

# **Allendale High School**

# **STUDENT HANDBOOK**



**2020 – 2021**

Allendale High School  
10760 68<sup>th</sup> Avenue  
Allendale, MI 49401  
Telephone: (616) 892-5585

## Class Schedule

1st Hour	7:45-8:55
2nd Hour	9:00-10:10
1st Lunch	10:10-10:40
3rd Hour A	10:15-11:25
3rd Hour B	10:45-11:55
2nd Lunch	11:25-11:55
4th Hour	12:00-1:10
5th Hour	1:15-2:28

## Meeting Period Schedule

1st Hour	7:45-8:53
2nd Hour	8:58-10:00
1st Lunch	10:00-10:30
3rd Hour A	10:05-11:10
3rd Hour B	10:35-11:40
2nd Lunch	11:10-11:40
4th Hour	11:45-12:50
MEETING PERIOD	12:50-1:20
5th Hour	1:25-2:28

# Allendale High School

## 2020/2021 Staff

Mr. Troy VanderLaan- Principal  
Mrs. Heidi Mucha- Assistant Principal  
Mrs. Rachelle Lanser- Secretary/Attendance  
Deputy Ortman- School Officer  
Mrs. Arica Adams- Social Worker  
Mrs. LeAnn Mitchell- Media Center

Jason Fogel- Counselor for Students A-L  
Ms. Liz Pellegrom- Counselor for Students M-Z  
Mrs. Kristin DeGroot- Secretary to Principal/Counseling  
Mr. James Hogan- Athletic Director  
Mrs. Laurie Watson- Athletic Secretary  
Mrs. Kathy Anderson- Facility Coord./ Auditorium Mgt.

### MATH

Mr. Ben Burk  
Mr. Jason Detter  
Mr. Zach Gembis  
Mrs. Robin Kline  
Ms. Murphy

### FOREIGN LANGUAGE

Mrs. Carrie Lipinski  
Mrs. Cathy Culp  
Mrs. Tracie Sult

### MUSIC DEPARTMENT

Mr. Denton Grant  
Ms. Emily Verdonk

### SCIENCE DEPARTMENT

Mr. Brian Brethauer  
Mr. Chad Meyer  
Mr. Ron Silveira  
Mr. Duane Watson  
Mrs. Christina Zink

### ARTS

Mrs. Erin Overmeyer  
Mr. Jeff Vargo

### ESL

Mr. Didier Couvelaire

### ENGLISH DEPARTMENT

Mr. Bloem  
Ms. Lyndsay Daly  
Mr. Mark Foley  
Ms. Sue Gioia  
Mr. Mike Sispera

### LIFE SKILLS

Mrs. Tiffany Harp

### BUSINESS

Mr. Ed Wienczewski

### PE & HEALTH

Mr. Matt Borst  
Mr. Doug Johnson

### SOCIAL STUDIES DEPARTMENT

Mr. Mark Gotberg  
Mr. Bob Konczal  
Mr. Thomas Sheppard  
Mr. Ben Watson

### SPECIAL EDUCATION

Mr. Joel Brose  
Mr. Tim Herremans  
Mr. Jason Hubbs  
Mrs. Lisa Mencarelli  
Mrs. Stefanie Torp

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Welcome to Allendale High School. This handbook provides you with the policies and rules of our school. The best way to ensure the success of our students is for us as educators and you as parents to work closely together. If you have any questions about your child's progress, please do not wait to hear from us. We are available at (616) 892-5585 between the hours of 7:00 a.m. and 3:00 p.m.

## **CONCERNS ABOUT YOUR CHILD & SCHOOL?**

If you have questions or concerns about a situation at school, please follow this course of action.

1. First, discuss your question or concern with your child's teacher. This should be done as soon as possible. Each teacher has a planning period during the day in which he or she is available to talk with you.
2. If you feel you have not received a satisfactory answer or solution, contact the Principal.
3. If the Principal does not resolve the matter to your satisfaction, the next step is a meeting with the Superintendent.
4. The final step, if necessary, is to request an appearance before the Board of Education. If you wish to address the Board, it is best to notify the Superintendent in writing five days before the Board is scheduled to meet, explaining in your letter the problem or concern you wish to discuss.

Regular Board meetings are held the second Monday of each month. The Board will also listen to public comments at the designated time on the agenda.

## **Homeless Children and Youth**

Allendale Public Schools adhere to the rules and regulations of the McKinney-Vento Homeless Assistance Act (Subtitle B – Education of Homeless Children and Youth reauthorized in January 2002) ensuring educational rights and protections for children and youth experiencing homelessness. At Allendale Public Schools, students who are homeless have access to the same programs as students who are housed. Homeless children will have access to educational services for which they qualify, including special education, gifted education, the free and reduced-price lunch program, before and after school activities, and Title I services. Allendale Public Schools had designated an appropriate staff person as a liaison\* for students in homeless situations. The liaison must ensure that homeless children and youth have full and equal opportunity to succeed in the school and that they receive educational services for which they are eligible. Allendale Public School will:

- Immediately enroll homeless children and youth regardless of whether school or immunization records and proof of residence are available at the time of enrollment.
- Provide school choice so students can stay in their school of origin, if feasible.
- Post the educational rights of homeless children and youth in each school building, and
- Provide transportation for the homeless student to ensure access to school.

The term “homeless children and youth” -

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) Includes-

- (i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
- (ii) Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.....
- (iii) Children and youths who are living in car, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) Migratory children who qualify as homeless for purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

\*Please call the Central Office at (616) 892-5570 to contact our Homeless Liaison.

## **No Child Left Behind (NCLB) Act**

Under section 9528 of the NCLB Act, local districts are required to disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, **unless** individual students or their parents request that the information not be released without prior written consent. This law does not require disclosure of any information that is not considered directory information under the Family Education Rights & Privacy Act of 1974 (FERPA).

School districts are obligated to provide military recruiters with the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students. Districts must release “directory information relating to pupils” or provide access to school grounds and facilities “to persons who inform pupils of educational, occupational or career opportunities” must provide the military with the same access.

High school students and their parents must complete the student and parent consent forms sent home with students so the high school office can follow their wishes.

## **COVID-19 Response Links**

[Ottawa County Public Health - COVID-19 Return to School Toolkit](#)

[Allendale Public Schools Return to School Plan](#)

[How to Wear a Mask](#)

[Why Do We Wear a Mask? \(Children\)](#)

[Wear a Mask to Protect You and Your Friends \(Young Adults\)](#)

### **Notice to Parents/Guardians**

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the right of persons with disabilities, from birth through the age of 25, to equal opportunity within the public schools.

This means that children with disabilities do not need to wait until they are school age to benefit from special education services.

It is important that help be obtained for those with disabilities at the earliest possible age. In the State of Michigan, this help is free and is available through your public schools. A team of educational specialists evaluate the child to determine the type and degree of disability and the best kind of program placement. The evaluation often includes medical specialists.

Pre Primary Special Education services are available for the Mentally Impaired, Emotionally Impaired, Physically and Otherwise Health Impaired (POHI), Hearing Impaired, Visually Impaired, Speech and Language Impaired, and Specific Learning Disabled.

If you have, or know of, a preschool child who may benefit from these services, please call:

Allendale Public Schools 10505  
Learning Lane  
Allendale, MI 49401  
(616) 892-5570

### **Help Break the Language Barrier**

We are seeking to identify students whose home language is other than English. If you are the parent/guardian of such a child/ward – who is not in our present ESL Program and lives in the Allendale Public School District – please send your child's/ward's name to Allendale Public Schools, 10505 Learning Lane, Allendale, MI 49401, (616) 892-5570.

### **Ayude A Eliminar Las Barreras Del Idioma**

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares además del inglés. Si Ud. Es el padre o guardián del niño(a) – si el niño (a) no están inscritos en el programa ESL – favor de enviar el nombre de su niño (a) y el nombre de la escuela que asiste, Allendale Public Schools, 100505 Learning Lane, Allendale, MI 49401, (616) 892-5570



## **Notice of Nondiscrimination**

Attention children and adults.

The Allendale Public School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, weight, or any other characteristic protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies. Local Civil Rights Coordinator, Allendale Public Schools, 10505 Learning Lane, Allendale, MI 49401 (616) 892-5570.

Allendale Public Schools is committed to providing an environment for employees and students that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, religion, creed, marital status, veteran status, sexual orientation, height, weight, disability, or any other legally protected characteristic will not be tolerated. Administrators are directed to disseminate this policy statement and inform employees of complaint procedures. Copies of the policy statement will be available in all administrative, counselor, and social workers' offices.

Sexual harassment is defined as unwanted advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same or opposite sex as the harasser.

Unwelcome sexual advances (either verbal or physical) requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the school, report it immediately to your administrator. If the administrator is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Superintendent. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Dear Student,

As a student you have rights and responsibilities granted to you under federal laws that provide that no person in the United States shall, on the basis of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

The law simply means that your school cannot treat students differently. Knowing your rights is your first responsibility. Exercising your rights fairly, honestly, and reasonably is your second responsibility.

If you or your parents/guardians would like more information about your rights as a student, please contact the Civil Rights Coordinator: Allendale Public Schools, 10505 Learning Lane, Allendale, MI 49401, (616) 892-5570.

The Civil Rights Coordinator will process and investigate all complaints of discrimination

## **Grievance Procedures**

### Section I

Any person believing that the Allendale Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to the local Civil Rights Coordinator at the following address.

Allendale Public Schools 10505  
Learning Lane  
Allendale, MI 49401  
(616) 892-5570

## Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within five (5) business days. The complainant may initiate formal procedures according to the following steps.

### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator, within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator, may submit a signed statement of appeal to the Superintendent, within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Allendale Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Allendale Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

### Step 4

If, at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office of Civil Rights, Department of Education, and Washington, D.C. 20202.

The local Civil Rights Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the local Civil Rights Coordinator's office.

## DISCRIMINATION COMPLAINT FORM

**Title VI**

**Title IX**

**Section 504**

**Age Discrimination Act**

**Title II**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City)

(State)

(Zip)

Telephone: \_\_\_\_\_

Home/Cell \_\_\_\_\_ School/Work \_\_\_\_\_

Status of person filing complaint (circle one):

Student

Employee

Parent/Guardian

Other

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred).

Signature of Complainant: \_\_\_\_\_

Date Complaint Filed: \_\_\_\_\_

Signature of person receiving complaint: \_\_\_\_\_

Date Received \_\_\_\_\_ Complaint Number \_\_\_\_\_

Complaint Authority \_\_\_\_\_

Submit all copies to the local Civil Rights Coordinator. The person receiving the complaint will sign receipt, date, and number of complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Local Civil Rights Coordinator.

TO: LEA and ISD Superintendent's, Public Schools Academy Authorizers and Directors

FROM: Jeremy M. Hughes, PhD  
Chief Academic Officer/Deputy Superintendent

DATE: April 6, 2004

**SUBJECT: STUDENT DISCIPLINARY RECORDS**

Title IV, Part A, Subpart 4, Section 4155 of the No Child Left behind Act ("Transfer of School Disciplinary Records") requires that:

*.....the State has a procedure in place to facilitate the transfer of disciplinary records. With respect to a suspension or expulsion, by local educational agencies to any Private or public elementary school or secondary school for any student who is Enrolled or seeks, intends, or is instructed to enroll, on a full or part-time basis, in The school.*

The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which requires that:

*Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring students' record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).*

In the view of the Michigan Department of Education, the "school record" referred to in section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

To ensure compliance with NCLB, it is hereby directed that school districts and public school academies must put in place procedures to transfer the disciplinary records of students, with respect to suspensions and expulsions, to any private or public school to which a student is transferring and in which they are enrolling. These procedures should be reflected in the district's or academy's student records policies and made known to parents in the annual notification about rights under the Family Education Rights and Privacy Act (See 34 CFR & 99.31 (a) & 99.34)

Note that private schools are not subject to these requirements. Public schools, however, are required to provide for the transfer of a student's disciplinary records if the student is enrolling in either a public or private school.

## **FERPA – Annual Notice of Disclosure of Student Directory Information & Annual Notice of Student Education Records Privacy.**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that stipulates the maintenance and disclosure of students' educational records in public schools. Every parent (or student who is 18 or older) has these rights under FERPA:

- To inspect and review their student's education records.
- To request the amendment of their student's educational records in order to correct inaccurate or misleading information.
- To consent to the disclosure of personally identifiable information in the student's educational records, except to the extent that disclosure is allowed by law without consent.
- to obtain a copy of the district's FERPA policy
- To register any complaints regarding the district's FERPA procedures with the U.S. Department of Education.

### **Right to Access and Privacy of Student Records**

All parents or guardians of students under 18 years of age, and all students 18 years of age or older, have the right pursuant to the Family Education Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education and will be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; (2) when there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

Directory information is information about a student such as a student's name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most recent school attended. From time to time this information is shared with our P.T.O., etc. You must notify us in writing if you do not want this directory information shared.

### **Student Record Guidelines**

In compliance with Federal regulations, the Allendale Public School District has established the following guidelines concerning student records.

- Each student's records will be kept in a confidential file located at the student's school office. The information in a student's file will be available for review only by the parents or legal guardian of a student, adult student (18 years or older), and those designated by Federal law or district regulations.

- A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with the district officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the record request unless it states in its annual notification that it intends to forward records on request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

### **ALLENDALE CRISIS RESPONSE PLAN**

Our school system has a crisis response team composed of teachers, administrators, the high school counselor, the school social worker, and the school psychologists. In the event of a traumatic incident that directly impacts students the team will meet to determine our response. There are five main goals that would be addressed immediately.

1. Provide students with information regarding the event.
2. Rumor control
3. Provide an opportunity for questions and answers.
4. Provide an opportunity to begin the process of talking about the event; their thoughts and feelings.
5. Have teachers identify the most affected students that need additional support.

Students most affected might be referred to a group or seen individually for a "debriefing." Debriefing is the process of talking through the event; the facts, thoughts, emotional reactions, and physical reactions to it. Information about normal stress reactions and possible stress management techniques would be provided during this process. This is the first step toward the healing process. Only staff trained to facilitate this process would be involved.

By the end of the school day, parents would be provided with information about the event and whether their child was involved in a debriefing. Additional counseling could occur if parent permission was obtained. If you have any questions or concerns about this crisis response plan please contact your building administrator.

## **ATTENDANCE**

### **Attendance Philosophy:**

Attendance in class is directly related to success in school. Participation in classroom activities, discussions, and certain other interactions are all necessary ingredients of the learning process and cannot take place when students are absent from class. While homework assignments, tests, and quizzes can be made up, the learning that takes place in the classroom – both formal and informal, cannot be recaptured.

### **Responsibility of Parents:**

It is the statutory responsibility of parents of children under the age of 18, to ensure regular attendance. All students (regardless of age) must be healthy enough to attend school. If a child has a temperature of 100.4 degrees fahrenheit, they must stay home from school. If the temperature is found at school, parents will be contacted and the student will be sent home or monitored until able to be picked up.

If it is necessary for a student to be absent from school, parents are to email or call the high school office (892-5585) on the day of the absence. Office hours are 7:00 a.m. to 3:00 p.m. Messages can be left on the voice mail system if we are unable to answer your call. The message should specify the dates of the absence and the reason for the absence.

**Absences not excused within 48 hours (the day of the absence and the following day) will remain unexcused, and a Saturday detention will be issued.**

### **Attendance Requirements**

1. Students who accumulate 12 or more absences (combination of excused or unexcused) in a class during a trimester will be given a grade of "X" (no credit due to excessive absences).
2. Students who accumulate seven (7) to 11 absences from a class (combination of excused or unexcused) will be required to earn a grade of C- (70%) or better on the final exam in order to receive credit in the class. There is no buy back option for exceeding the attendance limit. Students must show that they have mastered the course content by passing the exam.
3. All absences from school (excused, pre-excused, unexcused, and trancies) count toward the six day limit described above. Absences that are school-related (field trips, etc.) due to suspension, court appearance, (appropriate documentation required), funeral for an immediate family member, family vacations (Pre-Approved Absence Form turned in and prior communication required) or for medical reasons (provided a doctor's/dentist's note is supplied) will not apply to the limit.
  - Absences that are related to documented COVID-19 quarantine will not apply to the limit. School will follow the approved COVID-19 screening process and procedures.
4. If circumstances not covered above warrant it, a student who is denied credit in a class due to excessive absences will be allowed to appeal the loss of credit (see appeal procedure).



### **Notification Procedure**

1. **4th Absence** – A courtesy email will be sent home notifying the parents of the number of absences in each class. Parents will be requested to contact the principal to discuss their child's attendance.
2. **7th Absence** – An email will be sent to parents informing them that their child has exceeded the absence limit and is in jeopardy of losing credit.
3. **10th Absence**- Attempt to schedule a meeting with parent/guardian, student and Assistant Principal.
4. **12th Absence**- Truancy will be filed.

### **Appeal Procedure for Students Being Denied Credit**

Recognizing that discipline and control must be treated as an individual matter for each student and to insure that each student is afforded sufficient due process, the school district has established the following appeal procedure for any student who is being denied credit in a class due to excessive absences. A student who is failing a class for academic reasons as well as for excessive absences is not eligible for appeal.

1. Student and parent/guardian must fill out and sign an "Attendance Appeals Form" that can be found in the office.
2. Forms must be completed and submitted within two (2) weeks following the end of the trimester.
3. The Attendance Appeal Committee will consider input from the teacher(s) of the class (es) in which credit is being withheld.
4. A decision will be made within a week. The results will be emailed and the grade will reflect the results immediately.

## **HOMEWORK POLICY**

A student who is absent for a valid reason is permitted to make up the work he/she has missed. It is the student's responsibility to meet with the teacher the first day back to school to get the missed assignments. Homework is due at the next meeting of the class or at the teacher's discretion.

**All homework must be turned in by the due date established by the teacher.**

**If an assignment was given before the absence occurred, the student is responsible for turning in the assignment upon his/her return to school.** For example, if an assignment was given on Wednesday and is due on Thursday and the student is absent on Thursday, it is expected that the assignment will be turned in the day the student returned to school.

Teachers are **not** required to help students make up work if an absence is unexcused.

Tests or quizzes missed due to an excused absence are to be made up outside of class time. One day for makeup will be given for each day of excused absence.

Marking period or trimester incompletes are to be made up by the Friday of the first week of the next marking period unless special circumstances warrant an extension.

A student who is suspended from school will be considered absent. When the student returns, he/she is responsible for making up the work missed by the deadline established by the teacher. Failure to meet the deadline will result in no credit for that work.

## **WHAT A STUDENT SHOULD DO WHEN ABSENT FROM SCHOOL**

1. Have his/her parent or guardian email or call the high school office (892-5585) on the day of the absence. Office hours are 7:00 a.m. to 3:00 p.m. Messages can be left on the voicemail system if we are unable to answer your call. The call should specify the exact dates of absences (including the half days) and the reason for the absence.
2. Written absence excuses from home will not be acceptable unless special circumstances warrant them.
3. Students have 48 hours in which to get an absence excused. This includes the day of the absence and the following day. **Absences not excused within the 48 hours will be left as unexcused which means zeroes in all classes and a Saturday Detention.**
4. An absence can only be excused by a parent or legal guardian, unless special circumstances warrant the situation, no matter the student's age.

### **EXCUSED ABSENCES-**

A student may be excused for an absence or tardiness by a parent or guardian under the following conditions:

1. Illness of the student.
2. Medical or dental appointments that cannot be scheduled outside of the regular school day. It is advised that a student who knows he/she will be missing school as a result of a medical or dental appointment get his/her work from the teacher before the absence.
3. Participation in activities outside of the school program having an educational value, including family trips, providing the arrangements for a Pre-Approved Absence Form has been completed and approved by the office. These days will be excused if the proper arrangements are made.
4. Excessive absences due to illness, medical or dental appointments require a statement from your doctor or dentist to substantiate these absences.
5. Suspensions will not count towards a student's allowed number of absences.

### **UNEXCUSED ABSENCES**

1. Staying home to work or babysit.
2. Missing the bus or oversleeping - Absence can be excused but tardies are not.
3. Skipping – not being in an assigned class or classes.
4. Leaving the school building without administrative approval will be considered an unexcused absence and will result in a Saturday Detention.
5. Other reasons for absences not listed above and without prior permission granted by the administration.

### **EXEMPT ABSENCES**

1. Medical or dental related- Absences related to a medical procedure appointment or illness will be considered exempt absences, as long as documentation from your doctor or dentist is provided for the days missed.
2. Funeral- The death of an immediate family member. Must be communicated by parent or guardian.
3. Vacation- If the student has provided the Pre-Approved Absence Form to the office, and prior communication has been made with administrators/office staff/teachers.
4. School Related- A job shadow, college visit, field trip, other event that is educational or pertains to Allendale High School. Proper communication is required.

### **LEAVING SCHOOL**

Once a student reports to school in the morning he/she should not leave school grounds without permission from either the principal or his/her designee.

The request for permission to leave must come from a parent or guardian in the form of an email or note (signed and dated), which gives the time and reason for the student to leave or by a phone call which provides the same information.

**If a student leaves school without permission, disciplinary action up to and including suspension will be in order.**

Students who become sick or injured during the school day are to notify their teacher and report to the office. Phone contact with a parent or guardian will be attempted. School personnel are not allowed to give any medical treatment other than immediate first aid. Students are not to go home unless the office is able to contact either their parents or another responsible adult. In case of serious emergencies, students may be referred to a doctor, but only when parents have authorized such action.

Students who return must report to the office upon their return to school.

### **EXTENDED ABSENCE FORM**

Students must complete a Pre-Approved Absence Form if they are going to miss school for more than two days. This form must be signed by all teachers, and the principal, as well as parent/guardian. The teacher's signature indicates knowledge of the extended absence, and parent/guardian's signature excuses the days the student will miss. It is the responsibility of the student to make up the work that he/she missed; not doing so could reduce his/her grade in each class. This form should be turned in to the office a minimum of two days prior to the absence.

### **TARDY POLICY**

Students are expected to be in their classroom when the tardy tone sounds. **Any student who arrives to class more than 5 minutes late, may be considered absent.**

1. Classroom teacher will keep a record of tardies.
2. On the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> tardy to the same class, the student will be assigned a detention.
3. When a student is tardy to the same class 7+ times in the trimester, the student will be assigned to Saturday detention for this and each subsequent tardy.

### **DAILY GRADES**

Daily grades are based on several factors – academic knowledge, timelines, preparedness, on task behavior, and cooperative behavior. Employers have indicated that employability is enhanced when individuals demonstrate excellence in each of these areas. Some teachers have built employability skills points into their grading system.

## **MEDICATION**

The office will not administer medication at school without a required medical form from the parent or guardian on file. Students who are taking medication are to leave the medication and instructions for dosage, **SIGNED BY A PARENT**, with the office secretary. The office documents each date and time that prescription medication is dispensed. No student should keep any type of medication, including over the counter drugs in his or her locker, or on his or her person. Violation of this policy may result in disciplinary action up to suspension. Medical forms for prescription and over the counter medication are available online or from the office. All medication (prescription and over the counter) must be picked up by a parent or guardian at the end of each school year. **Anything not picked up will be disposed of each year.**

## **DRIVING AND PARKING REGULATIONS**

The following regulations apply to all students who drive to school:

- A. The maximum speed limit on school property is 15 M.P.H.
- B. At all times school buses and official school vehicles have right-of-way over student vehicles.
- C. Students are not to sit in parked vehicles at any time during the school day. As soon as vehicles are parked students must leave them and go directly to the school building.
- D. All school rules apply while a student is in his/her vehicle while on school property.
- E. Illegally parked vehicles may be towed away at the driver's expense. Illegally parked vehicles may result in the loss of on-campus parking privileges.
- F. Excessive speed, reckless driving, unnecessary noise and "cruising" will result in the removal of on-campus parking privileges and may necessitate notification of the police.
- G. No student is to be in or drive a vehicle during school hours, including the lunch hour, unless authorized to do so by office personnel. Emergency situations will be handled on an individual basis. Whenever possible, advance permission must be secured before 8:30 a.m.
- H. **The Allendale Public School, or any of its faculty or staff, WILL NOT be responsible for loss or damage to student vehicles or personal property therein on school property.**

- I. Listed are various illustrative driving and/or parking violations, together with the penalties typically imposed for such violations. The list of violations is not exhaustive, and other forms of driving/parking misuse or abuse may also result in penalties being imposed. Depending upon the circumstances, the typical penalties may not be imposed, or may not be imposed in a progressive manner. Therefore, if the circumstances warrant more severe consequences (i.e., where the severity or frequency of the violation(s) or the circumstances under which it/they occurred warrant the same), the penalty imposed may exceed the typical penalties listed.

<b>VIOLATIONS</b>	<b>TYPICAL PENALTIES</b>
<b>Driving during school day:</b>	Loss of driving privileges for one week Two day suspension from school Loss of driving privileges for trimester Five day suspension from school Loss of driving privileges for remainder of school year
<b>Reckless driving on school property</b>	Five day suspension from school Loss of driving privileges for 30 days Flagrant violations will result in police involvement
<b>Improper parking</b>	Suspension of parking privileges for up to 30 days
<b>Loitering/setting in vehicle</b>	Loss of on-campus parking privileges and/or detention, suspension or possible expulsion
<b>Other abuses of Driving or Parking</b>	Loss of parking privileges and/or detention or suspension

### **LOCKERS**

Each student will have his/her own locker and be covered by the following requirements.

1. No writing is allowed on the outside of the lockers. Any writing must be removed within 24 hours. Failure to do so will result in penalties as outlined in the Code of Conduct.
2. No designs, stickers, etc., are allowed on the outside facing of the locker.
3. Lockers are to be kept locked at all times.
4. STUDENTS MAY ONLY USE LOCKERS THAT ARE OFFICIALLY ASSIGNED TO THEM!
5. If you have problems with your locker or lock report it to the office.

6. **DO NOT KEEP VALUABLES, MONEY, OR EXPENSIVE ITEMS SUCH AS HAND CALCULATORS, IN YOUR LOCKER.** Items stored in lockers are the responsibility of the student. It is recommended that valuables not be kept in the lockers.
7. Combinations are issued only to persons assigned to a specific locker. If a student gives his locker combination to another student, he/she may lose his/her locker privileges.
8. NEITHER THE ALLENDALE PUBLIC SCHOOL OR ANY OF ITS PERSONNEL WILL BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO PROPERTY STORED BY A STUDENT IN HIS/HER LOCKER.

### **SEARCH AND SEIZURE**

To maintain order, discipline, health and safety, school authorities may conduct searches as provided below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous or potentially dangerous to the health, safety or general welfare of students, school personnel or others; any item which is or may be disruptive of or detrimental to any lawful function, mission or process of the school; or any items which evidences a violation of school rules or which evidences any other form of misconduct.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Searches of school lockers, or students, and/or of their property belonging to them or in their possession or under their control, shall be conducted in accordance with the following provisions of this policy and such administrative regulations as may be promulgated with respect to it.

- A. **Searches in General:** In general searches conducted by a school official of a student, or a student’s property, and/or property under the student’s control, shall be based on reasonable suspicion and shall be reasonable in scope, as follows:
- B. **Reasonable Suspicion:** A search of a student and/or property will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school, or otherwise poses a threat to the health, safety or general welfare of students, staff or others.

Reasonable suspicion may be formed by considering factors (among others) such as the following:

1. Eyewitness observations by school personnel.
2. Information received from reliable sources; or
3. Suspicious behavior by the student.

**Reasonable Scope:** A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors (among others) such as the following.

1. the age of the student
2. the sex of the student
3. the nature of the infraction; and
4. the urgency requiring the search without delay

- C. **Particular Types of Searches:** The following provisions generally apply to the following types of searches.

### **Locker Searches**

1. **Maintenance Searches:** Although school lockers are temporarily assigned to individual students, they remain the property of the district at all times. The district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers, is permissible to check for cleanliness and vandalism. General maintenance inspections may therefore be conducted by school authorities at any time, without notice, without the student's consent, and without reasonable suspicion.
2. **Non-Maintenance Searches:** The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains unauthorized materials, illegal or contraband items, weapons, or other evidence of school rule violations.

### **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lots and to inspect the exteriors of student automobiles on school property at any time, without notice, without consent, and without reasonable suspicion. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, dangerous (e.g., weapons) or contraband items, or other evidence of school rule violations, are contained inside.

### **Personal Searches**

1. A student's person or personal effects (e.g., purse, book bag, pockets, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items, weapons, or other dangerous items, unauthorized materials, or other evidence of school rule violations.



2. Personal intrusive searches will require more compelling circumstances to be considered reasonable, and will be conducted (if at all) only upon compliance with such additional precautions (e.g., privacy, etc.) as may be administratively prescribed.
- D. **Special Needs Searches** In addition to, and notwithstanding the search provisions of section A (Searches in General) and Section B (Particular Types of Searches) above, the following provisions of this section C (Special Needs Searches) shall also apply.
1. Pursuant to Section 1306 of the Revised School Code and otherwise, school officials may, with or without assistance from law enforcement officials, conduct broad based (e.g., including but not limited to building-wide or district-wide, etc.) searches of student lockers, locker contents, and/or student personal effects (e.g., backpacks, book bags, etc.) on school property whenever, in the opinion of school officials, such broad based searches are warranted or advisable in the interest of ensuring the safety, welfare or well-being of persons and/or property. By way of illustration (but not limitation), such broad based searches might result from specific acts, incidents, threats, and/or information known by or brought to the attention of school officials, especially when the same are not necessarily identifiable with or limited to a known student or group of students.
  2. Pursuant to this policy, students shall be presumed to have no expectation of privacy in their lockers or locker contents; provided, however, that in the event of a broad based search of student lockers, locker contents, and/or student personal effects pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy.
- E. With respect to any and all of the search provisions prescribed above, the following additional provisions shall apply.
1. Searches conducted by school officials shall, to the extent reasonably possible and practical, be carried out in the presence of another adult and/or in the presence of the student.
  2. School officials reserve the right to turn over to proper legal authorities any items resulting from a search pursuant to this policy which are (or are suspected of being) illegal, unauthorized, dangerous (e.g., weapons), contraband, or contrary to school policy.

## **STUDENT DRESS AND APPEARANCE**

The way a person looks and acts is a reflection upon himself, his family, his school, and his community. It is extremely important to all students that they be concerned with how they look and how they act. Therefore, students must adhere to the following dress code.

- A. Student appearance should not disrupt the process of learning, call undue attention to the individual, or violate federal, state, or local health or safety laws.
- B. Shoes must be worn within the school building at all times.
- C. Hair should be kept neat and clean.
- D. Shorts and skirts must be mid-thigh or longer in length.
- E. Shirts and tops must be capable of being tucked in and stay tucked in. Halter tops, tank tops with spaghetti straps, and those that reveal cleavage are not acceptable for school.
- F. Hats, jackets, visors, and sunglasses are not to be worn inside the school building during instructional hours. Warm-up tops which are worn as part of an outfit will not be considered to be jackets.
- G. Buttons, signs or clothing that are indecent, in bad taste, suggestive, or encourage or advertise drugs and/or tobacco products and their use are not allowed. We ask that students not wear or display symbols that in American society today have been associated with violent events around the country, and which may make students feel unsafe, such as swastikas, the confederate flag and Antifa.
- H. Masks must be worn at all times, unless a note is provided by a medical professional stating otherwise.

If the individual student or faculty member feels that another student's dress standards do not meet minimum requirements, they are asked to inform the administration.

Students who come to school incompletely or inappropriately dressed or groomed will be asked to correct the situation immediately. This may involve being sent home. In such cases time missed is unexcused.

Directors of performing groups, athletic coaches, and cooperative training employers may establish stricter policies for those under their directions.

## **GRADUATION REQUIREMENTS**

\*All students must actively participate in all components of the Michigan Merit Exam (or appropriate MI ACCESS assessment if deemed appropriate in the student's IEP), or other state required testing, at each grade level 9-12, as determined by the State of Michigan.

Beginning with the Class of 2011, the following requirements will be in effect.

<b>English</b> (4 credits)	English 9, English 10, English 11, English 12 or equivalent
<b>Math</b> (4 credits)	Geometry, Algebra I, Algebra II, 1 additional math or math related credit in final year, Algebra II modifications: complete 2.5 including .5 credits of Algebra II or complete a two year Career Technical Education curriculum that includes .5 credit of -Algebra II or complete Algebra II over 2 years with credit given for each year.
<b>Social Studies</b> (3 credits)	World History and Geography, U.S. History and Geography, Government, Economics
<b>Science</b> (3 credits)	Physical Science, Biology, Chemistry or Physics. 8 <sup>th</sup> grade Earth Science may count as 1 high school credit if the student passes the final exam with a C+ or better.
<b>Health</b> (.5 credit)	Health
<b>Physical Education</b> (1 credit)	P.E. 9, P.E. 10
<b>Visual, Performing</b> (1 credit) <b>Applied Art</b>	Band, Choir, Tech Ed, CTC Classes Art Classes
<b>Online Learning Experience</b>	SAT Prep
<b>World Languages</b> (2 credits)	Begins with the Class of 2016.

**Some colleges and universities do not recognize classes taken at the middle school level as counting toward completion of core curriculum requirements in determining whether a student qualifies for admission.**

## PERSONAL CURRICULUM

The law establishing the Michigan Merit Curriculum (MMC) graduation requirements give parents the right to request a Personal Curriculum (PC) for their sons and daughters. A PC allows certain modifications to the MMC that will allow some students with special talents to take additional courses in the core areas of mathematics, science, English, or social studies. A PC also allows other students with documented disabilities some special provisions. Following are the allowable modifications to the MMC.

<b>4 English Language Arts Credits</b>	No modifications except for students with disabilities.
<b>4 Mathematics Credits</b>	After completing Algebra 1 and Geometry, complete Algebra 2 or two years 2.5 MMC math credits (Geometry, Algebra 1, and .5 credits in Algebra 2) and have a minimum of 4 credits including math in the final year. Additional modifications may be available for students with disabilities.
<b>3 Science Credits</b>	No modifications except for students with disabilities.
<b>3 Social Studies Credits</b>	No modifications of Government (Civics). 2 credits must be earned Modified only if student takes additional credits beyond those required in English, Math, Science or World Languages.
<b>1 Physical Education &amp; Health Credit</b>	Modified only if student takes additional credits beyond those required in English, Math, Science, or World Languages.
<b>1 Visual, Applied Arts Credit</b>	Modified only if student takes additional credits beyond those required in English, Math, Science, or World Languages.
<b>Online Learning Experience</b>	No modification except for students with disabilities. Other

requirements/procedures regarding the Personal Curriculum include:

- The PC may not be needed if the MMC for a student can be addressed with other reasonable arrangements.
- When needed, the PC is written by a group of knowledgeable people that include the parent and school staff.
- The PC must adhere to the MMC content standards as much as possible for the students. In other words, the essential content expectations for graduation must still be met.
- The PC may exceed the requirements of the MMC.
- The PC may contain some special provisions for students with documented disabilities.
- The PC must be approved by the superintendent of the school district.
- The PC may be adjusted during the course of the student's high school education using the same, process, as appropriate.

## **POLICY FOR STUDENTS WHO FAIL TO MAKE ACADEMIC PROGRESS**

**Online Courses:** Students who fail or underperform in an online class must have administrative approval before taking another online course.

**Dual Enrollment:** Any student who does not earn a grade of “C” must refund the district the cost of the dual enrollment class or Michigan Virtual University class cost. This amount will be added to the student’s record if unpaid.

**Failing Courses:** When students fail four (4) or more trimester length classes, they lose a minimum of two (2) credits and are at risk for not graduating with their class.

The following policy attempts to address this concern and applies to those students who have the ability to succeed but choose not to apply themselves. Teacher interviews, test results, discipline records, and possible special education / section 504 referrals will be considered in assessing a student’s ability and attitude.

Students who fail four (4) or more trimester length classes will be placed on academic probation. During the course of the probationary period, if the student fails any other classes, he/she will no longer be able to graduate with his/her class due to insufficient credits. Any student planning to enroll for his/her senior year must be on pace to graduate with his/her class or have permission from administration to enroll at AHS. Failure to be on schedule to graduate will mean that the student will enroll at New Options High School for that year. If a student can recover credit he/she may be allowed to return to Allendale High School at the trimester. Credits may be made up through summer school, online or correspondence courses, or the Allendale Public Schools alternative education program, New Options. Per Board of Education policy, a maximum of three credits may be earned outside of the regular Allendale High School program. No more than two of these additional credits may be earned in the student’s senior year.

## **STUDENTS WHO RECEIVE AN INCOMPLETE**

In certain situations students may not be able to complete a trimester class or classes due to illness, law violations, or other circumstances. In these cases students may receive an incomplete or “I” in the class. Students will have three weeks from the end of the class to finish the requirements to receive credit. If the student fails to do so the “I” will become a failing grade. If an extenuating circumstance exists the administration will review the case.

## **COMMENCEMENT POLICY**

A student must complete all of the graduation requirements before he/she will receive a signed diploma and/or participate in the commencement ceremony. Students who enter their final trimester more than two (2) classes behind the number that can be earned at Allendale High School, will not be allowed to participate in the graduation ceremony.

Transfer students assume our requirements when they enter Allendale High School. If a student transfers to Allendale during the first trimester of his/her senior year from a school in which students can earn more than six credits a year (i.e. in a block format), that student must complete the same number of classes at AHS as he/she would have needed to graduate from his/her former school.

Students who transfer to AHS during the second trimester of their senior year will not be issued an Allendale diploma. The credits they earn at AHS will be transferred back to their former school which will be expected to issue a diploma.

In order to qualify for AHS's Valedictorian, Salutatorian, or Top Ten honors, a student must be enrolled as a full-time student on or before the start of the second trimester of his or her junior year. A student must also have taken the majority of his or her classes in the traditional high school setting.

**Early Graduation/Abbreviated Schedule:** Students who have completed all of the graduation requirements before the third trimester of their senior year may qualify for early graduation. Seniors may also qualify for an abbreviated schedule in the last two trimesters of their senior year. These instances must have counselor, administrative, and parental approval. If a student has an abbreviated schedule or graduates early, he or she should not be on campus during the school hours in which he or she does not have class.

## **STUDENT CLASSIFICATION**

The class of a high school student is determined by the number of years a student is enrolled in school. A first year student is considered to be a freshman, a second year student is a sophomore, a third year student is a junior, and a four year student is a senior.

## **CLASS PLACEMENT**

1. Students who receive a D or an F in a core subject in the 8<sup>th</sup> grade will take that class in the A term of the ninth grade year.
2. Students who fail the first trimester of a course in which passing the first trimester is a prerequisite for taking the second trimester must repeat the first trimester before taking the second.
3. Students who earn an F in a class then earn a passing grade by repeating the class will be given the better grade on the transcript, and the F will be changed to an NC (no credit). This eliminates the effect of the F on the cumulative grade point average.
4. Students who have a C- or lower in a class may elect to retake the class to improve their grade. They will receive the higher grade on the transcript and the lower grade will become an elective credit (CR), which allows them to keep the credit earned but does not affect their cumulative grade point average.

5. Students will be allowed one independent study class per trimester unless the counselor and principal give prior permission to take more than one. Each independent study class will meet for 12 weeks for ½ credit.
6. Students who wish to drop or change a class must do so within one week of the start of the trimester.
7. Eighth graders who take a class in middle school for high school credit must receive a C+ or higher in order to receive high school credit.

### **TRIMESTER EXAMS**

Trimester exams will be given to all students in the high school in all classes at the end of each trimester. Third trimester seniors who maintain a 'B' average or better in a class for the trimester **and** who have three (3) or fewer absences (does not include school related) in that class for the **trimester** do not have to take the final exam unless required to do so by the instructor. Seniors who are exempt from final exams are expected to be in school unless a parent calls school giving them permission to stay home.

Students who fail to take the trimester examinations will be given an **incomplete (I)** which automatically becomes an "F" if the work is not completed before the end of the next full trimester. A student will receive an "F" **instead** of an "I" in a class if the student fails to take the trimester examination at the end of the school year.

### **REPORT CARDS**

Report cards will be sent electronically at the end of each trimester. If parents/guardians do not have means to accept electronic versions a paper copy will be mailed.

### **CAFETERIA**

Students are expected to:

1. Return all utensils to the window and all waste to the trash receptacles before leaving.
2. Keep tables and floors clear of litter.
3. Refrain from taking "cuts" in the lunch line.
4. Keep area outside of cafeteria clean.

To access lunch money on deposit, students must have their ID cards. Memorized ID numbers and phone numbers take additional time to input and create the potential for students to access other students' accounts inappropriately.

Violations of cafeteria regulations may result in warnings, assignments to after school detention, suspensions, and/or loss of cafeteria and hot lunch privileges or other disciplinary actions.

## **BUS AND TRANSPORTATION**

1. Bus drivers are responsible for the safety and discipline of riders. Because of the extreme seriousness of poor bus conduct, students who demonstrate improper behavior on buses will be denied the use of bus transportation. A permit from the principal's office is needed to ride another bus, to get off at a different place than regular, or for a non-rider to ride a bus.
2. **Field Trips:** In order for a student to go on a scheduled field trip, he/she must have a permit signed by a parent or guardian before the trip. If a student forgets a permission slip, telephone calls to parents **WILL NOT** be acceptable. We must have a signed permission slip on file for any student who goes on a field trip. It is the responsibility of the sponsor of the trip to see that students are given these slips and that they are returned.

## **VISITORS**

Because having visitors in school is often more of a disruption than a benefit, they will not be allowed to attend classes unless the principal and the teachers in the affected classes give written permission in advance.

Young children are not allowed as visitors.

All visitors must register in the office where a visitor's pass will be issued.

## **WORKING PERMITS**

Anyone under the age of 18 must have a working permit to be legally employed except in the following instances: newspaper carriers, domestic work, farm work, work in a business owned and operated by a parent or employment by a non-profit camp or recreation program. Work permits are available from your employer or from the high school office.

## **STUDENT CONGRESS**

This organization governs student affairs. The Congress shall be composed of each grade's class officers plus two representatives per class elected to serve on Student Congress. Each high school class has two (2) representatives, and each club recognized by the Student Congress has one (1).

### **Purpose of Student Congress**

1. To provide students with experiences in the democratic process.
2. To promote harmonious relations between students, faculty, administration, and other schools.
3. To improve school morale.
4. To develop experienced, educated, citizens concerned with government.
5. To promote the school's general welfare.



## **Annual Projects**

1. Activities promoting school spirit and academics.
2. Activities involving local charities.
3. Organizing and conducting the Homecoming Week's activities.

## **HIGH SCHOOL DANCE POLICY**

All dances must be approved by the Principal. School dances are open only to Allendale High School students (9-12) and their escorted dates and alumni when invited.

Any student bringing a guest who is not a student of Allendale High School must obtain a Dance Guest Approval Form from the office. This form must be filled out completely and signed by the Principal or Assistant Principal before any guest is allowed to attend a dance.

**Any inappropriate dancing will result in the students leaving the dance and suspension from the following dances.**

**“Grinding, rubbing body parts, and hands on knees” will not be tolerated.**

**Vertical dancing with no contact or friction is the only acceptable dancing style, with the exception of appropriate slow dancing.**

All dances following athletic contests will end 2 hours after the conclusion of the game.

All school rules are in effect at dances. There is no smoking permitted on the school grounds. Students are not permitted to re-enter after having once left a dance.

Any violations of these rules can result in expulsion from the dance and further disciplinary action, up to suspension.

## **TEXTBOOKS**

Textbooks are furnished to you by the school. Students will get texts from teachers when classes first meet. These books are the property of the school and any damage or misuse given them must be paid for by the students.

## **LOST AND FOUND**

Whenever you lose an article, leave a description of it at the office. If you find an article lost by someone else, leave it with your name at the office. Mark your belongings for identification.

### **LOCKER ROOMS**

Our school has adequate locker rooms. Many students from other schools will be using them during the year. Their impressions of our school will be decided in part by the appearance and general condition of these rooms. It will require the cooperation of all who use these rooms to keep them in good condition.

**Laptops are not allowed in the locker rooms under any circumstances. Laptops must be stored in room 915 during P.E. and after school activities.**

**Lockers and combinations are available and will be assigned by the P.E. teachers and athletic coaches.**

### **CELL PHONES/ USE OF IPODS, MP3 PLAYERS & CD PLAYERS**

Students are allowed to use cell phones in the hallways, during lunch, and during passing times, however, cell phones should be turned off and put away during class times. Teacher discretion may allow for some classroom use, but any classroom policy regarding cell phones should be followed. Any inappropriate use of a cell phone by a student will result in disciplinary action, up to and including suspension and possible recommended expulsion. Those who violate classroom policy will have the cell phone confiscated, to be returned at the discretion of administration.

IPODs, MP3 Players, and C.D. Players of any kind are not allowed in school during instructional time (unless the student has this accommodation in an IEP or 504 plan). Students may listen to these devices before school, during lunch, or after school.

### **DISPLAY OF AFFECTION**

There is a time and place for expressing affection. Allendale High School will not condone excessive displays of affection. Displaying of affection at Allendale High School and its school events should be limited to simple hand holding. Violation of this policy will result in disciplinary action up to suspension.

### **NATIONAL HONOR SOCIETY**

Membership in the NHS is available to students who maintain a 3.33 cumulative grade point average (minimum of five trimesters) and who exhibit high standards of character, leadership, and service. A committee composed of faculty members appointed by the principal meets annually to evaluate potential candidates for the society. Once accepted into the NHS, students are expected to attend all meetings, pay dues, and complete 30 hours of volunteer service to be considered a member in good standing.

### **ATHLETICS AND EXTRA/CO-CURRICULARS**

Administration reserves the right to restrict participation in non-credit earning school sponsored activities due to behavior, poor academic performance, or attendance. This list includes, but is not limited to, dances, drama performances, talent shows, competitions (Science Olympiad, Robotics), etc. Please refer to Athletics & Extra/Co-Curricular Handbook for expectations related to student conduct and potential consequences for violations of this code of conduct.

## **CODE OF CONDUCT**

The primary objective of student discipline and control is to produce a good environment in which complete attention may be directed to teaching and learning. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adapting the individual child to life in society and involves 3 major emphasis.

1. To guide the student and enhance the immediate efforts of teachers and other pupils in the learning situation and therefore, does not threaten either the classroom or the instruction that is taking place.
2. To assist the student in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming adult responsibilities. At least by the time he/she reaches secondary school age, it is expected that the pupil will assume personal responsibility for his/her own behavior.
3. Allendale High School has the responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures. While it is recognized that youth can be controlled through fear and actual physical force, the purpose of the school is to help students develop self-control and self-discipline.

### **FOR THIS REASON:**

1. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his/her age, maturity, experience, abilities and values.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including the student's image of himself/herself, his/her active participation in both curricular and extracurricular activities of the school, his/her motivation to learn and the understanding and support he receives from his/her parents, teachers, and other adults.

Since young people are basically motivated to learn and meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding students in understanding, establishing, and maintaining these acceptable behavioral standards.

### **THE FOLLOWING 9<sup>TH</sup> – 12<sup>TH</sup> GRADE CODE OF STUDENT CONDUCT HAS BEEN ADOPTED BY THE ALLENDALE PUBLIC SCHOOLS BOARD OF EDUCATION**

1. Parents will be notified of all disciplinary action involving their students. Referrals to police and juvenile authorities will be made when appropriate.
2. The provisions of this Code of Student Conduct and the regulations covered in this handbook are in effect at school and at any school activity or event, whether on or off school property.

3. An alternative or supplement to suspension may be offered to students in place of or in addition to suspension. (Examples include counseling and substance abuse programs). Such alternatives or supplements are at the discretion of the administration.
4. Any student that is under suspension (in-school or out-of-school) will not be allowed to attend or participate in any school activity.
5. Certain types of behavior are never appropriate in school or a school-related setting. In addition to such other rules, regulations, standards and guidelines as may be issued by school officials, and/or are inherent in basic concepts of acceptable conduct and behavior, the provisions below are illustrative (but not exhaustive) of prohibited student conduct. Violation of any such rules, regulations, standards, or guidelines, or commission of any of the following violations, shall be deemed to be gross misdemeanor or persistent disobedience warranting a student's exclusion, suspension, or expulsion as provided below.

The following, therefore, are illustrative student conduct violations together with the penalties typically imposed for such violations. The list of violations is not exhaustive, and other forms of student misconduct may also result in penalties being imposed. Depending upon the circumstances, the typical penalties may not be imposed in a progressive manner. Therefore, if the circumstances warrant more severe consequences (i.e., where the severity or frequency of the violation(s) or the circumstances under which it/they occurred warrant the same), the penalty imposed may exceed the typical penalties listed.

### **Saturday Detention**

Students who are assigned Saturday detention will report promptly to the designated area by 8:00 a.m. Saturday detention will last from 8:00 a.m. until 11:00 a.m.

- There are no electronic devices allowed in Saturday School. (Cell phones, laptops, iPods, video games, etc.)
- Students are expected to sit quietly and work on homework or read.
- Students who refuse to cooperate in Saturday detention will be suspended.
- If a student does not report for an assigned Saturday detention he/she will have one day out-of-school suspension on the following Monday. The student will also be required to serve the Saturday detention during the next scheduled Saturday detention.
- If a student continues to miss the assigned Saturday detention they will acquire an added day of suspension for each time they miss. The student will still be required to serve the Saturday detention.

- Students are expected to sit quietly and work on homework or read.
- Students who refuse to cooperate in Saturday detention will be suspended.
- If a student does not report for an assigned Saturday detention he/she will have one day out-of-school suspension on the following Monday. The student will also be required to serve the Saturday detention during the next scheduled Saturday detention.
- If a student continues to miss the assigned Saturday detention they will acquire an added day of suspension for each time they miss. The student will still be required to serve the Saturday detention.

### **Bullying/Harassment/Cyberbullying**

We are committed to providing a caring, friendly, and safe environment for all students so they can work and learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at any of our schools. Any student found to be bullying another student is subject to prompt disciplinary action. If bullying occurs, all students and parents should immediately report the incident to a staff member.

#### **Why is it important to report and respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Respectful behavior choices will be reinforced with students who engage in bullying behaviors.

#### **Bullying vs. Mean/Rude Behavior**

When someone says or does something intentionally or unintentionally hurtful ONCE, that's RUDE and MEAN. It is not bullying when two peers with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or mediation is appropriate for these situations.

When someone does something **intentionally** (directly or indirectly) hurtful and/or mean that is **repeated** (or highly likely to be repeated) and involves an **imbalance of power**, that's BULLYING. Bullying is a form of harassment that can happen to anyone but may be based on race, gender, height, weight, religion, ethnicity, sexual orientation, gender identity, gender expression, familial status, disability or medical condition.

Examples of bullying may include but is not limited to the following:

**Physical**- may include hitting, kicking, spitting, punching, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student's movement, or making unwelcome physical contact.

**Emotional/Psychological**- may include spreading rumors, manipulating social relationships, coercing, engaging in social exclusion/shunning, or intimidating

**Verbal**- may include taunting, teasing, insulting, name calling, or making threats

Cyber/Electronic- may involve the inappropriate use of information or communication technologies such as emails, cell phones, text messages, instant messages, Twitter, Facebook, Instagram, Vine, Snapchat, Ask.fm, defamatory personal websites, or defamatory online polling websites

Instigation/agitation- Students who instigate or agitate a situation by spreading overheard gossip, name-calling, rumors, or other disparaging remarks will be subject to consequences as well.

*\*\*You can access the state definition of “bullying” on our website under “Parents” and “Student Health and Safety Board Policies.”*

**Procedures:**

1. Report suspected bullying incidents to staff immediately verbally or in writing.
2. In cases of bullying, the incidents will be recorded by staff and brought to the attention of the administration.
3. The severity and seriousness of the bullying will be assessed and the appropriate action taken. This may include the use of counseling practices, restitution, the loss of privileges, interviews with parents/legal guardians, or suspension from school. Although administration will be aware that some students who are bullied may say out of fear that “they don’t care” or “it’s not a big deal,” they will deal with the behavior, not the emotion.
4. If necessary and appropriate, the school will consult with any or all of the following: parents/legal guardians, teachers, school psychologist, school social worker/counselor, or police.
5. An attempt will be made to help the student who engaged in the bullying behaviors to change their behavior.
6. After the incident has been dealt with, administration will follow up with the student who was being bullied to ensure the bullying behaviors have ended and provide necessary supports to the student.

**VIOLATION**

**Typical Penalties**

All consequences will be determined based on student behavioral history and the egregiousness of the act. All violations may have consequences up to and including suspension.

<b>Excessive show of affection</b>	Detention / Saturday Detention/ Suspension
<b>Skiping</b>	-Saturday Detention
<b>Cheating</b>	Academic Dishonesty List Failure on test or assignment and parent notification Failure for trimester Failure for trimester and no credit given for course
<b>Inappropriate Clothing</b>	Change or sent home Detention / Saturday Detention for repeat offenders
<b>Use of obscene or profane language verbal, in writing, through caricatures, etc.</b>	Detention One day suspension Three day suspension

**Directing obscene or profane language/gestures at fellow students or school employees**

One day suspension  
Three day suspension  
Five day suspension  
Recommend for expulsion

**Misbehavior in the classroom:**

(Behavior and/or conduct and/or incitement to action which results in the disruption of the school students and/or school personnel.

Detention  
Saturday Detention  
Suspension

**Leaving campus or building without permission**

Loss of driving privileges  
Lunch in detention room  
One day suspension  
Saturday Detention

**Insubordination:**

(refusal to comply with reasonable request of school authorities) or disrespect to school personnel.

Detention  
Saturday Detention  
Suspension

**Threatening Behavior / Bullying:**

Verbal / written comments or physical actions intended to intimidate or cause fear in another student or staff member.

Detention  
Saturday Detention  
Three day suspension  
Five day suspension  
Recommend expulsion  
Possible police referral

**Fighting:**

Physical contact in which two or more parties are active participants which does or could cause bodily harm. Physical contact refers to, but is not limited to, hitting, shoving, pushing, tripping, pinching or spitting

Three day suspension  
Five day suspension  
Ten day suspension  
Recommend Expulsion  
A police referral is required for all fights

**Assault:**

Assault is different from fighting because it does not involve at least two active participants. Assault means striking or threatening school personnel, students or others

Police referral and five day suspension  
Ten day suspension  
Recommend Expulsion

**Possession or use of dangerous weapons, or use of any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm**

Police referral and recommend expulsion

<b>Possession of property belonging to others (theft)</b>	Three day suspension & restitution Five day suspension & restitution Ten day suspension & restitution Police referral for all thefts
<b>Vandalism:</b> Writing on and/or willful destruction or defacement of school property or the property of others	Detention for minor offense One day suspension Five day suspension Full payment of labor and replacement costs of items that need to be replaced Recommend Expulsion
<b>Tobacco possession and/or use:</b> (Includes cigarettes, chewing tobacco, cigars, electronic cigarettes, vape paraphernalia, etc.)	Three day suspension Five day suspension Ten day suspension Confiscation and police referral
<b>Controlled Substances:</b> Possession, or being under the influence of any controlled substance (alcohol, drugs, counterfeit or look-alike and anabolic steroids), and possession or use of any drug paraphernalia, is prohibited, illegal and harmful	Ten day suspension and police referral Recommend Expulsion <i>(A PBT refusal involving students on school property illegal will be seen as an admission of guilt in the eyes of the drugs, school)</i>
<b>Controlled Substances:</b> Sale or transfer of any controlled substance (alcohol, illegal drugs, counterfeit or look-alike drugs and anabolic steroids), and sale or transfer of any drug paraphernalia, is prohibited, illegal or harmful.	Indefinite suspension Recommend Expulsion Police referral
<b>Possession of fireworks or other Explosive materials legal or illegal</b>	Police referral and Detention Three day suspension Five day suspension Recommend Expulsion
<b>Use of Fireworks</b>	Five day suspension Ten day suspension Recommend Expulsion Police referral
<b>Arson</b>	Recommend Expulsion Police referral
<b>Bomb Threat</b>	Recommend Expulsion Police referral (by law: \$10,000 fine, license suspended)
<b>False Fire Alarm</b>	Police referral Ten day suspension Possible Expulsion



<b>Throwing foreign objects at school employees, students, or guest / visitors.</b>	Detention / Saturday Detention Suspension Possible Expulsion
<b>Food fights, throwing things at staff, etc.</b>	Three day suspension Five day suspension Ten day suspension Recommend Expulsion
<b>The deliberate act of pushing, shoving, striking, or overtly threatening a teacher, other school employee or guest / visitor while on the school premises or at any school approved function</b>	Police referral and indefinite suspension Recommend Expulsion
<b>Hall Violation:</b> (In halls without a valid corridor pass, misbehavior, etc.)	Detention / Saturday Detention
<b>Lunchroom misbehavior:</b> misbehavior, leaving mess)	Detention / Saturday Detention (Leaving, line
<b>Inappropriate behavior:</b> (Behavior which has the potential to cause injury or bring embarrassment to students or school staff. Includes horseplay, running in halls, etc.)	Detention / Saturday Detention
<b>Forgery (Fraudulent use of school documents)</b>	Detention Three day suspension
<b>Unauthorized use of computers:</b> (Tampering with the files, accessing or trying to access other accounts without permission, altering data, misuse of Internet, etc.)	Loss of computer privileges Detention Three day suspension Five day suspension Recommend Expulsion
<b>Accessing staff files, email, altering grades and/or attendance data</b>	Three day suspension and loss of computer use Five day suspension and loss of computer use Restitution for damages Recommend Expulsion
<b>Communication devices:</b> (Possession of cell phone, pagers, and other communication devices during school hours)	Confiscation Detention Three day suspension Five day suspension Recommend Expulsion

**Unauthorized use of cameras/  
phones/pictures social media  
posts/photo sharing**

Saturday Detention  
3 Day Suspension

**Racial / Ethnic Comments:**

(Inappropriate racial or ethnic comments directed towards another student such as: racial slurs, racial jokes, or instigation of fights due to racial/ethnic comments or intimidation.

Suspension  
Recommend Expulsion

**Harassment:**

Significant or repeated verbal or physical acts designed to annoy or provoke, having the effect of annoying or provoking, a person because of gender, race, religion, ethnic background or handicap.

Suspension  
Recommend Expulsion

**Students who accumulate twenty (20) days of suspension during the academic year will be recommended for expulsion.**

**GANG ACTIVITY**

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths that promote juvenile delinquency which has an adverse effect on the school and learning environment. Students must not engage in gang type behaviors at school, while on school property, or at school- related activities. This includes:

1. Wearing clothing or apparel or altering one's appearance in order to indicate gang affiliation.
2. Wearing jewelry or clothing accessories that denote gang colors or symbols.
3. Displaying hand or body signals that communicate gang membership or gang activity.
4. Displaying gang membership through symbols, tattoos, drawings, graffiti, etc. on one's body, clothing, possessions, vehicles, locker, or other school property.
5. Wearing gang colors.
6. Indulging in gang behaviors, including shouting standoffs, and confrontations with an individual or group.
7. Demonstrating any other activities deemed to be gang related. The administration reserves the right to determine which behaviors, dress or activities are gang related.
8. Possessing weapons, fighting, and/or other violent behavior.

As a general guideline, offenses one through seven above will be initially dealt with by completion of an action plan (including statement of behavior, statement of why the behavior was unacceptable, and a statement of appropriate alternative behaviors), and suspension from school until a parent conference is completed. Additional incidents of offenses one through seven will be dealt with as above but with additional days of suspension to a maximum of ten days or expulsion from school.

Offense eight and other violent actions will be dealt with as prescribed appropriate in the Student Handbook.

## **STUDENT ACCEPTABLE USE POLICY**

Computer, network, and Internet access is a privilege available to students at Allendale Public Schools. Our goal in providing this service is to facilitate learning, promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully. Computer use may be revoked if a student does not adhere to the guidelines below.

- 1. Acceptable Use:** My use of laptops, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of Allendale Public Schools. Transmission of any material in violation of any U.S., state or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use. Students may also request permission to use personal technology devices on the school's network as appropriate times.
- 2. Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:
  - I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password.
  - I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
  - I will respect school equipment; I will not vandalize or maliciously use the equipment.
  - I will only use software that is pre-approved by Allendale Public Schools. I will not attempt to add software to the computer.
- 3. Internet Safety:** The Internet provides opportunities to access new resources, but it also provides unique risks to students. Allendale Public Schools provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
  - I will not give out on the Internet personal information such as my full name, phone number, or address.
  - I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
  - I will not correspond or meet with someone through the Internet without the pre- approval of a teacher.
  - I will only access or download sites appropriate for school classes or activities.
  - I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. **E-Mail Safety:** Electronic mail (e-mail) also provides new opportunities for students, but it too requires careful use. I will follow the guidelines below when using school computers or school email accounts.

- I will only use a school provided email account when using e-mail at school. I will not use IM and chat during school hours without permission.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided email account at school or another location. Allendale Public Schools actively filters and monitors school provided student email accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided email accounts.

5. **Laptop Use:** The school's 1-1 laptop program is a bold move, providing students new opportunities to learn and enhance their education.

- Use of the school owned laptop remains a privilege. This privilege can be taken away.
- User of the laptop must abide by all school policies at all times regardless of location.
- The laptop handbook contains specific policies and guidelines.

### **LAPTOP FREE ZONE**

Under no circumstances should a laptop be brought into the locker room. The school cannot guarantee the safety of the laptop in that facility. The District has provided safe storage in room 915 for all laptops. This room has camera surveillance and can be locked at appropriate times by Allendale High School staff members. **Any student who disregards this policy and has damage or theft involving his/her laptop will be required to pay the full deductible amount for the replacement laptop.**

### **DISCIPLINARY ACTION:**

Users violating any of these Rights and Responsibilities will face disciplinary action.

Users violating any of these Rights and Responsibilities will immediately be banned from using school hardware and telecommunications software until a meeting is held with the building principal and Technology Director. Depending upon the seriousness of the violation the user may be banned from the use of technology and receive additional disciplinary action such as suspension from school or criminal prosecution.

Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Users who wish to continue using school hardware, software, and Internet access will be required to attend additional training sessions in the use of these technologies.

Abuse involving personal technology devices will result in the loss of privileges to use personal technology devices.

Users violating any of these Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

## **CLASS REMOVAL, SUSPENSION, AND EXPULSION**

The class removal, suspension or expulsion of students from school and school programs shall be generally subject to and consistent with the following basic principles and due process considerations:

- A. **Class Removal:** The temporary removal of a student from class for the remainder of the class period may be made by a teacher.

The removal of a student from a class for a period of one (1) to ten (10) days may be made by the principal (or his/her designee).

The removal of a student from a class for a longer period, up to the remainder of the trimester, may be made by the superintendent.

Class removal will generally result when the severity of the student's conduct, the persistence of his/her disobedience, or the disruptive effect of a student's violation renders the student's continued presence detrimental to the class.

1. **Class Removal Procedure:** A student who is removed from a class period by a teacher shall be sent and shall report immediately to the principal's office. The teacher shall furnish the principal (or designee) with the particulars of the incident as promptly as his/her teaching obligations permit. The incident shall be reported to the student's parent or guardian.

If the principal proposes to remove a student from a class for a period of one (1) to ten (10) days, or if the superintendent proposes to remove the student from a class for a longer period (up to the remainder of the trimester), the student's proposed class removal shall be reported to the student and his/her parent or guardian together with the reasons and charges to support such action. The student and/or parent or guardian may promptly request a meeting with the principal or superintendent (as the case made be) to discuss the reasons and charges and to discuss the student's return to the class.

2. **Appeal of Class Removal:** A student and/or parent or guardian may appeal to the Board of Education (for review) of the superintendent's decision to remove a student from a class for the remainder of the trimester if the appeal is made in writing within two (2) school days after being notified of the superintendent's decision.

- B. **Short Term Suspension** Short term suspensions are those which result in a student's separation from school and school programs for the period of ten (10) school days or less.

The issuance of short term suspensions shall generally be made by the principal (or his/her designee). A short term suspension may either be issued alone (i.e. as the total discipline) or in conjunction with more severe disciplinary (e.g. during the time necessary for processing the same.)

1. **Short Term Suspension Procedure:** When a short term suspension is proposed the student and his/her parent or guardian shall be informed of the reasons or charges in support of such action and of the proposed duration of the short term suspension.

The student and parent or guardian shall be afforded an opportunity to meet with the principal and such others as the principal may determine to: (a) consider the reasons or charges for the short term suspension; (b) to hear the evidence in support of the short term suspension; and (c) to afford the student and/or parent or guardian an opportunity to respond to the reasons or charges and to present evidence on the student's behalf.

When reasonably possible and practical, the opportunity for the above meeting should occur before the disciplinary action is implemented.

2. **Appeal of Short Term Suspension:** Short term suspensions which exceed five (5) school days per school year, whether as a result of a single suspension or multiple suspensions, may be appealed by the student and/or parent or guardian to the superintendent (or designee) for review by the superintendent. Any such appeal shall be made in writing within two (2) school days after being notified of the principal's (or designee's) decision. The decision of the superintendent (or designee) shall be final with respect to any short term suspension appeal.

- C. **Intermediate Term Suspension:** Intermediate term suspensions are those which result in a student's separation from school and school programs for a period in excess of ten (10) school days but not exceeding thirty (30) school days.

The issuance of intermediate term suspensions shall generally be made by the superintendent (or his/her designee). An intermediate term suspension may either be issued alone (i.e., as the total discipline) or in conjunction with more severe discipline (e.g. during the time necessary) for processing the same.

1. **Intermediate Term Suspension Procedures:** When an intermediate term suspension is proposed, the student and his/her parent or guardian shall be informed (in writing) of the reasons or charges in support of such action and of the proposed duration of the intermediate term suspension.

The student and parent or guardian shall be afforded an opportunity for a hearing before the superintendent with respect to the intermediate term suspension. During the hearing, the following shall generally occur:

- a) The student and parent or guardian shall be confronted with the reasons or charges for the intermediate suspension.
- b) The testimony of the witnesses and other evidence in support of the reasons or charges shall be presented.
- c) The student and his/her parent or guardian shall have an opportunity to respond to the reasons or charges and the evidence offered in support of the intermediate term suspension; and
- d) The student and his/her parent or guardian may call witnesses and provide other relevant evidence on the student's behalf.

When reasonably possible and practical, the opportunity for the above hearing should occur before the disciplinary action is implemented or otherwise as soon thereafter as possible.

2. **Appeal of Intermediate Term Suspension:** Intermediate term suspension may be appealed by the student and/or his parent or guardian to the Board of Education for review by the Board. Any such appeal shall be made in writing within two (2) school days after being notified of the superintendents' (or designee) intermediate term suspension decision.

D. **Long Term Suspension and Expulsion:** Long term suspensions are those which (a) result in a student's separation from school and school programs for a period in excess of thirty (30) days, or (b) will automatically result (regardless of the suspensions duration) in the students loss of all academic credit for the trimester (based on the District's attendance and make-up policies).

Expulsions refer to a student's separation from school and school programs for an indefinite period or on a permanent basis.

The issuance of long term suspensions (as defined above) and expulsions shall be made only by the Board of Education upon recommendation of the superintendent (and/or his/her designee).

A recommendation for the long term suspension or expulsion of a student shall result in the suspension of the student pending the opportunity for a hearing before the Board of Education and the decision by the Board.

1. **Long Term Suspension or Expulsion Procedures:** In cases where a student's long term suspension (as defined above) or expulsion is proposed, the following guidelines and procedures shall be generally followed:
  - a) The student and his/her parent or guardian shall be promptly notified in writing of the recommendation for long term suspension or expulsion. The written notification shall include the following:
    - A statement of the reasons or charges resulting in the recommendation.
    - An opportunity to meet with the superintendent (or his/her designee) with respect to the recommendation prior to a hearing before the Board of Education.
    - Notification of the student's and parent's or guardian's right to request an open or closed hearing before the Board of Education on the recommendation for long term suspension or expulsion; and
    - A summary (e.g., by excerpt of those Handbook provisions) of the basic hearing procedures to be followed in the event a hearing before the Board of Education is requested.
  - b) Within two (2) school days after receiving the above notice of recommendation for long term suspension or expulsion, the student and parent or guardian shall inform the superintendent (or designee) in writing of the desire (if any) to meet with the superintendent (or designee) concerning the recommendation for long term suspension or expulsion and/or the desire (if any) for an open or closed hearing before the Board of Education.
  - c) Upon timely receiving a written request for a meeting with the superintendent (or designee), the superintendent (or designee) shall inform the student and parent or guardian of the date, time and location of the meeting. The superintendent (or designee) shall affirm or deny the recommendation for long term suspension or expulsion within two (2) school days after such meeting.

- d) If the recommendation for long term suspension or expulsion is affirmed, and/or if there is a request for a hearing before the Board of Education (with or without a prior meeting with the superintendent (or designee), the superintendent (or designee) shall inform the Board of the request and shall notify (in writing) the student and parent or guardian of the date, time and location of the hearing before the Board of Education. The hearing shall not, without consent, be conducted sooner than five (5) school days after issuance of such notice.
- e) The hearing before the Board of Education will be conducted in accordance with the following basic rules and procedures:
- The student and parent or guardian may be represented by an attorney or other advisor of choice. The cost of any attorney or advisor of choice shall be at the expense of the student and parent or guardian. If the student and parent or guardian, or any representative of the parties, fails to appear at the hearing the Board of Education may proceed with the hearing and decide the matter as if the student and parent or guardian and their representative had been present. The Board of Education must, however, have at least four board members who are present and support the decision.
  - Witnesses, documents, other evidence, and/or oral arguments may be presented at the hearing in support of the proposed long term suspension or expulsion; and the student and parent or guardian, or their representative, may cross-examine witnesses presenting information against the student.
  - Similarly, the student and parent or guardian, or their representative, may call witnesses and present documents or other evidence, and/or oral arguments, in response or opposition to the reasons or charges and recommendations; and any such witnesses shall likewise be subject to cross-examination.
  - The hearing is not a court proceeding and court rules of evidence need not be strictly followed.
  - The hearing shall not be a proceeding of record. However, should the Board of Education choose to preserve information presented by means of a tape recorder or other mechanical or electronic device, such material may be used as evidence of information presented in a judicial proceeding.
  - The Board of Education may request the presence at the hearing of the principal, the superintendent, the attorney for the school district, and such other persons as may possess information relevant to the hearing.
- f) In all long term suspension and expulsion cases the Board of Education shall as promptly as possible, issue a written opinion of its determination. A copy of the decision shall be sent to the student and his/her parent or guardian, and/or to their representative, within five (5) school days after the decision is approved and adopted.



E. **Other Suspension, Expulsion and Due Process Provisions:** In addition to the foregoing, the following provisions shall apply to suspension or expulsion proceedings as and when appropriate.

1. **Non-Participation:** Students who are suspended from school shall not be allowed to participate in any school approved or school sponsored activities or events.
2. A student who is suspended is allowed to make up their work. They have one day to make up work for each day suspended.
3. If the student's separation from school and/or school privileges will not exceed ten (10) school days (in the aggregate during the school year), the suspension may be accomplished in the manner prescribed for other short term suspensions except for such modifications as may be legally required or otherwise appropriate (i.e., given the student's handicapped status) suspension or expulsion proceedings cannot be completed within ten (10) school days, the District shall either (a) obtain parental consent to an interim placement or (b) seek injunctive relief from a court if maintenance of the student in his/her current placement presents a substantial likelihood of harm or injury to the student or other persons.

The District shall adhere to such special procedures and protections (whether or not set forth in this policy) as may be legally required or appropriate with respect to any handicapped students and those where there is reasonable cause to believe that the student may be handicapped.

1. **Suspensions:** Students may be subject to summary suspensions (i.e. without an opportunity for a prior meeting or hearing) in situations where such action is necessary or appropriate to ensure the health, safety or welfare of persons or property, or to avoid disruption of the school's educational programs, pending pursuit of the above suspension and expulsion procedures.
2. **Group Hearing:** In a proper case (e.g. where the facts and issues are substantially alike and the proceedings can be conducted in fairness to all concerned), arrangements may be made to hold a group meeting or hearing with respect to the suspension or expulsion of multiple students.
3. **Other:** The superintendent may promulgate and enforce such other provisions as may ensure the orderly and efficient conduct of student suspension and expulsion proceedings, consistent with any applicable due process or other requirements and the provisions of this policy.

### **CONCUSSION POLICY**

If any student sustains a head injury during school hours, parental contact will be made and the student will be sent home as soon as possible. Students will not be permitted to participate in any physical activities until the school receives positive notification from a physician.

Student-athletes should refer to the Athletic Handbook for more specific details regarding concussions in interscholastic sports.

## **SUPPLEMENTAL INSURANCE**

The school has insurance to cover injuries that occur during practice or any scheduled event that is not covered by the participant family's insurance policy. The claim form can be obtained by contacting the high school office or athletic director. The school does not assume liability for injuries received in athletics, nor is it legally responsible.

## **SPECTATORS AT ATHLETIC EVENTS**

Spectators at athletic events are expected to maintain high standards of sportsmanship at all times. They should appreciate good play on the part of the opponents as well as by our own teams. They should respect the decisions of the officials during the game. Visiting teams are guests while at our school and should be shown every courtesy. Victories are worth nothing unless won with an attitude of good sportsmanship.

**WE DO NOT BELIEVE.** . . . in the booing or razzing of anyone. In the use of profane language; in the taking of unfair advantage of opponents.

**WE DO BELIEVE** . . . . in controlling our tempers to the best of our abilities; in being good sports whether in victory or defeat; in accepting decisions as they are made; and in treating officials and opponents with respect due them as fellow human beings.

## **SPECTATOR BUSES**

General order for passengers riding the spectator buses:

1. Littering and damage, rough-housing and profane/foul language, throwing things, any types of misbehavior will not be tolerated.
2. Smoking and consumption of any form of beverages is prohibited on the bus. Evidence of having used or of being under the influence of any alcoholic beverage or drug will deprive the student of the privilege of boarding the spectator bus and result in further discipline.
3. Spectator buses will leave for Allendale immediately after the end of the game. Students riding to the game on the bus must return home on the same bus unless prior arrangements have been made and approved by the administration.

Proper care of the school bus is expected at all times. Violations of any of the above rules could result in the suspension from riding spectator buses in the future.

## **Non-discrimination in Education**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of The Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Allendale Public Schools that no person shall, on the basis of race, color, national origin, gender, sexual orientation, gender identity or expression, age, disability, genetic information, marital status, height, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Civil Rights/Title IX Coordinator.

Any person believing that the Allendale Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, (5) Title II of the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act, and the Persons With Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to:

**Dr. Garth Cooper, Superintendent,  
Civil Rights Coordinator and Title IX Coordinator 10505 Learning Lane  
Allendale, MI 49401  
616-892-5570**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the building principal or the Civil Rights/Title IX Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, s/he may initiate formal procedures according to the following steps:

**Step 1.** A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights/Title IX Coordinator within five (5) business days of receipt of answers to the informal complaint. The Civil Rights/Title IX Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2.** A complainant wishing to appeal the decision of the Civil Rights/Title IX Coordinator may submit a signed statement of appeal to the Vice President of the Allendale Public Schools Board of Education. A subcommittee of the Allendale Board of Education shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

The Civil Rights/Title IX Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the office of the Civil Rights/Title IX Coordinator.

### **Student Accident Insurance**

Allendale Public Schools provides student accident insurance as supplementary coverage to a family's insurance. Supplementary coverage is provided in case of an accident involving a student during regularly scheduled, sponsored and supervised student activities at school. The insurance is through 1<sup>st</sup> Agency, Inc. and has a \$2,500 deductible. If you have questions regarding this insurance, please contact the District Office. All students who participate in Allendale Public Schools' Athletic Program must have insurance to participate.