

## ATTENDANCE

### ATTENDANCE PHILOSOPHY

Aside from the fact that school attendance is compulsory by Michigan law, at Spring Lake Intermediate we believe that regular school attendance is an asset to the learning process. Our school has the responsibility, with cooperation of the parents, to make sure that students are in attendance whenever possible.

Attendance will be taken daily in the morning. When a student is absent from school, parents are asked to call the school office at 846-6845 by 9:00 a.m., the same day of the absence. This is to be done each day the student is absent unless the absence will be prolonged and the number of days the student will be absent can be determined ahead of time.

### ARRIVAL/DISMISSAL

#### ***DROP OFF AND PICK UP AREAS***

Parents who will be dropping off or picking up their students from the Intermediate School SHOULD NOT drop them off or pick them up in the back of the building (west side), or in the Holmes parking lot. These areas are designated for bus routes and are high traffic areas. For the safety of the students, please avoid these areas. Recommended drop off and pick up would be in the large parking lot (South of the building) in front of the administrative offices.

#### ***ARRIVAL TIME***

School begins at 8:50 a.m. in the Intermediate section of the building. **Unless involved with a before school activity, students SHOULD NOT arrive to school before 8:40 a.m., and should not be in the building prior to 8:40 a.m.** This will ensure that the classes that are already in progress are not disturbed. Parental cooperation in this area is vital, and very much appreciated. **If dropping off a 5th or 6th grader before 8:40 a.m. is necessary, parents are encouraged to explore the K.I.S.S. (Kids in Safe Surroundings) program.** Any student who arrives to school before 8:40 a.m. or stays until after 4:00 p.m. is expected to be enrolled with the K.I.S.S. program, or be under the direct supervision of a teacher/sponsor.

#### ***LATE ARRIVALS***

It is important for students to learn responsibility for being punctual and arriving to class on time. Unexpected delays may occur and are understandable. Any student arriving late should come directly to the office and sign in. Any students arriving after 11:00 a.m. (excused or unexcused) will be considered absent for 1/2 a day.

#### ***EARLY DISMISSALS***

If your child has to leave at any time during the school day, please write a note stating the reason and what time you will pick him/her up. Please have your child report to the office with the note before school starts that day. An early dismissal pass will be issued for the student to give to the teacher of the class from which he/she will be leaving.

**It is important that all students being picked up early be signed out of the school office.** Upon signing out your son/daughter from the office, the office will call for him/her. To ensure their safety, students will only be released to those people listed on their emergency cards, and students will not be permitted to wait outside the building.

Any student leaving before 1:00 p.m. and not returning will be considered absent for 1/2 a day

### MAKE-UP WORK

Make-up work is the responsibility of the student. A student is expected to ask his/her teachers for the work missed during a time of absence. The individual academic teams will handle arrangements for assignments. Sufficient time will be given for the completion of any work missed, generally equal to the student's time missed.

### ADVANCED ABSENCES

Spring Lake Intermediate discourages parents from taking students out of school for a long period of time. It is the school's opinion that family vacations should be taken during the previously established time off for students. However, prolonged absences during school time are at times unavoidable due to family emergencies. Parents or guardians requesting the student be excused for a period of time must make the request to the school office at least two (2) days in advance. The school secretary can then prepare the proper forms for teacher notification and possibly arrange for assignments. **The student will then be responsible to make up any missed work by the assigned due date given by each respective teacher.**

### EXCESSIVE ABSENCES

Truancy is attained when a student accumulates 10 absences or more. Parents will be notified when the student has accumulated an excessive number of absences. A meeting with the principal will occur in cases where a student is excessively absent, and appropriate actions (which may include the contacting of outside authorities/agencies) will take place.

In some cases, parents may be asked to furnish a doctor's slip upon the return of a student to school.

### TARDINESS

In order for classes to begin on time and use the full time of instruction, all students are expected to arrive to school on time. Punctuality is an essential part of building responsibility. A tardy is when the student is not present in the room at the required time.

The following policy will be followed regarding students who are late to school:

**First Tardy**

**Second Tardy**

**Third and any following tardies**

**Warning**

**2<sup>nd</sup> Warning**

**Lunch Detention**

This process will start over at the beginning of each trimester.

### BUS CHANGES

Any student that needs to ride a different bus from that which they normally do, or that is riding the same bus but needs to be dropped off at a different stop, should bring a note to the school office in the morning to obtain a pass that needs to be given to the bus driver. These notes should be brought to the office first thing in the morning. Please refer to the Transportation Guidelines for further information.

## GENERAL GUIDELINES

*\*Note: The General Guidelines section has been divided into two (2) sections: "Daily Information", which contains important information that fifth and sixth grade students may need daily, and "General Information", which contains important information that both students and parents may refer to less frequently.*

### DAILY INFORMATION

#### ACCIDENTS/INJURIES/ILLNESSES

Students are directed to report any accident or injury to the first staff member available. When students are ill, they should report directly to the school office. Parents will be notified immediately in the event of an accident, injury, or illness if necessary.

#### ASSIGNMENT NOTEBOOKS/PLANNERS

Assignment notebooks should be carried with students to their classrooms, and filled out to provide each student with the necessary information for each class, every day. Parents are encouraged to check assignment notebooks daily to help keep themselves better informed of their student's daily occurrences and assignments. This can also serve as an excellent communication tool between home and school. Extra assignment notebooks are available in the school office at a cost of \$5.00.

#### ANIMALS/PETS

Students may not bring an animal or pet to school without prior permission from their teacher(s). Parents must provide transportation to and from school. Pets/animals are not permitted on school buses. **ALL VISTING PETS SHOULD BE ON A LEASH.**

#### ASSIGNMENT LINE

Attached to each teacher's voice mail extension is a separate section where daily assignments are recorded. This can be accessed in two ways: you can access their voice mailbox (by calling the **847 - 7905** phone number), choosing the teacher's extension, then pressing "1", or by calling 847 - 7905, then pressing "7" before the teacher's voice mail extension. Please utilize this on days where students may have forgotten what their assignment was, or on days where a student is absent.

#### ASSEMBLIES

School assemblies will be held as part of their educational program. At times, they may be necessary to introduce fundraisers or may be used to enhance the educational process. Assemblies are a privilege, and not an obligation. Please follow these few steps and guidelines when attending assemblies:

1. Enter and leave in an orderly manner.
2. Please sit in your assigned area.
3. When speakers ask for silence, please extend it immediately.
4. Be respectful at all times to the presenter(s) by being attentive and quiet.
5. Show appreciation by applauding--please don't stomp your feet and whistle.

#### ASSESSMENTS/GRADING PROCEDURES

Report cards are issued and are available at the close of each marking period, with progress reports going home at the mid-point of the marking period. This will ensure that the students and parents are kept well informed of progress being made at school.

A	=	93 - 100	B-	=	80 - 82	D+	=	67 - 69
A-	=	90 - 92	C+	=	77 - 79	D	=	63 - 66
B+	=	87 - 89	C	=	73 - 76	D-	=	60 - 62
B	=	83 - 86	C-	=	70 - 72	F	=	00 - 59

#### BEVERAGES/FOOD/GUM

Beverages, food, and gum are not permitted in class except in special circumstances.

#### BICYCLES/SKATEBOARDS/ROLLER BLADES

Bike racks are located on the East Side (front of school). **ALL BIKES ARE TO BE PARKED IN THESE RACKS** (not at Holmes). Bikes should be locked when not in use. Bikes are not to be ridden by school entrances, steps, ramps, parking lots, fields, or other non-road areas at any time!

**Bringing skateboards, scooters, and shoes with wheels to school is NOT ALLOWED for reasons of safety.**

#### "BREAKFAST CLUB"

There is a before school Breakfast Club for those students who would like extra help in academic areas. **Breakfast Club will run from 8:00 a.m. to 8:40 a.m., on Tuesday and Thursday.** Students who would like to take advantage of this time should arrive to school no earlier than 7:55 a.m., and should be prepared to study the entire time.

#### CLASSROOM PARTIES

Each teaching team, or grade level, will determine what parties will be held within the classroom. In addition, treats may be brought in for birthdays after the date and time are cleared with the classroom teacher. **Our school would like to discourage planned or surprise parties during lunch in the lunchroom. It is difficult to explain these events to the students who are not included.**

#### CLOSED CAMPUS POLICY

During the school day students must remain in the school building or appropriate designated areas. Teachers or staff may authorize exceptions. Before, during, and after school, students should consider the parking lots and paved roads as the school boundaries. Athletic fields, practice fields, surrounding woods and marshes, etc. are off-limits to students, unless staff permission is given. Disciplinary action will follow violations.

#### DAILY SCHEDULES

The following are the daily schedules for the 5th and 6th grades: (subject to change)

	<u>Fifth Grade</u>	<u>Sixth Grade</u>
Doors Open	8:40 am	
First Academic Block	8:50 - 11:10 am	8:50 - 11:50 am
Fifth Grade Encore	11:10 am - 12:00 pm	
Recess		11:50 am - 12:10 pm
Lunch	12:00 - 12:30 pm	12:10 - 12:40 pm
Recess	12:30 - 12:50 pm	
Second Academic Block	12:50 - 3:45 pm	12:40 - 2:50 pm
Sixth Grade Encore		2:55 - 3:45 pm
Dismissal	3:45 pm	3:45 pm

## DRESS CODE

The Spring Lake Board of Education considers the matter of individual student dress to be a responsibility of the parents of students attending schools within the district. However, it should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school, or dressing in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will not be admitted to class and may be subject to suspension from school.

The following dress code guidelines have been established:

1. Students should strive for reasonable cleanliness of person so as not to be offensive to any other person.
2. Clothing and grooming considered distracting, indecent, or wholly inappropriate for the classroom will not be allowed. This would include, but not be limited to, beachwear, pajamas, short clothing, short shorts (an inseam of no less than 5" is a good guideline), clothing with holes, or bare midriff. No clothing that mentions or symbolizes alcohol, drugs, or tobacco may be worn. Coats are not to be worn in the classroom. Students are not to wear hats or headgear in the building during the school day. Any type of clothing that has lewd or offensive connotations should not be worn. Tank tops or revealing dress (a shoulder strap of 2" is a good guideline) are not appropriate for school. Wallet chains, long chains, or sharp/pointed jewelry are not allowed. If student dress is deemed inappropriate, and no alternate clothing is available at school, parents will be called to bring in appropriate clothing.
3. Specific health and safety standards may be required in the following classes:  
Technology Education, Physical Education, Science Education

## ELECTRONIC DEVICES/PAGERS

Due to the possibility of problems including theft, safety, and classroom interruptions, students should not bring MP3 players, radios, CD players, headsets, handheld games, virtual pets, cellular phones, pagers, laser lights/pointers, and other personal entertainment equipment into the school building. These items should not be brought to school because of the disruption of the educational process. Teachers are instructed to confiscate or direct these items to the office where they can be picked up after school. If a classroom activity requires an exception to this policy, the equipment must be safely stored in the appropriate classroom, or the office, when not in use. The school will also not be held responsible for their safekeeping. If a student is asked to carry a cellular phone to and from school for after school communication, it should be turned off, left in the student's school bag, **and not used during school hours.**

## HOMEWORK

Homework can be expected for the majority of classes, and can be expected daily. Coordination of assignments, tests, projects, etc., will be considered among the teaming teachers to help alleviate an overload of work. When assigning homework, every consideration will be given to make the assignment pertinent to the daily task, promote higher level thinking, and relate topics to "real world" situations.

Homework is not an option. It is a method of practice to aid in the goal of the education of each student, and a necessary part of the learning process. We encourage parents to help their children decide on a homework schedule, where and when a place and time can be provided daily for time to work on assignments.

## INCOMPLETE GRADES

Any student that receives a grade of incomplete will have two weeks from the last day of the marking period to make up the work necessary to receive a letter grade in the course. If the course work is not made up, the student will receive the letter grade he/she has earned with the unfinished work counted as missing.

## LOCKERS

Lockers are the property of the school and are assigned to students for the purpose of storing books, supplies, coats, and other items essential to the formal educational process and physical well being of each student. **Students may not switch locker assignments without office approval in advance.**

Due to the lack of locker space, the fifth grade students will share lockers, while the sixth grade students will have lockers of their own if sufficient space is available.

The school retains the right to inspect or to search lockers periodically, or at any time deemed necessary by the school administration. Materials that are not pertinent for school may be confiscated and held at the school.

### GUIDELINES

1. Do not leave food or sweets in your locker.
2. Decorations must be appropriate for a public school setting. **No stickers or taped up items please.** Magnets may be used in place of tape.
3. Keep books and supplies orderly at all times.
4. Do not change lockers unless office permission has been granted.
5. Lockers must be cleaned of all clutter at year's end.
6. Students will be held responsible for the condition of their locker at all times.
7. Locks from home are not allowed on school lockers.

Each assigned locker remains the property of the school. Access to these lockers is available to the building staff if there is suspicion that the lockers contain: stolen properties, tobacco or alcoholic beverages, drugs or any legally controlled substance, an explosive device or other fire hazard, and/or other health, safety or contraband violations.

## LOST AND FOUND

Students are reminded that all books as well as personal items are their responsibility. Spring Lake Intermediate cannot be responsible for articles that are misplaced, lost, or stolen. Lost or damaged books will be billed to the parents. Found articles will be brought to the office and placed in the Lost and Found. Students should check the Lost and Found for missing items. Labeling items can greatly reduce the number of items lost. After many reminders to students, any unclaimed items will be donated to charity at the end of each marking period.

## LUNCH PROCEDURES

All students in grades 5th and 6th eat lunch in the cafeteria/small gym. Students are not allowed to leave the building or be in any other area of the building unless they are participating in a supervised activity. Due to the limited time allowed for lunch, we discourage alternate plans. A variety of lunches are available in the cafeteria area. We recommend that students eat a nutritious lunch every day. In cases of concern regarding lunch (forgotten lunch, lost lunch, etc.), parents should call the school office. Lunch is supervised and rules of conduct are enforced.

## MEDIA CENTER POLICIES

### DUE DATES

Due dates are set on materials so they will be returned and made available to others. The cost of materials not returned will be billed to the student.

### USE OF THE MEDIA CENTER

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

1. A pass is required in order to be admitted to the media center during the school day.
2. Individual teachers may issue media center passes.
3. No food or beverage is to be brought into the media center.

A Media Center usage policy is available on the district website or by contacting the Media Center.

### **RECESS GUIDELINES**

All students need to stay within the set boundaries of the school. Please stay away from all classrooms, tennis courts, storage areas, cars, etc. during recess times. All students need to show respect for school equipment (playground, soccer goals, etc.) and for classes that may be in session.

Students should lineup immediately when asked and return all equipment to the equipment bags. Students should also wait for an adult to cross the street to go back to the school.

Physical contact sports are not allowed at any time.

During the winter months, all students should stay off of snow hills and ice patches.

**STUDENTS SHOULD BE PROPERLY DRESSED FOR RECESS THROUGHOUT THE SCHOOL YEAR.**

### **TELEPHONE USE**

A telephone is available for student use in the school office or in the classroom at the discretion of the teacher. Unless it is an emergency situation, students will not be allowed to leave class to receive phone calls. This causes an unnecessary disruption to the class.

### **TEXTBOOKS**

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

### **VENDING MACHINES**

Vending machines will be turned off and are off limits during the regular school day.

### **VISITORS**

Student visitors are discouraged from attending Spring Lake Intermediate School. No visitors from the surrounding area will be allowed to attend. If a relative or friend from another region is staying with a Spring Lake family, and the family wishes to have the student spend a day at school, a parent should call the principal and he/she will make the arrangements.

**Adults who enter the building are asked to report to the office for a visitor tag. Please do not proceed directly to a classroom upon entering.**

## **GENERAL INFORMATION**

### **CHAIN OF COMMUNICATION**

If a problem develops or a parent senses a child is having difficulty with an assignment, with a teacher, or with an incident at school, parents are encouraged to talk with the teacher immediately to bring about increased understanding and a quick resolution. Issues that are not satisfactorily resolved with a teacher may be addressed with the principal. It is suggested parents/guardians follow the "chain of communication" in order to reach a satisfactory resolution.

<b>TEACHER:</b>	847 - 7905 / then Teacher Extension #
<b>PRINCIPAL:</b>	Building Principal, School Office, 846 - 6845
<b>SUPERINTENDENT:</b>	Superintendent, Central Office, 846 - 5500

### **DELIVERIES/MESSAGES TO STUDENTS**

If there is an emergency and you must bring an item to school that needs to be delivered to your child, please help out the office by bringing the item to the office with your child's first and last name on it. Please allow sufficient time for delivery of messages to your child in cases where important information needs to be relayed. A 2:30 p.m. deadline is appreciated due to the release of the sixth grade to encore classes at 2:50 p.m.

### **DISTRIBUTION OF LITERATURE**

All non-school correspondence that is to be distributed must be pre-approved by the building principal. The school reserves the right to determine the appropriateness and the time and place of distribution. If distribution is denied, a written notice will be given to the party stating the rationale for the denial.

### **EDUCATIONAL RECORDS**

#### **PRIVACY RIGHTS**

The policies and procedures of Spring Lake Public Schools are designed to meet the provisions of The Family Educational Rights and Privacy Act (FERPA) and the Education of the Handicapped Act - Part B (EHA-B).

In the case that a parent of a general education student, an eligible general education student (18 years of age or over), a citizen of the Spring Lake Public School District believes that the district is violating the FERPA, please contact the Spring Lake Public School Administration for the appropriate procedures.

Spring Lake Public School District officials may release information from a student's education record if the student's parent or the eligible student gives his/her written consent for the disclosure. The written consent must include at least:

1. A specification of the records to be released.
2. The reasons for the disclosure.
3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
4. The parent or student's signature.
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent or the student may obtain a copy of any records disclosed under this provision. The Spring Lake Public School District will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

The Spring Lake Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name.
2. The names of the student's parents.
3. The student's address.
4. The student's date of birth.
5. The student's class designation (i.e., 5th grade, etc.)
6. The student's extra curricular participation.
7. The student's achievement awards or honors.
8. The student's weight and height, if a member of an athletic team.
9. The student's photograph.
10. The school or school district the student attended before he or she enrolled in the S.L. P. S. District.

Please notify the Intermediate school office if for some reason you do not wish to have any of this information disseminated.

### **INSPECTING OF RECORDS**

Parents of students, eligible students and persons representing the parents of handicapped children may inspect and review the student's educational records upon request. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records.

Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect. Forms are kept in several school offices for that purpose. The record custodian will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

#### **STUDENT LISTS**

For the purpose of protection of students from unwanted solicitation and distasteful personal or postal contact, the Board of Education forbids the dissemination of any student lists which might include names, addresses, telephone numbers or any combination of them to any individual or organization.

#### **EMERGENCY INFORMATION**

It is essential that parents provide the school with emergency phone numbers and information. Such information will be obtained from the emergency forms filled out prior to the beginning of each school year. In the event that this information has not been provided, or that emergency contacts cannot be reached, the school personnel will use their best judgment with regard to the safety and well being of our students.

**It is the responsibility of the parent to update this information when necessary (i.e. move, change of phone number, change of employment, etc.)**

#### **EMERGENCY SCHOOL CLOSINGS**

Arrangements have been made to notify the general public by radio whenever schools are to be closed because of severe weather conditions. The announcements will be broadcast intermittently over television stations WZZM-13, WWMT-3, WXMI-17, WOOD-8, WGVU-35, WOTV-41, and WXSP, along with radio stations WGHN (92.1), WGRD (97.3), WKLQ (107.3), WLAV (96.9), WLHT (95.7), WOOD (105.7), AND WSNX (104.5) throughout the day.

#### **FAMILY DIRECTORY**

The law requires that parents/guardians grant permission for any information printed in the family directory. The directory is published as a service to Spring Lake Intermediate families by our Parent Club and will not be circulated for public use.

#### **FIELD TRIPS**

Field trips are occasionally part of the learning process. Parent/guardian permission is required for a student to attend any field trip. They are indeed privileges, and not obligatory. Students may be eliminated from attendance of a field trip, or parents asked to attend with their child, if poor behavior has been exhibited in the classroom or previous excursions.

Parents will be asked to fill out one all inclusive permission slip in the beginning of the school year.

On occasion, students may be asked to pay a portion or all of a field trip fee in order to defray costs. A confidential call to the principal is requested in cases where assistance with fees is needed.

#### **FIRE DRILL/TORNADO/LOCK DOWN DRILLS AND POLICY**

A variety of drills are scheduled throughout the year. All classrooms have an emergency exit maps for fire drill exit information. If the fire alarm rings, students are to follow the instructions of the teacher and proceed outside immediately under the designated route. An updated Crisis Plan is available in each classroom and is reviewed often.

#### **SPRING LAKE PUBLIC SCHOOLS TORNADO POLICY**

##### ***Tornado Watch:***

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

1. Weather conditions will be closely monitored.
2. Normal student dismissal times and transportation operations will be followed.
3. All extracurricular activities will be cancelled.

##### ***Tornado Warning:***

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

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

#### **GUIDANCE AND COUNSELING SERVICES**

We all have our share of problems. The school counselor is primarily concerned with helping students help themselves. Students and parents are encouraged to contact a school counselor when problems arise which may affect school performance.

#### **OFF-CAMPUS EVENTS**

Students at school-sponsored, off-campus events are representatives of our school and community. Students are expected to represent our school and community in a positive and respectful fashion. All school district rules and regulations apply at these events, and school personnel are still in authority.

#### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held twice a year, in the fall and in the spring. The purpose of this conference is an exchange of information about the student and their progress, and to relay perceived strengths and areas needing improvement. Parents should use this opportunity to share ideas about their child that they feel will be beneficial to the education of their son/daughter.

#### **RETENTION GUIDELINES**

Parents will be notified by the teacher or the school office, well in advance, if their child is at risk of being retained. Teachers, parents, and the student will develop a written plan of action for improvement.

#### **REVIEW OF INSTRUCTIONAL MATERIAL**

Parents have the right to review any instructional material being used in the schools. A parent wishing to review any materials should contact the principal prior to coming for a visit.

#### **STUDENT RECORDS**

General policy statement:

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

No records, files, or data directly relating to an individual student will be made available to anyone without the consent of the student under 18 years of age except (1) to teachers and officials of the school district who have a legitimate educational interest in such information, (2) to officials of a school to which a student intends to enroll, in which case the student or parent or guardian shall be so notified, (3) to comply with a court ordered access to such records, in which case the student or parent or guardian shall be so notified, and (4) to honor a request from an Authorized Federal Administrative Agency when a student applies

for financial aid. Federal Agency requests not connected with financial aid may be honored, but shall not include names of students or their parents or guardians or any means of identifying such students, parents or guardians.

#### ***Procedures for Student or Parent/Guardian Access to Student Records***

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

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

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

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

## **STUDENT CONDUCT**

### **STUDENT CODE OF CONDUCT**

It is expected that all students will demonstrate the common elements of good citizenship while in attendance at the school. This requires that the student conduct himself/herself responsibly in relationships with others. Cooperation, courtesy, and respect for teachers and fellow students are essential elements in accepting this responsibility.

Discipline at Spring Lake Intermediate is based upon two general goals:

1. To provide a safe and effective learning environment for all students.
2. To have students demonstrate respect for school property, student property, and all people at Spring Lake Intermediate School.

The administration will consider all disciplinary matters on an individual basis. Discipline procedures include parental contact, student/teacher discussion, lunch hour detention, before or after-school detention, loss of recess time, and in-school/out-of-school suspension. Discipline and consequences are designed to reinforce personal accountability for a student's actions and to motivate the student to make better choices and decisions.

Students involved in a discipline problem that requires more than a verbal warning will have a disciplinary notice sent home to the parents or guardians explaining the situation and the penalty. In the case of serious incidents, the parents or guardians will be contacted by phone and will receive a disciplinary notice in the mail.

### **DETENTIONS**

Members of the school staff will assign students detentions for minor infractions. **Generally, detention will be held during the recess/lunch hour, but may be held before or after school as well.** Students who do not show up for a scheduled detention may be assigned additional consequences ranging from more detention time to in-house suspension.

### **STUDENTS NEED TO ARRANGE TRANSPORTATION TO AND FROM DETENTION IF BEFORE OR AFTER SCHOOL.**

### **SUSPENSIONS AND EXPULSIONS**

Suspensions from school are given for the worst infractions of the rules. Suspensions are given for those infractions listed throughout the handbook, or when behavior becomes so disruptive that the rights of others must be protected and can be achieved by suspending the disruptive student.

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

*The following is a list of discipline problems. Student expectations and the penalty for misconduct are included. This list is not inclusive. The administration reserves the right to determine what behavior is inappropriate and may act upon situations not specifically listed below.*

### **CHEATING**

Cheating is unethical. Students are expected to prepare their own work and to give their own answers to questions on tests and quizzes. Those students who the teacher determines are cheating on any assignment, test, quiz, etc. will receive a zero for a grade. This includes those students who are providing unauthorized assistance. The teacher will notify a parent or guardian. The extreme severity of a specific situation or repeated violations may necessitate further disciplinary action by the teacher and/or principal.

### **DISRUPTIVE BEHAVIOR**

Students who act inappropriately in class or whose behavior is considered to be disruptive to the orderly conduct of the school can be removed from the class and referred to the office for disciplinary action. If students are taken out of a class, they must report to the office immediately. This referral will often result in parental contact. If the problem recurs, the student will receive progressively more severe disciplinary action.

### **FALSE ALARMS/BOMB THREATS**

Any student involved with the actions of false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition will subject themselves to immediate disciplinary action and police involvement. These actions will not be tolerated in the Spring Lake School District.

### **FIGHTING**

Students involved in aggressive actions will be disciplined. The following procedure will be used:

#### ***First Offense***

Up to a three (3) day home or in-house suspension

#### ***Second Offense***

Up to a ten (10) day home suspension

#### ***Third Offenses***

Longer suspension/possible expulsion

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

### **FIREWORKS AND EXPLOSIVE DEVICES**

Students involved in, or attempted involvement in use, sale, transfer, or possession of explosives, fireworks, smoke bombs, or any other incendiary device will receive a minimum three (3) day suspension from school.

### GANG ACTIVITY

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and has an adverse effect on the school and learning environment

This includes, but is not limited to:

1. Wearing of clothing or other apparel such as bandannas of any type, or altering one's appearance to indicate gang affiliation.
  2. Wearing of jewelry or any item that denotes gang colors or symbols.
  3. Hand signals or any actions that communicate gang activity.
  4. Violent behaviors such as fighting, shouting confrontations, individual or group conflict ("Standoffs").
  5. Possession of weapons as described by state law regarding prohibitions of weapons in school.
  6. Displaying of gang symbols on one's body, clothes, possessions, or any school property.
- Disciplinary actions will range from parental contacts to recommendation for expulsion.

### HARASSMENT, SEXUAL HARASSMENT, AND THREATENING BEHAVIOR

Harassment may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Written harassment or abuse.
3. Pressure for sexual activity.
4. Repeated remarks to a person, with sexual or demeaning implication.
5. Unwelcome touching.
6. Suggested or demanding sexual involvement accompanied by implied or explicit threats.
7. Threatening remarks- either verbal, written ,or gestured.
8. Inappropriate name-calling.

Any student who alleges harassment by another student should report directly to the principal. **Bullying reporting forms are available in two areas of the school, at the school office, and with the school counselors if a student wishes to use this method of reporting.** Students determined to be guilty of harassment may be subject to disciplinary action that may include detention, suspension or expulsion.

### PROFANITY AND ABUSIVE LANGUAGE

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

### RESPECT FOR STAFF MEMBERS AND STUDENTS

It is expected that all students will demonstrate polite and respectful behavior toward all persons in the building. Students who display serious insubordination, gross disrespect, persistent disobedience, or participate in a gross misdemeanor will face disciplinary action. Penalties may range from a detention to a ten (10) day suspension. Abusive language to any adult at school will result in disciplinary action.

### TECHNOLOGY CODE OF ETHICS

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

1. Make sure no hardware or software is destroyed, modified, or abused in any way.
2. Use the computer and computing system only for education or research and in a manner consistent with the purposes of Spring Lake Public Schools.
3. Not bring food or drinks into any room containing computers or electronic equipment.
4. Sign in when instructed to do so when entering a computer facility.
5. Keep images containing inappropriate material or materials deemed inappropriate for school use from being used on school premises.
6. Refrain from using the computers to harass other users or to infiltrate a computer or computing system and/or to damage the software components of a computer or computing system.
7. Not install any software. Software will only be installed by a teacher with permission of the technology coordinator.
8. Printing and copying will be monitored and should be used for educational purposes only.

### Internet Acceptable Use Policy

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

1. Individuals have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
2. Individuals have the right to use the following methods for accessing information: Electronic Mail (e-mail), Telnet and File Transfer Protocol(FTP).
3. Individuals have the right to use individual e-mail (for sending and receiving) only for education or research and in a manner consistent with the purposes of Spring Lake Intermediate.
4. Individuals will accept the responsibility of keeping copyrighted software of any kind from entering the local area via the Internet.
5. Individuals may not use File Transfer Protocol (FTP) to access any materials or files that are inappropriate or dangerous to the integrity of the local area network or the Internet.
6. It is an individual's responsibility to maintain the integrity of the private electronic mail system. The individual has the responsibility to report all violations of privacy.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. Users will be required to log all connections made while on-line with the Internet. The type of connection will be identified and all file transfers while on-line must be included in this log.

**Spring Lake Public Schools reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts. SLPS reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.**  
*Any questions or concerns regarding Media Center usage and policies should be directed to the district Media Specialist.*

### THEFT

Students involved in the theft of materials will be subjected to disciplinary action. Each offense will warrant further disciplinary steps. Each incident will be dealt with as an individual case, with police intervention as a possibility.

### TOBACCO, ALCOHOL, ILLEGAL DRUGS

The issues of tobacco, alcohol, and illegal drugs are very serious in nature. Use, sale, or possession of any illegal or controlled substance, or "look-alike drugs" will demand immediate parental contact, a meeting with the school administrator, and will result in disciplinary action.

## VANDALISM

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

## WEAPONS/CHEMICAL PROTECTION SPRAYS

Weapons and chemical protection sprays of any kind are prohibited. All weapons will be taken, and may be turned over to the police department. The students will also be subject to disciplinary action that can range from suspension to expulsion.

Federal "Gun-Free Schools Act of 1994" and State Law regarding "Weapon-Free School Zones" (PL 103-227 and SB 966) states that it is illegal for any person on school property or attending a school related event to possess a weapon, use a weapon, or threaten bodily harm with a weapon.

The person will receive a recommendation to the school board for expulsion from school for a minimum of one year. This expulsion is from all public schools in the state of Michigan. Parent(s)/guardian(s) and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent, guardian or adult student to prepare and submit a petition for reinstatement.

A weapon is defined as a firearm, gun, revolver, pistol, dagger, disk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other dangerous weapon.

## DUE PROCESS GUIDELINES

A student will be given an opportunity for a hearing regarding disciplinary consequences with the appropriate school administrator if the student or his/her parent indicates the desire for one. A hearing shall be held to allow the student and his/her parent to contest the facts which may lead to disciplinary actions, or to contend the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent allege prejudice or unfairness.

If the student or parent feels the disciplinary action is inappropriate, an appeal may be made to the next highest school administrator (See Chain of Communication). If a satisfactory ruling is not made as a result of this action, the ultimate appeal within the district may be made to the Spring Lake Board of Education.

## **HEALTH INFORMATION**

### COMMUNICABLE DISEASES

#### *The Control of Casual Contact Communicable Diseases and Pests*

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

Specific diseases include, but may not be limited to: diphtheria, scarlet fever, strep throat, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

#### *The Control of Non-Casual Contact Communicable Diseases*

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

Non-casual communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immuno-deficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

**ALL ILLNESSES MUST BE REPORTED TO THE SCHOOL OFFICE TO BE REPORTED TO THE HEALTH DEPARTMENT AS NEEDED.**

### IMMUNIZATION INFORMATION

By state law, all children in public schools must be completely immunized to begin the first day of school. If proof of immunization has not been filed with the school, the school is required to exclude the child from attendance until it is provided.

- \* Complete series of DtaP/Td with one dose in the last 10 years
- \* Three (3) doses of any appropriate polio vaccine.
- \* Two (2) doses of any appropriate live MMR vaccine received after the 1st birthday, or at least one month apart, and with one of these doses at or after 15 months of age OR current laboratory evidence of immunity to measles, mumps, and rubella.
- \* Three (3) doses of any appropriate hepatitis B vaccine following the recommended dosage schedule
- \* One dose of varicella (or history of the chicken pox disease)

### MEDICATION POLICY

A staff member designated by the principal must administer all medication. Parents must fill out and sign a Medication Disbursement Form (MDF) that stays on file in the office. Parents should bring this medication to the school office in the prescription bottle that it was prescribed in, with the label displaying clearly the amount needed to be given by school personnel. **The student may not carry this medication to and from school.**

**The school does not purchase non-prescription medications.** Parents may bring in non-prescription medications in the original container and school personnel will distribute as directed if an MDF is on file. We will not dispense any medication that has not been supplied by a legal guardian, to a student who does not have the MDF on file, and if we do not know what the medication is.

All medications not claimed will be destroyed during the summer months following each school year. **Students will not be given left over or remaining medication, only a parent can pick up the remaining medication.**

## **EXTRACURRICULAR ACTIVITIES**

### BEFORE/AFTER SCHOOL CARE

Before and after-school care is available through the K.I.S.S. (Kids in Safe Surroundings) program (846-3180). Any student who arrives to school before 8:40 a.m. or stays until after 4:00 p.m. is expected to be enroll with the K.I.S.S. program, or be under the direct supervision of a teacher/sponsor.

### CLUBS/ACTIVITIES

Various clubs and activities will be available throughout the school year. Some examples include: Art Club, Drama Club, IM sports, and Chess Club.

Parents who have ideas for starting after-school clubs and who would like to volunteer to sponsor clubs or to teach after-school classes are asked to contact the Intermediate School office.

### INTRAMURALS

An intramural sports program is offered at Spring Lake Intermediate School. Programs are generally held after school, but may also be held before school or during lunchtime. Students are encouraged to listen for announcements and check newsletters for information regarding intramurals.

### TRANSPORTATION

The school district does not supply transportation to homes of students upon the conclusion of any after-school event. Transportation is the responsibility of the parent(s).

Every effort will be made on the part of the activity/sport sponsor to finish his/her respective event on time. For the safety of your child, they are asked to remain at the activity until all participants are gone. It is expected of the parents, therefore, that all rides home arrive promptly at the ending time of their son/daughter's activity/club/sport.

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

*Spring Lake Public Schools  
345 Hammond Street  
Spring Lake, MI 49456  
(616) 847-7919*