

Welcome to Allendale High School. This handbook provides you with the policies and rules of our school. The best way to ensure the success of our students is for us as educators and you as parents to work closely together. If you have any questions about your child's progress, please do not wait to hear from us. We are available at (616) 892-5585 between the hours of 7:30 a.m. and 3:30 p.m.

CONCERNS ABOUT YOUR CHILD & SCHOOL?

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

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

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

By following these procedures your questions and concerns about school-related matters can and will be resolved.

Parent/School Compact

Hand in hand we can learn and work together to improve school achievement.

As a Student, I (name), will

- * Always try to do my best in my work and in my behavior,
- Work cooperatively with my classmates,
- Show respect for myself, my school and other people,
- Take pride in my school,
- Come to school prepared with my homework and supplies,
- Believe that I can learn and will learn.
- Obey the school and bus rules,

As a Parent/Guardian, I (name), will

- See that my child attends school regularly and on time,
- Provide a home environment that encourages my child to learn,
- Insist that all homework assignments be completed.
- Communicate regularly with my child's teachers,
- Support the school in developing positive behaviors,
- Talk with my child about his/her school activities every day,
- Encourage my child to read at home and to monitor his/her TV viewing,
- Volunteer time at my child's schools,
- Show respect and support for my child, the teachers, and the school.

As a Teacher, I (name), will

- Believe that each student can learn,
- Show respect for each child and his/her family,
- Come to class prepared to teach,
- Provide an environment conducive to learning,
- Help each child grow to his/her fullest potential,
- Provide meaningful and appropriate homework activities,
- Enforce school and classroom rules fairly and consistently,
- Maintain open lines of communication with the student and his/her parents,
- Seek ways to involve parents in the school program.
- Demonstrate professional behavior and a positive attitude.

Hand in hand we will work together to carry out the agreement of this compact.

- Student Signature _____
- Parent Signature _____
- Teacher Signature _____
- Date _____

Parent/School Compact

Mano a mano podemos aprender y trabajar juntos para mejorar el progreso de la escuela.

Como Estudiante, yo (name), me comprometo a

- Siempre hacer lo mejor que pueda en mi trabajo y mi comportamiento,
- Cooperar con mis compañeros de clase,
- Respetarme a mi mismo/a, a mi escuela, y otras personas,
- Obedecer las reglas en la escuela y en el bus,
- Sentir orgullo por mi escuela,
- Venir a la escuela preparado/a con mis tareas y mis materiales
- Tener fe en que puedo aprender y que aprendere.

Como Padre/Madre/Guardian, yo (name), me comprometo a

- Hacer que mi hijo/a asista a la escuela todos los días y que llegue a tiempo,
- Proporcionar un ambiente en casa que anime a mi hijo/a a aprender,
- Insistir en que se completen todas las tareas de casa,
- Comunicarme regularmente con el maestro de mi hijo/a,
- Apoyar a la escuela en el desarrollo de comportamientos positivos,
- Hablar con mi hijo/a sobre sus actividades de escuela todos los días,
- Animar a mi hijo/a a leer en casa y controlar sus hábitos de ver la television,
- Trabajar de voluntario/a en la escuela de mi hijo/ ,
- Respetar y apoyar a mi hijo/a al maestro, y a la escuela.

Como Maestro/a, yo (name), me comprometo a

- Tener fe en que cada estudiante puede aprender,
- Respetar a cada niño y a su familia,
- Venir a clase preparado/a para enseñar,
- Proveer un ambiente que favorezca el aprendizaje,
- Ayudar a cada niño a desarrollarse lo más que pueda,
- Dar tareas de casa significativas y apropiadas,
- Hacer cumplirse las reglas de la escuela y de la sala de clase de una manera equitativa y consistente,
- Mantener abiertas las líneas de comunicación con el estudiante y sus padres,
- Buscar maneras de animar a los padres a participar en el programa de la escuela,
- Demostrar comportamiento profesional y una actitud positiva

Mano a mano podemos trabajar juntos para realizar lo pactado en este compacto.

- Firma de Estudiante _____
- Firma de Padre/Madre _____
- Firma de Maestro/a _____
- Firma de Director/a _____

Homeless Children and Youth

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

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

The term “homeless children and youth”-

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

(B) Includes -

(i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;

(ii) Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings....

(iii) Children and youths who are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

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

No Child Left Behind (NCLB) Act

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

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

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

Notice to Parents/Guardians

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

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

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

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

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

Allendale Public Schools
6561 Lake Michigan Dr.
Allendale, MI 49401
(616) 892-5570

Help Break the Language Barrier

We are seeking to identify students whose home language is other than English. If you are the parent/guardian of such a child/ward - who is not in our present ESL Program and lives in the Allendale Public School District - please send your child's/ward's name to Allendale Public Schools, 6561 Lake Michigan Dr., P.O. Allendale, MI 49401, (616) 892-5570.

Ayude A Eliminar Las Barreras Del Idioma

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares ademas del ingles. Si Ud. Es el padre o guardian del nino(a) - si el nino (a) no estan inscritos en el programa ESL - favor de enviar el nombre de su nino(a) y el nombre de la escuela que asiste, Allendale Public Schools, 6561 Lake Michigan Dr., Allendale, MI 49401 (616) 892-5570.

Notice of Nondiscrimination

Attention children and adults.

The Allendale Public School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, weight, or any other characteristic protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies. Local Civil Rights Coordinator, Allendale Public Schools, 6561 Lake Michigan Dr., Allendale, MI 49401, (616) 892-5570.

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

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

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

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

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

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

Dear Student,

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

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

If you or your parents/guardians would like more information about your rights as a student, please contact the Civil Rights Coordinator: Allendale Public Schools, 6561 Lake Michigan Dr., Allendale, MI 49401, (616) 892-5570.

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

Grievance Procedures

Section I

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

Allendale Public Schools
6561 Lake Michigan Dr.
Allendale, MI 49401
(616) 892-5570

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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

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

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

TO: LEA and ISD Superintendents, Public School Academy Authorizers and Directors

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

DATE: April 6, 2004

SUBJ: STUDENT DISCIPLINARY RECORDS

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

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

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

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

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

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

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

FERPA - Annual Notice for Disclosure of Student Directory Information & Annual Notice of Student Education Record Privacy.

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

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

Right to Access and Privacy of Student Records

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

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

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

Student Record Guidelines

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

- Each student's records will be kept in a confidential file located at the student's school office. The information in a student's file will be available for review only by the parents or legal guardian of a student, adult student (18 years or older), and those designated by Federal law or district regulations.
- A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with the district officials or file a complaint with the U.S. Office of Education if not satisfied

- with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.

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

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

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

ALLENDALE CRISIS RESPONSE PLAN

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

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

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

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

Eastern Ottawa County Silent Observer Program
1-800-825-0221 - Fast \$50.00 for qualifying tips

ATTENDANCE

Attendance Philosophy:

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

Responsibility of Parents:

It is the statutory responsibility of parents of children under the age of 16 to ensure regular attendance. Parents of students who are 16 or over but who have not reached the age of majority (18) are also required to ensure regular attendance. If it is necessary for a student to be absent from school, parents are to call the high school office (892-5585) on the day of the absence. Office hours are 7:30 a.m. until 3:30 p.m. Messages can be left on the voice mail system if we are unable to answer your call. The message should specify the dates of the absence and the reason for the absence.

Absences not excused within 48 hours (the day of the absence and the following day) will remain unexcused.

Attendance Requirements

1. Students who accumulate 12 or more absences (combination of excused or unexcused) in a class during a trimester will be given a grade of "X" (no credit due to excessive absences).
2. Students who have more than six absences from a class (excused and unexcused) but less than 12 absences in a class they are passing, will be required to earn a grade of C+ (77%) or better on the final exam in order to receive credit in the class. There is no buy back option for exceeding the attendance limit. Students must show that they have mastered the course content by passing the exam.
3. All absences from school (excused, pre-excused, family vacations, unexcused, and truancies) count toward the six-day limit described above. Absences that are school-related (field trips, etc.), due to suspension, court appearance (appropriate documentation required), funeral for an immediate family member (brother, sister, step-brother, step-sister, parent, step-parent, or grandparent) or for medical reasons (provided a doctor's/dentist's note is supplied) will not apply to the limit.

4. If circumstances not covered above warrant it, a student who is denied credit in a class due to excessive absences will be allowed to appeal the loss of credit (see appeal procedure).

Notification Procedures

1. **4th Absence** - A courtesy letter will be sent home notifying the parents of the number of absences in each class. Parents will be requested to contact the principal to discuss their child's attendance.
2. **7th Absence** - A letter will be sent to parents informing them that their child has exceeded the absence limit and is in a no credit situation.

Appeal Procedure for Students Being Denied Credit

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

1. Students and their parent(s)/guardian(s) can request a formal hearing with the Attendance Appeal Committee by contacting the Principal in writing within ten (10) days of the receipt of notification that credit in a class is being denied due to excessive absences. The appeal must be signed by the student and his/her parent/guardian.
2. The Attendance Appeal Committee will establish a reasonable time and place for a hearing and shall notify the student and his/her parent/guardian
3. The Attendance Appeal Committee shall consist of the High School Principal, the student's counselor, two faculty members, and a parent selected by the Principal. The committee will consider input from the teacher(s) of the class(es) in which credit is being withheld.
4. The Principal will act as the chairperson of this committee.
 - a) Parent(s)/Guardian(s) and/or student shall be given the opportunity to present any pertinent information regarding the student's attendance matters.
 - b) The student may remain silent and refrain from testifying without prejudice.
 - c) A decision shall be made by the Attendance Appeal Committee at the conclusion of the hearing.

- d) A written summary of this decision will be sent to the parent(s) / guardian(s) within ten days of the hearing.
- e) If the parent(s)/guardian(s) and/or student feel that they have not received a satisfactory response from the above procedures, an appointment can be made with the Superintendent of the Allendale Public Schools.
- f) If the parent(s)/guardian(s) and/or student feel that they have not received a satisfactory response from the above procedures, an additional hearing with the District Board of Education can be requested.
- g) While the appeal is pending, the student will remain in the class and be entitled to complete all work for credit.

HOMEWORK POLICY

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

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

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

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

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

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

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

WHAT A STUDENT SHOULD DO WHEN ABSENT FROM SCHOOL

1. Have his/her parent or guardian call the high school office (892-5585) on the day of the absence. Office hours are 7:30 a.m. until 3:30 p.m. Messages can be left on the voice mail system if we are unable to answer your call. The call should specify the exact dates of absences (including the half days) and the reason for the absence.
2. Written absence excuses from home will not be acceptable unless special circumstances warrant them.
3. Students have 48 hours in which to get an absence excused. This includes the day of the absence and the following day. **Absences not excused within the 48 hours will be left as unexcused which means zeroes in all classes.**

EXCUSED ABSENCES

A student may be excused for an absence or tardiness under the following conditions:

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

UNEXCUSED ABSENCES

1. Staying home to work or babysit.
2. Missing the bus or oversleeping.
3. Taking an extra day before or after a vacation period without being previously excused.
4. Skipping - not being in assigned class or classes.
5. Leaving class without teacher approval or leaving the school building without administrative approval will be considered an unexcused absence, and the time missed may be made up in after school detention at the principal's discretion.
6. Suspension
7. Other reasons for absences not listed above and without prior permission granted by the administration.

LEAVING SCHOOL

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

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

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

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

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

EXTENDED ABSENCE FORM

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

each class. This form should be turned in to the office a minimum of two days prior to the absence.

TARDY POLICY

Students are expected to be in their classroom when the tardy tone sounds.

Those who are not are considered tardy which will result in the loss of employability skills points for the class. **Any student who misses more than half of a class period will be considered absent. Students who come to class more than 5 minutes late, may be sent to the Student Responsibility Center at the teacher's discretion.**

1. Classroom teachers will keep a record of tardies.
2. When a student is tardy to class three times in the trimester without excuse he/she will be referred to the Student Responsibility Center (SRC) where he/she is to develop a plan of improvement.
3. On the 4th tardy to the same class, the student will be referred to the counselor.
4. When a student is tardy to the same class five times in the trimester without excuse, the student will be assigned to one-hour after school detention for this and each subsequent tardy.
5. When a student is tardy from a class 12 or more times per trimester, other disciplinary action, up to and including suspension may be used in addition to detentions.

COMMON EXPECTATIONS

1. Students are to be in the room and ready to work when the tardy tone sounds.
2. One bathroom pass per marking period will be given students.
3. Textbooks are expected to be covered and have no papers stuffed in them.
4. Beverages, food, and gum are to be consumed in designated areas only. No beverages or food may be consumed in carpeted areas.
5. Students are to remain in their seats until class is dismissed.

DAILY GRADES

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

MEDICATION

The office will not administer medication at school without written permission from the parent or guardian. Students who are taking medication are to leave the medication and instructions for dosage, **SIGNED BY A PARENT**, with the office secretary. The office documents each date and time that medication is dispensed. No student should keep any type of medication, including over the counter drugs in his or her locker or on his or her person. Medication permission forms are available in the office.

DRIVING AND PARKING REGULATIONS

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

- A. Students with a valid parking permit tag must park in the student parking lot south of the high school building.
- B. The maximum speed limit on school property is 15 M.P.H.
- C. At all times school buses and official school vehicles have right-of-way over student vehicles.
- D. Students are not to sit in parked vehicles at any time during the school day. As soon as vehicles are parked students must leave them and go directly to the school building.
- E. All school rules apply while a student is in his/her vehicle while on school property.
- F. Illegally parked vehicles may be towed away at the driver's expense. Illegally parked vehicles may result in the loss of on-campus parking privileges.
- G. Excessive speed, reckless driving, unnecessary noise and "cruising" will result in the removal of on-campus parking privileges and may necessitate notification of the police.
- H. Absence or tardiness due to car problems which are verified by a parent will be excused a maximum of 2 times per year. Absence or tardiness because of driving or remaining in a vehicle will not be excused. In both cases, parking privileges may be removed for excessive absence or tardiness.**
- I. No student is to be in or drive a vehicle during school hours,

including the lunch hour, unless authorized to do so by office personnel. Emergency situations will be handled on an individual basis. Whenever possible, advance permission must be secured before 8:30 a.m.

- J. The Allendale Public School, or any of it's faculty or staff, WILL NOT be responsible for loss or damage to student vehicles or personal property therein on school property.**
- K. Students who have classes at the Careerline Tech Center are expected to ride the bus unless a Waiver and Release form is signed by the parents and is on file in the high school office. With parent permission students may drive or ride with other students to the Tech Center.
- L. Listed are various illustrative driving and/or parking violations, together with the penalties typically imposed for such violations. The list of violations is not exhaustive, and other forms of driving/parking misuse or abuse may also result in penalties being imposed. Depending upon the circumstances, the typical penalties may not be imposed, or may not be imposed in a progressive manner. Therefore, if the circumstances warrant more severe consequences (i.e., where the severity or frequency of the violation(s) or the circumstances under which it/they occurred warrant the same), the penalty imposed may exceed the typical penalties listed.

VIOLATIONS

TYPICAL PENALTIES

Driving during school day:

Loss of driving privileges for one week

Two day suspension from school

Loss of driving privileges for marking period

Five day suspension from school

Loss of driving privileges for remainder of school year.

Reckless driving on school property

Five day suspension from school
Loss of driving privileges for 30 days

Flagrant violations will result in police involvement.

Improper Parking

Suspension of parking privileges for up to 30 days.

Loitering/sitting in vehicle

Loss of on campus parking privileges and/or detention.
Suspension or possible expulsion

Other abuses of Driving or Parking

Loss of parking privileges, detention or suspension.

LOCKERS

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

1. No writing is allowed on the outside of the lockers. Any writing must be removed within 24 hours. Failure to do so will result in penalties as outlined in the Code of Conduct.
2. No designs, stickers, etc., are allowed on the outside facing of the locker.
3. Lockers are to be kept locked at all times.
4. **STUDENTS MAY ONLY USE LOCKERS THAT ARE OFFICIALLY ASSIGNED TO THEM!**
5. If you have any problem with your locker, or lock, report it to the office.
6. **DO NOT KEEP VALUABLES, MONEY, OR EXPENSIVE ITEMS SUCH AS HAND CALCULATORS IN YOUR LOCKER. Items stored in lockers are the responsibility of the student. It is recommended that valuables not be kept in the lockers.**
7. Combinations are issued only to persons assigned to a specific locker. If a student gives his locker combination to another student, he/she may lose his/her locker privileges.
8. **NEITHER THE ALLENDALE SCHOOL OR ANY OF ITS PERSONNEL WILL BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO PROPERTY STORED BY A STUDENT IN HIS/HER LOCKER.**

SEARCH AND SEIZURE

To maintain order and discipline in the school; to promote and ensure the health, safety and welfare of students, school personnel and others; to protect and preserve both public and private property, and to otherwise promote the educational and other interests of the school; school authorities may conduct searches as provided below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous or potentially dangerous to the health, safety or general welfare of

students, school personnel or others; any item which is or may be disruptive of or detrimental to any lawful function, mission or process of the school; or any items which evidences a violation of school rules or which evidences any other form of misconduct.

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

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

- A. **Searches in General.** In general searches conducted by a school official of a student, or a student's property, and/or property under the student's control, shall be based on reasonable suspicion and shall be reasonable in scope, as follows:

Reasonable Suspicion: A search of a student and/or property will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school, or otherwise poses a threat to the health, safety or general welfare of students, staff or others.

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

- 1) eyewitness observations by school personnel.
- 2) information received from reliable sources; or
- 3) suspicious behavior by the student.

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

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

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

Locker Searches

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

Automobile Searches

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

Personal Searches

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

2. Personal intrusive searches will require more compelling circumstances to be considered reasonable, and will be conducted (if at all) only upon compliance with such additional precautions (e.g., privacy, etc.) as may be administratively prescribed.

C. **Special Needs Searches** In addition to, and notwithstanding the search provisions of section A (Searches in General) and Section B (Particular Types of Searches) above, the following provisions of this section C (Special Needs Searches) shall also apply.

1. Pursuant to Section 1306 of the Revised School Code and otherwise, school officials may, with or without assistance from law enforcement officials, conduct board based (e.g., including but not limited to building - wide or district-wide, etc.) searches of student lockers, locker contents, and/or student personal effects (e.g., backpacks, book bags, etc.) on school property whenever, in the opinion of school officials, such broad based searches are warranted or advisable in the interest of ensuring the safety, welfare or well-being of persons and/or property. By way of illustration (but not limitation), such broad based searches might result from specific acts, incidents, threats, and/or information known by or brought to the attention of school officials, especially when the same are not necessarily identifiable with or limited to a known student or group of students.

2. Pursuant to this policy, students shall be presumed to have no expectation of privacy in their lockers or locker contents; provided, however, that in the event of a broad based search of student lockers, locker contents, and/or student personal effects pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy.

- D. With respect to any and all of the search provisions prescribed above, the following additional provisions shall apply.
1. Searches conducted by school officials shall, to the extent reasonably possible and practical, be carried out in the presence of another adult and/or in the presence of the student.
 2. School officials reserve the right to turn over to proper legal authorities any items resulting from a search pursuant to this policy which are (or are suspected of being) illegal, unauthorized, dangerous (e.g., weapons), contraband, or contrary to school policy.

STUDENT DRESS AND APPEARANCE

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

- A. Student appearance should not disrupt the process of learning, call undue attention to the individual, or violate federal, state, or local health or safety laws.
- B. Shoes must be worn within the school building at all times.
- C. Hair should be kept neat and clean.
- D. Shorts and skirts must be mid-thigh or longer in length.
- E. Shirts and tops must be capable of being tucked in and stay tucked in. Halter tops, tank tops with spaghetti straps, and those that reveal cleavage are not acceptable for school.
- F. Hats, jackets, visors, and sunglasses are not to be worn inside the school building during instructional hours (7:45 a.m. to 2:30 p.m.)
Warm-up tops which are worn as part of an outfit will not be considered to be jackets.
- G. Buttons, signs or clothing that are indecent, in bad taste, suggestive, or encourage or advertise drug and/or tobacco products and their use are not allowed.

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

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

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

GRADUATION REQUIREMENTS

30 Credits

12 Trimester Attendance - 5 Classes Each Trimester

English (4 credits)	English 9, English 10, English 11, English 12
Math (2 credits)	Transitional Math, Algebra, Geometry, Integrated Math, Advanced Algebra, F.S.T., Pre-Calculus
Social Studies (3 credits)	Geography, Civics, American History, Government, Psychology, World History or Economics
Science (3 credits)	Physical Science, Biology, Chemistry, Biology 2, Physics
Computer (1/2 credit)	Computer Applications or Computer Programming
Physical Education (1 credit)	Freshman / Sophomore
Arts (1 credit)	Fine or Performing Arts, Foreign Language, Vocational Education, Practical Arts, or any combination thereof.
Health (1/2 credit)	
Electives	Any 16 credits

Students can earn 7.5 academic credits per year. In addition students can earn .5 credits **for the year** by successfully passing seminar class.

POLICY FOR STUDENTS WHO FAIL TO MAKE ACADEMIC PROGRESS

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

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

Students who fail four (4) or more semester length classes will be placed on academic probation. During the course of the probationary period, if the student fails any other classes, he/she will no longer be able to graduate with his/her class due to insufficient credits. Credits may be made up through summer school, night school classes, or the alternative education program, New Options. The preferred order for making up credits is summer school, night school, and then Options. If the student does not make up credits through summer school or night classes, then he/she will be required to attend New Options. Under special circumstances, a dual enrollment in which the student spends part of the day in classes at Allendale High School and the other part of the day in classes at New Options may be considered.

If the majority of the credits earned during the senior year are from New Options, then the student will be expected to graduate with that program.

COMMENCEMENT POLICY

A student must complete all of the above requirements before he/she will receive a signed diploma. In order to participate in the Commencement Ceremonies, a student must be in the process of taking the remaining credits for graduation during the second semester of the senior year. Students who are not registered for enough credits to graduate in the second semester will not be allowed to take part in the graduation ceremony.

Transfer students assume our requirements when they enter Allendale High School. If a student transfers to Allendale during the first semester of his/her senior year from a school in which students can earn more than six credits a year (i.e. in a block format), that student must complete the same number of classes at AHS as he/she would have needed to graduate from his/her former school. Students who transfer to AHS during the second semester of their senior year will not be issued an Allendale

diploma. The credits they earn at AHS will be transferred back to their former school which will be expected to issue a diploma.

STUDENT CLASSIFICATION

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

CLASS PLACEMENT

1. Students who receive a D or an F in a core subject in the 8th grade will take that class in the A term of the ninth grade year.
2. Students who fail the first trimester of a course in which passing the first trimester is a prerequisite for taking the second trimester must repeat the first trimester before taking the second.
3. Students who earn an F in a class then earn a passing grade by repeating the class will be given the better grade on the transcript, and the F will be changed to an NC (no credit). This eliminates the effect of the F on the cumulative grade point average.
4. Students who have a C- or lower in a class may elect to re-take the class to improve their grade. They will receive the higher grade on the transcript and the lower grade will become an elective credit (CR), which allows them to keep the credit earned but does not affect their cumulative grade point average.
5. Ninth grade students, who earn less than a B- in 8th grade English, must take one trimester of Grammar/Writing during the ninth grade year in addition to taking English 9A and English 9B.
6. Students will be allowed one independent study class per trimester unless the counselor and principal give prior permission to take more than one. Each independent study class will meet for 12 weeks for ½ credit.
7. Students who attend the Careerline Tech Center will be required to attend a junior or senior seminar that meets daily at the beginning of the third block.

TRIMESTER EXAMS

Trimester exams will be given to all students in the high school in all classes at the end of each trimester. Students will have a one-half day of school on these days. Third trimester seniors who maintain a 'B' average or better in a class for the trimester **and** who have three (3) or fewer

absences (does not include school related) in that class for the **trimester** do not have to take the final exam unless required to do so by the instructor. Seniors who are exempt from final exams are expected to be in school unless a parent calls school giving them permission to stay home.

Students who fail to take the trimester examinations will be given an **incomplete (I)**

which automatically becomes an “F” if the work is not completed before the end of the next full marking period. A student will receive an “F” **instead** of an “I” in a class if the student fails to take the trimester examination at the end of the school year.

REPORT CARDS

1. Progress reports showing all assignments, quizzes, and tests will be mailed home to the parent(s)/guardian(s) of each student at the end of the first six weeks of a trimester.
2. Report cards will be given to all students on the Friday following the end of each trimester. The final report card will be mailed to all students the week after exams.

CAFETERIA

Students are expected to:

1. Return all utensils to the window and all waste to the trash receptacles before leaving.
2. Keep tables and floors clear of litter.
3. Refrain from taking “cuts” in the lunch line.
4. Consume food and beverages in the cafeteria.

To access lunch money on deposit, students must have their ID cards.

Memorized ID numbers and phone numbers take additional time to input and create the potential for students to access other students’ accounts inappropriately.

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

BUS AND TRANSPORTATION

1. Bus drivers are responsible for the safety and discipline of riders. Because of the extreme seriousness of poor bus conduct, students who demonstrate improper behavior on buses will be denied the use of bus transportation. A permit from the principal’s office is needed to ride another bus, to get off at a different place than

regular, or for a non-rider to ride a bus.

2. **Field Trips:** In order for a student to go on a scheduled field trip, he/she must have a permit signed by a parent or guardian before the trip. If the student forgets the permission slip, telephone calls to parents **WILL NOT** be acceptable. We must have a signed permission slip on file for any student who goes on a field trip. It is the responsibility of the sponsor of the trip to see that students are given these slips and that they are returned.
3. All school buses will load and unload at the front of the school on the bus loop.

VISITORS

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

Young children are not allowed as visitors.

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

WORKING PERMITS

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

STUDENT CONGRESS

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

Purpose of Student Congress

1. To provide students with experiences in the democratic process.
2. To promote harmonious relations between students, faculty,

- administration, and other schools.
3. To improve school morale.
 4. To develop experienced, educated, citizens concerned with government.
 5. To promote the school's general welfare.

Annual Projects

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

HIGH SCHOOL DANCE POLICY

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

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

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

All school rules are in effect at dances. There is no smoking permitted on the school grounds.

Students are not permitted to re-enter after having once left the dance.

Any violations of these rules can mean expulsion from the dance and further disciplinary action.

TEXTBOOKS

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

LOST AND FOUND

Whenever you lose an article, leave a description of it at the office. If you find an article lost by someone else, leave it with your name at the office. Mark your belongings for identification. Do not, by being careless give someone the opportunity to steal.

LOCKER ROOMS

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

CELL PHONES

Students are not allowed to use cell phones during school hours. They are to be off and out of sight when brought into classrooms. Students may only use cell phones before and after school. Cell phones equipped with digital cameras are not to be used in any way deemed inappropriate by the administration. Those who violate this policy will have the cell phone confiscated and returned at the administration's discretion.

USE OF RADIOS , CASSETTE PLAYERS AND C.D.'S

Radios, cassette players, walkmans and C.D.'s of any kind are not allowed in school during instructional time (unless the student has this accommodation in an IEP or 504 plan). Students may listen to C.D.'s and similar devices before school, during lunch, or after school.

DISPLAY OF AFFECTION

There is a time and place for expressing affection. Allendale High School will not condone excessive displays of affection. Displaying of affection at Allendale High School and its school events should be limited to simple hand holding.

NATIONAL HONOR SOCIETY

Membership in the NHS is available to students who maintain a 3.33 cumulative grade point average (minimum of five trimsters) and who exhibit high standards of character, leadership, and service. A committee composed of faculty members appointed by the principal meets annually

to evaluate potential candidates for the society. Once accepted into the NHS, students are expected to attend all meetings, pay dues, and complete 30 hours of volunteer service to be considered a member in good standing.

CODE OF CONDUCT

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

1. To guide the student and enhance the immediate efforts of teachers and other pupils in the learning situation and therefore, does not threaten either the classroom or the instruction that is taking place.
2. To assist the student in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming adult responsibilities. At least by the time he/she reaches secondary school age, it is expected that the pupil will assume personal responsibility for his/her own behavior.

Allendale High School has the responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that children and youth can be controlled through fear and actual physical force, the purpose of the school is to help students develop self-control and self-discipline.

FOR THIS REASON:

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

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

THE FOLLOWING 9TH - 12TH GRADE CODE OF STUDENT CONDUCT HAS BEEN ADOPTED BY THE ALLENDALE PUBLIC SCHOOLS BOARD OF EDUCATION

1. Parents will be notified of all disciplinary action involving their students. Referrals to police and juvenile authorities will be made when appropriate.
2. The provisions of this Code of Student Conduct and the regulations covered in this handbook are in effect at school and at any school approved activity or event, whether on or off school property.
3. An alternative or supplement to suspension may be offered to students in place of or in addition to suspension. (Examples include counseling and substance abuse programs). Such alternative or supplements are at the discretion of the administration.
4. Any student that is under suspension (in-school or out-of-school) will not be allowed to attend or participate in any school activity.
5. Certain types of behavior are never appropriate in school or a school-related setting. In addition to such other rules, regulations, standards and guidelines as may be issued by school officials, and/or are inherent in basic concepts of acceptable conduct and behavior, the provisions below are illustrative (but not exhaustive) of prohibited student conduct. Violation of any such rules, regulations, standards, or guidelines, or commission of any of the following violations, shall be deemed to be gross misdemeanor or persistent disobedience warranting a student's exclusion, suspension or expulsion as provided below.

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

the circumstances under which it/they occurred warrant the same), the penalty imposed may exceed the typical penalties listed.

Student Responsibility Center

The Student Responsibility Center (SRC) is a room to which students report for minor misbehaviors. While in the SRC, they meet with a supervisor who contacts the parents and who helps the student develop a plan of improvement.

Classroom Misbehavior

Students who misbehave in the classroom interfere with other students' ability to learn and the teachers' ability to teach. The Responsible Thinking System is designed to help students create successful plans for their behavior by organizing their thinking and teaching them how to use problem solving to avoid future problems.

- a) Teachers ask students a series of questions designed to help the student make a decision about whether they wish to remain in class or report to SRC.
- b) Students who continue to misbehave will have chosen to leave the classroom and are to report to the SRC.
- c) While in the SRC, the student develops a plan of improvement that must be approved by the teacher in a meeting with the student. The student is not allowed to return to the class in which there was a problem until the plan is approved. The student may attend all other classes and/or activities during the day.
- d) A copy of the plan will be mailed to the student's parent/guardian.
- e) Students who refuse to cooperate in the SRC will be sent home for 24 hours.
- f) If a student is sent on multiple occasions to the SRC in the same day, the assistant principal will become involved in the situation and institute other consequences, which may include suspension. The same would apply after spending 3 consecutive days in the SRC (due to not meeting with a teacher or not completing a plan), or 3 or more trips in a given week or 6 times in a marking period.
- g) If a student chooses to be uncooperative or disruptive in the SRC, the student will be sent home for a 24 hour time period. Upon return the student will meet with the administration to work on a plan of improvement. Once complete, the student will be required to meet with the teacher to be allowed to return to the class or activity from which the student was removed.
- h) For non-classroom behavior assignments, the administration will review and approve the student's plan of improvement.

Non-Classroom Misbehavior

For minor offenses, the administration will evaluate all SRC plans that are written for hallway and other campus rule infractions.

In certain situations an alternative to suspension in the form of community service will be made available to students whose parents are willing to supervise them. Community service could include activities such as picking up trash on the grounds, cleaning lockers or hallway walls, washing windows, or helping at athletic events.

VIOLATION	Typical Penalties
Excessive show of affection	SRC
Skipping (truancy or willful absence)	Detention from class
Cheating	Failure on test or assignment and parent notification. Failure for marking period Failure for semester and no credit given for course.
Inappropriate clothing	Warning (change clothing) Change or be sent home.
Use of obscene or profane language in verbal or written form, in pictures, caricatures or obscene gestures (Includes lockers)	Referral to SRC Room One day suspension Three day suspension
Directing obscene or profane language/gestures at fellow students or school employees.	One day suspension Three day suspension Five day suspension Recommend for expulsion
Misbehavior in the classroom (Behavior and/or conduct and/or incitement to action which results in the disruption of the school, students, and/or school personnel.	SRC Suspension
Closed Campus	Loss of driving privileges Lunch in SRC Center One day suspension

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

SRC
Detention
Suspension

Threatening Behavior
(Verbal/written comments or physical actions intended to intimidate or cause fear in another student or staff member)

SRC (if deemed minor)
Three day suspension
Five day suspension
Recommend expulsion
Possible police referral

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

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

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

Police referral and five day suspension
Ten day suspension
Recommend expulsion

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

Police referral and recommend expulsion.

Possession of property belonging to others (theft)

Three day suspension & restitution.
Five day suspension & restitution
Ten day suspension & restitution
Police referral for all thefts

Vandalism - writing on and/or willful destruction or defacement

Detention for minor offense and full payment of labor and

of school property or the property of others.

replacement cost of items that need to be replaced
One day suspension
Five day suspension and full restitution for labor and parts.
Recommend expulsion.

Tobacco possession and/or use
(Includes cigarettes, chewing tobacco, cigars, etc.)

Confiscation, police referral and detention.
Three day suspension
Five day suspension
Ten day suspension

Controlled Substances:
Possession, or being under the influence of any controlled substance (alcohol, illegal drugs, counterfeit or look-alike drugs, and anabolic steroids), and possession or use of any drug paraphernalia, is prohibited, illegal and harmful.

Ten day suspension & Police referral
Recommend expulsion

Controlled Substances: Sale or transfer of any controlled substance (alcohol, illegal drugs, counterfeit or look-alike drugs and anabolic steroids), and sale or transfer of any drug paraphernalia, is prohibited, illegal or harmful.

Indefinite suspension and recommend expulsion
Police referral

Possession of fireworks or other explosive materials (legal) (Illegal)

Police referral and Detention
3 days suspension
5 day suspension
Recommend expulsion

Use of fireworks

Police referral and 5 day suspension
10 day suspension
Recommend expulsion

Arson

Recommend Expulsion
Police referral

Bomb Threat	Recommend Expulsion Police referral
False Fire Alarm	Police referral and Ten day suspension
Throwing foreign object at school employees, students, or guests/visitors	SRC (if minor) Detention Three day suspension
Food fights, throwing things at teachers, etc.	Three day suspension Five day suspension Ten day suspension Recommend expulsion
The deliberate act of pushing, shoving, striking, or overtly threatening a teacher, other school employee or guest/visitor while on the school premises or at any school approved function.	Police referral and indefinite suspension Recommend expulsion
Hall violation (In halls without a valid corridor pass, misbehavior, etc.)	SRC
Lunchroom misbehavior (Leaving, line misbehavior)	SRC
Inappropriate behavior (Behavior which has the potential to cause injury or bring embarrassment to students or school staff. Includes horseplay, running in halls, etc.)	SRC
Forgery (Fraudulent use of school documents)	Detention Three day suspension
Unauthorized use of computers (Tampering with the files,	Loss of computer privileges Detention

accessing or trying to access other's accounts without permission, altering data, misuse of Internet, etc.)

Three day suspension
Five day suspension
Recommend expulsion

Accessing staff files, e-mail, altering grades and/or attendance data.

Three day suspension and loss of computer use
Five day suspension/loss of computer use, restitution for damages.
Recommend expulsion

Communication devices:

(Possession of cell phones, pagers, and other communication devices during school hours is illegal)

Confiscation
Detention
Three day suspension
Five day suspension
Recommend expulsion

Racial/Ethnic Comments:

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

SRC
Suspensions
Recommend expulsion

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

SRC
Detention
Two day suspension
Five day suspension
Recommend expulsion

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

GANG ACTIVITY

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

Students should not engage in behaviors at school, while on school property, or at school-related activities that promotes gang activity. This includes:

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

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

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

TECHNOLOGY CODE OF ETHICS

The use of technology in the Allendale Public Schools is a privilege extended to students, staff, and community members to enhance learning and educational information exchange. A user of technology is any student, staff member or member of the community who is authorized to access the technology of Allendale Public Schools. Each user of technology must read the following **Privileges, Responsibilities / Restrictions, and Disciplinary Action** statement and sign the User's Responsibility Declaration form prior to accessing and using technology.

PRIVILEGES

Users have the privilege to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.

Users have the privilege to access information from outside resources which facilitates learning and enhances educational information exchange.

Users have the privilege to access the Internet to retrieve information, which facilitates learning and enhances educational information exchange.

Users have the privilege to use the school email system. While every attempt will be made to keep emails private, the user should be aware that under certain circumstances, the school may be required to view email history.

RESPONSIBILITIES AND RESTRICTIONS

Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, to infiltrate unauthorized computer systems or to engage in any illegal activity using the technology or to publish any material that could be considered immoral or subversive by community standards.

Users are responsible for upholding the copyright standards. Illegal copies of copyrighted programs may not be made or used on school equipment.

Users are responsible for utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.

Users are responsible for properly using and caring for that hardware and software which they have been trained to use and refraining from using

any technology for which
they have not received training

Users are responsible for adhering to the rules established by the technology coordinator for use of the hardware, software, labs, and networks in the school.

Users are responsible for obtaining permission from the District Technology Coordinator before bringing in their own software and using it on school equipment.

Users are responsible to keep all computer systems virus free and are responsible for reporting any suspected virus.

Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology coordinator.

Users are responsible for adhering to the printer use guidelines established by the technology coordinator.

Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Users are responsible for all material received via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet.

Users are responsible for making all subscriptions to Listserves or Newsgroups known to the technology coordinator and must seek prior approval before requesting such subscriptions on the Internet.

Users are responsible for maintaining the integrity of the electronic mail (email) system, reporting any violations of privacy, and making only those email contacts, which facilitate learning and enhance educational information exchange.

Users are responsible for adhering to the copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

Users are prohibited from using the technology for personal or private business, or product advertisement or political lobbying, or for making any financial commitments on the Internet.

DISCIPLINARY ACTION:

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

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

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

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

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

CLASS REMOVAL, SUSPENSION, AND EXPULSION

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

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

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

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

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

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

If the principal proposes to remove a student from a class for a period of one (1) to ten (10) days, or if the Superintendent proposes to remove

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

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

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

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

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

The student and parent or guardian shall be afforded an opportunity to meet with the principal and such others as the principal may determine to: (a) consider the reasons or

charges for the short term suspension; (b) to hear the evidence in support of the short term suspension; and (c) to afford the student and/or parent or guardian an opportunity to respond to the reasons or charges and to present evidence on the student's behalf.

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

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

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

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

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

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

- a) The student and parent or guardian shall be confronted with the reasons or charges for the intermediate suspension.

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

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

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

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

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

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

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

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

- d) If the recommendation for long term suspension or expulsion is affirmed, and/or if there is a request for a hearing before the Board of Education (with or without a prior meeting with the Superintendent (or designee), the Superintendent (or designee) shall inform the Board of the request and shall notify (in writing) the student and parent or guardian of the date, time and location of the hearing before the Board of Education. The hearing shall not, without consent, be conducted sooner than five (5) school days after issuance of such notice.
- e) The hearing before the Board of Education will be conducted in accordance with the following basic rules and procedures.
 - (i) The student and parent or guardian may be represented by an attorney or other advisor of choice. The cost of any attorney or advisor of choice shall be at the expense of the student and parent or guardian.

If the student and parent or guardian, or any representative of the parties, fails to appear at the hearing the Board of Education may proceed with the hearing and decide the matter as if the student and parent or guardian and their representative had been present. The Board of Education must, however, have at least four board members who are present and support the decision.

- (ii) Witnesses, documents, other evidence, and/or oral arguments may be presented at the hearing in support of the proposed long term suspension or expulsion; and the student and parent or guardian, or their representative, may cross-examine witnesses presenting information against the student.
- (iii) Similarly, the student and parent or guardian, or their representative, may call witnesses and present documents or other evidence, and /or oral arguments, in response or opposition to the reasons or charges and recommendations; and any such witnesses shall likewise be subject to cross-examination.
- (iv) The hearing is not a court proceeding and court rules of evidence need not be strictly followed.

(v) The hearing shall not be a proceeding of record. However, should the Board of Education choose to preserve information presented by means of a tape recorder or other mechanical or electronic device, such material may be used as evidence of information presented in a judicial proceeding.

(vi) The Board of Education may request the presence at the hearing of the principal, the Superintendent, the attorney for the school district, and such other persons as may possess information relevant to the hearing.

f) In all long term suspension and expulsion cases the Board of Education shall, as promptly as possible, issue a written opinion of its determination. A copy of the decision shall be sent to the student and his/her parent or guardian, and/or to their representative, within five (5) school days after the decision is approved and adopted.

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

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

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

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

DRIVER EDUCATION POLICY

The driver education program of the Allendale Public Schools is open to any student who attends school in the Allendale Public School District or who resides in Allendale Township.

Students must be 14 years, eight months old prior to the start of driver ed classes. They must also pass a vision test or provide a statement from their eye doctor verifying that their vision is adequate for driving. Applicable fees must be paid prior to the start of classes.

Students who reside in the Allendale Public School District will be given first priority in filling openings in the district's driver education program. If additional openings exist non-resident students who qualify for driver education may apply for those openings. Non-resident students accepted in the Allendale program will be expected to pay the appropriate tuition fees.

SUPPLEMENTAL INSURANCE

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

SPECTATORS AT ATHLETIC EVENTS

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

WE DO NOT BELIEVE . . . in yelling during the time of free throws; in the booing or razzing of anyone. In the use of profane language; in the taking of unfair advantage of opponents.

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

SPECTATOR BUSES

General order for passengers riding the spectator buses:

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

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