

# Springport High School Student Handbook

*Items of Special Interest—Please note the following special areas that are new or revisions in the 2008-2009 student handbook*

- Attendance and its relationship to credit
- Earning credit by proving proficiency in a course
- Credit requirements for graduation
- State certified diploma versus certificate of completion (Beginning with Class of 2011)
- Discipline changes (found in bold)

## ACADEMIC CONTENT

Instruction in the areas of health education, HIV prevention education, and/or sex education during the school year may be given to students. When teachers prepare for these units, parents will be notified of the content of the instruction to be given and will be given the opportunity to review the material before presentation to students.

## ATTENDANCE POLICY

### Policy Statement

All students are expected to attend school regularly and be punctual for their classes so that they may benefit from the instructional program offered by the Springport Public Schools. Students need to develop the good habits of punctuality, attendance, self-discipline, and responsibility during their school years. Students with good attendance generally achieve higher grades, enjoy school more, and are more employable after graduation.

In common with most schools today, we are concerned about attendance. This policy places primary responsibility upon parents and students. With the legal age of eighteen, it is imperative that young people accept their responsibility for their attendance at the Springport High School.

### Procedures

- a. Because of the importance of attendance in the learning process, excessive absences will ultimately result in the student's failure to earn credit for that class. Students will be allowed **eight (8)** absences per class per semester. All work must be made up to keep grades from being affected. **Three (3)** tardies are equal to one (1) absence. **Students are expected to make up work on the first day back to the individual class when only absent for one day.**
- b. **There are not "excused" or "unexcused" absences.** The student is permitted 8 absences in each class. There is a list of absences found below that will not count toward the 8 absence limit. General illnesses and appointments count towards the 8 day limit.
- c. Students with more than **eight (8)** absences per class per semester may request an evaluation of the circumstances of their absence by the Attendance Review Advisory Committee. Written request must be submitted to the administration on the **Appeals Form** provided, including the student's statement of reason(s) for the absence(s). The Attendance Review Advisory Committee will have twenty (20) business days to reach a decision on the appeal.
- d. Students must present permission to the office from their parents (written or by telephone) to leave the building during the school day (except during open lunch). Students having such permission must sign-out in the office before they leave. Students arriving to school late must sign-in in the office and secure a pass before attending class.

- e. Failure to earn credit due to excessive absences will also negatively affect athletic eligibility.

## DEFINITION OF ABSENCES

- A. ABSENCES **counted towards** THE 8 DAY LIMIT:
1. Student Illness
  2. Prearranged Absences
  3. Family Trips (subject to review by attendance committee)
  4. Violation of Closed Campus
  5. Any other absences not listed in the No Count section of this policy.
- B. ABSENCES **NOT counted** towards THE 8 DAY LIMIT:
1. Athletic events
  2. School sponsored field trips
  3. Co-curricular trips (Art shows, Leadership forums, etc.)
  4. Music competitions or performances
  5. Extended, consecutive absences due to medical procedures or long-term illness with proper documentation
  6. Homebound absences
  7. In/out of school suspensions
  8. Those absences in excess of eight (8) days approved by the Attendance Advisory Committee (examples for such prearranged absences include, but are not limited to the following: visits to foreign countries, educational opportunities necessitating travel).
  9. Prearranged college visitations
  10. Death in the Family (parents, siblings and grandparents).
  11. Religious Observations

**Note: Students may not lose credit solely based on attendance. Students have the ability to prove that they are proficient in the course, and if done so, will earn Credit (CR). If they go over the 8 absence limit and fail to prove proficiency, they will lose credit and will be given a No Credit (NC) grade. If the student is over in attendance and failed the class anyways, they will be given the “E” that they earned.**

### **Earning Credit by Proving Proficiency:**

*A student may be granted credit by earning a qualifying score, as determined by the Michigan Department of Education (MDE) on assessments developed or selected for the subject area by the MDE or the student earns a qualifying score, as determined by the school district on one (1) or more assessments developed or selected by the school district that measure a student’s understanding of the subject area content expectations or guidelines that apply to the credit.*

### PARENTAL NOTICE

Parents are to verify their son’s/daughter’s absence by calling 857-3475, on the day the child is absent or by letter on the day the child returns to school. If no verification is given a letter as to the date(s) of absence upon reaching **eight** will be sent to notify the parents.

Parents are encouraged to keep track of their child’s attendance by contacting the counseling office or accessing attendance on-line. **Parents will be notified after the fourth (4th) absence and after the seventh (7<sup>th</sup>) absence, a letter will be sent informing that one (1) more absence will cause the student to fail to earn credit.**

### SPECIAL AND CONFIDENTIAL CONSIDERATIONS

If parents feel that the attendance code created undue hardship on their students, or if unusual circumstances in the family affect student attendance, and the family wishes to keep their reasons confidential, they should contact the high school principal directly and as soon as reasonably possible for special and confidential consideration of their problem.

### **ATTENDANCE REVIEW ADVISORY COMMITTEE**

The purpose of the committee is to consider whether mitigating circumstances should permit the assignment of a grade other than a “failed to earn credit” in cases of excessive absences. A committee consisting of randomly selected teachers and an attendance appeal committee administrator shall meet to consider appeals by students. The standards for such consideration are academic work, fairness, attendance, medical and psychological factors, documentation and other mitigating or extenuating circumstances. The student shall provide, on or with the Appeal Form, a statement of why the absences should be reviewed. The Attendance Review Committee may request information from the appropriate classroom teacher(s) and guidance department. Should the circumstances found by the committee invalidate absence(s), the classroom teacher shall be notified to insure the classroom teacher’s grade reflects the change for that student.

### **Tardiness**

Students are considered tardy if they are not in the class after the bell has rung. If the student has a pass written by a teacher or another staff member, they will not be marked tardy. A tardiness of more than (10) minutes will be considered an absence for that period.

### **Late Arrivals and Departures**

Students who arrive late to school are to report to the office and sign in. **All students, regardless of age, who need to leave the school before the end of the school day must have permission from the office before doing so.** Prior parental consent is needed before any student will be allowed to leave the school. All students must sign out at the office prior to leaving school.

### **Pre-arranged Absences**

When parents and students are aware that an absence will occur, they may pre-arrange the absence by contacting the office and appropriately filling out the Pre-arranged Absence Form and having each teacher and administration approval.

### **Family Trips**

The school calendar is developed to maximize the academic program at school and to build vacations around holidays. The school requests that parents schedule family trips around these vacations and to minimize the amount of time those students miss school. If it is necessary to miss school due to family trips, it is requested that the family notify the school in advance so school work can be assigned and completed prior to the trip.

### **BLOODBORNE PATHOGENS**

The Springport Public Schools are subject to regulations of the Occupational and Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and the human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be exposed to blood or other contaminated body fluids while performing job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and employees from the spread of these deadly viruses in the school environment.

## **BUS RULES**

The school district provides bus transportation for all students. Each bus driver will give students copies of the bus rules and regulations. Serious offenses of a disciplinary nature on the bus will also be dealt within the student code of conduct.

## **COUNSELING DEPARTMENT**

Guidance and counseling services provided by a professional school counselor are available to every student at Springport High School. Classroom guidance lessons and informative group sessions will be taught throughout the school year. The high school guidance counselor provides direct counseling services to students, educational and support services to parents, and consultation services to teacher. In addition she/he facilitates referrals to community support services for students and families. Students are advised on academic planning; career guidance for students and career information for parents are provided. Networking is also done with the post-secondary schools. Parents who wish to contact the school counselor may do so by calling (517) 857-3475 ext. 309.

## **DRESS AND GROOMING CODE**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process

School law in the State of Michigan requires that students attend school in appropriate dress. Any type of dress or hair style that is disrupting to the class, immodest, unsanitary, or deviates from the accepted standards of our school and community is prohibited. Neatness, cleanliness, and good taste should be evident at all times. Since it is difficult to predict in advance what problem areas may occur, guidelines will be interpreted to students at various times, either as a group or as individuals. We will continue to rely heavily upon the good judgment of parents as to their sons and daughters selection of clothing and manner of grooming.

1. Shoes must be worn at all times. (Bedroom slippers are not shoes).
  2. Hats are considered apparel for out of doors and are not to be worn in the school. Bandannas, kerchiefs, etc. are considered to be hats.
  3. Examples of inappropriate clothing are running shorts, bare midriffs, halter-tops, tattered clothing, spandex, pajamas, gang related apparel and chains.
  4. No sagging clothes will be allowed. All clothes are to be worn as designed and all straps appropriately fastened.
  5. All shorts, skirts and slits are to be no shorter than 4 inches above the knee.
  6. P.E. clothing worn during P.E. is not to be worn in the classroom. Break-aways or tear-aways are inappropriate for classroom wear.
  7. Sleeveless shirts, blouses and dresses must be hemmed, come up to the armpit and be 3 inches in width across the shoulder. Shirts, blouses and tops must go past the waistline to overlap the pant/skirt, covering the back, and stomach with no cutout or see through elements.
  8. No clothing that reveals the stomach, back or cleavage at anytime.
  9. No clothing that reveals under garments.
  10. Clothing with inscriptions that are obscene or in poor taste, which display illegal activities, or draws undue attention to the wearer is considered inappropriate. Examples are those, which promote sex, drugs, alcohol, tobacco products, or are profane, obscene, or are overtly suggestive.
  11. Athletic uniforms are not to be worn in school during school hours if they violate the school dress code.
  12. No chains can be worn at anytime due to possible safety issues. This is not referring to typical necklace chains.
- Final interpretation of the dress code will be at the discretion of the principal or his designee.

**WE WANT OUR STUDENTS TO DRESS FOR SUCCESS.**

## **DRILLS AND PROCEDURES (EMERGENCY)**

Fire and disaster drills are held periodically during the school year. All students, teachers, and others in the building must take part in these drills. The teachers will explain procedures to the students in each of their classes. Each student should familiarize himself with the rules for each room in which he spends any of his time.

A student guilty of pulling a fire alarm as a prank shall be dealt with according to the discipline code and state law.

## **ELECTRONIC USERS AGREEMENT**

Before any student uses school district electronic equipment, he/she must have on file in the office an electronic users agreement signed by the student and the parent.

## **EXAM POLICY**

- a. There is no exam exemption.
- b. Students will qualify for a “free-day” each semester by attaining only 1 absence in that semester. The free-day will be an “outside” of school event organized by the staff. An absence will include any absence for class other than school sponsored events. In addition, 3 tardies will count as 1 absence
- c. Second Semester Seniors may be come exempt from exams if they meet the following criteria:
  - i. 1 absence in that semester
  - ii. pass all sections of MME during the 11<sup>th</sup> grade testing period.

## **GRADE CLASSIFICATION**

Students will be classified by grade according to attainment of the following number of credits:

Class of 2007 thru 2009

	Start of 1 <sup>st</sup> semester	Start of 2 <sup>nd</sup> semester
Senior	22	26
Juniors	14	18
Sophomore	6	10

## **GRADE POINT AVERAGE**

Springport High School will include the weighted grades of all board-approved classes, for which a letter grade (A, B, C, D, and E) is given, in calculating the grade point average of each individual high school student as follows:

A+ = 4.0	B- = 2.7	D = 1.0
A = 4.0	C+ = 2.4	D- = .7
A- = 3.7	C = 2.0	E = 0
B+ = 3.4	C- = 1.7	
B = 3.0	D+ = 1.4	

Advanced Placement courses will be graded on a 5.0 scale: i.e. a grade of an “A” in an A.P. course would be weighted as a 5.0 as follows:

A+ = 5.0	B- = 3.7	D = 2.0
A = 5.0	C+ = 3.4	D- = 1.7
A- = 4.7	C = 3.0	E = 1.0
B+ = 4.4	C- = 2.7	
B = 4.0	D+ = 2.4	

## GRADUATION REQUIREMENTS

(See Course Catalog for all graduation and credit requirements)

**To be eligible to participate in graduation related exercises and to receive a diploma from the Springport High School, a student must, as a minimum, complete satisfactorily in grades nine (9) through twelve (12), 31 credits.**

Every student must successfully complete a seminar session each semester. One quarter (1/4) credit will be awarded for successful completion of seminar each year. The credit requirement must include the following:

**\*\*\*Note:** The following requirements are in effect for the class of 2009-2010.

English	<b><u>3 credits (6 semesters)</u></b> - 2 credits must be taken from English 9, and English 10. One (1) credit must be taken from the following electives: English 11, English 12, Creative Writing, Modern Novels, Science Fiction and Mythology, Writing Laboratory, Writing Laboratory, or Advanced Placement English.
Science	<b><u>3 credits (6 semesters)</u></b> – Students must earn one (1) credit in Biology and one (1) credit in Physics or Chemistry.
Math	<b><u>3 credits (6 semesters)</u></b>
Physical Education	<b><u>1 credit (2 semesters)</u></b>
Business/Computers	<b><u>1 credit (2 semesters)</u></b>

\*Class of 2008 and later must complete **1 credit (2 semesters)** of Healthy Living.

Social Studies	<b><u>3 credits (6 semesters)</u></b> – to be taken from 1 credit of World History/Global Studies, 1 credit of United States History, .5 credit of Government, and .5 credit of Economics
Required Electives	<b><u>2 credits (4 semesters)</u></b> - Must complete two credits of electives in the areas of vocational education, fine arts, practical arts, or foreign language.
Electives	<b><u>14 credits (32 semesters)</u></b> – to be taken from the curriculum in any area for all classes.

### Total Credits Required for Graduation:

**2007-2008: 31 credits**

**2008-2009: 28 credits**

**2009-2010: 26 credits**

**2010-2011: 24 credits**

**2011-2012: 22 credits**

- **Note:** The difference in credit requirements is due to a change in schedule format. Students could earn 8 credits per year through 07-08. Students could only earn 6 credits per year beginning in 08-09.

#### Examples:

**08-09: (8+8+8+6)**

- **30 “possible” credits; must earn 28 credits for graduation**

**09-10: (8+8+6+6)**

- **28 “possible” credits; must earn 26 credits for graduation**

**10-11: (8+6+6+6)**

- **26 “possible” credits; must earn 24 for graduation**

**11-12: (6+6+6+6)**

- **24 “possible” credits; must earn 22 for graduation**

# MICHIGAN MERIT CURRICULUM (MMC) High School Graduation Requirements

Effective for Class of 2011

To prepare Michigan’s students with the knowledge and skills needed for the jobs in the 21<sup>st</sup> Century, the State of Michigan has enacted a rigorous new set of statewide graduation requirements that are among the best in the nation. With these new graduation requirements, students will be well-prepared for future success in college and the workplace.

The Michigan Merit Curriculum requires students entering 8th grade in 2006, to obtain a minimum of 16 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs. In addition, students entering the 3<sup>rd</sup> grade in 2006 (Class of 2016) will need to complete two credits of a language other than English in grades 9-12; OR an equivalent learning experience in grades K-12 prior to graduation.

## State Endorsed Diploma Requirements

<b>Michigan Merit Curriculum High School Graduation Requirements</b>
MATHEMATICS - 4 Credits
Algebra I      Geometry Algebra II      ONLINE LEARNING One math course in final year of high school
ENGLISH LANGUAGE ARTS - 4 Credits
English Language Arts 9      English Language Arts 11 English Language Arts 10      English Language Arts 12
SCIENCE - 3 Credits
Biology + One additional science credit Physics or Chemistry
SOCIAL STUDIES - 3 Credits
.5 credit in Civics      .5 credit in Economics U.S. History and Geography & World History and Geography
PHYSICAL EDUCATION & HEALTH - 1 Credit
VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit
ONLINE LEARNING EXPERIENCE Course, Learning or Integrated Learning Experience
LANGUAGE OTHER THAN ENGLISH - 2 Credits In grades 9-12; OR an equivalent learning experience in grades K-12 effective for students entering third grade in 2006 (Class 2016)

**Total credit requirement for state endorsed diploma:**

- **16 required + 6 electives = 22 credits (beginning in 2011-2012).**

\*\*\*Additional “local” graduation requirements:

- Complete (with reasonable effort) all section of the Michigan Merit Exam.
- Successful completion of Senior Transitions course.
- On-Line learning experience—through technology course or embedded in MMC required courses.

## Certificate of Completion Requirements

\*\*\*Class of 2011 will have the opportunity to graduate with a “Certificate of Completion” if they do not fulfill the MMC requirements.

English	<b>3 credits (6 semesters)</b> – 2 credits must be taken from English 9, and English 10. One (1) credit must be taken from the following electives: English 11, English 12, Creative Writing, Modern Novels, Science Fiction and Mythology, Writing Laboratory, Writing Laboratory, or Advanced Placement English.
Science	<b>3 credits (6 semesters)</b> – Students must earn one (1) credit in Biology and one (1) credit in Physics or Chemistry.
Math	<b>3 credits (6 semesters)</b>
Physical Education	<b>1 credit (2 semesters)</b>
*Class of 2008 and later must complete <b>1 credit (2 semesters)</b> of Healthy Living.	
Social Studies	<b>3 credits (6 semesters)</b> – to be taken from 1 credit of World History/Global Studies, 1 credit of United States History, .5 credit of Government, and .5 credit of Economics
Electives	<b>6 credits (12 semesters)</b> – to be taken from the curriculum in any area for all classes.

<b>Certificate of Completion = 20 credits (beginning 2011-2012)</b>
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All required courses/credits must be aligned with Course/Credit Content Expectations and Guidelines developed by Michigan Department of Education, may be acquired through Career and Technical Education programs, and integrated courses.

In addition to the local requirements, students must meet the requirements as set forth by the Michigan Department of Education to secure a state approved or state endorsed diploma. Students must meet the requirements of the High Stakes Proficiency Tests given annually to meet this requirement.

A student must take all required classes for graduation within the curriculum of the Springport High School. Correspondence credit, summer school credit, or community education credit will not be accepted without prior approval of the principal or guidance counselor. **ANY REQUIRED CLASS FAILED MUST BE MADE UP IN A BONA FIDE CLASSROOM PROGRAM.** Community education and summer school are examples of bona fide classroom programs. Correspondence work does not fulfill this requirement.

A maximum of one elective credit will be accepted toward the graduation requirement through successful completion of correspondence work.

The physical education requirement may be waived if there is an annual submission of a doctor's request for such. One year of band, one year of choir, or successful completion of one sport will be allowed as a substitute for one semester of physical education for the class of 2002. **Starting with the class of 2003 students may have an annual submission of a doctor's request, one year of band or successful completion of one sport substituted for one semester of physical education.**

To be eligible to receive a Springport High School diploma and to participate in commencement exercises, a student must be enrolled at Springport High School for at least one semester. Additionally, the student must be enrolled on the 1<sup>st</sup> day of the second semester of the year of graduation.

To be eligible for special honors, a student must have attended Springport High School for at least one (1) full semester and have been in attendance during his/her seventh (7<sup>th</sup>) semester at Springport High School.

The following requirements need to be met for a student to receive a **College Preparatory Seal** on their diploma: (For classes of 2008-2010).

<b>English</b>	<u>4 credits</u> to include British Literature or Advanced Placement English
<b>Math</b>	<u>4 credits</u> to include Algebra I, Geometry, Algebra II
<b>Physical Education</b>	<u>1 credit</u>
<b>Science</b>	<u>4 credits</u> (not including Physical/Earth Science)
<b>Social Studies</b>	<u>3 credits</u>
<b>Business</b>	<u>1 credit</u> in business/computers
<b>Foreign Language</b>	<u>2 credits</u>

**College Preparatory Seal** Requirements for the class of 2011 and beyond:

<b>English</b>	<b>4 credits to include AP English</b>
<b>Math</b>	<b>4 credits to include pre-calculus and/or calculus</b>
<b>Physical education</b>	<b>1 credit</b>
<b>Science</b>	<b>4 credits to include anatomy and/or AP Biology</b>
<b>Social Studies</b>	<b>3 credits</b>
<b>Business</b>	<b>1 credit in business/computers</b>
<b>Foreign Language</b>	<b>2 credits</b>

**HALL PASSES**

A student must have a pass signed by a teacher or the office upon entering the hall during class time. To minimize disruptions in the school program, hall passes will be kept to a minimum.

**HOMEWORK**

The Springport Public Schools adheres to the policy that homework is an integral part of the education process. Due to the nature of many of our courses, it is inevitable that homework will be assigned. Parents should monitor their child's work and keep in contact with the school. The following guidelines will apply for work missed due to absence:

1. If absent on the day of a quiz or pre-scheduled test, the student will make up the missed exam or quiz upon return to school.
2. Any incomplete not made up in the specified period of time will become failures and recorded as such.
3. Report card incomplete must be made up by the end of the fourth week of the subsequent marking period.
4. Final decisions concerning incomplete(s) and make up work rest with the principal.
5. Students are to be aware of the individual procedures as laid out by their individual teachers concerning work missed and make-ups.
6. When missing class for a field trip or pre-approved absences, it is the responsibility of the student to obtain assignments before the absence.

**HONOR ROLL**

Students maintaining a 3.0 grade point average for a marking period will be named to the Honor Roll.

**LEAVING THE CAMPUS**

All students leaving the campus during the regularly scheduled school day, except for students during the lunch hour, are to have secured permission from the office before doing so. The decision to leave the school during the lunch period is the responsibility of the students and their parents.

Any student leaving during the school day without permission will be considered truant and the discipline policy will be enforced.

The school cannot accept responsibility for the safety of any student should they decide to leave the school.

Students leaving school before the end of the day are to sign out at the office.

All students are to leave the school at the end of the school day unless they are involved in an extra-curricular activity or are under direct teacher supervision.

## **LOCKERS**

Lockers are the property of the school district and are provided to students for their use. The office makes locker assignments and no changes are to be made without permission from the office. Students are not to bring items or articles of great value or large sums of money to school. Students have the responsibility to keep their lockers neat, clean, and free from graffiti. **Students are responsible for the condition of their locker and will be billed for repairs, or repainting if damage is beyond what should be expected from normal use.** Under no circumstances should students give their locker combination to another student. Further, do not bring items of great value to athletic locker rooms. The school district is not responsible for goods that are lost/stolen in athletic locker rooms.

## **LOITERING AND TRESPASSING**

Violations of good school order sometimes occur when persons pay unauthorized visits to the school or school property. All visitors, students and non-students alike, are to report to the office to indicate the reason for being at school. Approval must be granted for visitors to remain at school.

## **LUNCH PERIOD AND CAFETERIA RULES**

Leaving Campus:

- a. Open Campus: Juniors and Seniors **ONLY** will be permitted to leave campus during lunch. Failure to follow this rule will result in points being assessed under "leaving School without Permission".
- b. There is to be no food consumed in the hallways or in the classrooms at any time.
- c. During lunch hour students are not permitted in the hallways. Students will permitted to use the library or computer lab during this time.
- d. Students are not permitted to use the gym during lunch hour without staff supervision.
- e. Students are not permitted to use any doors during lunch hour except for the main entrance doors in front of the school.

## **MEDIA CENTER AND LIBRARY**

The high school media center contains materials for student use, including books, magazines, pamphlets, laptops and maps. All materials are to be returned by the stamped due date or fines of .05 per day will be imposed. (Fines on overnight Reference materials are .10 per day). If materials are lost, a replacement cost must be paid. Outstanding fines will result in report cards and caps and gowns being held.

Proper behavior is required in the media center. No food or drink is allowed. Water is permissible but is to be kept away from computers. Students must have an academic purpose. Games, instant messages, music downloading is not permissible. Loiters may be evicted.

During the school day, a student must present a signed pass when he or she enters the media center. When leaving, the student should have this pass signed back to class.

Laptops may be checked out for overnight use. Borrowers are responsible for paying the school's insurance deductible in the event of loss or damage. Borrowers must have a current technology support agreement on file with the technology director and a signed parent permission slip on file in the media center.

The card catalog is your key to the holdings of the media center. Materials can be inter-loaned from the middle school site. Ask the aide or the librarian for help with your research. Visit the media center web pages for additional guidance:

<http://scnc.sps.k12.mi.us/~library/allibs.html>

### **ADMINISTRATION OF MEDICATION**

Under the Revised School Code, MCL 380.1178, a school employee designated by the school administrator has qualified immunity from civil or criminal liability when administering medication if that employee acts:

- a. pursuant to written permission of the pupil's parent/guardian
- b. in compliance with the instructions of a physician, a physician's assistant, or certified nurse practitioner
- c. in the presence of another adult or in an emergency that threatens the life or health of the pupil
- d. in good faith

### **NATIONAL HONOR SOCIETY**

To be a member of the National Honor Society, students must possess high standards in scholarship, character, service, and leadership. Sophomore, junior, and senior students with a cumulative grade point average of 3.40 or better are eligible for consideration. After the first semester, those students who achieve the scholastic requirements are asked to complete a form, which lists their service and leadership activities. Once returned to the advisor, the nominees are submitted to the faculty. The faculty members rate students in the areas of character, leadership, and service. Final recommendations for membership are determined by a faculty committee comprised of five staff people who review the rating of each student.

National Honor Society members must maintain a grade point average of at least 3.40. If a student's grade point average falls below this level, he/she has one semester to make the grade point average acceptable. The advisor will inform the student in writing of the violation, and the student will be dismissed if the scholarship standard is not rectified in the specified amount of time.

In the case of a flagrant violation of school rules or civil law, a member does not necessarily have to be warned. The faculty council will convene and investigate the matter. If the committee determines the facts warrant consideration of dismissal, the member will be notified in writing of the violation and the possibility of dismissal. The member will be allowed to appear before the council to explain the situation. If a member is dismissed, written notice will be sent to the member, his/her parents, and the principal.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held during the school year. This is an excellent opportunity for parents to meet with teachers to discuss the progress of their child at school and in their individual classes.

### **POLICY OF NON-DISCRIMINATION ON BASIS OF SEX**

No person shall, on the basis of sex, be excluded from participating in, be denied benefits of, or be subjected to discrimination under any academic, extra-curricular, research, occupation training, or other education program or activity operated by the Springport Public Schools.

### **POST-SECONDARY OPTIONS**

Some Springport students may be eligible, under certain circumstances for limited financial assistance with tuition and fees for attending college during his/her senior year. The conditions will be dependent upon current legislation state funding as enacted by the Legislature of the State of Michigan and satisfaction of local Board of Education graduation requirements.

In addition, the student must enroll in an approved college class and that class must be offered during Springport School's regular academic year. To be eligible, the college class in which the student enrolls cannot be a course that

is available in the Springport School District and must be a course, which is academic in nature and not taken as an activity class.

The amount available to the student in these circumstances varies depending upon state aid paid to the district and the ratio of time spent attending Springport High School as compared to the time in attendance at the college.

The following is an example for 1998-1999 school year.

State Aid Section 21.1 funds equal \$5,652.00 per student per year. If a qualified student enrolled in a qualified college class and has eight classes at Springport High School, the maximum available per semester would be:  $(\$5652/2) \times (.143) = \$404.00$ .

## **PUBLICATIONS**

Any student interested in working on the yearbook staff is to contact the advisor. Yearbooks may be purchased in the fall of the year.

## **SCHOOL CLOSING**

In the event it is necessary to close school because of an emergency, local radio and television stations will be notified. To keep communication lines open parents and students are not to call the school or school personnel. Generally, if a school closing is necessary because of the weather, this decision will be made as soon as possible in the morning.

## **SCHOOL GROUPS**

The Springport High School offers many experiences, which are voluntary on the student's part. Project Outreach, SADD, Student Council, and the FFA are clubs in which students may wish to participate.

## **SEXUAL HARASSMENT**

Any student who feels that they have reason to believe that they are the victim of sexual harassment (defined as any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written, or visual) are to call this to the attention of any school administrator. All complaints will be investigated and if the complaint is valid, discipline will be handled as a part of the Student Rights and Responsibilities section of this handbook.

## **STUDENTS DRIVING REGULATIONS**

Students who have a valid driver's license and a legally registered vehicle may drive to and from school and use the designated student parking facilities. Driving to school is a privilege, not a right, as the school district does provide transportation for its students. When you drive a motor vehicle to school, you do so with the clear understanding that any abuses may result in the suspension of these privileges. If you drive to school, the following regulations apply:

1. All vehicles must be registered at the office.
2. Students are to park in the designated student parking areas.
3. All vehicles are to remain parked during the school day and are not to be moved unless prior permission has been granted.
4. Students are not to sit in, or allow other students to sit in their vehicle while in the student parking lot.
5. In order to insure maximum safety, student vehicles are not to exit the school until after the buses have left the school.
6. All local and state laws regarding driving must be observed.
7. Students are not to get in vehicles during lunch hour, INCLUDING while down town.

**ALWAYS REMEMBER TO BUCKLE UP !!!!!!!!!!!!!!!!!!!!!!!**

Failure to observe these rules will be dealt within the discipline policy.

## **TELEPHONE**

The telephone in the office is not to be used for personal calls not related to school activities. Permission must be granted before students' use the office phone. A pay phone is available to students in the main hall of the high school. The pay phone may be used before or after school, during the lunch hour or between classes. **Students will not be excused from class to make telephone calls.** To insure equal access to all students, phone calls should be limited to three (3) minutes.

**School personnel will not take personal messages. In the event of an emergency, messages will be delivered to students if deemed necessary.**

**Cell phones are permitted in school as long as they are left in students locker and turned off.**

## **TEXTBOOKS AND MATERIALS**

Classroom teachers will supply necessary texts and sufficient materials for each class. If a book is lost, the student will be expected to immediately make arrangements to purchase a school owned book as a replacement. At the close of the school year, the student will be expected to return schoolbooks and materials in the condition that they were issued less normal wear and tear. School personnel will determine any wear beyond normal use and the student will be held responsible for the cost or replacement of books or materials. Report cards will be held until students have taken care of their obligations.

## **THEFTS IN SCHOOL**

Care of personal property is the responsibility of the student. Cases of theft are to be reported to the office and school authorities will investigate the theft. Students and their parents are encouraged to file a police report on all thefts. To discourage theft, students should not bring items or articles of great value to school, nor should they give their locker combination to other students.

## **VISITOR'S PASS**

Visiting students will generally not be allowed. Any person not a member of the student body or staff must have permission to be on the premises between 7:30 a.m. and 5:00 p.m. **STUDENTS ARE NOT TO BRING A GUEST TO SCHOOL UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.** You may be embarrassed and being refused permission to stay at school may inconvenience your friend. No visitors will be allowed the day before or the day following a scheduled vacation or on exam days.

## **WORK PERMITS**

Applications for work permits by students less than the age of eighteen (18) may be done so by contacting the office. No student under the age of eighteen (18) may work without a permit.

## STUDENT RIGHTS AND RESPONSIBILITIES SPRINGPORT PUBLIC SCHOOLS

### 1. Discipline

We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the value of group dynamics, individuals will come to know and appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Therefore, we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow students to:

1. Be accountable for their actions and to realize that with privileges goes responsibilities.
2. Acquire the values and attitudes necessary for responsible citizenship.
3. Display a positive attitude toward learning and the school environment.
4. Know and obey the rules and decisions of those in authority.
5. Demonstrate appreciation for the dignity and integrity of all.
6. Respect the inherent rights of others and to display tolerance for persons belonging to various cultural, social and ethnic groups.
7. Develop a sense of responsibility to groups in which they participate.

Public schools serve many age groups whose rights differ according to their levels of maturity. We believe that a public school must have an orderly environment in which learning is not jeopardized by disruptions. Students must be given opportunities to bear responsibilities and to accept the reasonable exercise of authority. One of the most important student responsibilities is to obey all school rules and policies. A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

### 2. PROBLEM AREAS

Students are subject to discipline for conduct while traveling to and from school, at school-sponsored events, and while off campus during regular school hours, whenever such conduct has a direct effect on the discipline or general welfare of the school. All students fall under the Student's Rights and Responsibilities regardless of age. Students who reach the age of majority still must abide by all of the rules and regulations.

Alcohol or Drugs-Consumption, possession, sale or distribution, or under the influence of alcoholic beverages at any time. Use, possession, under the influence of sale or distribution of illegal drugs, controlled or behavior-altering, non-prescription drugs or substances (including those purported to be hallucinogenic or illegal drugs to have the same effects of such drugs; i.e., 'look a likes' at any time). Possession of drug paraphernalia is also prohibited.

Arson-Use of fire to destroy or attempt to destroy property.

Assault-Intentional, unauthorized contact with another person which causes physical injury or would reasonably be expected to cause physical injury.

Automobile Misuse-Inappropriate use of an automobile (See Student Driving Regulations).

Bus Misconduct-Not following bus rules and regulations.

Defiance of Authority-Refusal to follow the reasonable requests of school personnel.

Disorderly or Disruptive Conduct-(In or out of class). Language, behavior, or dress which is disruptive to the orderly educational procedure of the school.

Electronic Devices-No student shall have an electronic device, which includes but is not limited to (cell phone, pager, head phones, etc.) in their possession during school hours (keep electronic devices in lockers). Cameras are not permitted in any classroom, locker room, or bathroom without prior teacher consent. If confiscated, students may arrange for electronic devices to be picked up by parents.

Excessive Displays of Affection-Physical contact such as hugging and kissing, arms around each other and any body contact that is inappropriate in the school setting.

Explosive Devices-The use or threat of use, possession, or sale of explosive devices, including M-80's.

Extortion-Demanding money or something of value (e.g., lunches) from another person, in return for protection from violence or the threat of violence.

False Fire Alarm-Tampering with a fire alarm box or system or fire fighting equipment. Setting off a false fire alarm.

False Witnessing-Writing, giving false information, or giving misleading information to school personnel.

Fighting-Having physical conflict with another person.

Gambling-Participating in games of chance for the purpose of exchanging money.

Indecency-The act of offending commonly recognized standards of good taste, including the use of vulgar acts, obscenities, gestures, racial or ethnic slurs.

Lack of Preparation for class: Students who report to class without the basic required materials to take part in the educational process. These items include, but are not limited too: textbook, writing utensil, notebook, and all necessary supplementary materials. Lack of preparation may result in 1 point being assessed.

Menacing or Harassment-By word or conduct, intentionally intimidating or threatening another person or attempting to place another person in fear of physical injury (includes 'hazing' or 'initiation').

Mischief-Tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person.

Reckless Endangering-Reckless conduct which creates substantial risk of physical injury to another person.

Sexual Harassment-Any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written, or visual.

Tardiness-Arriving late to school or class.

Theft-Taking, giving, or receiving stolen property not belonging to you.

Tobacco-The use or possession of tobacco in any form or the use or possession of any 'look a like' tobacco substitute on school property or adjacent areas.

Trespassing/Loitering-Act of being in an unauthorized place, lingering aimlessly in or about the school, refusing to leave when directed to do so by school personnel.

Count/Excessive absence-Any absence, which has not been accounting for by a parent or legal guardian and/or appropriate school official, or an excessive total of absences.

Vandalism-Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.

Weapons-The possession of a dangerous weapon, or the use of any object to inflict injury to another person. State law will be followed in regards to weapons, which may include long-term suspension or expulsion from school.

### 3. APPLICATION

The discipline system of the Springport High School will be implemented by a point system. ALL POINTS WILL BE ASSESSED BY THE PRINCIPAL OR HIS DESIGNEE.

Parents are to be contacted whenever points are assessed. When a student accumulates six (6) points, the student will be suspended from school for a period of up to five (5) days. The student will be permitted to return to school only when a conference is held with the student, parent, and principal or his designee. It is expected that the student's teachers will be involved at this level.

When a student accumulates nine (9) points, the student will be suspended from school for a period of three (3) to seven (7) days. A parent conference will be required before the student is allowed to return to school.

When a student accumulates twelve (12) points, the student will be suspended from school for a period of five (5) to ten (10) days. A parent conference will be required before the student is allowed to return to school.

The student will be suspended indefinitely and recommended to the Board of Education for expulsion or long term suspension for the remainder of the semester when the student accumulates fifteen (15) points.

After expulsion or long term suspension, a returning student will have a total of nine (9) points on his disciplinary record, regardless of when they return.

Students who do not accumulate any points for six consecutive calendar weeks will have their point total reduced by three (3) points until they reach zero.

Points assessed during the last month of school for seniors may be doubled. Points assessed during the last month of school for underclassmen will be carried over to the next school year.

Students will be informed at the start of each school year of the number of points that they have carried over from the previous year.

Points assessed for the various violations of the student code will be assessed at face value. However, student would not pass a suspension level (6, 9, or 12 points) unless there is a twelve (12) or fifteen (15) point violation, in which case actual points will be assessed.

The police, courts, and/or other referral agencies or services may be involved at any level.

The examples given in the discipline guidelines are not the only acts or conditions, which will lead to disciplinary action or do they limit this policy in any way.

### 4. LEVELS OF DISCIPLINE-PROBLEM AREAS

<u>Problem Areas</u>	<u>Points assigned</u>	
	<u>1<sup>st</sup> offense</u>	<u>Repeated offense</u>
Arson	15*	12/15*
Assault	12*	15*
Alcohol @#	9*	9*
Drugs - Use and/or possession @#	12*	12*
Drugs-Sale and/or distribution @#	15*	15*
Explosive Devices	12/15*	15*
Weapons	15*	15*
Extortion	9	9
False Fire Alarm	9*	9*
<b>Fighting</b>	<b>6 + 5 day susp.</b>	<b>6 + 10 day susp.</b>

	<u>1<sup>st</sup> Offense</u>	<u>Repeated Offense</u>
Menacing, Harassment, Bullying	6	<u>6 + 3 day susp.</u>
Reckless Endangering	9	9
<b>Sexual Harassment</b>	<b>3+1 day susp.</b>	<b>3+5 day susp</b>
Tardiness	3 tardies = 1 detention 4 tardies = 1 detention 5 tardies = 2 detentions 6 tardies = 2 days I.S.S.	
***Excessive tardies beyond 6 in any one class may result in additional suspension in or out of school.		
Theft	12	12
Vandalism	12	12
Auto Misuse	3	3 + 9-week loss of driving priveleges
Defiance of Authority		
	3	3
Disruptive Conduct		
	3	3
Electronic Devices		
	6*+ parental conference	6+parental conference
Excessive Displays of Affection		
	2	2
False Witnessing		
	3	3
Gambling		
	3	3
Indecency – toward students		
	<b>3 + 3 day suspension</b>	<b>3+5 day susp.</b>
<b>Indecency – toward school personnel</b>		
	<b>3 + 5 daysuspension</b>	<b>3+ 7 day susp.</b>
Mischief		
	3	3
Tobacco		
	3* + 1 day suspension	3*+1 day susp.
Trespassing/loitering		2
	2	
<b>Skipping Class Period</b>		<b>3</b>
	<b>3+ 3 day susp.</b>	
Leaving School without Permission		3
	3 + 3 day susp.	
<u>Ethnic Intimidation</u>		
	3+ 3 day susp.	6 + 5 day susp.

\* Police will be contacted. Police may be contacted in any other areas where the offense warrants police involvement.

@# In accordance with Springport Public Schools Board of Education Policy 5531; in disciplinary cases involving substance abuse or alcohol, students shall be referred for screening/assessment in addition to any punitive measures.

## **5. DETENTION**

Teachers may assign detention for violations of the discipline code. Students will be scheduled for detention and notification when it must be served. Re-scheduling of the detention must be performed before the date of the detention. Failure to serve the 2<sup>nd</sup> detention will result in 3 days of in-school suspension. Detentions will not be rescheduled for extracurricular events.

## **6. SUSPENSION**

Short Term Suspension: A short term suspension shall be defined as a temporary refusal of a school district to allow a student to attend school and school related activities. A short-term suspension generally refers to exclusion of ten (10) or less school days.

Long Term Suspension: A suspension of more than ten (10) days is considered a long term suspension and requires more formal due process procedures and should only be used in unusual circumstances.

## **7. EXPULSION**

Expulsion shall be defined as a permanent expulsion of a student from school by the Board of Education for a specified period of time.

## **8. DUE PROCESS**

In order to assure fair and equal treatment in cases of misconduct, all students shall have the right to due process. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for a hearing, and having the right to appeal any suspension or expulsion. Due process safeguards shall be implemented as follows:

## **9. PROBATIONARY ENROLLEMT**

The enrollment of pupils who have attained the age of sixteen (16) years and have proven unsuccessful the previous semester by one or more of the criteria listed below, shall be on a probationary enrollment:

- a. A student who has received failing grades in three or more subjects in one semester.
- b. A student who has been expelled from school or was given a long-term suspension for a portion of the previous semester or school year by the Board of Education.
- c. A student who has withdrawn from school for reasons other than illness, physical disability, or change of residence.

## **10. CONDITIONS OF PROBATION**

- a. The student must demonstrate that he/she is making a sincere effort to succeed.
- b. The student must be regular in his attendance. Any absence, either for a whole day or a single period, must be for a reason acceptable to the principal. He/she must be at school on time and arrive at each class on time.
- c. The student must bring necessary materials to class each day.
- d. The student must accept reasonable criticism and demonstrate that he/she is making a sincere effort to get along with his/her fellow students and teachers. The student's counselor will inform the parent or guardian that the pupil is on probationary enrollment. A written evaluation of the pupil's progress will be made and forwarded to the parent or guardian at the mid-point between each of the regularly scheduled marking periods. If terms of the probation are broken at any time, the parents will be notified and a conference will be scheduled with the principal.
- e. Following the conference, the principal may either return the student to the school under such terms and agreements as the principal deems necessary, or the principal may recommend expulsion or long term suspension.

- f. The principals' decision will form the basis for the superintendent's recommendation to the Board of Education.
- g. The principal's decision and the superintendent's recommendation may be appealed to the Board of Education and its decision is final.

## **SPRINGPORT PUBLIC SCHOOLS ATHLETIC CODE**

### **I. ATHLETIC PHILOSOPHY**

We at the Springport Public Schools take great pride in athletics as a continuance of the educational curriculum. Athletics are an important part of the school's program, which provides experiences that will aid in the physical, mental, social, and emotional growth of our young men and women.

Since our athletes represent their school and community wherever they go, they must have a clear understanding that participation in athletics is a privilege that requires added responsibility and sacrifice.

Our goal is to succeed while maintaining acceptable educational and behavioral standards for our students.

### **II. PURPOSE AND AUTHORITY**

The Springport Public Schools Athletic Code is established under the authority of the Board of Education. The purpose of the Athletic Code is to establish standards of academic performance and behavior for students involved in interscholastic athletic programs and the penalties for failure to meet those standards. The privilege of being permitted to participate in the Springport Public School's athletic program is subject to the compliance with these standards.

Springport Public Schools athletic programs are affiliated with the Michigan High School Athletic Association, Inc. (MHSAA) and the Big "8" Conference. The standards of this code meet or exceed the standards for the MHSAA reference: "Handbook of the Michigan High School Athletic Association for Junior High/Middle School and Senior High Schools". Any areas of the MHSAA handbook, which are not addressed here, will be abided by as written in the MHSAA handbook for the 1999-00 edition of said handbook.

### **III. ATHLETE DEFINED**

1. Those students who are trying out for an interscholastic team by reporting for practice.
2. Members of an athletic team.
3. Team managers.

### **IV. DURATION**

The athlete is subject to all provisions of the code effective the date written verification that the code will be followed is signed and returned to the proper administration office. The athlete is subject to the code at all times and places whether school is in session or not on a year round basis and will be subject to the code for the duration of their athletic career starting from the date of signature.

New code signatures are signed each season not as an indication that the original has lost validity but to reaffirm the student's understanding of the code and any changes that may have been taken place since the original signature. A person will no longer be considered an athlete if they do not participate in any sport for a fifteen-month period.

The athlete and their parents shall be informed of the Athletic Code prior to participation in the school athletic program. No athlete shall be allowed to practice unless a signed Athletic Code is on file.

### **V. GENERAL RULES, REGULATIONS AND PENALTIES**

The rules governing interscholastic athletes are set forth below. The rules are in addition to the rules established in the Student Code of Conduct.

A student may be disciplined for violation of the Student Code of Conduct and the Athletic Code arising out of the same incident. Students suspended from school under the Student Code of Conduct are not allowed to participate or practice with their athletic team.

In accordance with the Springport Public Schools Board of Education Policy 5531; in disciplinary cases involving alcohol or substance abuse, students shall be referred for screening/assessment in addition to any punitive measures. The screening/assessment must be verified before the student is allowed to participate athletically.

#### A. Specific Offenses/Penalties

1. Use or possession of tobacco in any form or tobacco 'look-alike' substitute at any time.
  - a. First offense: Suspension from 10% of the days of competition from which the athlete is otherwise eligible.
  - b. Second offense: Suspension from 60% of the days of competition from which the athlete is otherwise eligible.
  - c. Third and subsequent offense: Suspension for twelve (12) consecutive calendar months from the date penalty is imposed.
  - d. If the athlete has served a twelve- (12) consecutive calendar month suspension infraction free, the athlete may return to competition. If there are any further infractions, the athlete will be dealt with as if it were a 2<sup>nd</sup> offense.
  - e. If the athlete has served an additional 12 consecutive calendar month infraction free, next infraction will be dealt with as if were a 1<sup>st</sup> offense.
2. Consumption, possession, or under the influence of alcohol beverages at any time.
  - a. First offense: Suspension from 20% of the days of competition for which the athlete is otherwise eligible.
  - b. Second offense: Suspension from 80% of the days of competition for which the athlete is otherwise eligible.
  - c. Third and subsequent offense: Suspension for twelve (12) consecutive calendar months from the date the penalty is imposed.
  - d. If the athlete has served a twelve (12) consecutive calendar month suspension infraction free, the athlete may return to athletic competition. If there are any infractions, the athlete will be dealt with as if it were a 2<sup>nd</sup> offense.
  - e. If the athlete serves additional 12 consecutive calendar months infraction free, infraction will be dealt with as if it were a 1<sup>st</sup> offense.
3. Use or possession of illegal, controlled or behavior-altering nonprescription drugs or substances (including substances purported to be hallucinogenic or illegal drugs to have the effects of such drugs, i.e., look-alike) at any time.
  - a. First offense: Suspension from 30% of the days of competition for which the athlete is otherwise eligible plus a required program of counseling appointment from an approved list of professional agencies. The appointments must be verified before the athlete is allowed to participate.
  - b. Second offense: Suspension for twelve consecutive calendar months.
  - c. Third offense: Suspension from all athletics for the remainder of the athlete's school career.
4. Sale or distribution of illegal, controlled or behavior-altering drugs or substances (including those purported to be hallucinogenic or illegal drugs or to have the effects of such drugs, i.e., 'look-likes') or the sale or distribution of alcoholic beverages at any time.
  - a. First offense: Suspension from all athletic contests for twelve (12) consecutive calendar months plus a required program of counseling appointments from an approved list of professional agencies.
  - b. Second offense: Suspension from all athletics for the remainder of the athlete's school career.

5. To steal or be an accomplice to an act of stealing any articles or to destroy, damage, or deface school property or equipment in connection with any athletic practice or activity in Springport schools or other schools. This rule will also apply to stealing or damaging property outside the school situation.
  - a. First offense: Suspension from 20% of the days of competition for which the athlete would otherwise be eligible.
  - b. Second offense: Suspension from 80% of the days of competition for which the athlete would otherwise be eligible.
  - c. Third and subsequent offense: Suspension from twelve (12) consecutive calendar months from date the penalty is imposed.
  - d. If the athlete has served a twelve- (12) consecutive calendar month suspension infraction free, the athlete may return to athletic competition. If there are any further infractions, the athlete will be dealt with as if it were a second offense.
  - e. If the athlete has served an additional 12 consecutive calendar month infraction free, next infraction will be dealt with as if it were a 1<sup>st</sup> offense.
6. Failure to travel to or return from away contests with the team (except with the approval of the coach, athletic director or principal).
  - a. First offense: In cases where the athlete does not travel with the team to the contest, he/she will not be allowed to participate in the contest of that date. In cases where the athlete does not return home with the team, the athlete will be suspended from participation in the next scheduled day of competition.
  - b. Second offense: Suspension from two consecutive days of competition when eligible.
  - c. Third offense: Suspension from the team for the remainder of the season.
7. Failure to attend all classes the day of a contest. An athlete shall be in attendance in every class the date of the contest except as excused by the principal or athletic director.
  - a. First offense: Suspension from the scheduled day of competition when eligible.
  - b. Second offense: Suspension from two consecutive days of competition, when eligible.
  - c. Third offense: suspension from participation in athletic contests for the remainder of the current school year.
8. Any behavior constituting gross misconduct occurring in or out of school at any time which is of a nature as to bring discredit to the athlete, parents, school, or team.
  - a. The disciplinary penalty shall be determined by the athletic director in consultation with the building principal and may range from a suspension of one (1) athletic contest up to a suspension for twelve (12) months, depending upon the particular unacceptable behavior

#### LATE SEASON PROCEDURES

If a suspension occurs late in the season and the number of days of competition remaining in the season is less than the number of days of competition required by the suspension, the suspension will extend into the athlete's next competitive season. An athlete who does not finish the season because of a suspension under the Athletic Code will automatically forfeit their award for the sport.

#### B. IN BETWEEN SEASON VIOLATION/PROCEDURE

If a suspension occurs late in the season and the number of days of competition remaining is less than the number of days of competition required by the suspension, the suspension will extend into the athlete's next competitive season. An athlete who does not finish the season because of a suspension under the athletic code will automatically forfeit their award for that sport.

#### VI. REPORTING VIOLATION/PROCEDURE -TIMELINE

- a. A written report of the alleged violation of the code by an athlete will be submitted to a school authority by a responsible adult, who is at least eighteen (18) years of age, within 5 business days of the time when the infraction becomes known to the adult.

- b. Following consultation with the athlete and/or coach, the athletic director will determine the validity of the reported violation and determine the disciplinary penalty to be imposed on the athlete.
- c. The athletic director will attempt to notify parents by phone of the violation of the athletic code by an athlete and the penalty, which will be imposed the same day the determination is made. The athletic director will notify the parent of an athlete, in writing, within three (3) business days after the penalty is determined of the nature of the violation and the penalty.

## VII. APPEAL PROCEDURE

- a. The student/parent may appeal the decision made by the athletic director in writing to the athletic director stating why they object to the determination made by the athletic director. This may be done not sooner than 24 hours after the athletic director's determination but within three (3) days of his decision.
- b. The Athletic Council, composed of the superintendent, principal, all head coaches, two faculty members who are non-coaches (one junior high and one senior high), two high school student athletes (one male, one female) will meet to hear the appeal as soon as practicable. Fifty per cent (50%) plus one (1) of the total group with at least fifty per cent (50%) of all head coaches constitute a quorum.
- c. If the student/parents after appeal to the Athletic Council is dissatisfied with the outcome, an appeal to the Board of Education, through the Superintendent of Schools, may be made in writing within five (5) business days. The Board of Education will hear the appeal as soon as practicable. The Board of Education will have the final disposition of the appeal.
- d. While under appeal, the athlete may participate in interscholastic competition.

## VIII CONFLICTS IN EXTRA CURRICULAR ACTIVITIES

Despite all scheduling efforts by the administration, conflicts will develop between extra curricular activities.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experience in all extra curricular activities.

In the event that conflicts arise, it is the responsibility of the athlete to report these conflicts immediately to the coach. The Athletic Department will do everything to attempt to work out all conflicts to the satisfaction of all parties.

## IX GENERAL GUIDELINES

- 1. Coaches in each sport may add specific rules for their teams. The athletic director must first approve these rules and both he and each athlete must have a copy of these rules before practice begins. Discipline administered under coach and/or team rules are not subject to appeal through the athletic code and the decision of the coach is final. Appeal of coach and/or team rule decisions may be appealed through the regular due process procedures of the school.
- 2. In order for an athlete to fulfill his/her penalty as prescribed by this code, he/she must attend all practices and team meetings during the time of suspension. The athlete will accompany the team to all competitions, where the entire team must attend, during the suspension but will remain in street clothes. The athlete must complete the season for the imposed penalty to count.
- 3. If an athlete quits a team for no valid reason once the scheduled practices have commenced, he/she shall not be allowed to participate in any concurrent sport (unless agreed upon by both coaches concerned).
- 4. An athlete may be a member and participate on one (1) athletic team per sport season.
- 5. Awards (letters, certificates, numerals, etc.) will be presented at the conclusion of the fall, winter and spring sport seasons at appropriate recognition ceremonies. Attendance at these events is mandatory for a student-athlete to receive his/her awards for that sport. The principal or athletic director prior to the ceremony must excuse athletes unable to attend.
- 6. Students must be in attendance for a full school day unless otherwise excused by the principal or athletic director in order to attend practice.

## X MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULES GOVERNING SENIOR HIGH SCHOOL STUDENT

1. Enrollment-The student athlete must have been enrolled in the high school by Monday of the fourth week of the present semester.
2. Age-The athlete must be under nineteen (19) years of age at the time of the contest unless the 19<sup>th</sup> birthday occurs on or after September 1<sup>st</sup> of the current school year.
3. Physical Examination-The athlete must have passed and have on file (at school) a current physical examination.
4. Semesters of Enrollment-The athlete must not have been enrolled in more than eight (8) semesters in grades nine through twelve (9-12)
5. Semesters of Competition-The athlete must not have more than four (4) first and four (4) second semesters of competition in a sport in a four year high school.
6. Undergraduate Standing-The athlete must not be a high school graduate.
7. Previous Semester Record-The athlete shall have passed a required 20 hours the preceding semester.
8. Current Semester Record-The athlete shall be currently taking and passing 20 hours up to 7 days prior to the contest.
9. Transfers-Generally students will be immediately eligible for interscholastic athletics if they move into the district with their family.
10. Awards-The athlete must not have accepted any award for athletic performances except for medals or trophy awards, which cost no more that fifteen dollars (15.00).
11. Amateur Practices-The athlete must not have accepted money, merchandise, memberships, privileges, services or other valuable considerations for participating in a form of athletics, sports or games, or for officiating interscholastic athletic contest, or have signed a professional athletic contract.
12. Limited Team Membership-The athlete must not have participated in any outside competition in a sport during the season after he/she has represented his/her school in that sport; shall not have participated in any so-called all-star, charity, or exhibition football, basketball, or ice hockey game during the school year.

For students wishing to participate in interscholastic athletics, the following rules shall be in effect.

1. Incoming, first year seventh graders shall be eligible immediately without regard to their past academic record.
2. FULL SEMESTER ELIGIBILITY - Because semester grades are considered “final” grades, any student who receives more than one failing grade in a semester shall be deemed ineligible to participate on any interscholastic team for the following semester.
3. MARKING PERIOD ELIGIBILITY - Because marking period grades serve as more of a “mid-term” grade and are not considered final, any student who receives more than one failing grade on a 9-week marking period report card shall be deemed on academic probation. That student will be ineligible for competition the week following issuance of the report card. Thereafter the athletic director (or his/her designated alternate) shall work with that student and check all grades on a weekly basis the remainder of the semester. Any week that the student continues to fail more that one class will result in the student being deemed ineligible for the following week.
4. MIDDLE SCHOOL EXPLORATORY CLASSES - Any class that is only 9 weeks in length and ends in a failing grade shall count as .5 of a failing grade. (Three such failures would count as 1.5 failed classes and thus render a student either ineligible or on academic probation.)
5. INCOMPLETES- In the event that a grade of incomplete is given, that teacher will be asked to give that student a grade for eligibility purposes according to class work that has been assigned.