

**STUDENT HANDBOOK
ALTERNATIVE EDUCATION
THORNAPPLE KELLOGG HIGH SCHOOL**

Classroom:

507 West Main Street
Middleville, MI 49333
Phone: 269-795-5565

Office:

509 West Main Street
Middleville, MI 49333
Phone: 269-795-5571

Contact Information

Director: Mari Price
Phone: 269-795-5571
Lead Teacher: Anthony Cornacchione
Phone: 269-795-5565
Para-educator: Elizabeth Hart

Counselor: Megan Roon
Secretary: Lisa Finkbeiner
High School Principal: Tony Koski
Assistant Principal: Eric Proseus
Assistant Principal: Brian Balding

Mission

The Thornapple Kellogg Alternative Education staff is committed to creating a positive environment where all students learn essential skills and experience success that fosters positive self-esteem and values lifelong learning.

Values and Beliefs

Skills:

- Effective Communication
- Problem Solving
- Math, Reading and Writing Basics
- Collaborative Worker

Attitudes:

- Positive self-esteem
- Appreciation for becoming a lifelong learner
- Responsibility for self, family and community
- Self confident
- Willing to take risks

Admission to the Program

The Thornapple Kellogg Alternative Education program is designed to address the needs of high school students who have not been successful in a typical high school setting. We are limited by space to thirty students. If necessary, students may be placed temporarily on a waiting list until space becomes available. Prior to the start of each trimester a screening committee including High School administrators and Alternative Education staff will convene to consider potential

transfers into the Alternative Education program. Every effort will be made to smoothly transfer a student from the high school to Alternative Education. Because of the limited curricular offerings at Alternative Education, it is best for students to complete entire trimesters so that the maximum amount of credit is preserved. Before starting the Alternative Education program, a meeting will be held with the student, parent and Alternative Education staff to determine the best schedule for the student and to communicate information and procedures. Admission forms and emergency cards will be completed at this meeting.

PLAN FOR SUCCESS

At the beginning of each trimester each student will have an individual conference with a teacher. This conference will include in-depth discussion regarding the student's accumulated credits, fulfillment of graduation requirements, the student handbook, attendance and continued enrollment in the alternative program. Decisions regarding work or volunteer experience and KCTC will be made at this time.

Each trimester a student must earn passing grades in 4 classes, and be absent 9 days or less, to maintain his/her spot in the Alternative Education Program.

Schedule

Alternative Education program runs the same days and hours as the High School. Classes begin at 7:40am and end at 2:25pm. Lunch time will be scheduled by the lead teacher and will be ½ hour each day. We will observe the same holiday and in-service days as the High School. The Alternative Education program operates on trimesters following the same schedule as the High School.

Graduation Requirements

In order to graduate, students (class of 2007, 2008 and 2009) must complete 52 credits of work including the following required classes:

<u>SUBJECT</u>	<u>REQUIRMENTS</u>
English	8 credits (8 trimesters)
Mathematics	4 credits (4 trimesters)
Science	4 credits (4 trimesters)
Social Science	6 credits (6 trimesters)
World Geography	(1 trimester)
Civics	(1 trimester)
U.S. History	(2 trimesters)
Government	(1 trimester)
Economics	(1 trimester)
Physical Education	2 credits (2 trimesters)
Computer Ed	1 credit (1 trimester)

You must have taken four full credits in the Thornapple Kellogg High School/Alternative Education program to graduate with a T.K. diploma. One trimester of work equals one credit. All full time students must take a minimum of five credits of course work each trimester.

Graduation is held once a year at a time to be determined by staff and graduates.

Attendance Policy

We believe that attendance is essential to show that learning is taking place. 85% attendance over the course of a marking period is currently the norm to be eligible for credit in a subject. If attendance falls below 85%, eligibility in the program will be in jeopardy. If the student misses more than nine days in a trimester marking period, the student will receive "No credit" in all classes in which attendance exceeds nine absences. A student is expected to bring a written explanation signed by a parent, doctor or other official within two days of the student's return in order to excuse the absence.

If students choose to leave the site, the students are not expected to return that day. Students who are late returning from break or lunch will be marked absent for the remainder of the day. Students under 16 years old need the permission of their guardians to leave the site.

Appeal Process- Students and parents have the right to appeal teaching and administrative decisions when they believe that decisions are unjust or have not followed proper procedures. When unusual circumstances exist concerning absences not covered by the above rules, parents should contact the building administrator. **Upon notification of the failure to meet the attendance policy, the student/parents have five (5) days to file a written appeal to the building administrator.** The administration reserves the right to use discretion in all situations regarding the attendance policy and will make every attempt to see that the attendance is applied fairly and consistently for all students. Students who lose credit by going beyond nine (9) absences in a class may make up the days by serving Saturday school after filing their written appeal. If they fail to serve the Saturday school assignment, they will lose the opportunity to earn credit in those classes.

Transportation

All students are responsible for their own transportation. Students may be eligible to ride school district busses with the understanding that the student may need to transfer to a shuttle bus at the High School or Middle School parking lot. The bus will then drop off and pick up students at the TK Learning Center. Bus transportation will be provided for Kent Career Technical Center and students will be expected to ride it unless the student has a signed permission slip on file at the Alternative Ed building. They may then drive to skills. Students are allowed to ride to school events with other students or staff if there is a current permission slip on file.

Evaluation/ Report Cards

Students are evaluated three times a year with a formal report card. Each trimester grade is

equal to 1 credit. Evaluations may be in credit/no credit, grades A, B, C, D, or incomplete. Progress reports will be distributed to students and mailed to the parent/guardian. Conferences will be scheduled in the fall so that parents can meet with the teacher.

Parking and Driving

Students are to park their cars in an appropriate manner in the parking lot. Students are expected to enter the classroom immediately upon arriving at school. Driving privileges may be suspended if a student is witnessed driving recklessly on or near school property.

Food and Beverages

Students may bring food and soft drinks to class with them if the premises are kept clean and neat. If students do not take care of trash, refreshments will be restricted to lunch time.

Drug/Alcohol Use

The consumption and/or possession of any controlled substance or drug paraphernalia by students is prohibited in any attendance center, or on school district grounds or at any school-sponsored activity. The authorities will be contacted if drug possession is suspected. If a student is suspected of using drugs or alcohol during the school day, the parent or guardian will be contacted and will be responsible for arranging transportation for the student to leave school immediately. A team meeting with the parent, student and Alternative Ed staff will be conducted before readmitting the student to the program.

Electronic Devices

No student is permitted to carry pocket pagers. Cell phone use is not permitted in classrooms during class time.

Smoking Policy

Smoking by students and/or the possession of any tobacco products is prohibited in any attendance center, at school-sponsored events or on the school grounds. Smoking in the parking lot will result in a suspension of the student.

Accidents

Any serious type of accident that occurs on the school grounds or in a classroom should be reported to the teacher in charge. The teacher will be expected to contact emergency personnel or parents when necessary. An Injury/Accident form must be filed and sent to the Alternative Ed Director as soon as possible after the accident.

Fire/Disaster Drills

Students will familiarize themselves with evacuation procedures. Teachers must account for all students after the building is cleared. We will have frequent fire drills and Code Blue—Lockdown drills throughout the year. An evacuation map is posted near the hallway door in each classroom.

Tornado Alert

Students will be kept at school for all tornado watches and warnings posted during the regular school day. If a tornado warning should be posted during the school day (a tornado is sighted in the area), students should seek shelter in the designated area in the hall.

School Closing

If school is closed for inclement weather the announcement will be made on local radio and TV stations. If school must be dismissed early, office personnel will notify teachers.

Dress Code

Students are expected to dress appropriately. Clothing items such as shirts, pants or hats representing alcohol, tobacco, sexual connotation, profanity, gang related symbols, etc., will not be allowed. If inappropriate clothing is worn, the following steps will be taken:

First offense- warning (if possible, clothing turned inside out.)

Second offense- sent home for remainder of the day with full absences for hours missed.

Open Campus

Students will be allowed to leave the Alternative Ed site at break time and lunch time. This privilege may be restricted if students are habitually late returning or use this time inappropriately. Parents and guardians are welcome to visit at any time. Parents may want to call ahead to choose the best time to visit. **No Alternative Ed students are allowed at any other school building during, before and immediately after regular school hours unless prior arrangements have been made. Infractions will result in suspension.**

Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment including employees, Board members, parents, guests, contractors, vendors and volunteers. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy also includes stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. Sexual and Racial/Cultural harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, or any other verbal, written, or physical conduct of sexual advances or other verbal, written, or physical conduct of a sexual nature that is unwanted or unwelcome to a student or staff member. Racial/Cultural harassment includes but is not limited to racial slurs, degrading remarks and comments of an inflammatory nature. Students who are harassing other students or staff will face progressive suspension or may face expulsion.

Student Conduct

Students are expected to respect the rights of other students, teachers, administrators and other school personnel. Students are expected to respect the property of the school and the personal property of others. Students are expected to behave properly within the school

setting; no fighting, creating disturbances, denying others access to the school facilities or building, no use of profane language, no use of or carrying of weapons on school property, no intentionally harming others, no threats or intimidations. Minor infractions will result in a warning and a request that a student leave the premises for the remainder of the school day. Major infractions; fighting, weapon charges, drug charges will result in suspension and expulsion.

I. Suspension procedures:

- A. The student shall be informed of the specific charges that could be the basis for disciplinary action.
- B. The student will have the right to present to the school administrator any relevant information that will support the student's defense.
- C. If the student is suspended by the school administrator, the administrator will
 1. Notify the parents as soon as possible for the suspension, the reasons for it, and steps necessary to effectuate the student's return.
 2. Meet with the parents or guardian, if necessary, and the student to plan the satisfactory return to the school setting.

II. Appeals Process:

If the parents or guardians are dissatisfied with a suspension, they may appeal, first to the building administrator, and then to the superintendent. If the suspension is for a period of ten days (10) days, and if after the first three steps in the above suspension procedures have been taken, and the suspended student's parents or guardians are dissatisfied with the administrative action, they may request a review of the action by the Thornapple Kellogg Board of Education. If they are still dissatisfied, they may appeal further to the appropriate courts.

Violent/Threatening Behavior

New laws have been enacted to address the increase in violent student behavior. They include:

- Requiring the permanent expulsion of students in grades 6-12 who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Expulsion of up to 180 days is required for students in grades sixth and above for verbal threats, bomb threats or similar threats.
- Allowing a teacher to suspend any age student from his/her class, subject or activity for up to one day if the teacher had good reason to believe that the student's conduct would merit suspension.
- Requiring school district to expel a student in grades sixth and above for up to 180 days for student-on-student assault.

Weapons at School, Arson, Rape

The board shall **permanently** expel from school and refer to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency, any student found guilty of the following:

1. Possessing a weapon in school, on school grounds, or at a school related activity.

2. Committing arson in school, on school grounds, or at a school related activity.
3. Raping someone in school, on school grounds, or at a school related activity.

The board directs the superintendent to bring recommendations for expulsion consistent with the policy except that the superintendent may waive this expulsion requirement on a case-by-case basis.

Expulsion Procedure

- Written notice of the charges against a student shall be supplied to the student and his/her parents or guardians and include within this notice a statement of time and place of hearing, which time therefore shall be reasonable for the parties involved.
- Parents or guardians shall be present at the hearing.
- The student shall be given the opportunity to give his/her version of the facts and their implications.
- The students should be allowed to offer the testimony of either witness or evidence.
- The student, parent, or guardian may be advised by a person of their choosing.

The student shall be allowed to observe all evidence offered against him/her. In addition he/she shall be allowed to question any witness.

- The hearing shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education shall state within a week's time after the hearing its findings as to whether the student charged is guilty of the conduct charged and its decision as to expulsion.
- The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardians.
- The student and his/her parents or guardian shall be made aware of their right to appeal the decision of the hearing authority to the State Board of Education and then to the appropriate appellate authority.

Work and Volunteer Experience

For two hours of the day students will be **REQUIRED** to have either work experience, enrolled at KCTC or have a volunteer experience set by Alternative Ed staff. Credit will be granted when there is evidence of successful vocational learning or achievement. If a student chooses either work experience or KCTC, it is his/her responsibility to secure employment prior to the start of each trimester or to select a KCTC/KTC program. Volunteer placements will be determined by Alternative Ed staff. In order to be eligible for credit, students must have their paperwork submitted one week after the start of their job or volunteer experience. A contract of expectations must be signed at the beginning of each trimester or new placement. If the contract is not being followed, the student will lose his/her placement and two credits.

Age of Majority

The Age of Majority law provides legal status for students who are 18 years old. Students 18

years and older may have the same privileges as their parent/guardian as it relates to school records, they may represent themselves during disciplinary conferences and be the addressee for their grade reports, may sign themselves in and out of school and may verify their own absences. Eligible students who wish to assert these rights must register their intent using the Age of Majority form. School officials may disregard the student's request not to have student records sent to the parent/guardian if records will be sent to the person who claims the student as a dependent for federal income tax purpose. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.

Employment of Minors in Michigan

- Minors under 18 years of age may not be employed without work permits issued by the high school office in the locality in which the minor resides.
- Permits cannot be issued until
 - There is an offer of employment.
 - The occupation is approved by the Michigan Department of Labor and Industry.
- A work permit may be withdrawn at any time it is obvious that employment is resulting in the inability of the minor to perform his or her school work properly. A work permit is not needed for delivering papers, housework, farm work or when working for parents.
 - Minors under 14 years of age are not eligible for permits.
 - A work permit is issued for a specific job. It cannot be transferred if you change jobs. You must secure a new one.
 - The law establishes a combined school and work week of not more than 48 hours in a local business and 40 hours of work for business engaged in interstate commerce.
 - The law prohibits the employment of minors 14-15 years of age between the hours of 9:00 p.m. and 7:00 a.m., and minors 16-17 years of age between the hours of 10:30 p.m. and 6:00 a.m. on a school day and 11:30 p.m. and 6:00 a.m. on a day when there is no school.
 - The law prohibits employment of minors under 16 in garages or gas stations as attendants.
 - The law prohibits minors under 16 from working in or about a theater.
 - In brief, minors are prohibited from work on any job injurious to health and morals. Minors cannot operate any type of power machinery outside of school. If you are 18 years of age or have graduated from high school, the above restrictions do not apply.

EMERGENCY MEDICAL CARE REQUEST

Pupil's name_____

Date of Birth _____ Grade _____ Gender _____

Address _____

City _____ Zip _____

Mother's full name _____

Father's full name _____

(or Guardian's name)

Custodial parent _____

Stepparent's name _____

Home phone number _____

Does pupil take medication regularly? If so, what is taken and when?

Mother's employer _____

Phone _____ Hours _____

Alternate phone for mother _____

Father's employer _____

Phone _____ Hours _____

Alternate phone for father _____

Release Information: Please list at least two persons you feel will be available and can care for your child in the event parents are not available (transportation is a necessity). These are also the only people who will be allowed to pick your child up unless we are notified otherwise.

1. Name _____ Phone _____
Relationship to pupil _____
2. Name _____ Phone _____
Relationship to pupil _____

If unable to reach any of the above people, please allow my child to receive emergency care by the Thornapple MET service, and/or take my child to the Middleville physician that is available or to Pennock Hospital. If emergency dental care is needed, please follow the above procedure. In case of emergency school closing, please instruct your child as to what they are to do upon arriving home. The teacher, director, or secretary of Alternative High School is hereby authorized to follow the plan outlined above.

The director, teacher or secretary of Thornapple Kellogg Alternative Education is hereby authorized to follow the plan outlined above.

List ALL other children in the family—name, birth date and grade:

Please list any health information, allergies, work schedules, day care information and/or any other information that the school should be aware of:

Parent—Student Handbook/Permission Signatures

Parent or guardians—Please read and review the Parent-Student Handbook for Thornapple Kellogg Alternative High School with your child/children. Important school information is included in this handbook.

I have read and reviewed with my child the Parent-Student Handbook for TK Alternative High School. My child and I understand the contents of this handbook and agree to accept responsibility to abide by the school rules and guidelines.

In addition, I give my permission for my child to attend school-sponsored field trips. You will be made aware of any field trip away from the district by school. I also give permission for my child's photograph to be used in any school and/or newspaper publication.

Please sign below and have your child return the handbook to his/her teacher. The teacher will remove the Emergency Information from the Student Planner.

Student Signature

Parent/Guardian Signature

Date _____