



# STUDENT HANDBOOK

*This agenda belongs to:*

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



## INDEX □

AGE OF MAJORITY POLICY.....	11
ASSEMBLIES.....	16
ATHLETIC HANDBOOK.....	26-33
AUTHORITY OF STAFF.....	8
ATTENDANCE POLICY.....	6-7
BELL SCHEDULE AND TRIMESTER DATES.....	3-5
BUS TRANSPORTATION.....	14
CLUBS AND ORGANIZATIONS.....	17-18
CODE OF BEHAVIOR AND DISCIPLINE.....	18-25
COUNSELING AND GUIDANCE OFFICE.....	14
DANCE/PROM GUEST PASSES.....	11
DETENTION (After School).....	19
FIELD TRIPS.....	16
FIREWORKS AND EXPLOSIVES.....	25
GRADES/REPORT CARDS.....	8
GRADUATION REQUIREMENTS.....	15
HALL PASSES, TRAFFIC, AND CONDUCT.....	9
HOMEROOMS.....	9
HOURS OF INSTRUCTION.....	8
LIBRARY/MEDIA CENTER INFORMATION.....	16
LOCKERS.....	10
LOST AND FOUND (and Safekeeping of Possessions).....	17
LUNCH AND BREAKFAST.....	16
MESSAGES.....	16

MOTOR VEHICLE REGULATIONS.....	12
NATIONAL HONOR SOCIETY.....	18
OPEN CAMPUS POLICY.....	13
PHONES.....	17
PARENT - TEACHER CONFERENCES.....	14
SAFETY ISSUES.....	10
SEARCHES OF STUDENTS, LOCKERS, AUTOS.....	10, 12
SEXUAL HARASSMENT AND INTIMIDATION.....	24
SIGNS, NOTICES, AND HANDOUTS.....	13-14
STUDENT PERSONAL APPEARANCE.....	9
TRESPASSING AND OFF LIMITS POLICIES.....	13
TEXTBOOKS.....	9
TOBACCO AND ILLICIT SUBSTANCE POLICY.....	23-24
WEAPONS POLICY.....	25
WORK PERMITS.....	17
APPENDIX A - MATHEMATICS DEPARTMENT.....	34
APPENDIX B - ENGLISH DEPARTMENT.....	35-41
APPENDIX C - SCIENCE DEPARTMENT.....	42
APPENDIX D - SOCIAL STUDIES DEPARTMENT.....	43

## **REGULAR BELL SCHEDULE**

(Monday-Wednesday-Friday)  
**2017-18**

7:40 - 8:39 1<sup>ST</sup> HOUR

8:44 - 9:43 2<sup>ND</sup> HOUR

9:48 - 10:45 3<sup>RD</sup> HOUR (A)  
A LUNCH 10:45- 11:21

9:48 - 10:48 3<sup>RD</sup> HOUR (B)  
B LUNCH 10:48 - 11:21

9:48 - 10:51 3<sup>RD</sup> HOUR (C)  
C LUNCH 10:51- 11:21

11:26 – 12:25 4<sup>TH</sup> HOUR

12:30 - 1:29 5<sup>TH</sup> HOUR

1:34 - 2:33 6<sup>TH</sup> HOUR

### **DISMISSAL**

The lunch schedule is determined by 3<sup>rd</sup> hour teacher.

### **TRIMESTERS**

1<sup>st</sup> Trimester: September 5<sup>th</sup>, 2017 – December 1<sup>st</sup>, 2017

2<sup>nd</sup> Trimester: December 4<sup>th</sup>, 2017 – March 16<sup>th</sup>, 2018

March 19<sup>th</sup>, 2018 – June 7<sup>th</sup>, 2018

## **TUESDAY BELL SCHEDULE**

7:40 - 8:26 1<sup>ST</sup> HOUR

8:31 - 9:17 2<sup>ND</sup> HOUR

9:22 – 9:52 TigerVention PERIOD

9:57 - 10:45 3<sup>RD</sup> HOUR (A)

A LUNCH 10:45- 11:21

9:57 - 10:48 3<sup>RD</sup> HOUR (B)

B LUNCH 10:48 - 11:21

9:57 - 10:51 3<sup>RD</sup> HOUR (C)

C LUNCH 10:51- 11:21

11:26 – 12:25 4<sup>TH</sup> HOUR

12:30 - 1:29 5<sup>TH</sup> HOUR

1:34 - 2:33 6<sup>TH</sup> HOUR

2:33 DISMISSAL

The lunch schedule is determined by 3<sup>rd</sup> hour teacher.

### **TRIMESTERS**

1<sup>st</sup> Trimester: September 5<sup>th</sup>, 2017 – December 1<sup>st</sup>, 2017

2<sup>nd</sup> Trimester: December 4<sup>th</sup>, 2017 – March 16<sup>th</sup>, 2018

March 19<sup>th</sup>, 2018 – June 7<sup>th</sup>, 2018

## **THURSDAY BELL SCHEDULE**

7:40 - 8:39 1<sup>ST</sup> HOUR

8:44 - 9:43 2<sup>ND</sup> HOUR

9:48 - 10:45 3<sup>RD</sup> HOUR (A)  
A LUNCH 10:45- 11:21

9:48 - 10:48 3<sup>RD</sup> HOUR (B)  
B LUNCH 10:48 - 11:21

9:48 - 10:51 3<sup>RD</sup> HOUR (C)  
C LUNCH 10:51- 11:21

11:26 – 12:13 4<sup>TH</sup> HOUR

12:18 - 1:05 5<sup>TH</sup> HOUR

1:10 - 1:40 RTI PERIOD

1:45 - 2:33 6<sup>TH</sup> HOUR

2:33 DISMISSAL

The lunch schedule is determined by 3<sup>rd</sup> hour teacher.

### **TRIMESTERS**

1<sup>st</sup> Trimester: September 5<sup>th</sup>, 2017 – December 1<sup>st</sup>, 2017

2<sup>nd</sup> Trimester: December 4<sup>th</sup>, 2017 – March 16<sup>th</sup>, 2018

March 19<sup>th</sup>, 2018 – June 7<sup>th</sup>, 2018

## STUDENT ATTENDANCE POLICY

Regular school attendance is required by Michigan Law and is the responsibility of the parent and student. Class attendance is directly related to a student's success in school. Punctuality, dependability, and self-discipline all contribute to success. The school's responsibility is to inform parents when students are absent without the parents' apparent knowledge and to determine the amount of time a student should be in class to receive credit. It is the responsibility of the parent to make sure that their children are in school each day. For a student to obtain credit and keep parents informed of student absenteeism, school personnel have set up a minimum standard of attendance. Every effort should be made by students and parents to see that absences are limited to reasons of personal illness or a grave family emergency. The school will notify the parent in writing after the 3rd absence from a class.

Students are allowed up to 5 days of absences (Excused, Unexcused, or Medical) per class per term. On the sixth (6th) absence the principal or designee will determine if the student has violated the attendance policy. If it is deemed the policy was not violated, the student will continue to receive full credit and the final grade with GPA points will be awarded in that class at the end of the trimester. If it is deemed that a violation has occurred, the parent will be notified in writing of the violation. The following criteria will be used to determine the student's final status in the class after a violation has occurred:

If the student's final grade percentage in that specific class is 75% or above, the student will receive full credit, the actual final grade, and the GPA points associated with their final grade for that class.

If the student's final grade percentage in that specific class is between 74% and 60%, the student will receive full credit, a grade of "CR" for the course. The student's GPA points will be reduced to .67 (D- or passing equivalent points) for that course.

### **Absences (excused, unexcused)**

Regardless of cause, a student is recorded absent when not in attendance at a scheduled class or event.

1. Excused is any absence that is called in prior to, or by the end of the day following the student's return from an absence.
2. Unexcused is any absence that is not called in within the allotted time, or truancy from school. Work may not be made up.
3. School-related absences will not be counted as absences. School-related absences are defined as field trips, athletic events or any school-sponsored event. Students will be allowed up to two school-related absences to seek post-secondary options, or to participate in an educational enhancement opportunity such as 4-H programming or other community based educational offerings. These absences must be approved by the administration in advance. Other emergencies, as determined by administration, will be considered on a case-by-case basis.
4. Suspension days do not count toward loss of credit.
5. Medically excused absences do count towards the attendance policy. Some medically excused absences deemed by the administration as extenuating circumstances will not count.
6. Family vacations and prearranged absences will count towards the attendance policy.

### **Attendance Incentive**

Students with one or less absence in that class will have the option of opting out of the final exam. Absences coded with UNX and SUS will exclude the student from this incentive. However, if the student opts to take the final exam under this incentive, the exam will only be counted towards the final grade if the exam grade improves the overall grade.

The student who wishes to take advantage of this incentive must notify their teacher 5 school days prior to the exam.

### **Call-In Procedure**

A student must have a parent or guardian call the school at 673-7002 (ext. 5527) by the end of the day following the student's return from an absence. The telephone line is open 24 hours a day. If a student is absent more than one day, a parent must call each day. If the call is not made within the allotted time period, the absence will be recorded as unexcused.

### **Make-up Work**

A student has two (2) days to make up work for each day of an excused absence. It is the student's responsibility to contact each teacher and make up assignments assigned during his/her absence. Students absent for an extended period of time must coordinate make up work with each of their teachers in order to keep current with class expectations. In the case of an unexcused absence, work may not be made up.

### **Tardiness**

Tardiness is a disruption to the learning process. Constant interruptions create an atmosphere in which teaching and learning are restricted. Tardies will not be deemed "excused" or "unexcused"; rather, they will simply be recorded as a tardy. There will be school-imposed penalties for every six (6) tardies in one trimester (all classes combined). For every six (6) tardies after the 12<sup>th</sup> tardy in one trimester, students will be suspended for continued disruption third offense. Any student who is more than 10 minutes tardy will be considered absent. -

### **Illness While in School**

A student who becomes ill when classes are in session must report to the attendance office. The student may then call his/her parents to come to get him/her, or he/she may sit quietly in the office.

### **Passport to Leave the Building**

If, because of illness or some other bona fide reason, a student finds it necessary to leave the school site during school hours, a passport must be secured from the office. Students leaving the school site during school hours without a passport will receive an unexcused absence. Students will not be excused unless proper procedures are followed.

In order to obtain a passport, a student must bring a note from his/her parent or be prepared to phone the parent from the office. Students must obtain a passport prior to leaving school.

### **Perfect Attendance Award**

In order to be eligible for perfect attendance students are only allowed to be absent for three class periods all school year. The only exceptions to this requirement are absences coded activities or post-secondary opportunities.

## **GRADES / REPORT CARDS**

Daily grades, assigned projects, classroom participation, attendance, punctuality, class attitude, and effort, together with tests and final examination marks are the determining factors in evaluating the work of students. In the final analysis, a grade reflects the degree of achievement reached by a student as compared with the standards established for a particular course. Report cards are sent home every twelve weeks. The final report card for the third trimester will be mailed.

Only the final grade of each trimester for each subject will be recorded in the student's permanent high school record. Each six-week period after the beginning of each trimester, a progress report will be available at parent-teacher conferences.

A report card will show the grade, attendance, and comments on work habits and citizenship for each subject during each trimester. All "Incomplete" grades must be made up as per arrangements and deadlines established by the individual teacher; otherwise, a grade of "F" will result. Grades of "F," "U," and "W" are failing marks, therefore, courses in which these appear as the final grade do not count toward graduation credit.

Parents are always welcome to call the school and arrange an appointment with a teacher, counselor or administrator to discuss a student's progress.

### Honor Roll

Each trimester the students who meet the established criteria for the Honor Roll are recognized through publication of their names in *Our Schools News* district newsletter or the local newspapers.

## **WEIGHTED GRADES**

In order for a course to receive a weighted grade, the course must be substantially more difficult than a traditional high school course. There are two (2) separate weighted grade policies:

1. AP or Approved Advanced (Honors Level) Courses – offered at AHS and are weighted on a 5.0 scale
2. College courses at or above the 300 level will be weighted on a 5.0 scale.

No other courses will be weighted without prior approval from the principal.

## **HOURS OF INSTRUCTION**

The student school day is from 7:45 AM to 2:38 PM. All students must vacate the building by 2:58 PM, unless they are under the direct supervision of a school staff member.

## **STAFF HAS COMPLETE AUTHORITY**

Students are under the supervision and authority of Allegan Public School staff at all times during the school day, whenever involved in any school activity, and/or whenever on school premises. Students are expected to comply with any request from any teacher, administrator, or other staff member. Courtesy is expected in all such situations.



## **HOMEROOMS**

Each student will be assigned to a homeroom by grade and alphabet. Homerooms will meet as required to conduct necessary school business. Students will be notified of upcoming homeroom meetings via the P.A. system or daily announcements.

## **TIGERVENTION CLASS**

TigerVention class will run on Tuesdays and Thursdays. Students are expected to report to their assigned TigerVention class unless otherwise notified. Students will come to TigerVention prepared. Students will use “Screen to Me” with no earbuds. Students will have limited hallway mobility. Students will engage in additional instruction, reading, completing homework and studying.

## **HALL PASSES**

All hall passes are issued through a student’s teacher. During class time, no student shall be in the halls without a hall pass (designated by the teacher), filled out in ink by a staff member. If a student is in the hall during class time without a hall pass, the student will be asked to return to class and secure a hall pass. Students using the restroom or paged to the office may use a teacher designated hall pass, all other times student should have the orange hall pass filled out by staff.

## **HALL TRAFFIC AND CONDUCT**

During the passing of classes, student traffic should keep to the right. There is a five-minute interval between classes. Reach your destination as efficiently and quietly as possible. Because of the distance between classrooms, it may not be possible to return to your locker between classes. Proper planning to have necessary books and materials for each class is the student’s responsibility. Students’ behavior in the halls should demonstrate dignity, courtesy, good manners, and maturity. The high school has no intention of discouraging normal courtships when they are conducted on a socially accepted level; however, improper displays of affection and indiscreet activities are not permitted. This policy is referred to as the “One-Hand Policy”. This means that handholding is the only acceptable form of affection.

**NO FOOD OR DRINK MAY BE CONSUMED IN THE CARPETED HALLS OR CLASSROOMS!!**

## **TEXTBOOKS**

At the beginning of each trimester, students are issued school-owned textbooks, provided that any outstanding fines are paid. Students are responsible for the books they are issued and must return them in good condition. Writing in or on books is strictly prohibited. If a book is lost or damaged, reimbursement will be expected.

## **STUDENT PERSONAL APPEARANCE**

Allegan High School believes that all students should wear clothing and attire that reflects pride in oneself, is conducive to the learning process and demonstrates respect for the school and others. While Allegan High School recognizes that each student’s mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, or unsafe is prohibited.

Students shall wear shoes or sandals while on school grounds or aboard school transportation for foot protection and hygienic reasons. Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing shall be in good taste.

Clothing with slogans containing profanity, vulgar suggestions, sexual connotations (i.e. Hooter shirts), offensive racial comments or graphics, or anything that advertises alcohol, drugs, or tobacco shall not be worn to school. Clothing considered sleepwear is also unacceptable.

The bottom of your shirt or blouse must at least meet the top of your pants or shorts (no bare midriff), and undergarments should not be exposed. There must be substantial covering over both shoulders. This means that spaghetti strap tops, tube tops, single strap tops, the type that simply tie around the neck, or tops that have a completely open back, are not acceptable. See-through clothing or clothing that is so very tight that it draws attention to oneself is also unacceptable. Clothing usually worn at beaches and while engaging in recreation activities is not appropriate apparel for either boys or girls during regular school session or at school functions or school activities. Students may wear shorts as long as they are modest and have at least a 4" inseam. Skirts/dresses must be modest and of appropriate length. Hats/caps or other items defined as head coverings--including but not limited to: head stockings, bandannas, or sweatbands shall not be worn inside the school building during the school day unless for medical or religious purposes pre-approved by the principal.

The principal/designee shall have the discretion to prohibit any student from wearing attire that is disruptive or distracting to the classroom, school or the safety of the students.

### **LOCKERS**

Each student is assigned a locker. Lockers must be kept locked, and lockers that do not function properly must be promptly reported to the attendance office. Any student who alters the locking mechanism of the locker can lose locker privileges.

Locker combinations should not be shared with friends or other students. The risk of locker theft is greatly increased if these procedures are not observed. Students should not leave items of significant value in school lockers. Personal belongings should be clearly identified with your name on them. Students are expected to keep lockers neat and orderly. Do not let paper, garbage, or other litter accumulate, as these constitute a fire and sanitary hazard. No glass containers should be kept in lockers.

Lockers are school property and are provided for you for safekeeping of books and necessary supplies. Lockers are at all times under the jurisdiction of school authorities, and, being such, the school reserves the right to locker inspection by said authorities whenever such action would be in the best interest of the school. (See Student Searches, page 7.)

(District policy #8720)

### **SCHOOL SAFETY**

#### **Disaster Drill Procedures**

At the sound of the disaster alarm (repeated ringing of the bells) all people in the building are to move to the strongest and most protected places in the building. Teachers will supervise their students; making sure students in each area are quiet and orderly.

#### **Closing School for Inclement Weather**

The closing of school happens infrequently. However, if school should be closed because of inclement weather or for some other reason it will be announced over local radio and television stations (including WWMT-TV3, WOOD-TV8, radio WQXC, radio WKZO, and more). Parents/Students may also register for instant alerts from the school district through the Remind.com app available by texting @alleganp to the number 81010.

#### **Police Involvement and Student Searches**

School officials will cooperate with law enforcement agencies when conducting any investigation or legal search. In order to protect the health, safety, or welfare of students under school jurisdiction, building principals or designated representatives are authorized to conduct searches of students, their possessions, lockers, or motorized vehicles. (See district Policy #8720 for details.) On occasion, law enforcement agencies will engage the use of dogs that are trained to sniff out and alert staff to the presence of illegal controlled substances. Such inspections may be announced or unannounced. It should be understood by all students that an inspection of their personal items could occur at any time.

## **AGE OF MAJORITY POLICY**

Because the law of the State of Michigan establishes the age of majority as 18, and because a number of pupils enrolled in the Allegan Schools are adult by this definition; it shall be our policy to permit adult students to sign on their own behalf in any instance where minor pupils are required to have a parent's signature. Written requests from pupils with adult status to have report cards and other information mailed to any designated address shall be honored.

Board of Education policies, as well as building and/or program regulations, shall apply to all students regardless of age unless or until adult students are specifically exempted by subsequent policies or regulations.

It shall be the practice of building administrators to notify parents and/or guardians about this policy prior to the pupil attaining the age of majority.

## **VISITORS TO SCHOOL**

All visitors to Allegan High School between the hours of 7:15 AM and 3:30 PM must report to the high school office for check-in and visitor pass. Any persons who do not follow this procedure will be requested to leave. Visitors to the high school during school hours should be there for the purpose of conducting official business only. Loitering, browsing, or socializing by visitors will not be permitted. Many requests are made annually for friends and alumni to spend a day or a part of a day as a guest of a particular student. Due to disruption of classes, this practice is not permitted at Allegan High School.

## **DANCE/PROM GUEST PASS PROCEDURES**

Allegan High School students may invite a guest to any Allegan High School dance by submitting a dance pass to the attendance office by the Wednesday preceding the dance for administrative approval. Prom guest passes will be available from the first week in February until one week prior to the prom. The guest pass must be approved by the principal or designee before the ticket for the guest can be purchased. The principal or designee reserves the right to meet with the guest, and/or interview the guest's home school prior to approval.

Students are limited to one guest per AHS student. The AHS student (and approved pass) must accompany the guest to the dance/prom. Only high school age appropriate guests will be eligible. Guests must provide photo identification, which includes name and age, upon the request of the administration. No one below 9<sup>th</sup> grade level will be admitted.

Since prom is considered the Junior-Senior Prom, only Juniors and Seniors are eligible to purchase prom tickets. Guests of Juniors and Seniors must submit an approved guest pass in order to purchase a guest prom ticket. Freshman and Sophomores are not eligible to attend prom unless they are the "date" of a Junior or Senior, and have secured an approved guest pass. Exceptions may be made at the discretion of the principal/designee in special circumstances. Administration reserves the right to decline or accept any dance passes prior to the prom.

## **DANCES AND PROM**

Homecoming, Snowcoming, and Prom are school activities provided for our students to enjoy a school sponsored and chaperoned social event. Once at these activities, students who decide to leave early will not be allowed to return. Also, since these are school activities, appropriate conduct, including appropriate dance, are expected.

## MOTOR VEHICLE REGULATIONS

### 1. Parking and Driving

- a. Students driving a motor vehicle on school property must exercise due care and safe driving habits at all times. Members of the school staff and administration shall interpret and enforce: “due care and safe driving habits.”
- b. A motor vehicle is considered transportation and as such is not to be entered except when leaving the school property. Special permission to use the vehicle during time when school is in session must first be obtained in writing from the principal’s office.
- c. Student vehicles must be properly parked only in areas designated for student parking. Driving and Parking on unpaved areas by students at any time is prohibited.
- d. Students may not sit in their own or another’s vehicle at any time. This includes lunch hour.
- e. Due to the short lunch period (30 minutes), and in the interest of avoiding tardiness, absences, and Accidents, it is recommended that students do not drive their vehicles during the lunch period.
- f. All vehicles must be registered in the attendance office and have an Allegan High School parking sticker affixed to the front windshield on the passenger side. The cost of the sticker is \$3 and is payable at the time of registration. Failure to register a vehicle may result in disciplinary action and/or the possibility having the vehicle towed at the expense of the owner.
- g. Use of a grill or barbecuing of any kind on school property is prohibited without consent from the building principal.

### 2. Enforcement

Driving to school is a privilege extended to students who observe the motor vehicle regulations established for the safety and convenience of all. Students who violate the tobacco or illicit substance policy, use their vehicle as a means to skip class(es), or violate any motor vehicle regulation, will be subject to one or more of the penalties listed below:

- Temporary or permanent revocation of parking and driving privileges on school property;
- vehicle may be towed away at the owner’s expense;
- student and/or parent conference;
- suspension from school; or
- referral to legal authorities

### 3. Search of Vehicles

Students who are properly authorized to drive to school are not allowed to have in their vehicle articles or substances such as weapons, tobacco, alcohol or drugs which are in violation of school rules. Furthermore, the student who registers the vehicle with the high school assumes full responsibility for the vehicle and its contents. School officials have the authority to search student vehicles on the premises when reasonable suspicion exists to support such a search. (See district Policy # 8720.)

*First offense – Suspension for offense in accordance with Student Code of Behavior and Discipline and loss of driving privileges for a specific period of time.*

*Second offense – Suspension for offense in accordance with student Code of Behavior and Discipline and loss of driving privileges for a specific period of time.*

### **MUTUAL TRESPASS POLICY WITH MIDDLE SCHOOL**

Senior High students are not to visit the Middle School at any time during the day, this includes before and after school. A passport is to be issued to any student who has a legitimate reason for being at the Middle School during school hours.

### **OFF-LIMITS AREAS AROUND THE SCHOOL CAMPUS**

On school days during the hours of 7:30 AM to 3:00 PM, Allegan High School students are not permitted in the areas listed below. This directive has been instituted by the Allegan Board of Education due to repeated problems that have occurred in the off-limits areas around the high school. Off-Limits Areas include:

1. Cars in the high school parking lot: Cars are to enter only for the purpose of transportation; that is, to leave the school site at lunch time, after school, or when given administrative approval to leave during school hours.
2. Woods south and southeast of the high school: Students are not to loiter, congregate, or otherwise be in this area. Students may use the established path to Western Avenue and the middle school only on an “in transit” basis. Students are not to drive motor-driven vehicles on the driveway between the middle school and senior high school between 7:30 AM and 2:50 PM
3. Private property adjacent to the woods area and private property adjacent to the middle school and senior high: Students, please respect the property rights of persons with homes along Western Avenue from Sherman Street to 34<sup>th</sup> Street. Do not loiter or trespass on private property.
4. Middle school property: Students are not to be on middle school property unless they have authorization from senior high staff.

### **OPEN CAMPUS POLICY**

Allegan High School has an open campus policy that allows students to leave campus during their lunch hour. This privilege is extended to students who act responsibly when off campus. Students who violate illicit substance and tobacco policies, or any other portions of student handbook, will be subject to the penalties listed below, in accordance with the Student Code of Behavior and Discipline:

*First Offense – Suspension from school and/or loss of open campus privileges for a specific period of time.*

*Second Offense – Suspension from school and/or loss of open campus privileges for the duration of the school year.*

Open Campus privileges may also be rescinded by parental request.

### **SIGNS, NOTICES, AND HANDOUTS**

Bulletin boards are provided in the corridors where students may post approved signs and notices regarding class, club or organizational events. Permission for posting signs or distributing printed information must be obtained from the principal’s office.

Signs and posters, which are placed on the corridor walls, must be attached only with masking tape. A student who tampers with or removes any bulletin board item or sign will be subject to disciplinary action.

### Student Distributed Material

Any material handed out by students or displayed on school property must be approved by the school principal before it can be distributed to other students. Failure to follow procedures will result in the following:

*First offense – Warning and/or up to 3 day suspension*

*Second offense – 5 to 10 day suspension*

### **BUS TRANSPORTATION**

Bus students will receive a handout at the start of each school year outlining the rules and regulations of our Transportation Department. It is responsibility of each student and parent to become familiar with this document and abide by its expectations. This information pertaining to the Bus Transportation Code of Conduct is also available on our district website under the Transportation tab at [alleganps.org](http://alleganps.org).

### **PARENT-TEACHER CONFERENCES**

At least once during each trimester the school will schedule an afternoon and evening for parent-teacher conferences. Specific information as to time and other arrangements will be announced in school publications.

These conferences are an attempt to encourage communication and understanding between the home and school. All parents are strongly urged to attend these conferences, as it is the school's desire to work cooperatively with the home in the interest of each student's educational development.

In addition to these scheduled conferences, parents are encouraged to arrange individual conferences with members of the faculty at any time they feel the need to discuss their student's educational progress.

### **COUNSELING / GUIDANCE DEPARTMENT**

Using the Michigan Comprehensive Guidance and Counseling program, the high school counselors employ a proactive approach to helping students throughout their high school career. Counselors are trained teachers and are often in classrooms teaching guidance lessons. Responsive services include short-term crisis counseling and referral to outside agencies. Individual planning with student focuses on career exploration, development of a four-year academic plan, and post-secondary options counseling.

The Career Resource Center located within the high school allows students access to many career and post-secondary resources. Online access is available. Student and parent resources regarding post-secondary school and careers are available to check out. Students may obtain information on college admission tests, college applications, and financial aid information from their counselors.

Students are divided alphabetically and assigned to a counselor. Students are encouraged to visit the Guidance and Counseling office about any problem that may arise in connection with school; counselors will assist students to be as successful as possible during the school year.

## GRADUATION REQUIREMENTS

To graduate from Allegan High School, one must accumulate the appropriate amount of credits (see below) while satisfactorily completing a minimum of six (6) hours of course work per trimester during the twelve trimesters of enrollment in grades nine through twelve. In addition to their electives courses, students must complete the following courses:

Completion of language arts requirements, including:

9<sup>th</sup> grade language arts

10<sup>th</sup> grade language arts

11<sup>th</sup> grade language arts

12<sup>th</sup> grade language arts

Completion of mathematics requirements, including:

Algebra I or equivalent

Geometry or equivalent

Algebra II or equivalent

1 additional year of mathematics (if necessary)

NOTE: 1 credit of mathematics or math-related topic must be taken in the senior year

Completion of social studies requirements, including:

World History & Geography

United States History

Economics

Government

Completion of science requirements, including:

Biology

Chemistry or Physics

1 additional credit of science

1 credit of visual, performing, applied arts

½ credit of physical education

½ credit of health

½ credit of computer education (meets online learning experience requirement)

Completion of two levels in the same world language

In order to graduate from Allegan High School, a student must accumulate the following total number of credits based on their graduation year:

Class of 2018 must earn 30.0 total credits of the potential 33.0 credits

Class of 2019 must earn 31.5 total credits of the potential 34.5 credits

Class of 2020 and 2021 must earn 33.0 total credits of the potential 36.0 credits

**Personal Curriculum Modification:** A student maybe eligible for a personal curriculum modification if allowable under the Michigan Merit Curriculum guidelines, and Allegan High School Graduation Requirements. Students and parents interested in learning more about a personal curriculum modification should see their student's counselor.

**Community Service Requirement:** In addition to the required number of credits, students must complete 20 hours of community service prior to graduation as part of their graduation requirement. The service must be completed by April 30 of the senior year. The high school administration or counseling department must approve the service; see back of community service application for specific guidelines.

**Course and Description Guide:** Each spring the Guidance Office publishes a *Course and Description Guide*. This document outlines all the courses available to students at Allegan High School. Included in the publication is a description of each course, briefly stating objectives and content. Copies of the *Course and Description Guide* are obtainable throughout the year upon request in the Counseling Office.

## **LIBRARY/MEDIA CENTER INFORMATION**

The library/media center is available for student use Monday thru Friday from 7:45 AM to 2:55 PM. A library media paraprofessional is available each day until 2:55 PM, Monday through Friday, for help in choosing from print and non-print materials.

Materials suitable for high school age students are chosen to meet a variety of educational and ability-related needs. Books may be signed out for a three-week time period and can be renewed as needed. Materials that cannot be signed out, such as magazines and reference books, can be photocopied in the media center at no cost to the student as long as the material is being used to complete an assignment. Personal items may be photocopied for 10 cents a page. Arrangements to suit special needs of students can be made with the library media specialist. The library/media center attempts to provide materials necessary for students to successfully complete assignments in a quiet learning atmosphere to aid the educational growth of our students.

## **LUNCH / BREAKFAST PROGRAM**

The school cafeteria is operated for the benefit of all students. A salad bar and an a la carte window is offered at a nominal cost. Free and Reduced price lunches and breakfasts are available for students who qualify. Students receiving free lunch must still enter their student ID upon receiving their lunch. Due to the short lunch period (30 minutes), it is recommended that students remain on campus for lunch. (See Open Campus Policy.) No purchased food or non-bottled beverages are allowed in carpeted areas.

## **ASSEMBLIES**

Assembly programs are scheduled throughout the year for students' benefit. The kinds of programs vary and include student government assemblies, pep assemblies, music presentations, speakers, programs on special events or holidays, various cultural programs, etc.

Students are expected to refrain from talking during an assembly program and to show courtesy and respect toward any speaker, presenter, or performer. Gracious applause is the best way to show your appreciation for a program. Boisterous shouting, whistling and unison clapping are decidedly out of place.

## **FIELD TRIPS**

Trips made on school time or sponsored at other times by the school will be governed by school rules and regulations. This applies whether school bus, commercial carrier, or private car makes the trips. If you ride the bus to an event, you must return by bus.

Your appearance and behavior reflect directly on your school and your community, and students should be mindful of this at all times. Do not by word, deed, or appearance disgrace your school.

## **MESSAGES**

In case of emergency, the office will deliver messages from parents (guardians) to students.



## **WORK PERMITS**

Allegan High School has authorized specific personnel to issue work permits. Students interested in working after school or on weekends may obtain working permits from the principal's office.

## **LOST AND FOUND**

Lost and found articles may be turned in to the school office. Lost library books should be returned to the library. Students who have lost items should report their loss to the office.

## **SAFEKEEPING OF POSSESSIONS**

Students are reminded to take care of their books and possessions. Never leave money or valuables unprotected. If you need to carry a large sum of money or something extremely valuable, check it in at the school office for the day. During physical education class, valuables should be stored in the student's hall locker or given to the physical education teacher for safekeeping. Students may only participate in physical education if their belongings are padlocked in a locker. Report any missing items promptly. Missing items of value should be brought to the attention of the legal authorities for proper investigation, arrest and prosecution.

## **PHONES, CELL PHONES, NETBOOKS, AND BYOD**

In the event of an emergency, school telephones in the attendance office are available for student use. Calls are not to be made during class time.

### Electronic Devices

Allegan Public Schools recognizes the importance of student-parent communication for after school transportation purposes (clubs, athletic practices, etc.) and has adopted the following policy in accordance with Public Act 215 of the Michigan School Code:

Students may bring cell phones to school, but may not carry them on their person and must turn them off during school hours (except where and when permitted) and on all school buses (except on field trips and athletic trips). Students may use their cell phones during lunch period and between classes. The school is not responsible for lost, stolen, or damaged cell phones, or other electronic devices. Any violation of this policy will result in confiscation of the cell phone or electronic device. Repeated violations are considered insubordination and are subject to disciplinary under the insubordination policy found in the Student Code of Conduct, section "Matters Pertaining to Citizenship".

Students may bring their own device (BYOD) to school, or use a school issued netbook. However, students must sign the Technology Acceptable Use Policy prior to using any electronic device at school. Students are also expected to comply with individual teacher classroom expectations as those rules apply to electronic devices, cell phones, netbooks, or other technology including; but not limited to watches or other devices that have internet capability. Failure to comply with teacher and/or administrative expectations as outlined in the technology policy may result in confiscation of the device and/or disciplinary action. Students should refer to the Technology Acceptable Use Policy available on our website, or from the principal for further details.

## **CLUBS AND ORGANIZATIONS**

Students are encouraged to become involved in extra-curricular activities. Students may join the following: Quiz Bowl, French Club, Spanish Club, Michigan Youth in Government, National Honor Society, Junior Rotarian, Interact, Robotics, or Science Olympiad.

Purchasing for School Sponsored Clubs and Organizations: Class and club officers occasionally have the responsibility of purchasing supplies for events or projects. The teacher sponsor of that class or club will instruct the group's treasurer as to the Allegan Public Schools' business and bookkeeping procedures for internal accounts. All requisitions, purchases, and vouchers must have the approval and signature of the teacher sponsor and the principal. The treasurer's account book must be kept current, and audited and returned by the sponsor to the office at the end of the school year.

## NATIONAL HONOR SOCIETY

The Allegan Chapter of the National Honor Society is a group of 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students who have been chosen by a faculty selection process for their demonstration of exemplary scholarship, leadership, character, and service. The application process is announced annually, and these students are selected in the spring of each year. It is one of the highest honors a student can achieve.

## STUDENT CODE OF BEHAVIOR & DISCIPLINE

Allegan Public Schools' Board of Education has developed a Student Code of Behavior and Discipline (Policy #8100) to comply with various state and federal laws. The building principal of each school is authorized and directed by the Board of Education to develop rules and regulations, which are consistent with the board policies to govern the conduct of the students under his/her supervision. Such rules are subject to board consideration, and shall be published in the appropriate student handbook. The following Allegan High School Code of Conduct is in effect for all students whenever on school property or at a school event, whether home or away. In all violations requiring discipline, a parent contact will be made in writing, in person, or via the telephone. Note: If the seriousness of an offense warrants it (at discretion of the administration) any offense can be dealt with at a higher level than the order of discipline listed below.

### Disciplinary Methods:

Every effort shall be made by the staff to promote self-discipline and acceptable behavior among students. However, when this is not successful, staff will attempt to solve disciplinary problems within the school setting. Procedures for this may include, but are not limited to:

1. Warnings: When given, warnings will include the consequences of future such incidents;
2. Parent Conference: These will be utilized extensively by the school staff to communicate with the family in the interest of a child's educational adjustment and development;
3. Penalties and Restrictions: These may include detention at school, removal of school privileges, work assignments, and/or the requirement of restitution;
4. Physical Force: Michigan law permits any school employee to use such reasonable physical force as may be necessary on the person of any student to protect the student, other students, staff or school property.

If these attempts are unsuccessful and other action is necessary, other types of discipline could include:

1. Debarment from class: suspension from a class or classes, but not from the building;
2. Activity suspension: suspension from attendance at or participation in a school sponsored activity;
3. Temporary separation: exclusion of a student from school for up to 3 school days.
4. After School Detention (ASD): See description below\*
5. Suspension: exclusion of a student from school for a specific period of time, terminating at the end of the specified period or upon fulfillment of a specific set of conditions. Suspension beyond 10 school days is discouraged. Students are not allowed on any Allegan Public School property while they are under suspension. Also, students that are under suspension may not attend any school related home or away events or activities.
6. Expulsion: permanent exclusion of a student from school and all school activities by action of the school board.
7. Prosecution: Students, parents, and all school employees will be encouraged to prosecute before legal authorities whenever appropriate and deemed to be in the best interest of the school or an individual;

8. Referral to other social agencies: Referrals will be made as deemed appropriate by school staff.

\*After School Detention – a program designed to assist in correcting inappropriate behavior. The following rules apply:

1. After School hours are from 2:45 to 3:45 p.m.
2. Students must come prepared to work during their assigned time.
3. NO TRANSPORTATION IS PROVIDED BY THE SCHOOL DISTRICT.
4. Any suspension from the After School Detention session requires the student to leave the campus immediately.
5. Students wishing to leave a session early must make prior arrangements with the administration.
6. If a student misses an assigned session or is asked to leave for disruptive behavior, suspension from school will result.

Expulsion – the permanent exclusion of the student from all district properties and events. If a student has been expelled, the parents become responsible for the identification of educational alternatives for their student.

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the student's accumulative records; except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedures shall be followed:

- A. The student shall be under suspension pending the recommendation of the superintendent of the board and pending the board's decision.
- B. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
- C. The Board of Education shall set the date, time, and place of the hearing, and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.
- D. The hearing procedure shall follow all Due Process guidelines, as outlined in Board Policy and listed in this document, below.

Alternative Education - Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening or summer courses, which might be available in this school system or in the area, special programs, or transfer to another school system.

### **Due Process**

On the basis of the present status of school law, the principals of the Allegan Public Schools are delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten school days are to be discouraged, but may be levied when the circumstances of an individual case warrant such action. In such actions the following precepts shall be adhered to:

- A. A student shall be fully informed of the charges brought against him/her including the rationale for the action and the conditions of time and terminations. At this time it should be determined that the student was aware of the policy, that he/she understood the policy and that the misdemeanor or persistent disobedience is not a manifestation of his/her handicapping condition.
- B. The principal, or his designee, shall immediately make a reasonable effort, preferably by telephone, to notify the parent or guardian of action taken. A note sent home with the student, if telephone contact cannot be made, will be considered "reasonable effort." Written documentation of such contact, or attempted contact, shall be made in the student's cumulative file.

- C. The initial contact shall be followed by written communication to the parent or guardian stating the charges, reasons, and conditions of the separation or suspension. This communication, a copy of which shall be placed in the student's cumulative file, shall also include a copy of the school's appeal procedure as follows:
1. Parents or guardians may request a conference with the principal or his designee. Such requests shall be made within the period of separation or suspension. The principal shall affirm or modify the terms of his action within two school days from the date of the conference. The principal's decision, in cases of temporary separation, shall be final.
  2. Within five school days from the principal's decision, the parent or guardian may appeal such decision to the superintendent of schools or his designee. The superintendent shall affirm or modify the decision of the principal within two school days from hearing the appeal.
  3. The superintendent's decision may be appealed to the Board of Education within five school days of such decision.
  4. The Board of Education shall schedule a hearing within ten school days after receiving the appeal and shall notify the parents or guardian that said hearing shall be conducted under the following rules and procedures.
    - a. Written notice shall be given of the date, time, and place of the hearing;
    - b. The student, or parent or guardian may be represented by an attorney or other advisor of their choosing;
    - c. Witnesses may be presented at the hearing and may be questioned by the Board and its representatives and by the student and his representatives;
    - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing;
    - e. There may be present at the hearing the principal, the Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case;
    - f. The Board of Education shall render a written opinion of its determination within three school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

**Infractions and Penalties:**

1. Matters pertaining to public and private property:
  - a. Trespassing (unauthorized presence on school property)  
*First Offense – verbal warning*  
*Second Offense – written warning (copies to City Police and Sheriff Departments)*  
*Third Offense – police report*
  - b. Misuse of driving or parking privileges  
*First Offense – warning*  
*Second Offense – driving privileges revoked for up to 10 days*  
*Third Offense – suspended privileges*
  - c. Misuse of books, materials, or equipment  
*Any Offense – suspension from class, A.S.D., and restitution*
  - d. Damaging, defacing, or destroying property  
*First Offense – 3-day suspension and restitution*  
*Second Offense – 5-10 day suspension and restitution*
  - e. Theft or possession of stolen property  
*First Offense – 3-day suspension, possible police report*  
*Second Offense – 10-day suspension*  
*Third Offense – recommended expulsion*

2. Matters pertaining to Citizenship:

- a. Disrespect or discourtesy to a fellow student  
*First Offense – warning*  
*Second Offense – After School Detention*  
*Third Offense – 1-3 day suspension*  
*Fourth Offense – 3-5 day suspension*
- b. Disrespect or discourtesy to school personnel  
*First/Second Offenses – After School Detention*  
*Third Offense – 1-3 day suspension from school*  
*Fourth Offense – 3-5 day suspension from school*
- c. Severe act of disrespect to school personnel  
*First Offense – 3-5 day suspension*  
*Second Offense – 5-10 day suspension*  
*Third Offense – 10-day suspension, possible recommendation for expulsion*
- d. Failure to comply with school regulations or class expectations (or continued disruption)  
*First/Second Offenses – After School Detention*  
*Third Offense – 1-3 day suspension from class*
- e. Conduct determined to be disruptive to the ongoing educational processes of the school or class  
*First Offense – After School Detention, or 1-3 day suspension*  
*Second Offense – 5-day suspension*  
*Third Offense – 10-day suspension, possible recommendation for expulsion*
- f. Use of profanity, swearing, obscenity, or name-calling (Including character, racial, ethnic, or religious slurs)  
*First/Second Offenses – After School Detention*  
*Third Offense – 1-day suspension*
- g. Insubordination (insolence, walking out of class without permission, refusal to follow directives, chronic skipping of class, closed campus violation, failure to report to office when sent from class)  
*First Offense – 1-3 day suspension*  
*Second Offense – 3-5 day suspension*  
*Third Offense – 5-10 day suspension, recommendation for expulsion*
- h. Cheating  
*Any Offense – no credit on work involved*
- i. Cellphone Violations:  
*First Offense - Confiscated, turned into Assistant Principal, and returned to student at the end of the school day.*  
*Second Offense - Confiscated, turned into Assistant Principal, and must be picked up by the parent or guardian.*  
*Third Offense - Insubordination see 2.g above.*

- j. Forging of permission slips, excuses, and/or school forms  
*First Offense – exclusion from activity, After School Detention*  
*Second Offense – 1-3 day suspension*
  - k. Violation of state laws, local ordinances, approved health and safety codes  
*Any Offense – up to 10-day suspension and notification of Police*
  - l. Possession, use, or distribution of intoxicants, illegal drugs, or tobacco products (SEE complete policy on page 32).
3. Matters Pertaining to Attendance: (see Attendance Policy on page 5.)
4. Matters Pertaining to the Safety of Others:
- a. Conduct or behavior that could jeopardize the safety of self or others including objects or devices that are not covered under the dangerous weapons act. (i.e. knife under 3 inches)  
*First Offense – 1-3 day suspension*  
*Second Offense – 3-5 day suspension*  
*Third Offense – 10-day suspension and possible recommendation for expulsion*
  - b. Extortion  
*First Offense – 3-day suspension*  
*Second Offense – 5-day suspension*  
*Third Offense – 10-day suspension*
  - c. Fighting, physical attacks or threats to other students  
*First Offense – 1-3 day suspension*  
*Second Offense – 3-5 day suspension*  
*Third Offense – 5-10 day suspension, recommendation for expulsion up to 180 days, police report (depending on severity)*
  - d. Threats to school personnel  
*First Offense – 5-10-day suspension, possible expulsion up to 180 days, police report (depending on severity)*  
*Second Offense – recommendation for expulsion, police report*
  - e. Physical attack/assault on school personnel (defined as intentionally causing or attempting to cause physical harm to another through force or violence.)  
*First Offense – recommendation for expulsion, police report*
  - f. Harassment, Intimidation, Hazing, and Bullying (See district Policy #5050 and/or #8210. Also definitions and consequences defined on page 17.)
  - h. Possession or use of dangerous weapons or explosives (See complete policy on page 18 and district Policy #8100)
  - h. Causing False Fire Alarms or Bomb Threats  
*First Offense – recommendation for expulsion up to 180 days, police report*

5. Gross misdemeanor (conduct detrimental to the moral functioning of the school or activities)
  - a. Personal Appearance - Students who fail to comply with personal appearance and dress code expectations will be given an opportunity to comply. Refusal will result in:  
*First Offense – 1-day suspension*  
*Second Offense – 1-3-day suspension*
  - b. Improper display of affection (on school property or at school activity)  
*First Offense – warning*  
*Second Offense – 1-day suspension and parent contact*  
*Third Offense – 3-day suspension and parent conference*  
*Fourth Offense or Severe Acts – 10-day suspension and/or recommendation for expulsion*
  - c. Inappropriate or offensive actions or suggestions  
*First Offense – warning*  
*Second Offense – 1-day suspension*  
*Third Offense – 3-day suspension*

**TOBACCO AND ILLICIT SUBSTANCES**  
 (Excerpts from Board Policies #4050 and #8100)

The Board of Education is concerned with the well-being of its students and the successful accomplishment of its mandate to provide education to the students of the Allegan Public Schools. Moreover, the Board of Education recognizes that substance use/abuse by students is illegal and constitutes a grave threat to their physical and mental wellbeing. Accordingly, it is the policy of the Board of Education to implement a drug prevention program and to prohibit the unlawful possession, use, distribution, sale or being under the influence of illicit drugs and alcohol by all students on school premises, or in sight of school buildings, or as part of any school business, activity or function pursuant to Public Law 101-226, otherwise known as the Drug-Free Schools and Communities Act Amendments of 1989.

The use of tobacco products is prohibited on all school property at all times.

**Tobacco Products**

Possession of tobacco or tobacco products is illegal for all students in the Allegan Public Schools, and is a suspendable offense. Use of tobacco on school grounds, or in sight of school buildings, will be referred to the law enforcement authorities and a citation will be issued. Possession is defined as having tobacco on one’s person whether lighted or not, exhalation of smoke or other obvious evidence of tobacco use or possession. Possession of e-cigarettes or other devices is also considered a violation of this policy. Lighters will be confiscated. In all discipline cases involving tobacco, students and parents will be encouraged to contact area counseling agencies.

- First Offense - 2 day suspension from school*  
*Second Offense - 5 day suspension from school*  
*Third Offense - 10 day suspension from school*  
*Fourth Offense - Suspension from school and recommendation for expulsion*

**Other Illicit Substances**

**Definition:** “**Illicit substances**” include alcohol or alcoholic beverages in any form; illegal drugs, including, but not limited to, those substances defined as “controlled substances” pursuant to Federal and Michigan law; anabolic steroids, human growth hormones or other performance-enhancing drugs; substances purported to be illegal, abusive or performance-enhancing, i.e., “look-alike drugs”.

**Penalties for buying, using, possessing, or being under the influence of illicit substances; or being in possession of drug paraphernalia.**

*First Offense – 10-day suspension from school or 5-day suspension from school and the completion of a Bio/Psych/Social/Chemical Assessment at a licensed treatment agency approved by the administration and provision of written verification of completion.*  
*Second Offense- suspension from school until board hearing, recommendation for expulsion*

**Penalties for selling or distributing illicit substance; possessing illicit substances packaged for distribution; or demonstrating the intent to deliver an illicit substance**

*First Offense - suspension from school until an expulsion hearing is held with the Board of Education, recommendation for expulsion*

**HARASSMENT / HAZING / INTIMIDATION / BULLYING**

Acts of harassment, bullying, and/or intimidation of others is not acceptable and it will be treated as a serious offense. Harassment, in general, may include speech or action which unjustifiably or without legitimate school related purpose creates a hostile environment for students.

For the purpose of this policy, “harassment/bullying/intimidation” is defined as any gesture or written, verbal, graphic, or physical act, including electronically transmitted acts via the internet or device (i.e. “cyber-bullying”) that causes or threatens to cause bodily harm, reasonable fear for personal safety, personal degradation, or interferes with educational opportunities, benefits, or programs of another pupil.

Sexual harassment includes unwelcome sexual advances, any form of improper physical contact, or sexual remark. Any sexual harassment concern should be referred to the building principal or counselor. For more information, see Board Policy #5050.

Hazing includes an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization.

Bullying includes, but is not limited to, willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, psychological, or a combination of all three. For more information, see Board Policy #8210.

Allegan Public Schools prohibits acts any hazing, bullying, or intimidation actions. Each case will be considered on an individual basis, based on severity of the act:

*First offense – warning, detention and/or up to 10 day suspension from school*  
*Second offense – up to 10-day suspension*  
*Third offense – Recommendation for expulsion*



**DANGEROUS WEAPONS and violent acts**  
(Excerpts from Board Policy #8100)

Students in possession of a dangerous weapon/firearm and/or who commit arson or criminal sexual conduct on/in school district property or at district sponsored events and/or who physically assault a school employee, volunteer, or contractor shall be permanently expelled from the Allegan Public Schools and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

“Dangerous weapon” is defined to mean a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife that opens by a mechanical device, iron bar, or brass knuckles.

Each student subject to expulsion for a weapons violation shall have his/her situation reviewed by the superintendent on a case-by-case basis. Expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- 1) That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- 2) That the weapon was not knowingly possessed by the pupil;
- 3) That the pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon;
- 4) That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

A student using a weapon in a fight or altercation, or threatening another person with a dangerous weapon will be administratively judged to be a danger to others and self and will be subject to disciplinary action as outlined in the student handbook. A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action as specified in the student handbook

A physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Students in grades 6 and above who are expelled under this policy must serve a required expulsion of 180 days. These students may apply for reinstatement after 150 days.

This policy provides assurance that the Allegan Public School district is in compliance with PL 103-382; MCL 380.1311, MCL 380.131a; PA 104 of 1999.

**FIREWORKS AND EXPLOSIVES**

Due to the extreme safety hazard and potential for serious injury to students and staff members, the Allegan High School has a very strict regarding fireworks and explosives. Any student found in possession of fireworks of any kind will be suspended from school for three school days. The second offense of possession will result in a five-day suspension. Any student involved in igniting fireworks, or throwing a lighted firework or explosive device, will, on the first offense, be suspended for five school days. A second offense will result in suspension from school and referral to the Board of Education for expulsion.

# ALLEGAN HIGH SCHOOL

## Athletic Handbook

### Michigan High School Athletic Association (MSHAA)

Allegan Public Schools (Allegan High School and L. E. White Middle School) maintains a membership in the Michigan High School Athletic Association (MHSAA) and adheres to all the MHSAA rules concerning athletics and student participation.

### WOLVERINE CONFERENCE

Allegan High School is a member of the Wolverine Conference along with Dowagiac, Edwardsburg, Otsego, Paw Paw, Plainwell, South Haven, Sturgis, Three Rivers and Vicksburg. The league sponsors baseball, basketball, bowling, competitive cheer, cross-country, football, golf, soccer, tennis, track, volleyball, and wrestling. Allegan also offers swimming and diving.

### ELIGIBILITY RULES

A student:

- Must not be 19 years old before September 1.
- Must have earned at least 2 credits (passed 4 classes) in the previous trimester.
- Must be doing satisfactory work, in accordance with current school policy, in all classes.
- Must display good citizenship in all classes.
- Must not accept prizes worth more than \$25.00 as a result of athletic competition.
- Must not use or possess tobacco, alcohol or illegal drugs
- Must have a signed Athletic Participation form (which includes a current physical, completed after April 15) on file in the athletic director's office.

### TRIMESTERS OF ENROLLMENT

Students cannot be eligible in high school for more than twelve trimesters, and the eleventh and twelfth trimester must be consecutive.

### TRIMESTER RECORDS

Students must have passed at least four full credit subjects in the previous trimester of enrollment and must be currently passing all courses to be eligible to compete. A student who fails to pass the equivalent of two (2) credit hours (4 classes) at the end of any trimester period may not be made eligible for sixty (60) scheduled school days or the next trimester.

## **COLLEGE ELIGIBILITY - NCAA CLEARING HOUSE**

If a student-athlete has intention of playing sports at the college level, he/she must contact the counseling office and/or athletic office to process information regarding the NCAA Clearing House. The NCAA Clearing House processes potential student-athlete's transcripts to determine college eligibility.

## **TRANSFER STUDENTS**

A student who transfers into the Allegan Public Schools must consult with the Athletic Director to determine when he/she is eligible to participate in interscholastic athletics as determined by the MHSAA Handbook.

## **PHYSICAL EXAMS**

A student-athlete must have passed a current year physical examination and have it on file in the athletic office. The physical must be taken after April 15. Student-athletes may get their physical exam at times set by the Athletic Department or make their own arrangements. Physical exams must be completed prior to the first day of participation in that sport.

## **TRANSPORTATION**

Transportation is expected to part of the team experience. For contests where the school provides transportation, student-athletes will ride to and from the contest with coaches and teammates. For contests where transportation is not provided, student-athletes will ride to and from contests with licensed, insured coaches or parents. At times, family circumstances may require other transportation arrangements. A written permission note from the student-athlete's parent/guardian shall be required each time alternate travel arrangements are requested. The note must be presented to the Athletic Director the day prior to the contest. The coach and/or Athletic Director have the right to accept or deny all requests.

## **CELL PHONES**

Recognizing the importance of student-parent communication after athletic contests, en route to contests and practices, student-athletes may carry cell phones on their person or in their athletic bag for use in arranging transportation. During contests and at practices, phones must be turned off. The school is not responsible for lost, stolen, or damaged cell phones. Any violation of this policy will result in confiscation of those items.

## **GAME DISQUALIFICATION**

If a student-athlete is disqualified from an athletic event by the appropriate game officials, a meeting may be held to discuss the circumstances which led to the disqualification. The meeting will be held the next school day or as soon as all the parties can be present. The meeting will include the student-athlete, athlete's parent(s), coach(es) and Athletic Director. When a student-athlete is disqualified, he/she must sit out the next athletic event per the MHSAA Handbook. It is possible that additional game disqualification(s) may be added to the mandatory disqualification by the Athletic Director, in consultation with the coach and athlete(s), after review of the circumstances. Behaviors that could warrant additional game disqualification include, but are not limited, to fighting, inappropriate gestures and language.

## **MISSING PRACTICE**

The student-athlete should always contact his/her coach and let him/her know if a practice has to be missed. Each coach has his/her own individual rules regarding reasonable or acceptable excuses for missing practice. It is the coach's and student-athlete's responsibility to understand what is considered excused or unexcused.

## **PRACTICING FOR A SPORT OUT OF SEASON**

When a student-athlete is involved in a sport in season it is recommended the student-athlete should stay focused on that particular sport. The coaches and athletic administration do not encourage student-athletes to begin practicing for out-of-season sports during in-season sports.

## **RESIGNATION FROM A TEAM SPORT**

Resignation from a team during the season is a serious matter. These decisions affect not only the resigning athlete but also other team members as well. It is only fair and reasonable to expect that the student-athlete, and perhaps his/her parents discuss that decision with his/her coach prior to leaving the team. Often, difficulties can be resolved with satisfactory results for all concerned. Athletes who do resign from a team, however, cannot expect to participate in another sport until the team's season ends, and he/she will forfeit all awards and honors for that sport for that season. Exceptions may be granted by the Athletic Director in extenuating circumstances agreed upon by the athlete, parent, both coaches, and administration.

## **EQUIPMENT**

Coaches are responsible for issuing equipment to the student-athlete. It is the responsibility of the student-athlete to return equipment to the coach and/or athletic office as directed by the coach. If a student-athlete fails to return equipment in a timely fashion, the student-athlete's awards, diploma, etc., will be held. When equipment is damaged, lost, and/or stolen while in the care of the student-athlete, it is the student-athlete's responsibility to pay the replacement cost of the equipment. If the student-athlete is a graduating senior and fails to return equipment, his/her diploma will be withheld until such items are returned to the athletic office. If the student-athlete is an under-classman, he/she will not be allowed to practice or participate in other sports until such time the equipment is returned to the athletic office.

## **TEAM AWARDS**

At the start of each season, each coach should inform team members of the criteria to be used in determining the awards for each particular team. A list of those requirements follows.

## **ATTENDANCE AT SCHOOL**

A student-athlete must be in attendance for at least half of their scheduled classes (three class hours) on the day of an athletic event to be eligible to participate in that day's practice or contest. Exceptions may be granted by the Athletic Director in emergency situations.

If a student-athlete is suspended from school, he/she will not be able to attend practices and/or contests during the time of suspension. Student-athletes should be aware that coaches have the flexibility and/or authority to withhold student-athletes from contests due to behavior resulting in a school suspension.

Allegan Public School expects student-athletes to be in school the entire day following a sports contest. Unexcused absences on the day after a sports contest will be handled in the following manner:

1<sup>st</sup> offense: A verbal warning will be issued to the student-athlete.

2<sup>nd</sup> offense: The student-athlete will be ineligible for the next contest immediately following the violation.

## **SCHOOLWORK MISSED DUE TO AN ATHLETIC EVENT**

Completion and submission of school work that will be missed due to participation in an athletic event is the responsibility of the student-athlete. It is the responsibility of the student-athlete to check with teachers prior to the class that will be missed to determine due dates and assignments.

## **ACADEMIC ELIGIBILITY FOR SPORTS PARTICIPATION**

The following eligibility requirements pertain to high school student-athletes only. Academic eligibility will be cumulative from the beginning of each trimester.

1. Weekly eligibility lists are due on Thursday by 3:00 p.m. or the same time on the last day of the week during a shortened week.

2. A participant becomes ineligible when he/she receives an “F” after consecutive weeks during that current trimester. **\*Warning (W)** – The student-athlete will receive a warning (W) if his/her cumulative grade becomes a “D” or less during the trimester.

**\*Failure (F)** – The student-athlete becomes ineligible when he/she receives a failure (F) consecutive weeks in one or more classes in a trimester. The student-athlete will remain ineligible until his/her grade(s) becomes a “D” or higher at the next weekly check.

3. The ineligibility period of one week goes into effect for all contests starting the Monday immediately following the Friday when the student received the “F”, to the completion of all contests on the following Sunday. If the student-athlete completes his/her work during the week of ineligibility, he/she will remain ineligible until the following Monday. At the coach’s discretion the ineligible student may be allowed to practice during the week for which he/she is declared ineligible.

**NOTE:** Coaches and teachers are expected to inform athletes about their eligibility status. However, the responsibility for knowing their status lies with the student-athletes

## TRAINING RULES AND REGULATIONS

### CONDUCT AND/OR BEHAVIOR

Being a member of an athletic team is regarded as an honor and privilege. At no time should a student-athlete’s conduct and/or behavior reflect poorly on the team, school or community. If poor conduct and/or behavior is exhibited, disciplinary action may be issued by the coach and/or the administration.

### HAZING

Hazing of others is not acceptable and will be treated as a serious offense. Hazing in general includes an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization.

Violations of this policy will result in a meeting between the student-athlete, coach(es), and Athletic Director after which the penalty will be determined based on the severity of the infraction. The penalty could be a warning, partial season suspension, or up to one-year suspension.

### USE OF ILLEGAL SUBSTANCES

The following training rules and regulations will be in effect throughout the calendar year.

Any student-athlete (regardless of age) who uses, possesses, distributes, conspires, plans, coordinates or attempts to use, purchase, possess or distribute alcohol, steroids, tobacco, (all forms), other illegal substances, or look-a-like substances will be suspended for  $\frac{1}{4}$  (25%) of the current scheduled season in which the athlete is participating. If the student is not currently in a sport or if the number of contests left in the season is less than  $\frac{1}{4}$  of the season, the penalty will be carried into the next sports season. Fractions of contests will be rounded down if .49 or below. For the first infraction of substance abuse, it is recommended the athlete and parents attend a substance abuse screening administered by an outside agency. Information will be taken from the following three sources; APS staff, law enforcement agency, or self-admission.

A second violation during the athlete’s high school/middle school career will result in  $\frac{1}{2}$  (50%) of the current scheduled season in which the athlete is participating. If the student is not currently in a sport or if the number of contests left in the season is less than  $\frac{1}{2}$  of the season, the penalty will be carried into the next sports season. For the second infraction of substance abuse, it is recommended the athlete and parents attend a substance abuse screening administered by an outside agency.

A third violation during the student-athlete's high school/middle school career will result in forfeiture of all athletic privileges for one year (365 days from the first day of suspension). Fourth and fifth violations will follow the same consequences as found under a third violation.

Students serving suspensions during a season will be expected to complete that season in good standing for the suspension to count. The athletic director and coach may take into consideration extenuating circumstances in fulfilling that requirement.

### **MISDEMEANORS AND FELONIES**

If a student-athlete is charged with a misdemeanor or felony crime, an immediate athletic suspension may occur.

If a student-athlete is convicted of a misdemeanor or felony crime, the student-athlete may be suspended until the Athletic Director, Administration, and/or Athletic Review Board can meet and review the circumstances which may result in further suspension.

### **TRANSFERS FOLLOWING VIOLATION OF A SCHOOL'S STUDENT/ATHLETIC CODE**

A student who transfers to Allegan High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Allegan High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Allegan High School and Michigan High School Athletic Association (Regulation 1, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Allegan High School.

### **PROPER "CHAIN OF COMMAND" Procedural Steps to be Followed for any Disagreement**

When student-athletes or parents feel they are being unfairly treated they must proceed in the following order:

1. Set up a time to talk with the coach. Immediately after a contest is not an ideal time to discuss concerns. IF the issue is not resolved at this level, continue through the following steps:
2. Meet with the Athletic Director
3. Meet with the Athletic Review Board
4. Meet with the Allegan Public School Superintendent
5. Request a meeting with the School Board

### **ATHLETIC REVIEW BOARD**

The Athletic Review Board will be a five (5) member "ad hoc" review panel made up of individuals from the following groups:

- Principal or Assistant Principal (or another administrator if the Principal or Assistant Principal is not available)
- Two non-participating parents (One parent is chosen by the student/parents and one parent is chosen by the Athletic Director/Administration)
- Two non-participating head coaches
- One head coach chosen by the student/parents
- One head coach chosen by the Athletic Director/Administration

All parties will meet to discuss the issue(s) at hand. After all parties have had their opportunity to speak, the review board will meet to come to a consensus regarding the issue(s).

## UNFORSEEN CIRCUMSTANCES

Any violations of the rules and regulations specified in this handbook that have no specified consequences will be in the domain of the Athletic Director. It is the responsibility of the Athletic Director and/or Athletic Review Board to determine the specific consequences of each violation.

## HANDBOOK REVISION

The Allegan Public Schools Athletic Handbook will be reviewed annually by the athletic administration. In addition, the Athletic Handbook will be reviewed in the spring of the following years by "ad hoc" committee comprised of student-athletes, parents, coaches, teachers and administrators and approved by the School Board: 2011, 2013, 2015

## TWO-SPORT ATHLETE

Any student-athlete who wishes to participate in two sports during one athletic season (ie: fall, winter, spring) must complete the proper form, discuss the issue with their parents and both head coaches and schedule a meeting with the Athletic Director.

It is strongly recommended that the student-athlete choose one sport per season and concentrate on that particular sport. However, if the student-athlete wishes to participate in two sports at the same time, he/she may do so providing the following qualifications are met.

1. Good academic standing
2. Consent given by both head coaches
3. Declare a primary and secondary sport
4. If the student-athlete is on the ineligibility list with an "F" grade or two warnings, he/she will be removed from the secondary sport for the remainder of the season.
5. All meetings and paperwork must be complete and into the athletic office no later than Friday at 3:00 p.m. of the second week of practice.

**Primary Sport:** This is the sport that will be the student-athlete's top priority. The student-athlete will attend the primary sport's practices and games when there is a conflict between the two sports. The student-athlete will not be allowed to quit a primary sport to concentrate on the secondary sport. If he/she does choose to quit or is suspended from the primary sport, the athlete will also be dropped or suspended from the secondary sport.

**Secondary Sport:** This is the additional sport chosen by the student-athlete. The athlete must receive permission from both head coaches to participate in the second sport.

The student-athlete accepts additional responsibility when participating in two sports at the same time.

A student-athlete may be required to practice twice a day and/or to attend a practice and a contest on the same day while still maintaining quality academic standards.

## LETTERING POLICIES

### ALLEGAN HIGH SCHOOL ATHLETICS

#### WOMEN'S SIDELINE CHEER

Varsity letter is earned by finishing the year in good standing, having completed the practices and Varsity competitions as expected and having conducted herself as expected.

#### MEN'S CROSS COUNTRY

Varsity letter is earned by finishing the year in good standing, having completed the practices and 75% of Varsity competitions as expected, and having conducted himself as expected.

### WOMEN'S CROSS COUNTRY

Varsity letter is earned by finishing the year in good standing, having completed the practices and 75% of Varsity competitions as expected, and having conducted herself as expected.

### FOOTBALL

To earn a Varsity letter, an individual must participate in 1/3 of the total games and complete the season in good standing.

### MEN'S SOCCER

A player must complete the season in good standing and play in 50% of contests, or be part of a district championship team (player must be on district tournament roster). The coach may award a Varsity letter at his/her discretion.

### WOMEN'S SWIMMING

A swimmer must earn 12.5 points or score at the League Championship and complete the season in good standing.

### MEN'S TENNIS

In order to win a Varsity letter, an athlete must play in at least six matches and satisfactorily complete the season. In cases of unusual circumstances, the coaches may give a Varsity award for less than six.

### VOLLEYBALL

Must play in 50% scheduled competitions (no specified amount of time) and have regular attendance at practices. In cases of unusual circumstances, the coach may award a Varsity letter for less than the above.

### MEN'S BASKETBALL

Must successfully complete entire season in good standing, and play in a minimum of ten quarters, or be a junior moved down to Junior Varsity and must play in a minimum of ten quarters at that level OR be a part of a district championship team (on the roster).

### WOMEN'S BASKETBALL

Must successfully complete the entire season in good standing, and play in a minimum of ten quarters, or be a junior moved down to the Junior Varsity and play in a minimum of ten quarters at that level OR be a part of a district championship team (on the roster).

### MEN'S AND WOMEN'S BOWLING

To earn a letter in Bowling, the athlete must have competed in a least one-third of the scheduled contests and complete the season in good standing. In cases of unusual circumstances, the coach may give a Varsity award for less than one-third.

### WINTER COMPETITIVE CHEER

Varsity letter is earned by finishing the year in good standing, having completed the practices and Varsity competitions as expected and having conducted herself as expected. The athlete also must compete in at least two competitions.

### MEN'S SWIMMING

A swimmer must earn 12.5 points or score at the League Championship and complete the season in good standing.

### WRESTLING

Athlete must abide by all team rules to be eligible for a Varsity letter or season awards. Wrestlers must earn a minimum of 20 points against VARSITY competition over the duration of the season. Points are earned by the following criteria:

- Wrestle in a Varsity match - 1 point
- Win by Decision- 3 points
- Win by Major Decision (by eight or more)- 4 points
- Win by Technical Fall (15 or more) - 5 points



Win by Pin - 6 points  
Placing in a Varsity Tournament earns you additional points:  
Champion - 4 points extra  
Runner-Up - 3 points extra  
Third Place - 2 points extra  
Fourth Place - 1-point extra

#### BASEBALL

Must finish the season in good standing with the coaching staff and Athletic Department. Must be present at all games and practices (excused absences are coach's discretion).

#### MEN'S GOLF

A player must compete in at least one Varsity match and finish the season in good standing, or a senior who has finished the season in good standing and has made positive contributions to the team.

#### WOMEN'S SOCCER

A player must complete the season in good standing and play in 50% of contests, or be part of a district championship team (player must be on district tournament roster). The coach may award a Varsity letter at his/her discretion.

#### SOFTBALL

To earn a Varsity letter a player must have participated in at least 25% of all Varsity contests and finish the season in good standing. The coach can use his or her discretion in the case of unusual or extenuating circumstances.

#### WOMEN'S TENNIS

In order to win a Varsity letter you must play in at least six matches and satisfactorily complete the season. In cases of unusual circumstances, the coaches may award a Varsity letter for less than six.

#### MEN'S TRACK

To win a Varsity letter – finish the year in good standing, having completed the practices and Varsity competitions as expected and having conducted himself as expected. Earn ten (10) points during season.

#### WOMEN'S TRACK

To win a Varsity letter – finish the year in good standing, having completed the practices and Varsity competitions as expected and having conducted herself as expected. Earn ten (10) points during season.

## APPENDIX A - MATHEMATICS DEPARTMENT

### Metric Chart for Conversions

Exponents	$10^3$	$10^2$	$10^1$	$10^0$	$10^{-1}$	$10^{-2}$	$10^{-3}$
Fractions	1000	100	10	1	1/10	1/100	1/1000
Decimals	1000	100	10	1	.1	.01	.001
Length	km	hm	dam	m	dm	cm	mm
Weight	kg	hg	dag	g	dg	cg	mg
Liquid	kl	hl	dal	l	dl	cl	ml

#### Abbreviations:

g=grams    km=kilometer    dm=decimeter

m=meters    hm=hectometers    cm=centimeter

l=liters    dam=dekameter    mm=millimeter

#### COMMON PROBLEM SOLVING STRATEGIES:

- Do a simulation
- Identify and use a pattern
- Use and construct a table
- Make an organizing list
- Guess and test
- Work backwards
- Make or use a drawing, a graph, or physical model
- Write an open sentence
- Solve a simpler problem
- Eliminate possibilities
- Select the appropriate operation(s)

## APPENDIX B - ENGLISH DEPARTMENT

### TIGER WRITER A Style and Composition Booklet for Allegan High School

The English Department of Allegan High School has created this guide to aid in understanding writing. It is not meant to replace English textbooks but rather to be an easy reference guide for composition at Allegan High School.

#### FORMATTING FOR PAPERS AND ASSIGNMENTS

On daily assignments, place the following information in the left-hand corner of the paper.

<i>Full Name</i>	Chuck Jones
<i>Teacher's Name</i>	Mrs. Hoyer
<i>Class</i>	English 9
<i>Date</i>	January 15, 2009

Assignments may be written on both sides of paper. Major projects such as compositions should be:

- on **one side** only
- in blue/black ink or typed
- double spaced
- 12 point font and one-inch right/left margins (if typed)

On the first page, in the upper left of the paper, place your name, teacher's name, course name, and the date, double-spaced. After the date, double space and center the title. Double space and begin the body of the paper. The body of the paper should be double-spaced throughout.

#### WRITING THE ESSAY ANSWERS

Organization in essay answers is as important as it is in writing any other paragraph. **CHECK THE TIME** available to complete the answer. **READ THE QUESTION CAREFULLY AND PLAN** before beginning to write; otherwise, answers will ramble and not address the question. Decide if the purpose is to explain, summarize, describe, discuss, evaluate, compare, contrast, or other. **RESTATE** the question in the answer. This acts as the topic sentence of the paragraph.

Example Question: *How do plant and animal cells differ?*

Example Topic Sentence: *Plant and animal cells differ in two ways.*

**EXPLAIN THE ANSWER THOROUGHLY** with at least two examples, reasons, or other supporting information; most answers are correct if supported with sound details. These two or more points act as supporting sentences. **USE TRANSITIONAL WORDS** to connect ideas. **CONCLUDE THE ANSWER** with a clincher sentence. The finished essay answer should look like a well-written paragraph. Remember that **MORE IS NOT ALWAYS BETTER**. Wordiness will not conceal a lack of knowledge.

## WRITING A RESEARCH PAPER (stages)

- Choose a general topic.
- Do some general research in the media center.
- Read some articles on the subject.
- Narrow the topic.
- Write a general outline and a thesis statement.
- Prepare a bibliography.
- Take notes on note cards and continue with research.
- Rewrite the outline.
- Write the rough draft with citation, every other line.
- Revise the rough draft.
- Fill in endnotes to match citations.
- Create a bibliography of Works Cited.
- Arrange and number pages.
- Make a title sheet followed by a blank page.
- Type the paper including the outline and the Works Cited page.
- Submit to the instructor.

### Writing a Research Paper (cont.)

A **thesis statement** is a declarative sentence that states a position on a topic; it usually occurs at the end of an introductory paragraph. In a short essay, the thesis statement can be simple.

- **Example:** *High school study halls are inefficient and, therefore, should be eliminated.*

In a longer composition, the thesis statement summarizes the points to be discussed in the order they will be discussed.

- **Example:** (for a paper on a short story) *This story makes the reader think about the many things—personal, political, and natural—that affect security.* This thesis statement would be followed by three body paragraphs: the first, personal; the second, political; and the third, natural influences on security.

## OUTLINES

An **outline** is an organizational plan that develops a sequence of related ideas into a clear and logical pattern. Two kinds of outlines are commonly used: the topic outline and the sentence outline. All outlines use a conventional form:

- Indentation indicates importance.
- Indent the main ideas on the left side.
- Other ideas begin farther to the right in order of importance.
- Use Roman numerals for main ideas.
- Use capital letters for major details.
- Use Arabic numerals for minor details.
- Use small letters for items under minor details.
- Use a period after each numeral or letter.
- Capitalize the first word in each line.

**Topic Outline:** In the topic outline, each item is an idea to be discussed in the paper. While simple to write, it still must be clear enough to serve as an organizational plan. The main divisions, which will become paragraphs, are set

off by Roman numerals and main supporting details are set off by capital letters. Subtopics are divisions of the topic above them. There are usually two subtopics as a minimum since a subtopic cannot be used alone.

**Sample: Topic Outline**

- I.
  - A.**
    - 1.
    - 2.
  - B.**
    - 1.
    - 2.
  
- II.
  - A.**
    - 1.
    - 2.
  - B.**
    - 1.
    - 2.

**Sample: Outline Form for Paragraph**

- I. Main topic of paragraph
  - A. Subtopic
    - 1. Support detail
    - 2. Support detail
      - a. minor detail
      - b. minor detail
  - B. Subtopic
    - 1. Support detail
    - 2. Support detail
      - a. minor detail
      - b. minor detail

**Sentence Outline:** The sentence outline follows the conventional outline form and purpose, but it is written entirely in complete sentences. It is used when the topic is complex and short headings would be inadequate to explain the subject. In a topic outline there may never be a 1 without a 2 or an A without a B.

**Introductions:** Once you have established the focus of the paper and have outlined the topic, you can compose the introductory paragraph. This paragraph gains the reader’s attention, and makes a smooth entry, or transition, into the thesis statement and the rest of the composition. Several methods are possible for the development of the introductory paragraph, such as: lead-in questions about the topic, interesting facts about the topic, background information, anecdotes, references to a famous person or place, quotations, definition of a term used. The thesis statement is usually the last sentence of the introductory paragraph.

**Conclusions:** The final paragraph of an essay is the conclusion. Its purpose is to summarize the important points of the essay and to leave the reader with a clear understanding of the topic. The final sentence of the summary is usually a clincher sentence that brings the reader back to the thesis idea.

## PLAGIARISM AND CREDITING SOURCES

Plagiarism – includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the un-acknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism. Plagiarism does not have to be intentional; it may just be the failure to make clear what has been borrowed. The teacher reserves the right to assign a plagiarized paper an automatic F.

Marocopia County Community College District “Paradise Valley Community College’s Definition of Plagiarism” Paradise Valley Community College. 2 June 2006. <<http://pvc.maricopia.edu/library/plagiarism/>>

**Note-Taking:** Plagiarism can be avoided by proper note taking. When researching, fill out a bibliography card for each source researched. Then, fill out a note card with the page number of the researched material for each piece of information. If filled out correctly, these cards can be easily used for the bibliography and endnote pages. Note cards should be used for direct quotations, for ideas, and for information gathered from sources. When not using direct quotes, put the gathered information into your own words so you are not tempted to plagiarize later. If you were doing a research paper on Polish culture, your bibliography and note cards may look like these:

**Bibliography Card (in this case for a book with a single author)**

## CITATION OF SOURCES

Citation of sources means giving credit to the source of borrowed information. Two ways are used in citing sources: endnotes and parenthetical citation. Whereas a bibliography is a listing of works used (in alphabetical order) at the end of the research paper, citation of the sources throughout your writing guides the reader to the exact work and page number where your information was found. This can be done by inserting a superscript number after selected information and referring to an endnote page (end noting), or by placing the author’s name and page number of the information in parenthesis after the selected material (parenthetical citation). Because most colleges use both methods, both methods are taught at most high schools. Make sure you check with your teacher for the preferred method of documentation of the assignment.

### CITING WITH PARENTHETICAL DOCUMENTATION:

Here, the author and page number are provided. Should the reader want the exact source, he or she can look in the Works Cited pages at the end of the text. The advantage of using parenthetical citation is that an endnote page is not needed at the end of the paper. The publishing information can be gained easily from the Works Cited page. Again, all borrowed information must be credited.

Because the Polish people live so close to the Baltic Sea and other sources of seafood, fish is a large part of the Polish diet (Hutchins 9).

Plagiarism must be avoided by acknowledging or crediting the information sources the student is researching. It is necessary to credit the sources of research if the writer: uses the exact words or portions of the source (including phrases and sentences), substitutes synonyms for the words of the source, writes information obtained from the source that is not known to the general public.

Found at the end of a research paper or a book, a bibliography lists books, articles, interviews, tapes, etc., about a particular subject. Someone wanting to see the sources used for the research paper can look at the bibliography page, Works Cited. Works Cited is a list of the sources actually used in the research paper. It includes all works cited throughout the paper.

The bibliography uses a standard form: reverse indentation for bibliography entries and place the entries in alphabetical order. See the example at the end of the guide. In order to make bibliographical note cards and to correctly format your bibliography, use the following section for examples.

## **BIBLIOGRAPHY SAMPLES**

### **BOOKS**

#### **Single author**

Atwood, Margaret. *Cat's Eye*. New York: Doubleday, 1989.

#### **Anonymous author**

Go Ask Alice. Englewood Cliffs, NJ: Prentice Hall, 1971.

#### **Books by two or three authors**

Leghorn, Lisa, and Katherine Parker. Woman's Worth. Boston: Routledge, 1981.

Kelly, Alfred H., Winfred A. Harbison, and Herman Belz. *The American Constitution: Its Origins and Development*. New York: Norton, 1983.

#### **Books by more than three authors**

Moore, Mark H., et. al. Dangerous Offenders: The Elusive Target of Justice. Cambridge: Harvard University Press, 1984.

#### **Book with an author and editor**

Brontë, Emily. Wuthering Heights. 1847. Ed. David Daiches. London: Penguin, 1985.

#### **Single work in an anthology**

Wharton, Edith. "Roman Fever." Literature for Listening. Ed. Keith Brooks, Eugene Bahn, and L. Lamont Okey. Boston: Allyn and Bacon, 1968. 75-89. \*  
*\*Include the page numbers of the specific selection used.*

#### **Anthology (begin with the name of editor)**

Allen, Robert C., Ed. Channels of Discourse: Television and Contemporary Criticism. Chapel Hill: University of North Carolina Press, 1987.

### **REFERENCE BOOKS**

#### **Encyclopedia article (with author—usually at end of article)**

Stanwood, George. "Caterpillars." Encyclopedia Britannica. 1974.

#### **Encyclopedia article (without author)**

"Caterpillars." Encyclopedia Americana. 1985.

### **PERIODICALS**

#### **Weekly Magazine (with author)**

Walsh, John. "U.S.-Japan Study Aim Is Education Reform." Science 16 Jan. 1987: 274-275.

#### **Weekly Magazine (without author)**

"Drunkproofing Automobiles." Time 6 Apr. 1987: 35-38.

**Monthly or bimonthly Magazine**

Rosellini, Lynn. "Passing It Back." Reader's Digest April 2001: 94-101.

**Quarterly Magazine (with author)**

Jackson, Harvey H. "Hugh Bryan and the Evangelical Movement in Colonial South Carolina." William and Mary Quarterly 43 (1986): 594-614.

**Newspaper Article (with author)**

Fuerbringer, Jonathan. "Budgetary Rhythms." New York Times 20 Mar. 1987, late ed.: A8.

**Newspaper Article (without author)**

"Poisons in the Home." Grand Rapids Press 20 Mar. 1991, D1.

**Pamphlets (with author)**

Berman, Claire. Stepfamilies: A Growing Reality. New York: Public Affairs Pamphlets, 1982.

**Pamphlets (without author)**

GR: The Guide. Grand Rapids, MI: Community Information Services, 1987.

**INTERNET SOURCES**

If all the information for your entry is not given, use what is available. The date is always the date that you looked at the source.

**General set-up of website citation**

Author's Last Name, First Name. "Title of Page Looked at within Larger Site." Title of Full Website to Which Page Belongs. Date Mon. Year Looked at Site. <<http://website.address>>.

**Website**

Zaroff, Ruthann Logsdon. "Alice in Wonderland: An Interactive Adventure." Ruthann Logsdon Zaroff 10 Jun. 2002. <<http://www.ruthannzaroff.com/wonderland/index.htm>>.

**Website without page title**

De Leo, Hank. Alice Fulton: Poet & Writer. 25 Feb. 2001. <<http://www-personal.umich.edu/~slippage/afhome.html>>.

**Website without an author**

"African American Literature: Voices of Slavery and Freedom." World Book. 4 Apr. 2002. <[http://www2.worldbook.com/students/feature\\_index.asp#aahistory](http://www2.worldbook.com/students/feature_index.asp#aahistory)>.

**Website without author or page title**

National Writing Project. 10 Jun. 2002. <<http://www.writingproject.org/welcome.html>>.

**Online Journal**

Flannagan, Roy. "Reflections on Milton and Ariosto." Early Modern Literary Studies 2.3 (1996): 16 pars. 22 Feb. 1997. <<http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>>.



**Online Magazine**

Landsburg, Steven E. "Who Shall Inherit the Earth?" Slate 1 May 1997. 23 Jul. 1998. <<http://www.slate.com/Economics/97-05-01/Economics.asp>>.

**OTHER SOURCES****Computer Software**

"Beethoven." The New Grolier Multimedia Encyclopedia. 1993.

**Television/Radio Program**

Rather, Dan. CBS Evening News. CBS TV. 9 Jun. 1988.

**Program, Film, or Video Cassettes**

Martin Luther King. New York: MPI, 1986. (Videocassette).

Lion in Winter. Dir. Anthony Harvey. With Peter O'Toole and Katherine Hepburn. Embassy Home Entertainment, 1987.

**Lecture, Speech, or Address**

Kennedy, John Fitzgerald. Address. Greater Houston Ministerial Association. Houston. 12 Sept. 1960.

**Interviews**

Hudson, Harry. Personal interview. Wyoming, MI. 2 Dec. 1996.

**SAMPLE PAGE (BIBLIOGRAPHY)  
WORKS CITED**

Barkan, Elliot Robert. "Immigration". The World Book Encyclopedia. 1990.

Dunbar, Willis Frederick. Michigan: A History of the Wolverine State. Grand Rapids, Michigan: William B. Eerdmans. 1965.

Pfeiffer, Christine. Poland: Land of the Freedom Fighters. Minneapolis: Dillon Press, 1984.

"Poland." Encyclopedia Americana. 1990.

Sadak, Cass R. Poland. New York: Franklin Watts, 1986.

Sobecki, Anna. Personal Interview. Wyoming, MI. 13 Jan. 1995.

Szulc, Tad. "The Hope That Never Dies: Poland." National Geographic. January 1988: 80-121.

Zamojska-Hutchins, Danuta, Cooking the Polish Way. Minneapolis: Liner Publications Co., 1984.

*\*Notice the reverse indentation of each entry, the reversal in author's name (last name first), and the alphabetical order of entries.*

## **APPENDIX C - SCIENCE DEPT. SCIENTIFIC INVESTIGATION FORMAT**

### Title Page

descriptive title  
your name  
partner's name  
class/hour  
date lab is due

### Introduction

paragraph(s)  
state question or problem  
explain topic/background information  
state hypothesis (last sentence)

### Materials

list all materials needed to complete the lab

### Procedure

steps to carry out investigation  
should be numbered

### Data/Observations

tables, charts, calculations, etc.

### Results

paragraph  
describe your data & observations in detail

### Discussion/Interpretation

paragraph(s)  
explain the factors that cause your results  
describe evidence that supports your hypothesis  
describe evidence that refutes your hypothesis  
describe any results that surprised you  
state at least two possible sources for error

### Analysis of Error

State at least two sources of error  
May include limitations of the procedure, measuring inaccuracies, uncertainties, etc.

### Questions/Further Study

suggest ways this lab might be improved  
state other questions that could be explored  
state any questions that remain unanswered

## **APPENDIX D -- SOCIAL STUDIES DEPT. CORE VALUES OF AMERICAN CONSTITUTIONAL DEMOCRACY**

Core democratic values are the fundamental beliefs and constitutional principles of American society, which unite all Americans. These values are expressed in the Declaration of Independence, the United States Constitution and other significant documents, speeches, and writings of the nation. Below is definition of some core democratic values.

*Source: CIVITAS: A Framework for Civic Education, a collaborative project of the Center for Civic Education and the Council for the Advancement of Citizenship, National Council for the Social Studies Bulletin No.86,1991.*

### **Fundamental Beliefs**

**Life** - The individual's right to life should be considered inviolable except in certain highly restricted and extreme circumstances, such as the use of deadly force to protect one's own or others' lives.

**Liberty** - The right to liberty is considered an unalterable aspect of the human condition. Central to this idea of liberty is the understanding that the political or personal obligations of parents or ancestors cannot be legitimately forced on people. The right to liberty includes **personal freedom**: the private realm in which the individual is free to act, to think and to believe, and which the government cannot legitimately invade; **political freedom**: the right to participate freely in the political process, choose and remove public officials, to be governed under a rule of law; the right to a free flow of information and ideas, open debate and right of assembly; and **economic freedom**: the right to acquire, use, transfer and dispose of private property without unreasonable governmental interference; the right to seek employment wherever one pleases; to change employment at will; and to engage in any lawful economic activity.

**The Pursuit of Happiness** - It is the right of citizens in the American constitutional democracy to attempt to attain—to “pursue”—happiness in their own way, so long as they do not infringe upon rights of others.

**Common Good** - The public or common good requires that individual citizens have the commitment and motivation—that they accept their obligation—to promote the welfare of the community and to work together with other members for the greater benefit of all.

**Justice** - People should be treated fairly in the distribution of the benefits and burdens of society, the correction of wrongs and injuries, and in the gathering of information and making of decisions.

**Equality** - All citizens have: political equality and are not denied these rights unless by due process of law; legal equality and should be treated as equals before the law; social equality so as there should be no class hierarchy sanctioned by law; economic equality which tends to strengthen political and social equality for extreme economic inequality tends to undermine all other forms of equality and should therefore be avoided.

**Diversity** - Variety in culture and ethnic background, race, lifestyle, and belief is not only permissible but desirable and beneficial in a pluralist society.

**Truth** - Citizens can legitimately demand that truth-telling as refraining from lying and full disclosure by government be the rule, since trust in the veracity of government constitutes an essential element of the bond between governors and governed.

**Popular Sovereignty** - The citizenry is collectively the sovereign of the state and holds ultimate authority over public officials and their policies.

**Patriotism** - Virtuous citizens display a devotion to their country, including devotion to the fundamental values and principles upon which it depends.

### **Constitutional Principles**

**Rule of Law** - Both government and the governed should be subject to the law.

**Separation of Powers** - Legislative, executive, and judicial powers should be exercised by different institutions in order to maintain the limitations placed upon them.

**Representative Government** - The republican form of government established under the Constitution is one in which citizens elect others to represent their interests.

**Checks and Balances** - The powers given to the different branches of government should be balanced, that is roughly equal, so that no branch can completely dominate the others. Branches of government are also given powers to check the power of other branches.

**Individual Rights** - Fundamental to American constitutional democracy is the belief that individuals have certain basic rights that are not created by government but which government should protect. These are the right to life, liberty, economic freedom, and the “pursuit of happiness.” It is the purpose of government to protect these rights, and it may not place unfair or unreasonable restraints on their exercise. Many of these rights are enumerated in the Bill of Rights.

**Freedom of Religion** - There shall be full freedom of conscience for people of all faiths or none. Religious liberty is considered to be a natural inalienable right that must always be beyond the power of the state to confer or remove. Religious liberty includes the right to freely practice: any religion or no religion without governmental coercion or control.

**Federalism** - Power is shared between two sets of governmental institutions, those of the states and those of the central or federal authorities, as stipulated by the Constitution.

**Civilian Control of the Military** - Civilian authority should control the military in order to preserve constitutional government.

*Michigan Department of Education – Curriculum Development Unit: Social Studies 612/98 Reprinted by: Michigan Council for the Social Studies 6/10/98*