDENT TELEPHONE USE

Students may use the telephones in the office. During school hours, a student's phone use should be limited to the time in between classes or during their lunch time.

PAIN RELIEVERS AND 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.

SCHOOL ORGANIZATIONS

National Honor Society

The Spring Lake Chapter of the National Honor Society was chartered in April 1964 to stimulate the high ideals of scholarship, leadership, character, citizenship, and service. The faculty and administration feel that membership in the Honor Society is the highest award the school can give, as the foregoing characteristics exemplify the ideals of secondary education. Membership eligibility, bylaws, criteria, and process forms are available through the counseling office or the National Honor Society advisors. Induction of new members is held once a year during the third term.

Student Council

The purpose of the Student Council is to further cooperation between students and faculty, promote citizenship, and create more interest in the school curriculum. Representatives are elected from each grade. In addition, the National Honor Society president serves as a member.

Clubs

School facilities are available for club use. Arrangements for use of these facilities should be made two weeks in advance by contacting the assistant principal. All clubs require a staff member to sponsor and supervise club activities. A staff member must be present at all club meetings and functions.

TORNADO/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.

SPRING LAKE PUBLIC SCHOOLS TORNADO POLICY:

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

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

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

- To ensure their safety, students will remain in the buildings.
- Students will be taken by their teachers to the safest areas in the buildings.
- 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.

STUDENT CODE OF CONDUCT

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 himself/herself 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 Spring Lake High School.

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(s) or guardian explaining the situation and the penalty. In the case of serious incidents, the parent(s) or guardian will be contacted by phone, and they may also receive a disciplinary notice in the mail, or electronically via email.

DISCIPLINARY CODE OF CONDUCT

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.

DISRUPTIVE BEHAVIOR:

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 a 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.

PROFANITY, THREATS, AND ABUSIVE LANGUAGE:

This type of behavior will not be tolerated. Students involved in this type of behavior will be given a penalty that can range from a detention to a suspension(s).

STUDENT RELATIONSHIPS:

While it is not the intent of this policy to discourage the development of healthy relations between students, it maintains that open, or overt displays of affection (kissing, close bodily contact) exceeds the bounds of appropriate and acceptable school behavior. Students involved in this type of behavior will be given a detention.

SUBSTANCE ABUSE:

Students involved in, or attempted involvement in the possession or use of alcoholic beverages, drugs, narcotics, or mind-altering substances will be subject to the following disciplinary action: (Note: Refusal to submit to drug testing will be treated as an admission of guilt and the student will be given a full ten (10) day suspension.)

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, 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 Spring Lake High School.

Students involved in the sale, distribution, or transfer of alcoholic beverages, drugs, narcotics, or mind-altering substances will be subject to the following disciplinary action:***First Offense***

Indefinite suspension pending action by the Board of Education to permanently expel the student from attending Spring Lake High School. In addition, the school will contact and give notification to the proper authorities.

E-CIGARETTES/VAPORIZERS OR “VAPES”

Possession of, use, or intent to use, involvement in a transaction of tobacco products or products which simulate tobacco (vape/e-cigarette and/or paraphernalia--juice, cartridge, etc.) on school property or off school grounds but in the near vicinity of school, inside or outside the building, or at school sponsored activities, including athletic events held away from the school premises, shall not be permitted.

First Offense

- Confiscation
- Parent Notification
- Up to 3 days out of school suspension
- Possible police referral

Second Offense

- Confiscation
- Parent Notification
- Up to 5 days out of school suspension
- Police referral
- Behavior contract

Third Offense

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

TOBACCO:

Based on state law and regulated by the Board of Education, students are prohibited from possessing or using tobacco on school premises. If the student is under the age of 18, the Ottawa County Sheriff's Department will be notified of this violation of state law.

The following tobacco-related products are prohibited.

- **Tobacco products and tobacco-related devices**
- **Imitation tobacco products**
- **Lighters**

First Offense

Three-day suspension

Second Offense

Five-day suspension

Third Offense

Ten-day suspension

Fourth Offense

Indefinite suspension pending action by the Board of Education to permanently expel the student from attending Spring Lake High School.

VANDALISM:

Spring Lake students are to be complimented upon the extent to which they have shown pride in their school by not writing on desks and walls of the buildings and defacing them. Let's continue this practice. Students responsible for inflicting malicious damage to the school or school property may be turned over to legal authorities for prosecution. The students will pay for the damages and be subject to suspension from school.

IPODS, CD PLAYERS, ELECTRONIC GAMES, ETC.:

Spring Lake High School strongly recommends that students do not bring iPods, portable CD players, or other electronic entertainment devices to school. **Spring Lake Public Schools will not be responsible for their safekeeping.** The use of iPods, MP3 players, or other personal listening devices is not allowed in the hallways during passing time. Teachers may use discretion regarding their use in the classroom. Staff may confiscate these devices if they are seen or used in a classroom. Disciplinary action will follow.

FIREWORKS AND STINK BOMBS:

Students involved in, or attempted involvement in use, sale, transfer, or possession of fireworks, smoke bombs, or any other incendiary device will be subject to the following action:

First Offense

Three-day suspension

Second Offense

Ten-day suspension

Third Offense

Long-term suspension or possible recommendation for expulsion.

GAMBLING:

Gambling of any nature is prohibited on school premises and will result in the school taking disciplinary action toward the individual(s) involved.

FELONY:

Students involved in a felony, on or off school grounds, will be considered for disciplinary action which may include up to an expulsion from school. These situations will be considered on an individual basis by the school administration.

THEFT:

Students involved in the theft of materials will be subjected to disciplinary action. Each offense will warrant further disciplinary steps. Each incident will be dealt with as an individual case. Police and the court system may be used.

WEAPONS/BOMB THREATS:

Weapons of any kind are prohibited. Any weapons will be taken and turned over to the police department. The students will also be subject to disciplinary action that can range from suspension to expulsion. Threats made against the school facility, staff, and/or student population will also result in referral to the police department, and the student will be subject to suspension up to 180 days.

FIGHTING:

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.

NON-PARTICIPATION IN CLASS:

Students who do not complete assignments and/or do not participate in class will be considered a disciplinary problem. Common practice for students falling under this category will be to assign detention time, hold a parental conference, short-term removal from the class, reviewing the student's schedule, etc.

CHEATING AND PLAGIARISM:

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:

- Copying another student's work
- Working with others on projects that are meant to be completed individually
- Not giving proper citation for work created by someone else
- Looking at or copying another student's homework, test, or quiz answers
- Allowing another student to look at or copy answers from your test, quiz, or daily work

- Using any other method to obtain/receive test or quiz answers
- Taking a test or quiz in part or in whole to use and/or give to others
- 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 or guardian and report the incident to the administration. A second violation could result in a failing grade in the course.

FORGERY/FALSE ID/FALSE PHONE CALL:

The forgery of a staff member's name or initials on a pass, absence excuse, or other school documents, or the forgery of a parent's signature on any note used for school purposes will result in punishment ranging from detention to suspension.

ANTI-BULLYING POLICY:

It is the policy of the District to provide a safe educational environment for all students. Bullying toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivation. This policy should not be interpreted to interfere with legitimate free speech rights of any individual.

Bullying: Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

- Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Retaliation/False Accusation: Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited and may result in disciplinary action.

Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

Anonymous Reporting

To encourage reporting of suspected bullying or related activities, anonymous reports will be accepted. However, the District's ability to investigate anonymous reports may be limited.

Complaints against Certain School Officials

Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly (24-72 hours) and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

Annual Reports

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

Responsible School Official

The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

Posting/Publication of Policy

Notice of this policy will be: (a) posted in conspicuous locations in all school buildings within the District, (b) discussed with students, and (c) incorporated into student handbooks

Training and Educational Programs

Opportunity for training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying shall be provided. Educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying will be periodically arranged or provided. Classroom teachers may address the foregoing issues within the classroom curriculum.

Definitions

"**At school**" means 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. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.

"**Telecommunication Access Device**" is defined to mean any of the following:

Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

"Telecommunications Service Provider" is defined to mean any of the following:

A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

STUDENT HARASSMENT/THREATS:

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of federal or state law. Repeated unwelcome verbal or physical conduct toward students or employees of Spring Lake High School with the purpose being to tease, irritate, or anger the victim is not permitted. Conduct constituting harassment may take different forms, including but not limited to the following:

- Verbal
- Nonverbal
- Physical contact
- Harassment towards gender, ethnic, religious, disability, height, or weight
- Sexual Harassment, may include, but is not limited to:
 - Verbal harassment or abuse;
 - Pressure for sexual activity;
 - Repeated remarks with sexual or demeaning implications;
 - Unwelcome touching;
 - Sexual jokes, posters, cartoons, etc.;
 - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
 - 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;

- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.

REPORTING HARASSMENT

The Spring Lake School District encourages any student who believes he or she has been subjected to any type of harassment to report his/her concerns directly to a counselor who will explain the complaint procedure. Complaints or reports of harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency. All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. **Any student who violates this policy will be subject to appropriate corrective action, including suspension or expulsion.**

The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint. Any student who believes that he/she is the victim of any harassment actions or has observed such actions taken by another student, staff member, or other persons associated with the District should immediately make contact as follows:

- If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should contact his/her counselor.
- If the alleged harasser is the student's principal, the affected student should contact the District Superintendent.

Once contact has been made, assistance will be given in the process as established by the Board of Education Policy.

DUE PROCESS GUIDELINES

In order to assure that the educationally related legal rights of educators, students, and parent(s) or guardians are protected, the following guidelines have been developed to be used in the event that a student is to be suspended or expelled.

LENGTH OF SUSPENSION SHORT-TERM (ten (10) days or less)

Who suspends - Building administrator or designee

Procedural Due Process Requirements:

1. Oral or written notice of the charges given to the student by the administrator or designee.
2. The administrator or designee will explain the evidence against the student.
3. The student will be given the opportunity to present his/her side of the story.
4. Decision may be appealed to the building principal within two (2) school days if given by the designee.

NOTE: Notice of charges may be verbal or written and a hearing will be given to the student prior to disciplinary action unless the student's presence endangers persons or property or threatens disruption of the academic process. Also, a student does not have the right to call witnesses on his or her behalf, to cross-examine

adverse witnesses, or to be represented by legal counsel when subjected to short-term suspensions. There is no appeal available beyond the building level principal.

LENGTH OF SUSPENSION LONG-TERM (eleven (11) days or more) or EXPULSION

Who suspends - Board of Education, upon recommendation by the superintendent

Procedural Due Process Requirements:

1. Oral or written notice of the charges given to the student by the administrator or designee.
2. The administrator or designee will explain the evidence against the student.
3. The student will be given the opportunity to present his/her side of the story.
4. Upon receiving notice in writing that the superintendent will be recommending long-term suspension/expulsion to the Board of Education, he/she has three days to submit a request in writing for a formal Board level hearing. The student has the right upon request to have the hearing conducted in a closed session. The student has the right to present witnesses and evidence in response to the specific charges and to be represented by counsel (at their own expense).

NOTE: If a student is suspended by the administration pending a recommendation that the Board suspend for a long period or expel the student, the Board will conduct its hearing and reach a decision within ten (10) school days, unless the student or the student's representative requests additional time to prepare for the hearing, in which event the suspension shall continue.

DRUGS, TOBACCO, ALCOHOL (Look Alike Drugs Policy)

The Spring Lake Board of Education recognizes a new problem has arisen with "look alike" drugs, which may or may not be illegal drugs. The intent of this policy is to prevent the possession or sale of "look alike" drugs on school property. It is understood that only through establishing the following procedure will we be able to deal with this problem.

1. It is against school policy to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person:
 - a. Represents to be a controlled substance: or
 - b. Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
2. Proof of any one of the following is a prima facie evidence of the above:
 - a. The substance substantially resembles a controlled substance.
 - b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.).
 - c. The substance isn't labeled as required by the FDA.
 - d. The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit or more, for example).
2. Sale of any drug is against school policy.
 - a. No person may advertise a non-controlled drug:
 - b. If the ad contains any untrue, deceptive, or misleading representation regarding the effect of the drug.
 - c. Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.
 - d. The following tobacco-related products are prohibited:
 - a. Tobacco products and tobacco-related devices.
 - b. Imitation tobacco products
 - c. Lighters

RESOURCE OFFICER

Deputy Trevor Johnson is fully deputized by the Ottawa County Sheriff's Department and has been placed at Spring Lake High School 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 100 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 **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 \$100.00 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 \$100.00 reward. In order for the person to claim the reward, he/she must contact the Silent Observer Secretary/Treasurer, at 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 himself/herself by giving the correct identification number provided to him/her 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.

DISCIPLINARY POLICY

DETENTION

Detentions are held Monday through 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 he/she is unable to attend by the completion date, the student's parent 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.**

SATURDAY MORNING 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 Spring Lake High School 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.

IN-HOUSE SUSPENSION

An in-house suspension is a more serious step than detention. The rules of in-house suspension will be given to the student to read prior to the suspension. A student may be placed on in-house suspension for individual hours or the entire day. The student is expected to bring work and to work the entire time there.

In-house students are expected to be on their best behavior. Violations of the rules will result in a three (3) day, out of school suspension. In-house is normally used when a suspension is necessary because we feel that this is

a more productive and structured way to suspend. No possession of electronic devices such as cell phones, iPods, etc. will be permitted while a student is serving this type of consequence.

HOME SUSPENSION

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. The material will be provided at a cost to the parent.

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.

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 or 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.

- Verbal assault on school personnel
- Bomb threat
- Physical Assault on a student

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

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

VISITORS

All visitors at SLHS must report and sign in at the main office where they will receive a pass from the office personnel. Student visitors are not allowed to attend SLHS classes. All exterior doors to the building will be locked after the school day begins with the exception of the main entrance to the building.

COMMON SET OF CLASSROOM EXPECTATIONS

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

- Pop and food will **not** be permitted in classrooms. Exceptions will be made only for content related activities and/or instructional strategies.

- 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.
- The use of profanity will not be tolerated. Students who use profanity will be assigned a detention.
- 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.
- Backpacks, purses, bags, etc., are to be stored in lockers during the school day. These items are not allowed in classrooms.
- Students must receive permission and sign out from the office in order to leave the building, unless accompanied by a staff member.
- Respect for self, others, and property must be adhered to at all times. Students who do not show respect for others will be dealt with in a very serious manner.
- 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.
- Students must have an absence excused within 48 hours or the absence will be considered unexcused and disciplinary action will follow.
- Cheating and academic dishonesty will not be tolerated. See page 29 of the Student Handbook for policies and procedures in regards to academic dishonesty.
- Teachers will also have classroom rules and procedures that will need to be followed as well.

TECHNOLOGY CODE OF ETHICS

Use of technology at Spring Lake High School is a privilege extended to all individuals who wish to enhance their learning experiences. Each individual has the right to make use of all authorized hard-ware and software found in classrooms and in the media center to facilitate personal academic growth. Users shall also accept the responsibility for the preservation and care of that hardware and software.

It is the user's responsibility to:

- Make sure no hardware or software is destroyed, modified, or abused in any way.
- Use the computer and computing system only for education or research and in a manner consistent with the purposes of Spring Lake High School.
- Not bring food or drinks into any room containing computers or other electronic equipment.
- Sign-in when entering the computer facilities.
- Keep images containing inappropriate material or material otherwise deemed inappropriate for school use from being used on school premises.
- Refrain from using the computers to harass other users or to infiltrate a computer or computing system and/or to damage the software components of a computer or computing system.
- Refrain from installing any software. Software will only be installed by technology personnel.
- Print no more than three (3) copies of any document using a printer (If more are needed, use a copier).

INTERNET ACCEPTABLE USE POLICY

The goal of participation in the Internet is to assist in the collaboration and exchange of information between and among individuals and between Spring Lake Public Schools or other schools and institutions.

- Individuals have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- Individuals have the right to use the following methods for accessing information: Electronic mail (e-mail), Telnet and File Transfer Protocol (FTP).

- Use e-mail (for sending and receiving) only for education or research and in a manner consistent with the purposes of Spring Lake High School.
- Individuals will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet.
- Individuals may not use File Transfer Protocol (FTP) to access any material or files that are inappropriate or dangerous to the integrity of the local area network or the Internet.
- It is an individual's responsibility to maintain the integrity of the private electronic mail system. The individual has the responsibility to report all violations of privacy.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users will be required to log all connections made while on-line with the Internet. The type of connection will be identified and all file transfers while on-line must be included in this log.

Information and/or photographs and graphics posted on blog sites, personal web pages, emails, instant messages, xanga.com, myspace.com, facebook.com, or any other activity that is conducted via the Internet is considered to be public domain. Students choosing to post pictures or publish information deemed to be threatening, harassing, or detrimental to the function of the school or a classroom will be subject to school discipline.

- **Spring Lake Schools reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.**
- **Spring Lake Schools reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.**

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 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 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, 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.

ATHLETIC POLICIES OF SPRING LAKE HIGH SCHOOL

(PLEASE NOTE: This document is subject to revisions in order to remain in compliance with the M.H.S.A.A. and to accommodate changes within SLHS Athletic Department. Please address any questions you might have to James Hogan, Athletic Director.)

The player regulations listed below are in force during every day of the calendar year. This includes all vacation periods during the year. Vacation periods become the primary responsibility of the athlete's parents. It is felt they will assume this responsibility and see to it that the athletic training rules are lived up to during these time periods; however, all athletes in violation of training rules at any time are subject to the Athletic Policies of Spring Lake High School.

PREAMBLE

Spring Lake Public Schools sponsors a varied athletic program which is open to any boy or girl who meets all requirements of Spring Lake High School and the Michigan High School Athletic Association. The program includes all junior and senior high interscholastic activities for boys and girls. The athletic director has general supervision over athletics. He/she must approve all orders and requisitions pertaining to the athletic program and is responsible for all arrangements connected with athletic contests. Anyone participating in athletics should be willing to give his/her best at all times. It is understood when one presents oneself as a candidate for a school team, he or she accepts full responsibility for his/ her conduct at all times. As an athlete and representative of Spring Lake High School, one brings credit to him/herself, the teammates, the school and the community.

STATE RULES OF ELIGIBILITY

School work comes first at all times and participation in athletics is a privilege of those who observe this fact. Participation in athletics is dependent upon the scholastic record of the student. Eligibility is the student's responsibility. Students must follow all rules and regulations established by the Michigan High School Athletic Association and Spring Lake Public Schools not covered below.

The following are required by the MHSAA:

The student.....

- shall not be enrolled nor compete in more than twelve terms in a four grade senior high school.
- must carry at least twenty (20) hours of academic work each term.
- must have passed twenty (20) hours of coursework, four (4) subjects carried in the previous term, and be passing in twenty (20) hours of academic work during the current term, including physical education.
- must be under nineteen (19) years of age. The nineteenth birthday must not occur before September 1.
- may not have been a member of any other organized team of the same sport during the season or any other time during his/her school years.
- shall not have played for money, played under an assumed name, or with players who were playing for money.
- must not accept any award exceeding \$25.00 in value.
- must pass a physical examination and have approval of parents/legal guardian for participation in the athletic program. A record of this must be on file with the athletic director.
- must, in order to meet Spring Lake Board of Education eligibility requirements, have previously mentioned forms returned to the high school at the designated times. No would-be athlete may practice or perform without first complying with the above eligibility requirements.

ARTICLE II - PLAYER REGULATIONS

In a special way, athletes are representative of the school. They can either be a credit to athletics, to the school, and the community; or they can be a discredit. Younger boys/girls and future athletes look to them as examples. They are constantly observed by their peer group. Proper conduct on the part of athletes is, therefore, of the utmost importance. This code of conduct has been formulated as a standard to be followed by all athletes.

The enforcement of the following provisions are at the discretion of the Athletic Director and the coaches involved.

PROVISION I - School Citizenship

Theft, truancy, fighting, misconduct in or dismissal from any class, disrespect for teachers, and violation of any school policy, procedure, or regulation are contrary to this provision.

PROVISION II - Conduct or Action Unbecoming to a High School Athlete

Moral conduct not considered acceptable by society, committing a felony or a misdemeanor, the violation of state statutes or local ordinances, and any action or conduct that reflects unfavorably upon athletics or the school are contrary to this provision.

PROVISION III

The appearance of an athlete and student at all times should be neat and well-groomed. Good athletes are concerned about how other people see them. A neat and well-groomed appearance helps to develop school and team pride!

PROVISION IV

Athletes will travel as a team to and from athletic events by school authorized transportation.

PROVISION V

Parents of an athlete who has been known to be at a gathering where alcohol or drugs were present will receive a letter informing them about their student's whereabouts and the circumstances of the gathering.

ARTICLE III - SPRING LAKE HIGH SCHOOL RULES OF ELIGIBILITY

The Spring Lake Board of Education requires that a student.....

- must maintain a C- (1.7) grade average.
- A student's GPA will be determined at the midpoint and end of each trimester. Failure to meet the C-average will result in ineligibility the following week. The student will be monitored the following six weeks. Students being monitored must turn in a weekly progress report to the athletic director's office. Students must have all work completed and obtain a 1.7 grade point. Students then become eligible for the following week. This process is followed on a weekly basis until a student receives a 1.7 at the midpoint or end of the trimester. Failure to turn in a weekly progress report will make a student ineligible the following week.
- must accumulate the required number of points in specified performance areas on a weekly basis which encourages each student to reach his/her potential in the classroom.

Teachers will monitor a student-athlete in the following areas:

- daily homework not completed
- unexcused absences
- all tests and quizzes taken in required time for excused absences
- not prepared daily for class

Each student will receive an **I** (Ineligible) or an **E** (Eligible) from each teacher based on the above areas.

The following point system will be used:

- A student with:
- 2 or more I's = warning = the next week 2 or more = progress report
- 3 or more I's = progress report = the next week = 1 week of non-participation in sport
- 5 or more I's = non-participation in sport for 1 week

The first time a student falls below the required total, he/she will be warned. Each student will be allowed one (1) warning per trimester. If a student falls below the required totals again after the warning, he/she will be required to turn in a progress report to the Athletic Director's office. Failure to do so will be one (1) week of ineligibility. Three or more I's will result in immediate progress reports being submitted to the Athletic Director. If a student fails to get back to two or less I's in the following week, it will result in one week of ineligibility. Ineligibility will run from Monday to Monday.

Any violation of the code of conduct herewith stated which comes to the attention of the school officials will be acted upon within the limitations of the code.

ARTICLE IV - ADHERENCE TO PRESCRIBED TRAINING RULES

Moral conduct not considered acceptable by society, committing a felony or a misdemeanor, the violation of state statutes or local ordinances, and any action or conduct that reflects unfavorably upon athletics or the school are contrary to this provision. **Use, possession, concealment, distribution, sale, or under the influence of:**

- tobacco or tobacco products in any form;
- alcohol or alcoholic beverages in any form;
- illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute;
- steroids, human growth hormones, or other performance-enhancing drugs;
- substances purported to be illegal, abusive, or performance-enhancing, i.e. "look-alike" drugs;
- any drug paraphernalia;
- inhalants.

First Offense

Athletes found to have violated the training rules will be suspended from athletic participation for 50% of the scheduled dates to run concurrently with the next sport if suspension is not complete. Along with the suspension the athlete will perform 12 hours of community service as appointed by the Athletic Department. An assessment by a professional will also be required for any drug and alcohol infraction.

Second Offense

The second offense will result in a suspension from athletics for one-half of a school calendar year (18 weeks). The weeks of the summer vacation period do not count; the time is from the last contest of spring to the first scheduled contest of the fall sports. If an athlete completes an approved rehabilitation/counseling program, the suspension will be reduced to one-fourth of a school calendar year (9 weeks).

- If no counseling is deemed necessary, to reduce the suspension to one-fourth (1/4), the athlete must complete 30 hours of community service.
- Weeks of suspension will be counted by weeks in which there are scheduled contests only. Practices before the season and at breaks do not count for suspension purposes.

Third Offense

Suspension for a full calendar year (12 months).

If any disciplinary action is contemplated and the athlete desires a hearing concerning the infraction, it will be held before the high school principal, the athletic director, and all coaches involved with the athlete. The student may have any witnesses he or she desires and he or she may have his or her parents present if he or she wishes. Decisions by this board will be made by a 2/3 vote.

ARTICLE V - GENERAL STATEMENTS

- High school students may compete on two school teams per season with approval from both coaches and final approval from the Athletic Director.
- Starting and ending of the season's dates for coach directed practice sessions were adopted. During the school year, a coach is restricted from coaching more than three individuals at a time except from the beginning date of practice until the MHSAA meet or tournament in that sport. The seasons will begin as prescribed by the MHSAA.
- There shall be no organized or coach directed off-season participation in sports normally sponsored by the Spring Lake Public Schools during the school year in its interscholastic athletic program. This does not mean that individuals may not "work out" or otherwise engage in activities within the rules of both the Michigan High School Athletic Association and the Spring Lake Public Schools Board of Education.
- Only "in season" coaches and their teams are to use the athletic locker rooms. When the season ends, they are to remove their possessions.
- Physical training, or so-called conditioning programs, may not compete with the interscholastic athletic program of Spring Lake Public Schools. Out-of-season athletes may condition in the A.M.
- Scheduling the winter use of gyms will be done in October. The schedule is posted in the high school office. The involved coaches should be present with the athletic director to make their wishes known. Subsequent scheduling sessions, if needed, are to be at the call of the athletic director.
- Coaches are to "police" the locker room area.
- Use of athletic locker room: In-season high school team members will be assigned lockers by their respective coaches.
- It is expected that athletes will give reasonable care to and be responsible for equipment issued to them.
- Athletes are expected to furnish certain personal and "perishable" items that Spring Lake Public Schools do not provide. The athletic department will endeavor to make it possible for the student to purchase these items at a reduced cost whenever possible.
- If any team chooses to have their uniforms cleaned by the school, we will honor that request. At the beginning of each season the coaches will inform their players that they have the option to have the school clean their uniforms. The team members will then decide what they would like to do.

ARTICLE VI – ATHLETIC AWARDS

Basic Requirement to Quality for a Varsity Letter to all Sports

- The boys and girls must meet the eligibility standards established by the Michigan High School Athletic Association.
- The boys and girls must complete the particular season in good standing unless excused by the coach due to physical implications.
- The boy or girl must meet the minimum requirements established in each sport. These requirements will be provided by the coach.
- A senior who has participated in a given sport for four (4) years, but has not qualified under (C) above, may be awarded an athletic letter.
- An individual who, due to physical injury, has not qualified under (C) above may be awarded an athletic letter.
- Varsity letters will be awarded to the high school managers of a varsity teams upon the recommendation of the coach of the particular sport.
- Numerals will be awarded to athletes participating on a JV team who meet the minimum requirements or in conjunction with their first varsity letter.
- A junior who has participated in any sport for three (3) years and has not earned his/her numerals under (G) above may be awarded them in any sport, but for no combination of sports.
- Freshmen team members will receive participation certificates only.
- Any boy or girl who quits a sport may not go out for any other sport until that season is finished unless he/she has the permission of the coaches involved.
- One varsity letter is awarded to an athlete during his high school career. A pin will be given for each letter a student earns and may be worn on the letter. A white varsity letter will be given to each member of a conference championship team.
- A certificate is given to each major award winner in each sport. Participation certificates will be awarded to boys and girls who do not receive a major award. All participants will be awarded certificates.
- Numerals, representing the year of graduation, will be awarded to qualified participants.

Special circumstances which may involve exceptions to the preceding regulations may be taken up by an Athletic Council made up of the Superintendent, High School Principal, Athletic Director, Assistant Athletic Director, and one non-voting student member (elected by the other five member of the Athletic Council), and a coach selected by the athletic director.

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).