

Springport High School



Student/Parent Handbook

2018-2019

6-12 Principal of Curriculum and Instruction: Tanya Newland

Dean of Students, Communications, Athletic Director: Chris Kregel

Main Office Secretary: Kristina Newsome

Athletic Secretary: Missy Keeler

Counselor: Stephanie Leavitt, Counseling Secretary: Michelle Church

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The mission of Springport High School:

To produce caring, responsible citizens.

ATTENDANCE

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.

Springport High School Attendance Policy

- **Number of Absences Required to “Potentially” Lose Credit in a Course: 10 per semester**
- **Upon reaching 10 or more absences in a course, the student must attain a 77% or higher for general ed students, 60% or higher for student with an IEP to receive “CREDIT”. Credit or “CR” will be weighted as a zero towards a student’s GPA.**

Types of Absences and 'Weight' Toward Loss of Credit

Code	Type of Absence	Weight
EA/A	Excused absence/Unexcused absence	1 absence toward loss of credit
T	Tardy unexcused (arriving after the bell but less than 10 minutes into the class)	0.25 absence toward loss of credit
L	Late unexcused (arriving later than 10 minutes, but less than halfway through a class)	0.50 absence toward loss of credit

Codes Which DO NOT Count Toward a Loss of Credit

C = College Visit (Note: Limit of two (2) per semester and one (1) per semester for 9th & 10th grades. All other visits beyond this limit equal 1 absence.)

SR = School Activity **SPECIAL NOTE: A student is permitted 6 school related absences per YEAR. This does not include the participation on a team. Students MUST prioritize trips and/or educational experiences in regards to FFA, student council, reward trips, etc. A teacher ALWAYS has the final say as to whether a student is permitted to miss class to attend a trip. Further, the student cannot be failing any classes to attend.** See page 6 for Policy for School-Related Absences.

ISS or OSS = Suspension

R = Religious Observance

EXPLANATION OF ATTENDANCE POLICY

A Statement of Belief

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, the viewing of films and videos, mean that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Springport High School and thus attendance should be and will be a significant factor in the determination of a student's grade as determined by the individual teacher.

Please take into account the TOTAL number of days your child has missed a class or classes due to very legitimate reasons such as: driver's license appointment, college visit, medical appointment, field trips, in-school field trips, etc. Mixed with illness and other unavoidable absences, the number of days out of class can interfere with learning.

PURPOSE OF THE ATTENDANCE POLICY

The purpose of the SHS Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. The SHS Attendance Policy has been approved by the Board of Education. Any questions should be directed to the administrators responsible for attendance.

For seniors, loss of credit in a course may result in failure to meet graduation requirements.

• A LOSS OF CREDIT MAY OCCUR THROUGH THE ACCUMULATION OF 10 ABSENCES.

(1) Excused Absences

- Student illness
- Death or critical illness in the family
- Response to a legal process
- Medical appointment (*which cannot be scheduled outside of the school day*) Medical apt. slips need to be turned into the office.
- College visit beyond two (juniors and seniors only) Documentation from the college visited it required.
- Early dismissal or late arrival for other than school related activities
- An absence deemed "excused" by the administrator responsible for the student for seniors only
- A verified visit to the Guidance Office to meet with a college representative. Juniors missing class to meet with a college rep will be charged with an unexcused absence.

(2) Unexcused Absences

- All absences not identified above are considered **UNEXCUSED**
- Absences that are not explained by a Pre-Planned Absence form, a note and/or a telephone call from a parent **within 48 hours** after the student's return to school from an absence, are considered **UNEXCUSED**
- An absence deemed "unexcused" by the administrator responsible for the student, **SKIPPING** a class is **UNEXCUSED**

(3) Unexcused Tardies: (equals .25 absence per occasion)

- Occurs when a student arrives up to 10 minutes late for class.

(4) Unexcused Late: (equals .50 absence per occasion)

- Occurs when a student arrives to a class later than 10 minute, but less than half way through the class.
- Students arriving more than halfway through the class will be considered absent.

Absences which do not count towards the loss of credit include, but may not be limited to, the following:

- School related activities
- Suspensions: in-school or out-of-school
- Homebound instruction
- “Special” absences
 - Class meetings
 - Field trips
 - Sports or other school approved extracurricular activities
 - Scheduled office and guidance appointments - Normally, scheduled office and guidance appointments should occur during non-class time.
- Religious Observance
- For Juniors and Seniors **ONLY**: 2 days for college visits. Students must fill out a Pre-planned Absence form available in the High School Office prior to going on a college visit. Failure to do so will result in the visit being **counted** as an absence. Documentation from the college visited is required and need to be turned into the office for attendance.

Communications From Parents

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parent notes or telephone calls to excuse an absence must be received no later than 48 hours following the student’s return to school, or the absence will be classified as unexcused.
- All students, please call the HS office at 517-857-3475 to report an absence.
- Parent notes to request an early dismissal must be presented to the office before the student is dismissed in order for dismissal to be considered excused.
- Provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.

Content of Parent Notes

All parent notes for any reason must include the following:

- (1) the student’s name,
- (2) the date(s) of the absence(s),
- (3) the specific reason for the absence, lateness or dismissal,
- (4) the signature of the parent
- (5) a daytime phone number where a parent can be reached to verify the note.

“Blanket” notes covering unspecified dates of absences, tardies, etc. are not acceptable. (For example: “Please excuse my child from all absences in the months of April and May due to illness.”)

Anticipated Absences

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call or a parent note or the absence will be considered unexcused and make-up privileges will be forfeited.

Dismissal During The School Day

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

1. A parent may come to the attendance office and personally request dismissal.
2. The student must sign-out in the office. If the student returns to school, the student must sign-in at the office to verify the time of his/her return. Students of age (18 and older) that sign out without parental consent to the office will be considered "Absent – Unexcused".
3. Students returning from recurring appointments: doctor, tutor, etc., must present a note to the Attendance Office upon return from the appointment.
4. Failure to meet the above two conditions will cause any class absences to be considered unexcused. Such absences will be counted towards loss of credit and make-up privileges will be forfeited.

HOMWORK

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.

Illness In School

- In case of illness while in school, the student must report to the office.
- Students who become ill in school and report to areas other than the main office (cafeteria, restrooms, off campus) will be considered "unexcused" and may face disciplinary action.

Monitor the Number Of Absences In Each Class

- Throughout the school year, it is the responsibility of the student and parent(s) to monitor closely the number of absences, which have been accumulated in each course.
- When a student anticipates an absence from school or from a particular class for any reason, it is very important that the student and the parent consider carefully the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of credit in the course.

Certification Of Chronic Illness

- During an appeal for reinstatement of credit, the Principal may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons.
- Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons.
- When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists.
- Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal for reinstatement of credit.

- Just as with parent notes, doctor’s notes need to specifically address dates of absences, and may not be “blanket excuses” for all absences which have occurred over a period a time. ***Such information must be presented on going and not at the end of a course.***

Right Of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student’s/parents’ control. In January and June, students who have lost credit will have an opportunity to appeal to have credit reinstated. A student’s decision to appeal must take into consideration the student’s total attendance record. ***Any absences, other than excused absences will weaken the student’s appeal. Absences which remain unexcused and undocumented as well as chronic absences will also weaken the student’s appeal.*** Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for appealing loss of credit, they should contact their counselor to identify what options are available.

All absences count as a single absence. Excused and Unexcused will still be documented daily in Powerschool in accordance with Truancy policies/laws. Students will be permitted 10 absences per semester (this is in line with truancy policies as well). Any student exceeding 10 absences will need to appeal following the current appeal procedure. Students found to exceed the 10 absence limit will need to show “proficiency” in that course by attaining 77% or higher for general ed students, 60% or higher for student with an IEP on the semester final exam. Students showing proficiency will receive “credit or CR”. By attaining 77% or higher for general ed students, 60% or higher for student with an IEP on the final exam, the student will be awarded credit for that course, but both “Credit and No Credit” will be factored as a zero towards the student’s GPA (this is to further deter students from nearing the 10 absence limit). See below note and earning credit by providing proficiency below.

If a student with an IEP exceeds the 10 day absence rule, and does not win an appeal, will be required to attain a 60% on the final exam to receive credit in that course.

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 10 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 “F” 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 **(77% or higher for general ed students, 60% or higher for student with an IEP)**, 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.*

Policy for School-Related Absences

Academic standing is of utmost importance. Students must be in “good academic standing” in order to miss class for school-sponsored activities. Students must have a 70% (C) in all of their classes in order to miss their regularly scheduled class for a school-related activity during the school day.

- This policy is all-or-nothing, meaning that the student may not have a "D" or "F" in any of their classes
- This policy is applicable for missing class during the school day. Regular “eligibility rules” still govern participation in “after-school” athletics.
- For students taking an AP class they are allowed to have "D" in these courses and still be allowed to miss class because of the adjusted grading scale.

- Students are not permitted to be pulled from a class to perform duties, such as rehearsals or to complete a project, for any reason.
- Students can attend a game/performance if their attendance affects the success of an entire group of students.

ATTENDANCE AND EXAM EXEMPTIONS

- Each Semester
- 94% or higher in that class
- 5 absences or less in that class
- No disciplinary record in that semester
- Must take all math, English, Social Studies and Science required courses (Biology, Physics, and/or Chemistry)
- Students have the option to take the final exam if you are exempt...only to help one's grade

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.

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. ***As found in the discipline area of this handbook, 3 tardies to the same class will result in a detention (assigned by the teacher). Failure to serve the detention will result in 2 detentions being assigned. Failure to serve BOTH of those detentions will result in 1day of ISS.***

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.

Field Trips

Field trips are understood to be academic activities that are held away from school. There are also trips that are part of our co-curricular programs. A student's ability to attend such trips is subject to denial by teachers based on academic standing and attendance. As a rule of thumb, any student failing one or more courses cannot attend a field trip during regular school hour

BASIC PROCEDURES AND POLICIES

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.

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 immunodeficiency 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. Students needing to ride home with another student, on a route other than their own, **MUST** have written parental consent from **BOTH STUDENTS** beforehand.

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 option 3.

DANCE/PROM REGULATIONS

1. Springport High School dances are primarily for Springport students.

If a student would like to bring a guest to a school dance that is not a Springport High School student, a guest permission form must be completed and returned to Mr. Kregel by Noon the day before the dance. Only guests receiving approval from the administration will be allowed to attend the school-sponsored dance. **Dance guests must be 19 years old or younger. No middle school students are permitted to attend.**

Note: Prom is a "Junior/Senior" Prom. The spirit of the prom is for Junior and Senior students to invite a "date". They may invite a date of high school age, but the intention is not to find a way to get a Freshman or Sophomore to the dance by sharing tickets with underclassmen.

Please fill out a dance guest sheet which may be found on the school website or obtained from the high school office.

2. Dances are voluntary activities. Students/guests who do not agree with the rules or expectations of SHS, are free to leave.

3. **All school regulations will be strictly enforced...including dress code. Students and guests must follow standards of SHS students in their dancing, language, and behavior.**
4. **Proper dress attire is required for semi-formal and formal dances.**
5. **Any student/guest suspected to be under the influence of drugs/alcohol will have the police called on them.**
6. **Students who are dropouts, suspended, expelled, Middle School students, or students with extensive disciplinary records are prohibited from attending.**
7. **Admittance to the building itself is restricted to those students qualified to be at the dance.**
8. **Once departed from the dance, a student may not return to the building/dance.**
9. **Searches of students/belongings may be conducted by the dance sponsor.**
10. **Refusal to cooperate in any way will result in dismissal of the student from the building. If the person is a guest, both the host and the guest will be dismissed.**
11. **In the absence of an administrator the event sponsor will have the authority to act on behalf of the Springport Administrators. Decisions made by the sponsor or staff member shall be final.**

DRESS AND GROOMING CODE

WE WANT OUR STUDENTS TO DRESS FOR SUCCESS.

Springport High School believes that understanding how to select clothing appropriate to a given situation is an important skill that students will need to be successful in a career or higher learning environment. Students will be expected to adhere to this dress code, regardless of gender or activity. Students who violate this code will be disciplined on a case-by-case basis. (see dress code discipline rubric).

Students must wear opaque clothing that covers them from the tip of the shoulder (straps must be 3 inches wide on the shoulder) to mid-thigh, as determined by where the student's fingertips reach. No visible undergarments are permitted. Necklines should not reveal undergarments or cleavage. Holes in clothing are not to be seen where they should be covered by opaque clothing according to the above rule.

Any apparel or accessory worn to school should be free of profanity, language or symbols generally accepted as offensive or gang related, and any reference to drugs, alcohol, or other illicit substances or activities.

- NO HATS during school hours.
- Non-religious headgear will only be permitted as part of designated spirit or fundraising days.
- Footwear appropriate to the student's activity is appropriate at all times.

Final interpretation of the dress code will be at the discretion of the principal or his designee.

See Dress Code Rubric on next page:

DRESS CODE RUBRIC

DRESS CODE VIOLATION	FIRST INCIDENT	SECOND INCIDENT	THIRD INCIDENT	FOURTH INCIDENT
LEVEL I -Hats -Holes in jeans showing skin -Shorts or skirts/dresses shorter than where fingertips end with arms at your side -Cutouts, halter tops, spandex, pajamas, boxers -Low cut tops that reveal cleavage -Leggings that are see through or distracting -Tank top straps that are not 2 inches in width -Low riding pants showing boxers/undergarments	-Change clothes to meet the expectation of the dress code -Warning ***If parent cannot be reached, student must go to ISS***	-Change clothes to meet the expectation of the dress code -Letter sent home -Lunch detention ***If parent cannot be reached, student must go to ISS***	-Change clothes to meet the expectation of the dress code -Administrative call home -After school detention ***If parent cannot be reached, student must go to ISS***	-Change clothes to meet the expectation of the dress code -Student/parent meeting with administrator - 3 after school detention ***If parent cannot be reached, student must go to ISS***
LEVEL II -Clothing which advertises alcohol, tobacco, illegal substances, or contains obscenities or lewd pictures. -Gang related clothing -No clothing with "put-downs" or negative connotations.	-Change clothes to meet the expectation of the dress code -Letter sent home -After school detention ***If parent cannot be reached, student must go to ISS***	-Change clothes to meet the expectation of the dress code -Administrative call home -3 after school detention ***If parent cannot be reached, student must go to ISS***	-Change clothes to meet the expectation of the dress code -Administrative call home -1 day ISS ***If parent cannot be reached, student must go to ISS***	-Change clothes to meet the expectation of the dress code -Student/parent meeting with administrator -2 day ISS ***If parent cannot be reached, student must go to ISS***

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.

E2020/Credit Recovery

Springport High School offers E2020 classes, which are online independent study courses in a variety of core and elective classes. These courses are often without specific subject-area teacher support and are to be completed on your own time. It is designed to help students graduate by allowing the opportunity to recover credit lost in the traditional classroom. E2020 courses are aligned to state

and national standards. These courses are developed to help students at all skill levels and provide them with academic success. Eligibility requirements can be any of the following:

Note: Due to the fact that students have a much more meaningful and deeper level of learning when learning in a traditional classroom, students will not be permitted to regain more than 4 credits through E2020. Any extenuating circumstances that may affect this rule should be brought to the counseling center and must be approved by building administration.

- Must have failed at least one class
- Be in danger of not graduating
- An out of district or state student lacking required credits for graduation
- Class scheduling conflict
- Student with extenuating circumstances

Students wishing to sign-up for E2020 courses must apply at the counseling center.

Note: An E2020 course must be completed in the semester in which it is taken. Further, if taking an E2020 course during summer school, the course must be completed during the 6 weeks of summer school.

ELECTRONIC DEVICES

To help our students become more academically successful, teachers will initiate the use of cell phones/devices each day/class period, **NOT THE STUDENT**. Additional expectations include:

- **NO** cell phones or headphones allowed during instructional time - (Teacher-led, speaker, presentations, videos/movies, group work, etc.)
- **REMOVE** headphones when talking to adults or peers
- **NO** videos or photos taken during class time, without teacher permission
- Teachers may choose to direct students to place devices in a designated safe-zone during instructional time.

Consequences:

Note: If a student refuses to turn over their devices to staff or administration, the student will be considered Insubordinate and Disrespectful as well.

1st Offense: Teacher warning, document in log entry of 1st offense.

2nd Offense: Confiscation, Documentation, pick up in office at the end of the day, parent contacted by teacher, 1 lunch detention.

3rd Offense: Confiscation, Documentation, pick up in office at the end of the day, parent contacted by teacher, 3 lunch detentions.

4th Offense: Confiscation, Documentation, pick up in officat at the end of the day by PARENT, 1 day ISS minimum.

BAGS/PURSES/BACKPACKS

Bags/Purses/Backpacks should remain LOCKED in your locker and are NOT allowed inside of classrooms for safety reasons.

TECHNOLOGY USERS AGREEMENT POLICY

Before any student uses school district electronic equipment, he/she must have on file in the office a Technology Users Agreement Policy signed by the student and the parent.

ENROLLMENT AND WITHDRAWAL PROCEDURES

State law requires students to enroll in the school district in which their parent/guardian resides unless enrolling under the District's open enrollment policy. New students must be enrolled by their parent or guardian and provide copies of the following:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody
- Proof of residency
- Proof of immunizations

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. No student will be allowed to withdraw from school without the written consent of his/her parents. If transferring to another school district, parents must notify the principal of their intention to transfer. Transfer requests will only be authorized after the student has completed the arrangements, returned all school materials, and paid any fees or fines. School records may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records of the student.

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.

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. If leaving campus during lunch, students must sign out in the office and students are NOT permitted to drive during lunch.
- Open campus lunch is permitted for Junior and Senior students ONLY. Open campus can be closed at any point by the building administrator.
- 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 extracurricular 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.** Students are encouraged to bring a lock for their lockers but a key or the combination must be turned into the office otherwise the lock will be cut off if the school needs to gain access at any time. Under no circumstances should students give their key/locker combination to another student. Further, do not bring items of great value to athletic locker rooms. **The school district is not responsible for personal items that are lost/stolen.**

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

- Open Campus: Juniors and Seniors **ONLY** will be permitted to leave campus during lunch and a NOT allowed to drive uptown for lunch..
- There is to be no food consumed in the hallways or in the classrooms at any time.
- ***Students will not be permitted to use the library or computer lab during this time unless a staff member is present.***
- Students are not permitted to use the gym during lunch hour without staff supervision.
- 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.

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:

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

NCAA ELIGIBILITY and NCAA CLEARINGHOUSE

For all potential college student athletes, please be sure to visit ncaaeligibilitycenter.org or playnaia.org for all qualification guidelines and eligibility rules.

Eligibility Rules

What is the NCAA Eligibility Center? Why is it Important?

The NCAA Eligibility Center took over operations for the NCAA Initial-Eligibility Clearinghouse in November 2007. The Eligibility Center certifies the academic and amateur credentials of all students who want to play sports at an NCAA Division I or II institution as freshmen. In order to practice, play and receive an athletics scholarship, students need to meet certain academic benchmarks. An additional certification process exists to make sure the student is still an amateur, which is necessary in order for the student to compete.

Academic Credentials + Amateurism Status = College Eligible

What are the Academic Initial-Eligibility Requirements?

The following requirements must be met in order for a student to be able to practice, play and receive a scholarship at an NCAA Division I or II college or university.

Division I:

1. Graduate from high school;
2. Complete a minimum of 16 core courses;
3. Present the required grade-point average (GPA) (see the sliding scale in the Guide for the College-Bound Student-Athlete for Division I);
4. Present a qualifying test score on either the ACT or SAT (see the sliding scale in the Guide for the College-Bound Student-Athlete); and
5. Complete the amateurism questionnaire and request final amateurism certification. Division I Core-Course Breakdown (Courses Must Appear on your List of Approved Core Courses)
 - 4 years of English
 - 3 years of math (Algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math, or natural or physical science
 - 2 years of social science
 - 4 years of extra core courses from any category above, or foreign language, non doctrinal/comparative religion/philosophy

Division II

1. Graduate from high school;
2. Complete a minimum of 14 core courses (Note: increase to 16 core courses for class of 2013 and beyond);
3. Present a minimum 2.000 core-course grade-point average (GPA);
4. Present a minimum 820 SAT score (critical reading and math only) or 68 sum ACT score qualifying test score on either the ACT or SAT; and
5. Complete the amateurism questionnaire and request final amateurism certification.
6. Download the quick reference sheet with the requirements.
7. Division II Core-Course Breakdown:(Courses Must Appear on your List of Approved Core Courses)
 - 3 years of English
 - 2 years of math (Algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school);
 - 2 additional years of English, math, or natural or physical science (3 years required in 2013 and beyond)
 - 2 years of social science
 - 3 years of extra core courses from any category above, or foreign language, non doctrinal/comparative religion/philosophy (4 years required in 2013 and beyond)

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, occupational 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 student must also prove that the course is aligned to his/her EDP and future college/career goals.

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.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. For information regarding the use of technology and the searching of informational databases, please refer to the district's user agreement policy, available in the office.

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.

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. Parents and Students MUST complete a student driver registration form each school year and will be assigned a Permit Number.
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 downtown.

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

Failure to observe these rules will be dealt with 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. The student office 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.

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 school books 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.** Students are encouraged to bring a lock for their locker but a key or the combination must be turned into the office otherwise the lock will be cut off if the school needs to gain access at any time. To discourage theft, students should not bring items or articles of great value to school, nor should they give their locker key or 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.

ACADEMIC/GRADING/GRADUATION INFORMATION

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+= 2.3	D-= .7
A- = 3.7	C = 2.0	F = 0
B+ = 3.3	C- = 1.7	
B = 3.0	D+= 1.3	

WHAT STUDENTS & PARENTS NEED TO KNOW ABOUT... Springport High School's Graduation Requirements

Holding students to consistent, high standards prepares them for success in a global economy. This is the focus of Springport's High School graduation requirements. Students that complete these requirements will be prepared for higher education and/or to obtain a 21st century job in a competitive workplace. The State Board of Education established the Michigan Merit Curriculum (MMC) and the state legislature enacted the requirements as law in 2006 with revisions in 2014. As a result, Springport High School's graduation requirements have become more rigorous.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

Content Areas	Springport High School Courses and Options		
English Language Arts	<p>CREDITS: 4</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">English 9 or Honors English 9 English 10 or Honors English 10</td> <td style="width: 40%;">English 11 English 12 or AP English</td> </tr> </table>	English 9 or Honors English 9 English 10 or Honors English 10	English 11 English 12 or AP English
English 9 or Honors English 9 English 10 or Honors English 10	English 11 English 12 or AP English		
Math	<p>CREDITS: 4</p> <p>Algebra I (may take in 8th grade) Geometry or Honors Geometry Algebra II or Honors Algebra II Math 4th year Credit (AP Calculus, Pre-Calculus, Ag Finance/Leadership, Personal Finance/Math Concepts, Accounting)</p>		
Science	<p>CREDITS: 3</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 10px;"> <p>Option 1: 1 Credit Biology 1 Credit Chemistry, Conceptual Physics, or Anatomy & Physiology 1 Additional Science Credit (Earth Science, Physical Forensics, Physical Astronomy or other science option¹)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Option 2: State Approved Ag CTE Program 1 Credit Bio-Botany* 1 Credit Bio-Zoology* 1 Additional Science Credit (Genetics & Ag Research, Chemistry, Conceptual Physics, Earth Science, Physical Forensics, Physical Astronomy, or Anatomy & Physiology, or other science option¹) * Students who complete Bio-Botany & Bio-Zoology with a 2.0 GPA are considered an Ag CTE Completer.</p> </td> </tr> </table>	<p>Option 1: 1 Credit Biology 1 Credit Chemistry, Conceptual Physics, or Anatomy & Physiology 1 Additional Science Credit (Earth Science, Physical Forensics, Physical Astronomy or other science option¹)</p>	<p>Option 2: State Approved Ag CTE Program 1 Credit Bio-Botany* 1 Credit Bio-Zoology* 1 Additional Science Credit (Genetics & Ag Research, Chemistry, Conceptual Physics, Earth Science, Physical Forensics, Physical Astronomy, or Anatomy & Physiology, or other science option¹) * Students who complete Bio-Botany & Bio-Zoology with a 2.0 GPA are considered an Ag CTE Completer.</p>
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Social Studies²	CREDITS: 3 1/2 Credit Economics and 1/2 Credit Government 1 Credit US History or AP US History ¹ 1 Credit World History or AP World History ¹
PE/Health²	CREDITS: 1 1/2 Credit Health Living Option 1: 1/2 Credit Physical Education Option 2: 1/2 Credit approved extracurricular or related physical activity
Visual, Performing or Applied Arts²	CREDITS: 1 Visual, Performing or Applied Arts
Language other than English (World Language)	CREDITS: 2 Course content grade appropriate K-12 Option 1: 1 Credit by completing state approved CTE program Option 2: 1 Credit VPAA **only 2016-2020 graduates
Online Learning	Course learning or integrated learning experience (embedded within grades 6-12)
Other Requirements	Senior Portfolio Presentation Participation in the Michigan Merit Exam (State Assessment)

26 Total Credits (18 MMC credits + 8 elective credits (4 of which are SST) required for graduation.

³**24 Total Credits** (with 2 Years of Career Center)

³**25 Total Credits** (with 1 Year of Career Center)

¹ Other coursework taken from Jackson Area Career Center CTE programs, Dual Enrollment, or shared Jackson County Course Catalogue options.

² Personal Curriculum may be requested to adjust Social Studies, PE/Health, and Visual Performing and Applied Arts requirements if CTE completer. Additional modifications may be possible for students with IEP.

³ 24 credits required for graduation for 2 year Career Center Students. 25 credits for a student completing 1 full year of Career Center.

Calculation of top 10 will be based on MHSAA scholar athlete calculation and include a combination of GPA and SAT score. This will be phased in with the class of 2021. Requires 4 semesters AP or DE. AP courses will be graded on a 4.0 scale.

- For students taking an AP class they are allowed to have "D" in these courses and still be allowed to miss class because of the adjusted grading scale. On page 7 needs to be removed.

Jackson County Early College is an opportunity for students who meet the dual enrollment criteria to earn college credits at the same time they are earning high school credits and commit to a 13th year of school ending with an associates degree or transferable credits. The student's' GPA is calculated for class rank through 12th grade but does not include the 13th year. Students continuing for a 13th year will be allowed to walk in commencement so long as all other requirements have been fulfilled.

Certificate of Completion Requirements

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

English **3 credits (6 semesters)**

Science **2 credits (4 semesters)**

Math **3 credits (6 semesters)**

Physical Education **1 credit (2 semesters)**

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

Social Studies **2 credits (4 semesters)**

Electives **6 credits (12 semesters)**

Students on the Certificate path to graduation are working on functional academics versus the Michigan Merit requirements. They often get opportunities to improve functional independent living skills such as Goodwill job training, Co-Op, JACC involvement and other skills-based activities through community resource agencies.

The specific courses listed may not be appropriate for some of the students working toward a certificate. Resource level courses sufficiently meet individual student’s needs, using the core academic documented curriculum(s) as a guide. Resource courses currently available in English, Math, Pre-Algebra, Social Science and Study Skills. Other general education courses are special education supported to assist students progress in the general MME curriculum.

- 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. **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 1st 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 (7th) semester at Springport High School.
- Commencement Walking order to be: Valedictorian/Salutatorian, top 10, students choice after top 10.

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.

TESTING OUT OF A COURSE

The test out option does not include those courses in which students are currently enrolled. In order to test out, students need to exhibit mastery of the subject matter by attaining a grade of not less than a C+ (77%) on a final exam. The student may also be required to demonstrate mastery through other basic assessments used in the course such as portfolio, performance, paper, project, or presentation, in addition to or in lieu of, a final exam. ***The student will not receive a "Passing" mark on their transcript. Instead, they will receive the actual score they received on the exam.*** Teachers and counselors are not responsible for tutoring or providing instruction relative to students testing out of the course.

Testing Out Schedule:

To test out of fall semester course:

Beginning of May- Applications available in counseling center

End of May- Completed applications are due to the principal

Beginning of June- Class test-out packets available

Beginning of September- All required coursework is due/final exam is taken

To test out of second semester course:

Beginning of September- Applications available in counseling center

End of September- Completed applications are due to the principal

Beginning of October- Class test-out packets available

Beginning of December- All required coursework is due/final exam is taken

Please note that by testing out of a course, a student will miss participation in discussions, classroom activities and opportunities to develop the skills which are nurtured by daily contact with the teacher and fellow students. Applications are available in the counseling center.

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.

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.

Before suspending or expelling a student, the school shall "consider" the following:

1. Student's age
2. Disciplinary history
3. Disability
4. Seriousness of behavior
5. Whether behavior posed safety risk
6. Restorative practices
7. Whether lesser intervention would address behavior

Components of Springport MS/HS School-Wide Behavior Management Plan

Goal:

***Teachers will work to make students, feel valued, respected, and welcomed.

****Teachers will guarantee the physical and psychological safety of their students.

The Discipline Process:

1.) Before any discipline issue is referred to either the office of the Principal, teachers should make their own attempt at remedying the issue through use of their own behavior modification tools.

2.) When a teacher feels that they no longer are able to influence a student's poor behavior through their own disciplinary actions, they should:

- Call the student's parent to notify them of the issue.
- Fill out a "Log Entry" (complete with the date, time, & result of the parent contact)" and submit it through Powerschool.

Note: If the infraction requires immediate attention, contact the office and/or Mr. Kregel (or administrator).

- 3.) The administrator will address the student and utilize the Discipline Matrix as a guide in determining the punishment for the infraction. Please note that the Principal has final authority over the punishment that is served.
- 4.) The administrator will make every effort to report the result of the disciplinary action to the referring teacher either through Discipline Referral Copy or personal contact. As both of these positions can become extremely busy, please follow up if you do not hear back in a timely manner or if you are unhappy with the punishment.

Springport MS/HS School-Wide Discipline Plan

See following Discipline rubric for Consequences.

- I. Level One—(Minor) These behaviors should be handled by the classroom teacher or supervising adult on nearly every occasion. If the issue persists, referral to administrator (log entry) or sent to ISS room.
 - Counsel/Speak with student
 - Call Home
 - Refer if issue persists

- II. Level Two (Middle)-- “Initially” handled by the supervising adult. Referred to ISS room or administrator (log entry) if issue persists.
 - Counsel/Speak with student
 - Mandatory phone call home
 - Referral if seen as necessary...follow discipline rubric
 - Sent to ISS room

- III. Level Three (Middle)-- Immediately referred to administrator (log entry) or immediate contact to administrator. Referred to ISS room if necessary.
 - Counsel/speak with student
 - Mandatory phone call home
 - Referral to administrator (log entry)...follow discipline rubric
 - Sent to ISS room or main office if necessary

- IV. Level Four (Major)-- Immediately referred to administrator. Adult contacts administrator. Referral to ISS room if necessary.
 - Speak with student
 - Mandatory phone call
 - Referred to main office
 - Possible police notification

Springport Middle/High School Discipline Matrix

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
Class Tardiness (I)	Students are expected to be in class on time each period and should plan their day so they have needed materials with them. Students entering class late with a pass in their agenda should not be disciplined.	Warning (by teacher)	Warning (by teacher)	Referral to administrator and 1 after school detention (by teacher)	Referral to administrator and 2 detentions (by teacher)
Class Truancy (II)	Students are expected to attend all classes, study halls, lunch, and lounge according to their schedule.	Detention (by teacher)	Referral to administrator and 3 lunch detentions.	1-3 days ISS	ISS/OSS
Insubordination / Disrespectful to Students/ Staff (II,III,IV)	Students are expected to comply with reasonable requests of school employees including giving their name when asked. Students will be respectful to all staff members at all times. Disrespectful language, gestures, and/or verbal/physical abuse is not acceptable.	Referral to administrator, 1 after school detention (by administrator) <u>Disrespectful language/gestures to staff = 1-3 days ISS/OSS</u>	Referral to administrator and 3 after school detentions. <u>Disrespectful language/gestures to staff = 3-5 days OSS</u>	ISS (1-3 days) <u>Disrespectful language/gestures to staff = 10 days OSS</u>	<u>10+ days OSS plus superintendent hearing for expulsion</u>
Class Disruption/Disobedience/ Unprepared/Off-Task (I, II)	Each student is entitled to classroom instruction that is free of distraction.	Counseled by teacher—possible lunch detention	3 lunch detentions or 1 after school detention.	ISS (1-3 days)	ISS or OSS (Repeated disobedience/poor classroom behavior = 5-10 day OSS + mandatory parental meeting and behavior plan.
Smoking (IV)	Springport schools are a smoke-free environment in the building, on the grounds, and on the buses. <u>Possession of cigarettes/tobacco and other smoking materials will be considered a violation.</u>	Referral to administrator, (1-3 days ISS/OSS)	Referral to administrator, 3-5 days OSS	Referral to administrator, 5-10 days OSS	Referral to administrator, 10+ days OSS
Fighting / Instigating a Fight (IV)	Students attending Springport Middle/High School have the right to an education. Students involved in fighting disrupt that process. Students who encourage or promote conflict will be considered as instigating a fight and receive the following consequences.	Referral to administrator, 5-10 days ISS/OSS. No attendance at after school events for 1 semester (90 days).	Referral to administrator, possible Superintendent's Hearing / Police Involvement 10-20 days OSS. No after school events for 1 school year (180 days).	Referral to administrator, possible Superintendent's Hearing / Police Involvement 20+ OSS. No after school events.	Referral to administrator, possible Superintendent's Hearing / Police Involvement.
Threats / Intimidation / Harassment (III, IV)	Students are expected to handle conflicts with other individuals in a non-violent manner. The use of verbal intimidation or physical threats is not acceptable.	Referral to administrator, 1 after school detention	Referral to administrator, 1-3 days ISS/OSS	Referral to administrator, 5-10 days OSS	Referral to administrator, 10+ days OSS with possible Superintendent's Hearing
Drug/Alcohol Violations (IV)	Students are not permitted to be under the influence of, or have in their possession, any form of illegal drug or controlled substance (including alcohol or prescription medication) on school property or at any school event. Students are not to have on their person any drug-related paraphernalia. Selling of drugs, buying or the intent thereof is also a violation.	Referral to administrator, 5-10 days OSS with possible Superintendent's Hearing / Police Involvement	Referral to administrator, 10+ days OSS with Superintendent's Hearing / Police Involvement	Referral to administrator, possible Superintendent's Hearing / Police Involvement	Referral to administrator, possible Superintendent's Hearing / Police Involvement

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
Weapons Possession (IV)	Students are not to be in possession of any weapon on school grounds or at school activities. Knives, guns, clubs, or other devices that could be used as weapons are all against school rules.	Referral to administrator, 5-10 days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion	Referral to administrator, 10+ days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion	Referral to administrator, 10+ days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion	Referral to administrator, 10+ days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion
Theft (IV)	Students are expected to take care of their own property and never take anything that belongs to someone else or Springport Schools. Police will be notified when appropriate.	Referral to administrator, 1-3 days ISS/OSS	Referral to administrator, 5-10 days OSS	Referral to administrator, 10+ days OSS with Superintendent's Hearing	Referral to administrator, 10+ days OSS with Superintendent's Hearing
Inappropriate Language (I,II)	Students are expected to use appropriate language at all times on school property or at school events.	Warning or 1 Detention (by teacher)	1 day ISS/OSS	3-5 days ISS/OSS	5-10+ days OSS
Leaving School Building/Grounds Without Permission (I,II)	Students will remain in the building and on school grounds at all times during school hours unless specific permission to leave is granted.	Referral to administrator, 1 after school detention	1-3 day ISS	3-5 days ISS/OSS	7-10 days OSS
Cheating / Plagiarism (II,III)	Students are to do their own work on tests, quizzes, homework, and all other school assignments. In addition to the consequences listed, the student will lose credit for the work involved.	Administrative referral meeting at teacher discretion, 1-3 after school detentions...zero on the assignment	1-3day ISS	5 day ISS	5-10 day OSS, Superintendent's hearing
Public Displays of Affection (I,II)	Students attend school to learn and should not be displaying their affection to others while on school grounds.	Administrative referral at teacher's discretion, 1 after school detention	1-3 days ISS parent contact	3-5 days ISS parent contact	Meeting with superintendent and 5-10 days OSS
Assault (IV)	Students are expected to control their emotions at all times. An unprovoked attack on another individual will be considered an assault.	Referral to administrator,5-10 days OSS, with possible Superintendent's hearing and police notification	Referral to administrator, 10+ days OSS, with possible Superintendent's hearing and police notification	Referral to administrator, Superintendent's hearing and police notification	Referral to administrator, Superintendent's hearing and police notification
Missing Detention (I,II)	Students are expected to attend all assigned detentions.	Referral to administrator, 2 after school detentions, parent contact	1 day ISS	2 days ISS	Multiple ISS's plus make up detentions
Providing False Information (II,III)	All students are expected to be honest and truthful. Intentionally giving false information to staff members is not acceptable.	Referral to administrator, 2 after school detentions	1 day ISS	1-3 days ISS	3-5 day ISS

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
Computer Tampering (III, IV)	Computer equipment is to be used for appropriate educational and administrative purposes.	Administrative referral at teacher's discretion, loss of computer privileges, ISS	Multiple ISS and revocation of computer privileges.	Multiple ISS and permanent loss of computer privileges.	N/A
Vandalism / Destruction of School Property (III, IV)	Students are expected to respect and care for the property of the school district and others at all times.	Referral to administrator, 2 days after school detention. Possible police notification. Restitution if necessary.	Referral to administrator, 1-3 days ISS. Possible police notification. Restitution if necessary.	Referral to administrator, 5-10 days OSS. Possible police notification. Restitution if necessary.	Referral to administrator, 10+ days OSS, with possible Superintendent's hearing and police notification. Restitution if necessary.
Cell Phones, and Other Electronic Devices (I,II)	To help our students be more academically successful, TEACHERS will initiate use of cell phone/devices each day, <u>not the student.</u>	Teacher warning, document in log entry of 1 st offense.	Confiscation, Documentation, pick up in office at the end of the day, parent contacted by teacher, 1 lunch detention.	Confiscation, Documentation, pick up in office at the end of the day, parent contacted by teacher, 3 lunch detentions.	Confiscation, Documentation, pick up in office at the end of the day by PARENT, 1 day ISS minimum.
Gambling (III, IV)	Card playing is permitted during assigned lunch of student or in senior lounge. At no point is wagering with money or some type of point system permitted.	Referral to administrator, 3 lunch detentions, parent contact	1-5 days ISS. Police notification	1-5 days ISS. Police notification	1-5 days ISS. Police notification.

Other (IV)	<ul style="list-style-type: none"> · Bomb Threats/Arson – OSS with a Superintendent's hearing · False Alarm – OSS with a Superintendent's hearing · Incendiary Devices/Smoke Bombs/Fireworks – OSS with a Superintendent's hearing · Falsely reporting an incident is a felony. The Springport police will prosecute violators to the fullest extent of the law <p>Immediate notification of the Springport or State Police Department for all above incidences</p>
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Note:
Principal / Administrator will have final authority over punishment given.

Special Note: The board shall permanently expel a student in grade 6 or above if that student commits physical assault at school against a District employee, volunteer, or contractor. (Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”). In addition, the board shall suspend or expel a student in grade 6 or above for a period of time determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school related activity.

DETENTION

Teachers may assign detention for violations of the discipline code. Students will be scheduled for detention and notification when it must be served. *Rescheduling of the detention must be performed before the date of the detention.* If a student fails to serve a detention, a 2nd detention will be assigned by the principal. *Failure to serve the 2nd detention will result in 1-3 days of in-school suspension.* Detentions will not be rescheduled for extracurricular events.

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.

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.

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:

PROBATIONARY ENROLLMENT

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.

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 midpoint 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 principal's 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.

Bullying/Aggressive Behavior Policy:

Springport Schools and the Springport Board of Education has adopted and implemented a policy prohibiting bullying at school. This policy is in response to Public Act 241, also known as Matt's Safe School Law. This NEOLA Policy can be found on the District website. Included in the student handbook is a set of "Guidelines" for anti-bullying along with the disciplinary rubric used to deal with Aggressive Behavior/Bullying.

SPRINGPORT PUBLIC SCHOOLS AGGRESSIVE BEHAVIOR PREVENTION GUIDELINES

I. RESPECT AND SAFETY

A. Rights of Students and Staff

It is the policy of Springport Public Schools to provide a safe, accepting and nurturing environment that is conducive to learning for all students. Therefore, no form of aggression will be tolerated on school grounds, at school activities whether on or off school property, on school transportation, or by anyone at this school. Intervention will occur when aggressive behavior comes to our attention and rules and consequences will be enforced as outlined in the school handbooks, and aggressive behavior rubrics. All students are protected under these guidelines, regardless of personal characteristics or features and regardless of the motivation or intent of the perpetrator.

B. Definitions

- *Aggression* is any gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property. It includes, but is not limited to:
 - i. Any form of physical violence, such as hitting, shoving, tripping, kicking, spitting, pinching or poking.
 - ii. Interfering with, hiding, damaging, extorting, or stealing another's property.
 - iii. Offensive, insulting, or obscene gestures with hands, fingers, or face.
 - iv. Name-calling, put-downs, humiliating remarks, taunting, offensive graffiti, notes, text messages, email, profanity, threats of emotional or physical harm, insulting a person's family, religion, ethnicity or disability.
 - v. Undermining a person's relationships with others by arranging social exclusion and shunning, spreading rumors, humiliation, gossip, or forcing others to act against their will.
 - vi. Any form of racial, cultural, or sexual harassment.
- *Bullying* is a form of aggression when one person or a group of persons, intentionally and repeatedly over time uses their greater power to hurt another person's body, feelings, friendships, reputation, or property. Bullying negatively affects and significantly interferes with the target's ability to participate in and benefit from the school's educational programs and opportunities.
- *Harassment* is a form of unwanted, abusive aggression that results in a hostile, intimidating, and discriminatory school environment. It can be based on race, color, culture, ethnicity, religion, sexual orientation, gender identity or expression, physical characteristics, or disability/impairment.

II. STAFF ACTION

A. When Aggression Is Witnessed By A Staff Member

All staff members who witness aggression will take immediate action to intervene with any persons or groups of persons using or threatening to use aggression. Staff will intervene and stop the behavior immediately. Behaviors on the Aggressive Behavior Rubric will be documented and reported to the principal (or his/her designee) using the Aggressive Behavior Report Form. Pre-established consequences will be administered after an investigation is completed.

B. When Aggression Is Reported To A Staff Member

When a staff member has not directly witnessed aggression, but a student bystander or target has reported it, the staff member has the responsibility to take action. The staff member should gather basic information, including who was involved, what happened, where the incident occurred, when it started, and the names of any witnesses. The alleged incident should be documented using the Aggressive Behavior Report Form and given promptly to the principal or his/her designee. The incident will be investigated in a timely manner, and a plan of action and/or consequences will follow as deemed appropriate. The confidentiality of students reporting will be protected throughout the investigation process. The reporting student will be followed-up with to verify that no retaliation has occurred.

III. STUDENT ACTION

When a student is a target of aggressive behavior, he or she is encouraged to report the incident to a staff person. It is the staff person's responsibility to report the reported incident to the principal or his/her designee using the Aggressive Behavior Report Form. Every effort will be made to protect the confidentiality of the reporting student. When a student witnesses aggressive behavior, including bullying and harassment, he/she is encouraged to help break the "code of silence" by acting responsibly and reporting the incident to a staff person. Student bystanders are also encouraged to support the target of aggressive behavior when it is safe to do so.

IV. PARENT ACTION

If a parent learns from a child that the child has been the target of aggressive behavior or that another child has been the target, they should encourage their child to report the incident to a staff member. If the student cannot or will not, parents should inform school authorities directly. Parents should never support or condone aggressive behavior or retaliation on the part of their child. Parents should encourage their child to report all incidents of aggression that they witness.

V. PARENT NOTIFICATION

Aggressive behavior that is verified through investigation and falls on the Aggressive Behavior Rubric will result in the timely notification of parents or guardians. This applies to both the target of the aggression and the perpetrator of the aggression.

VI. CONSEQUENCES FOR AGGRESSIVE BEHAVIOR

Predetermined consequences will be assigned for acts of aggression, bullying, and harassment. Consequences will increase in severity based on the seriousness of the aggression and the more the aggressive behavior is repeated. Perpetrators who threaten retaliation and students who make false reports will receive consequences for their actions.

Each building has its own Aggressive Behavior Rubric with many similarities and some differences to meet the needs of the different student populations. These consequences are designed to correct the problem behavior and prevent another occurrence. If aggressive behavior is intentional, repeated, and involves an imbalance of power between the students involved, it will be considered bullying/harassing behavior and incur a greater set of consequences/disciplinary measures. Some of the consequences for aggressive behavior may include:

- Verbal Intervention
- Documentation
- Meeting with the principal or his/her designee
- Written notification to parent or guardian
- Student calls parent or guardian
- Completing of "Think It Over Form" and reflection process
- Silent Supervised Lunch, After School Detention, In/Out School Suspension
- Conference with principal, counselor, parent and student
- Behavior Improvement Plan/Loss of passing time
- Notification of superintendent, law enforcement
- Long term suspension/expulsion

Consequences assigned by the principal or his/her designee may be more severe than the Aggressive Behavior Rubric outlines based on the circumstances of the incident. School board policy and law enforcement requirements may also result in more severe consequences. On rare occasions, depending on the circumstances of an incident, consequences or disciplinary actions may be less than outlined.

VII. AWARENESS AND TRAINING

These guidelines will be made available to all school staff, students, and parents on the district website. Copies will also be made available in the main offices of each building.

District staff, including administrators, teachers, secretaries, paraprofessionals, custodian, bus drivers, etc. will be familiarized with these guidelines and trained on an annual basis on how to use the 15 second intervention and the Aggressive Behavior Report Form.

<i>BEHAVIOR</i>	<i>FIRST INCIDENT</i>	<i>SECOND INCIDENT</i>	<i>THIRD INCIDENT</i>	<i>FOURTH INCIDENT</i>
Horseplay: “Goofing around” that may include pushing shoving, grabbing, jumping on, play fighting, rude gestures, or name calling where it is possible that body or feelings will be hurt.	-15 second intervention -Aggressive Behavior Report -Warning	-15 second intervention -Aggressive Behavior Report -Letter sent home -Think About It form	-15 second intervention -Aggressive Behavior Report -Aggressive Behavior Report -Student calls parent -1-3 Silent Supervised Lunch (SSL) -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 SSL -Think About It form -Behavior plan/no passing time
Teasing: Behaviors that would hurt the feelings of others or make them feel badly about themselves, including but not limited to – “just kidding” behaviors, laughing at someone, gossiping, insulting remarks, mimicking someone, spreading rumors, mean notes, mean tricks, name calling, etc.	-15 second intervention -Aggressive Behavior Report -Letter sent home -1 SSL -HS—1 detention	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 SSL -HS- 2 detentions -Think About It form	-15 second intervention -Aggressive Behavior Report -Aggressive Behavior Report -Student calls parent -1-3 days In School Suspension (ISS) -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 days ISS -Think About It form -Parent meeting -Behavior plan/no passing time
Moderate Intimidation: Social aggression, exclusion, silent treatment, emotional blackmail, electronic intimidation, profanity/vulgarity, threats of emotional or physical violence Moderate Physical Contact: Pushing, shoving, grabbing, tripping, hitting, pulling hair, shouldering, throwing things, etc. where physical harm may occur. False Reports/Retaliation	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 after school detention -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent - 1 day ISS -Think About It form	-15 second intervention -Aggressive Behavior Report -Aggressive Behavior Report -Student calls parent -Minimum 3 day ISS -Think About It form -Parent meeting	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 day ISS -Think About It form -Parent meeting -Behavior plan/no passing time
Severe Physical Contact: Punching, kicking, fighting, and similar behaviors where physical harm is likely to occur Severe Intimidation/Harassment: Racial, ethnic, sexual, religious or other forms of severe harassment or intimidation, including cyber bullying. *Refer to SPS harassment policy	-Student to office -Aggressive Behavior Report -Student calls parent -Minimum 1 day ISS -Think About It form -Possible police notification	-Student to office -Aggressive Behavior Report -Student calls parent -Minimum 3 days ISS/OSS -Think About It form -Possible police notification -Parent meeting	-Student to office -Aggressive Behavior Report -Parent notified -5 day ISS/OSS -Think About It form -Possible police notification -Parent meeting -Behavior plan/no passing time -Possible long-term suspension	-Student to office -Aggressive Behavior Report -Parent notified -10 day OSS -Think About It form -Possible police notification -Parent meeting -Behavior plan/no passing time -Possible long-term suspension/expulsion

DOCUMENTS AVAILABLE UPON REQUEST

1. Civil Rights Compliance Officer
2. Directory Information
3. Request directory information not to be released to recruiters
4. Drug prevention to parents
5. Locker search policy
6. Student privacy and parental access to information
7. Parent signature authorizing student early dismissal and access to student records
8. Blanket authorization for student field trips with co-curriculum or extra activity
9. Parent notification regarding sex education and AIDS classes
10. Blood borne pathogens notice to parents
11. Parent Involvement Policy

Compliance Officers: Dean of Students and Elementary Principal as stated by school policy.

PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

We recognize that it is the responsibility of the parents to insure their children have a nutrition lunch while at school. This is important so that children receive the nutrition they need to stay focused during the school day. The following procedures shall apply in the event that a child did not bring their lunch and does not have funds to purchase a lunch.

All students (grades K – 12) may charge the equivalency of 8 meals. This will take a student's negative balance up to \$20.25. This addresses the direction that the Board of Education provided to the Food Service Department at a general meeting in July of 2015. Once a student gets to a negative \$20.00 balance an alternative meal will be given. The alternative meal consists of a Cheese Sandwich, Fruit, vegetable and Milk. This alternative meal meets the USDA nutritional guidelines.

When breakfast carts are delivered to K-8 classrooms the student's teacher will be given a note so they can let the student know they will be receiving an alternative lunch that day. The student must bring that slip with them to lunch and hand it to the server and they will then be given an alternative sack lunch. A slip will be delivered 1st hour to 9-12 grade classrooms for students that will receive an alternative lunch that day.

The teacher will allow the student to attempt to contact their parent one (1) more time prior to lunch. This will eliminate any surprises on the child's part and provide the parent with one (1) more opportunity to pay the student's charge balance or bring them in a lunch. An elementary child will be sent to the office for assistance after the eighth charge.

In an effort to assist parents/guardians to stay informed, the district shall provide the following communication. However, it is understood that it is the parent's responsibility to monitor the current account balance of their child. Information can be found on the district website under the food service tab at the top of the home page. Click on Meal Magic Balances to log in. You are able to create a My Lunch Account if you have not already done so.

1. Parents are encouraged to sign up for the account balance reminders that are emailed daily/weekly.
2. Automated reminder calls will be sent to parents when their student's account has a negative balance.
3. Parents are welcome to contact the Food Service Department via phone or email to inquire about the account balance/activity.
4. Online account access is provided by going to Springport Schools website then food service then Payschools to make an online deposit.
5. Food service staff will make calls daily in an effort to communicate with parents and provide meal assistance by sending home free and reduced applications if a family's status has changed.

In an effort to have all past debt paid prior to the end of the school year, students will not be allowed to charge after the second week of May each year. All accounts must be settled at the end of the school year. Non-Payment may result in a student not being allowed to participate in classroom field trips, extracurricular activities or walking at graduation.

Thank you for your attention and cooperation to following these procedures. In Springport we desire to always provide each student with quality meals throughout the year. We also recognize that at times an emergency can occur. In that case, just contact the principal or food service department.

Advisory to Parents / Guardians

Dear Parent or Guardian:

State of Michigan law requires that schools and day care centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Springport Public Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, *other than a bait or gel formulation*, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school / day-care center, which is located at 300 West Main Street. The second method will be by the

Posting on the school web site, www.springportschools.net

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, *other than a bait or gel formulation*, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

PARENT / GUARDIAN PESTICIDE TREATMENT NOTIFICATION

Dear Parent / Guardian:

Complete this form ONLY if you are requesting notification by United States Postal Service first-class mail.

Please be advised that you WILL receive notice via the methods identified in the advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

Springport Public Schools, 30 0 W. Main Street, Springport, MI 49284

I wish to receive a prior notice of any pesticide application to the school by first-class mail.

PARENT NAME: _____

STUDENT NAME: _____

STREET ADDRESS: _____

CITY, ZIP _____

DAY PHONE # _____

EVENING PHONE # _____

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school building.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

PLEASE NOTE: THERE MAY BE TIMES WHEN EMERGENCY MEASURES ARE USED AND THE NEED FOR TREATMENT (FOR EXAMPLE, BEES) WILL HAPPEN AFTER SCHOOL CLOSES FOR THE DAY. AT SUCH TIMES THERE MAY NOT BE TIME TO MAIL A LETTER 3 DAYS PRIOR TO TREATMENT.

Signature

Date

SPRINGPORT PUBLIC SCHOOLS PARENT/STUDENT ATHLETIC CODE

I. Athletic Philosophy

We at Springport Public Schools take 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 athletes.

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 the standards. The privilege of being permitted to participate in the Springport Public Schools athletic program is subject to compliance with these standards.

Springport Public Schools interscholastic athletic programs are affiliated with the Michigan High School Athletic Association (M.H.S.A.A.) and the Big '8' Conference. The standards of this code meet or exceed the standards of the M.H.S.A.A. Reference: "Handbook of the Michigan High School Athletic Association for Junior High/Middle Schools and Senior High Schools."

III. PARENT RESPONSIBILITIES

Parents and adults involved in school-sponsored events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect, and self-control. To this end, parents shall abide by:

- 1.) *A 24 hour rule where they do not criticize their athlete or question the coach concerning an athletic event or performance at an athletic event.*
- 2.) *Discussion of playing time with the coach is not negotiable. This discussion shall be between the coach and the athlete. Playing time directly applies to performance during athletic contests and attitude during practice.*
- 3.) *Encouragement of their athlete to exhibit positive behavior and to not engage in unsportsmanlike behavior toward any coach, other parent, opponent, official or any other attendee at events.*
- 4.) *Encourage positive relationships with the coach by reinforcing the principles of the coach's philosophy, discipline, and team goals.*

IV. Athlete Defined

- A. Those students who are trying out for an Interscholastic team by reporting to practice.
- B. Members of any athletic team.
- C. Team managers.
- D. Sideline Cheerleaders

V. 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 turned in to the proper administration office. **The athlete is subject to the code at all times and places whether school is in session or not for 12 calendar months from the date of signature.** The athlete and their parents

shall be informed of the Athletic Code prior to participation in the high school athletic program. **No athlete shall be allowed to practice unless a signed Athletic code is on file.**

VI. 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 Student Code of Conduct are not allowed to practice with their athletic team.**

A. ATTENDANCE ELIGIBILITY

Failure to travel with the team to an approved event, failure to attend all classes on day of contest or unexcused absence from practices and/or contests. (Exceptions must be approved in advance by athletic director, coach or principal.)

1st Offense: Suspension from one (1) contest.

2nd Offense: Suspension from two (2) consecutive contests.

3rd Offense: Suspension for remainder of season.

B. SUBSTANCE ABUSE / PETTY THEFT/VANDALISM/SEXTING OR INAPPROPRIATE USE OF SOCIAL MEDIA/GROSS MISCONDUCT

** Use or possession of tobacco in any form, including e-cigarettes, alcohol, or any controlled non-prescription drug, look alike and paraphernalia.*

** To steal or be an accomplice to an act of stealing*

** To destroy, damage or defile another's property.*

** Acts of misconduct detrimental to the spirit of the program.*

1st Offense: 50% of scheduled contests of that sports season or next season if offense is committed between seasons.

Portion not served during current season will carry over to next season. This penalty can be reduced to 25% if athlete attends and completes a School approved rehabilitation/awareness program at the parent's expense along with 10 community service hours to be determined by Building Principal/Athletic Director. Program & Service must be documented and accompanied with letter to Athletic Director for reduction.

2nd Offense: Suspension for 1 full calendar year. This penalty can be reduced to 8 calendar months if student completes a School approved rehabilitation/awareness program at the parent's expense along with 20 community service hours to be determined by Building Principal/Athletic Director. Program & Service must be documented and accompanied with letter to Athletic Director for reduction.

3rd Offense: Athlete loses all further eligibility to participate in Springport athletics

A student implicated in the violation or attempt to violate any of the above offenses, whether he/she directly commits the act constituting the violation, or is at a function or in the presence of tobacco in any form, alcohol, or any controlled non-prescription drug, look alike and paraphernalia that is being used by other students or athletes and remains at the function and does not immediately leave the property shall be treated under the regulations as if he/she had directly committed such violation.

MIDDLE SCHOOL OFFENSES: Middle School offenses will be removed from student's record in High School if 3rd offense has not been reached and suspension has been served.

VII. Reporting Violation/Procedures - Time line

- A.** A report of an alleged violation of the code by an athlete will be submitted to the Building Principal and/or Athletic Director by a responsible adult, who is at least eighteen years of age, within 3 business days of the time when the infraction becomes known to the adult.
- B.** Following consultation with the athlete and/or coach, the Building Principal and/or Athletic Director will determine the validity of the reported violation and determine the disciplinary penalty to be imposed on the athlete, if any.
- C.** Building Principal and/or Athletic Director will attempt to notify parents by phone of the violation of the code by an athlete and the penalty which will be imposed the same day that a determination is made. The Principal and/or Athletic Director will notify the parent of the athlete, in writing, within 10 business days after the penalty is determined of the nature of the violation and the penalty.

VIII. Appeal Procedure

- A.** Within three school days following the day on which the student/parents were first informed of the penalty, the student/parent may appeal the decision in writing to the Superintendent, stating why they object to the determination made by the Building Principal and Athletic Director.
- B.** The Athletic Council, composed of the Superintendent, Secondary School Principal, Athletic Director all Varsity Head Coaches, two faculty members who are non-coaches, (one high school, one middle school) two high school student athletes, (one male, one female) will meet to hear the appeal as soon as practicable. Fifty percent plus one, of the total group, with at least 50% of the head coaches in attendance, constitutes a quorum. The role of the council is to uphold or deny the decision, not to alter the penalty attached.
- C.** If the parent or student athlete, after appeal to the Athletic Council, is dissatisfied with the outcome, an appeal to the Board of Education, through the Superintendent, may be made in writing within 3 business days. The Board of Education will hear the appeal as soon as practicable. The Board of Education has final disposition of the appeal.
- D.** While under appeal the athlete may not practice nor participate in interscholastic competition

C. ACADEMIC ELIGIBILITY

For students who wish to participate in interscholastic athletics, the following rules shall be in effect:

- A.** Incoming, first year seventh graders shall be eligible immediately without regard to their past academic record, 9th graders will be subject to past academic grades from Middle School.
- B.** Full Semester Eligibility - Because semester grades are considered “final” grades, any student who receives more than one failing grade in a semester will be deemed ineligible to participate on any interscholastic team for the following semester. 2 D’s will become equivalent to 1 F.
- C.** 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 nine 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. 2D’s will be equivalent to 1F.
- D.** Weekly Eligibility-Any week that the student continues to fail more than one class will result in the student being deemed ineligible for the following week. 2 D’s will be equivalent to 1 F.
- E.** Middle School Exploratory Classes - any class that is only 9 weeks in length and ends in a failing grade shall count as ½ of a failing grade. (Three such failures would count as one and one half, (1½) failed classes and thus render a student either ineligible or on academic probation.)

F. 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.

IX. 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 possible to attempt to work out all conflicts to the satisfaction of all parties.

X. General Guidelines

A. Coaches in each sport may add specific rules for their teams after consulting with the Athletic Director and submitting additional rules and consequences in writing. These rules must first be approved by the Athletic Director and both the Athletic Director and each athlete must have a copy of these rules before practice begins for that sports season. Discipline administered under coach and/or team rules are not subject to appeal through the Athletic Code.

B. If an athlete quits a team without a valid reason once the scheduled practice has commenced, he/she shall not be allowed to participate in any concurrent sport. (Unless agreed upon by both coaches concerned.)

XI. Michigan High School Athletic Association Eligibility rules Governing Senior High School Students and Junior High/Middle School Students

A. Physical examination - The Athlete must have on file in the athletic office a physician's statement for the current school year certifying that he/she is physically able to compete in athletic practices and contests. **Physical must have been given on or after April 15th of the previous year.**

B. Academic standing - The Athlete shall have passed a required 20 credit hours before the proceeding semester for High School. Middle School should have received credit in at least 50 percent of work carried during the previous semester.

C. Current academic status - The Athlete shall be currently taking and passing 20 credit hours up to within seven (7) days of the contest for High School. Middle School shall be doing passing work in at least fifty (50) percent of work carried up to within seven (7) days of contest.

D. Enrollment - The Athlete must have been enrolled in high school (or middle school) by Monday of the fourth (4th) week of the present semester.

E. Age - The Athlete must be under nineteen (19) years of age at the time of a contest unless the 19th birthday occurs on or after September 1 of a Current school year. For Middle School the athlete must be under fifteen (15) for eighth graders, or fourteen (14) for seventh graders, years of age at time of contest unless that birthday occurs on or after September 1 of a current school year, in which case student is eligible for balance of that school year in all sports.

F. Semesters of competition - the Athlete must have not more than four (4) first and four (4) second semester seasons of competition in a sport in a four (4) year high school. No limits for 7th and 8th grade students.

G. Semester of enrollment - the Athlete must not have enrolled for more than eight (8) semesters in grades nine to twelve (9-12) inclusive. Three weeks enrollment or participation on one (1) or more athletic contests constitutes a semester of enrollment. No limits for 7th and 8th grade students.

H. Undergraduate standing - The Athlete must not be a high school graduate or not a junior high school graduate.

I. Awards - the Athlete must not have accepted any award merchandise, memberships, privileges, services or money for athletic performance, except medals or trophy awards which cost no more than twenty-five dollars (\$25.00).

J. Amateur practices - The Athlete must not have accepted money, merchandise, memberships, privileges, services or other valuable considerations for participating in a form of athletic contests, or have signed a professional athletic contract.

K. 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 or her school in that sport; shall not have participated in any so-called all staff, charity, or exhibition football, basketball, or ice hockey game during the school year.

L. College recruitment policy - In the event an athlete is contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the Athletic Department. He/she must inform his/her coach of any such contract as soon as possible.

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