



**SPRING LAKE**  
PUBLIC SCHOOLS

## Alternative Education

14707 Leonard Rd  
Spring Lake, MI 49456

Ph: 616.847.7587

[www.springlakeschools.org](http://www.springlakeschools.org)

# Student Handbook 2024-2025

*“Don’t tell people how to do things, tell them what to do and let them surprise you with their results.”*

- George S. Patton



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\*SLAE staff reserve the right to make changes to this handbook.

# GOAL

The primary goal of Spring Lake Alternative Education is to provide a different and successful program for students who have experienced difficulty in a traditional high school environment. Students enrolled in the Alternative Education program are students of Spring Lake Schools, and fall under all rules and policies set forth by the Board of Education.

## CONDUCT

Students will not do anything that interferes with someone else's learning, safety, or personal rights.

## RULES

Unless our handbook states otherwise, we will follow the guidelines in the Spring Lake High School handbook. Our handbook is an outline of the expectations to the SLHS handbook.

*If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far away.*

*-Henry David Thoreau*

## CONTACT NUMBERS

SLAE (direct line)  
847-7587

SLHS Office  
846-5501

Tracy, ext. 1802  
Amanda, ext. 1803  
Rob, ext. 1804  
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Guidance Office  
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## STAFF

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Ben Armey

SLHS Principal

Tony Bush

SLHS Asst. Principal

## Monday/Wednesday SCHEDULE

1st Period IST  
7:40 - 8:40

2nd Period IST / FOCUS  
8:45 - 10:40

Lunch  
10:40 - 11:20

3rd Period IST  
11:20 - 1:00

4th Period IST / FOCUS  
1:05 - 2:30

## Tuesday/Thursday SCHEDULE

1st Period IST  
7:40 - 8:40

2nd Period IST / FOCUS  
8:45 - 11:05

Lunch  
11:05 - 11:45

3rd Period IST  
11:45 - 1:00

4th Period IST / FOCUS  
1:05 - 2:30

## Graduation Requirements

<b>Subject</b>	<b>Cr</b>	<b>=</b>	<b>1/4 Cr</b>
Language Arts	4		16
Mathematics	4		16
Science	1		4
Physics/Chem.	1		4
Biology	1		4
Health/PE	1		4
U.S. History	1		4
World History	1		4
Government	1/2		2
Economics	1/2		2
Fine Arts	1		4
Electives	9		36
<b>TOTAL</b>	<b>25</b>		<b>100</b>

## PLAN FOR SUCCESS

At the beginning of the school year, 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. The student and teacher will develop an Individual Learning Plan (ILP) for success at SLAE. A fulltime student will sign up for a minimum of three IST / Odysseyware classes, as well as be enrolled in the FOCUS class.



## Community Service

Seniors are required to complete 18 hours of community service before graduation. Service hours must be completed outside the school day. Suggestions for community service will be provided and are also listed on the SLHS website.

## CONTINUED ENROLLMENT

Each marking period a student must earn a passing grade in FOCUS class and at least three IST classes, and be absent 26 hours or less, to maintain his/her spot in the Alternative Program.

**\*\*\* PLEASE READ CAREFULLY \*\*\***

**ATTENDANCE**

- All students are required to attend school from 7:40 A.M. to 2:30 P.M., Monday through Thursday and 7:40 A.M. to 12:00 on Fridays. Tech Center students are required to attend school from 12:00 P.M. to 2:30 P.M. Monday through Thursday.
- Attendance is recorded two times each school day.
  - A.M. school is two periods; P.M. school is two periods
- Marking periods are six or seven weeks long.
- During a marking period, full-time students have **20 periods** (tech students have ten periods) of *excused* absences to be used for the following reasons: illness, doctor/dentist appointments, funeral, or juvenile/district court appointments.
- Parents/guardians **MUST CALL OR SEND AN EMAIL** to have his/her child's absence excused, even if the student is 18 years old.
- If a student accumulates **more than 20/10 periods** of absences before the end of a marking period, the student will lose all credit earned for the marking period.
- Although all 20/10 periods of absence should be excused, four periods (two for tech students) may be unexcused without consequences.
- Consistent and regular attendance at school and work are realistic and necessary expectations for success. We encourage students to attend school every day.
- All absences count toward attendance regardless of the reason. Dismissal from any class for behavior reasons for the remainder of the day counts as an absence from each class that is missed, including the one during which the dismissal occurs. Suspension also counts as an absence.
- Special consideration will be given for an extended illness/hospitalization, upon receipt of documentation of the doctor in charge. Medical excuses must be turned in within one week of the date(s) of the absence(s). This documentation must contain a diagnosis of the illness and the specific date(s) that the student could not be in school.
- Personal business must be scheduled outside the school day, including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist or doctor verifying their appointment in order to be excused.
- Absences not calculated in the 20/10 absence procedure include school-related absences, prolonged illnesses, and absences due to a death in the immediate family.

## **FOCUS CLASS**

### **[Teacher-Directed Class]**

- Focus class is an extension of IST subjects. It involves more in-depth learning in specific subject areas as well as provide students with an opportunity to develop life and employability skills.
- The guidelines for maintaining a passing Focus grade will be presented by the teacher.
- Activities for Focus classes include (but are not limited to) projects, discussions, debates, participation, and written assignments.
- A student earns 0.25 credit for Focus class, but must have a passing grade in Focus class in order to receive credit for IST classes.
- A final grade of 'E' in a Focus class will result in the student receiving no credits for completed IST subjects for the marking period.
- Make-Up Work: Each student is responsible for obtaining and completing any Focus work that is missed due to absences from school. Make-up work must be turned in within one week of the absence.
- Because of the nature of some Focus lessons (i.e. guest speakers & field trips) that require active participation, students will not be able to make-up every lesson. However, if documentation is provided for the absence, the student may be excused from the assignment.
- Consideration will be given for an extended illness/hospitalization of four or more days. A parent/guardian must contact the office/school as soon as possible to make arrangements with a teacher so the student does not fall behind.

## **IST / Odysseyware**

### **[Independent Study Time]**

- IST/Odysseyware class is a time for QUIET and SELF-DIRECTED study.
- IST/Odysseyware class times are for students to work on the subject(s) that they enroll in throughout the marking period. Students choose IST subjects according to the Graduation Requirement list. Staff will assist students in choosing appropriate subjects.
- A student earns 0.25 credit for each completed IST packet with a passing grade. A student earns 0.50 credit for each Odysseyware class completed with a passing grade.
- Students may use Chromebooks with headphones during IST. The volume must be controlled so that it does not interfere with another student's studies.
- Make-Up Work: There is no make-up work for IST. No IST books can be taken from the school grounds. All IST subjects are structured so that all assignments can be completed during scheduled IST classes. Odysseyware (virtual classroom) subjects can be done at home if the student has internet access.

## **TELEPHONE**

- The best times for a parent/guardian to reach a teacher for conferencing, or a student for an emergency, are from 8 A.M. to 9:00 A.M. and 11:30 A.M. to 1:00 P.M. This is IST class time and is the least disruptive to the students. During Focus classes, you may leave a voicemail and we will get back to you as soon as possible.
- Students are not allowed to use the telephone for personal use during the school day. They may use the school phone for emergencies only. **SINCE CELL PHONES ARE NOT ALLOWED IN SCHOOL, PLEASE DO NOT CALL OR TEXT YOUR CHILD DURING SCHOOL HOURS.** Students may use cell phones, as needed, before school, after school, on scheduled breaks, or during lunch ONLY. Cell phones will be safely held in storage locations by staff during the day.
- Except in emergencies, students will not take personal calls during the school day. Incoming calls will be recorded and given to the student when appropriate.



## FIELD TRIPS

**At the beginning of the year (or when a student enrolls in our program), each student is required to have a signed Field Trip permission slip on file before attending any school-related field trip away from school grounds.**

### STUDENT-GENERATED RULES FOR FIELD TRIPS

- If you have a problem, tell the teacher.
- Pretend interest, if necessary.
- Look responsive and alert.
- Keep good eye contact with the person speaking.
- Listen and ask appropriate questions, you might learn something.  
it makes the person feel important.  
don't ask personal questions.
- Be polite; you are representing your school, your teachers, & yourself.
- Don't goof around -  
no roughhousing.  
no speaking out of turn.  
no touching things.
- Try to keep up with the group.
- Don't make rude comments.
- Do not sit down unless invited to do so.
- Follow the bus rules.
- When leaving, thank the person.



**\*\*\*REMEMBER, PEOPLE ARE GIVING OF THEIR TIME\*\*\***

## Tardy Policy

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. A student who enters class (Focus or IST) late, within ten minutes of the beginning of that class, is considered tardy. Three tardies is equal to one hour of absence. If a student is more than ten minutes late, that student is marked absent for the entire period. Students have two tardies per six-week marking period before any disciplinary action is taken. Tardies may be excused under extenuating circumstances.

## Tardy Discipline Policy

1. First three (3) offenses will be handled at the discretion of the teacher (usually warnings), and the student will be charged with one hour of unexcused absence.
2. Fourth and fifth offenses will be handled by the teacher who will contact home and possibly assign an after-school detention.
3. The sixth and additional offenses will result in a Saturday detention assigned by the teacher and a call home.

## **DISCIPLINARY ACTIONS**

Students are expected to conduct themselves in a manner that reflects favorably on the Alternative Education program. Behavior that disrupts the educational and the rights of the other students in the classroom will not be tolerated. If a student repeatedly violates the code of conduct or engages in an illegal activity, he/she will be subject to an expulsion hearing or dismissal from the program. **The administration and teachers reserve the right to tailor individual consequences and punishments to fit all discipline problems and situations.**

Behaviors such as swearing (no matter how mild), inappropriate language, throwing objects, continuous interruptions (i.e. incessant talking during class, back talking, arguing, fighting, yelling, teasing, etc.), name-calling, harassment (sexual and bullying), insubordination, sleeping and destroying school/personal property will NOT BE TOLERATED. If a student engages in any of these behaviors, the following can/will occur:

- 1st offense: After-school detention
- 2nd offense: 3-hour Saturday Detention
- 3rd offense: 3-hour Saturday Detention
- 4th offense: 1 - 5 day Suspension (WILL affect attendance hours)
- 5th offense: Suspension for the remainder of the marking period.

\*Some behaviors may require an immediate suspension from the school day. In that case, the parent/guardian will be contacted as soon as possible and the student will be sent home.

## **Classroom Disruptions**

Students who are disruptive (as determined by the instructor) will be subject to the **following consequences:**

- 1st offense: Sent to another room with a warning or possible home.
- 2nd offense: Sent to another room or home with a 1-hour after school detention
- 3rd offense: Sent home with a 3-hour Saturday school detention
- 4th offense: 1 to 5 day suspension (will affect attendance hours)

## **Harassment**

Harassment of a student by other students, or any member of the staff, is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive environment.

Harassment of any kind (threats, sexual intimidation, bullying, and defamation of character) will result in disciplinary proceedings. A student who believes that he/she has been subjected to harassment should promptly notify the teacher or principal as soon as possible.

### **LOCKERS**

You will be assigned a locker. You must only use a school provided lock which are provided upon request. Backpacks and bags are kept in lockers. Lockers, and items inside, are subject to searches.

### **HALL PASSES**

Students leaving a room at anytime and for any reason must gain permission from a teacher. One student is allowed out of the room at a time. Please remember to respect others and take care of business in a reasonable amount of time.

### **DRESS CODE**

We adhere to the standards of dress as designated in the high school handbook. When we visit the high school, all high school rules apply.

### **SUBSTANCE ABUSE**

The use of any alcohol, controlled substance, or tobacco (including e-cigarettes) on school property or during school hours will be subject to the guidelines as listed in the high school handbook.

## **LUNCH**

Students must use the front/main entrance doors for going to and from lunch.

Students may not use the academic hallways as a shortcut at any time.

## **STUDENT LOITERING**

Students are not allowed to “hang out” in Spring Lake High School between 7:30 A.M. and 4:00 P.M. As we start the school year, SLAE students are not to enter the HS without permission.

## **VISITORS**

Unless they are scheduled to make presentations or are returning graduates, uninvited visitors are not allowed in school during the school day.

## **TREAT OTHERS AS YOU WANT**

## **TO BE TREATED**

## ***WITH RESPECT***

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