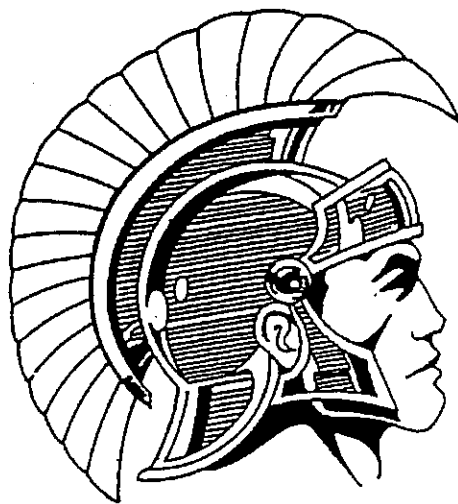


Thornapple Kellogg High School



Student Handbook 2011-2012

Thornapple Kellogg High School
3885 Bender Road
Middleville, MI 49333
(269) 795-3394
Attendance - 795-5431
Athletics - 795-5432
Guidance - 795-5428
Library - 795-5434
Fax - 795-5492
Web address - www.tkschools.org

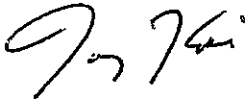
August, 2011

Welcome to another school year! This is a greeting that constitutes a pledge of our continued efforts to provide you with the educational opportunities that will enable you to prepare for a future beyond high school.

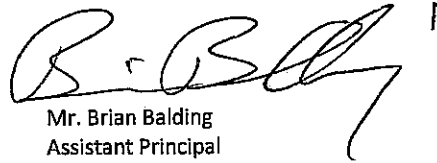
Our staff takes pride in our long-standing tradition of excellence in academics and extra-curricular activities. They are committed to providing you with the best education possible and are ready to assist you and guide you throughout this school year.

This student handbook contains policies, procedures, schedules, and other important information you will need as a student at Thornapple Kellogg High School. Using this handbook will help to keep you informed and knowing its contents will make life at TK much more helpful and meaningful to you.

Best wishes from the entire staff and administration for a great school year. We hope to make this year one of your finest!



Mr. Tony Koski
Principal



Mr. Brian Balding
Assistant Principal

PREPARING STUDENTS TODAY FOR THE CHALLENGES OF TOMORROW

MISSION STATEMENT

We, the staff of Thornapple Kellogg High School in cooperation with our students, parents, and community, are committed to enable every child to achieve his or her potential. Within a secure, positive, learning environment students will:

- Develop academic, technical, physical and employability skills
- Gain social, cultural, and ethical awareness
- Master measurable established standards
- Inspire one another to promote pride and excellence
- Become life-long learners

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ATTENDANCE POLICY

We believe that a successful high school experience begins with good attendance habits. Students with good attendance generally achieve higher grades and enjoy school. For these reasons, it will be the position of Thornapple Kellogg High School that a student must satisfy two (2) basic requirements to earn credit in any class:

1. Satisfy all academic requirements, and
2. Satisfy all attendance requirements

*Students who are habitually absent and/or tardy must be reported to the ISD Truancy Office by law.

A student may not be absent from a class more than seven (7) times during a trimester. Students who reach 8 absences (combination of excused/unexcused) in a trimester class, but have earned a passing grade, will receive an "G" (0.00 GPA) and credit for the class. Students who reach three (3) unexcused absences in a trimester will receive no credit (NC) for that class (note that students will not be able to make-up missed work/tests for any unexcused absences). Students who have lost credit will remain in the class for the duration of the trimester unless the need for removal due to behavioral issues becomes necessary. The following shall also apply to our attendance policy:

- Parents will be notified by automatic alert when students are near 8 absences.
- Suspensions/school business/absences due to death of an immediate family member will not count towards a student's excused/unexcused absence total.
- Students who have excessive absences will be given attendance expectations via a parent meeting, and may be placed on social probation (examples: loss of parking privileges, loss of passes out of class, loss of lunchroom privileges, cannot attend school events like dances, loss of extra-curricular privileges, etc.), and will be reported to the KISD Truancy Office.
- For students who exceed 7 absences, extenuating circumstances, such as an extended illness/injury, will be taken into consideration. Medical documentation may be required. Other circumstances may be considered by a committee if the appeal is approved by the building principal. Appeal should be submitted to the Assistant Principal within 10 school days (14 calendar days) of the end of the trimester.
- A student who has lost credit for a class due to absences may attempt to regain credit through the testing out procedure, with principal approval.

ATTENDANCE PROCEDURES

Attendance procedures are as follows:

1. **Attendance Regulations** - students, parents, and teachers are responsible for being familiar with all attendance regulations.
2. **Scheduled Absences** - parents and students should make every effort to schedule vacations, family trips, medical and dental appointments, family-related work, and personal business at time when school is not in session.
3. **Attendance Requirement** - a student may not be absent from a class more than seven (7) times during a trimester. Students exceeding this number may receive an "E" (0.00 GPA) in that class(es) for that trimester.
4. **Absent from Class** - an absence occurs when a student misses more than 10 minutes of any class.
Excused absence - is an absence which is excused by BOTH the parent and the attendance office. Occasionally, well-meaning parents who believed that they had the authority to excuse their student from school have asked to authorize absences for such reasons as hair appointments, athletic events, fittings for dresses, studying for exams, working or taking a driving test. It is most important to understand that one of the most fundamental principles that underlie our attendance procedures is the fact that the school reserves the right to determine how an absence will be classified. Any excused absence entitles the student to make up the work missed and receive full credit upon completion. However, excused absences still count toward the attendance requirement (See #3 above).

An excused absence falls into one of the following categories:

- Illness
- Death in the family
- Prior permission to leave school by parents and administrator
- Approved family vacations
- Approved college visitations (limit 3)
- Required court appearance
- Religious observations
- Family emergencies
- Counseling or administrative appointment

Unexcused absence - is an attendance behavior that falls into one of the following categories and may result in the student not earning credit for that day's work.

- Missing more than 10 minutes at the beginning of a class
- Parental failure to excuse a student's absence

Truancy - Truancy is the act of intentionally being absent from school without a legitimate reason. Included in this category are:

- Skipping class
 - Skipping an entire day
 - Missing a class due to illness without reporting to the office
 - Leaving class early without permission of the teacher
 - Missing more than 10 minutes of class during the class period
5. **Approved Family Vacations** - The first day of a vacation counts (toward the attendance requirement) as one day absent. If the student has turned in a trip slip prior to the vacation, the remaining days of a vacation will be counted as follows: 2 days absent equal 1 day counted toward your allowable days. **If the student does not turn in a trip slip prior to the vacation, all days will be counted.**
 6. **Extended Absences** - Extended absences that are beyond the student's control, such as an accident, hospitalization, death in the immediate family, or severe illness may be waived from the total days absent if the following conditions are met:
 - The student or parent is requested to contact the office at the beginning of the extended absence or as soon as possible so that the office is aware of the circumstances.
 - The student returns with a note from the doctor, when appropriate, stating the number of days it was necessary for the student to be absent.
 - The absence must be at least three (3) days in length in order to be considered an extended absence.
 7. **Signing In and Out of the School** - Whenever a student leaves the building during the course of the school day, he/she must first sign out in the attendance office. No student will be allowed to leave the building without parental permission. Failure to sign out when leaving the building will result in disciplinary action. A student who gets to school after school starts must sign in at the office. When returning to school after having signed out earlier in the day, the student must sign back in before returning to class.
 8. **The following is the absence reporting procedure:**
 - In order to be excused by the office for an absence for any part of the day, a student must present a note signed by one of his/her parents prior to 7:40 a.m. on the morning he/she returns to school. **A telephone call by the parent prior to 7:40 a.m. is an acceptable substitute for a written note.** An unexcused absence will be issued if this procedure is not followed. **The attendance office answering machine is available after school hours at 795-5431.**
 - To participate in an extra-curricular activity, **a student must be in his/her 3rd, 4th, and 5th periods** unless properly pre-excused in the office. The extra-curricular activities should include: athletic practices and events, band, plays, chorus, dances, clubs, etc.
 9. **Absence for School Related Business** - Absence for school-related business does not exempt the student from turning in assignments before or at the time such assignments are due. **These absences will not count toward the allowable absences.**

Each twelve weeks, a student's attendance record starts over.

Appeal Process - Students and parents have the right to appeal teaching and administrative decisions when they believe that such decisions are unjust or have not followed proper procedures. When unusual circumstances exist concerning absences not covered by the above rules, parents could contact the assistant principal. **Upon notification of the failure to meet the attendance policy, the student/parents have ten (10) school days, or fourteen (14) calendar days to file an appeal to the assistant principal.** 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 policy is applied fairly and consistently for all students.

Student Services

Counseling and Guidance - Professional counseling and guidance services are available to all high school students. You are encouraged to make an appointment at the counseling office at anytime to discuss questions regarding vocational plans, college plans, scholarships, test interpretation, and personal problems that seem important to you. In addition, you are invited to make use of a large supply of new college and vocational material stored in this office.

Course of Study - The proper selection of courses by the students and parents is of utmost importance and should be given serious consideration. Because students have different interests and abilities, courses should be selected that will be of the greatest benefit, both at the present time and in the future. The counseling office has material to aid the students in vocational planning, and students may receive individual guidance by appointment. Each course of study recommends certain subjects in order to complete one's high school preparation.

Dual Enrollment - Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment."

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. The student has earned sufficient credits so that he or she has qualified for junior status. (A student must have earned a minimum of 24 credits.)
 - The student may only take a class if our district does not offer a comparable course.
 - This information is being made available to 8th grade students and their parents so a thoughtful and individualized four-year plan of high school course study may be devised.

2. The student has qualified for state endorsement in all of the subject areas required for his/her graduating class.
3. The student is enrolled in the district and is also enrolled in the post-secondary institution during the district's regular academic year.
4. The district will only pay tuition for those courses not offered by the district. A student may dually enroll for a course offered by the district but is responsible for his/her own tuition fees.
5. The school district shall pay to the post-secondary institution for the dual enrollment course the amount not to exceed the lesser of the actual charge for tuition and fees, or the district's foundation allowance adjusted for the proportion of the school year that the student attends the district.
6. The student will be responsible for payment of textbooks, transportation, and registration costs.
7. A student may elect to take any number of eligible courses up to the combined (high school and college courses) equivalent of full-time high school enrollment. The combination of high school and college courses at Thornapple Kellogg High School may not exceed five (5) each trimester.
8. The student will be responsible for transportation to and from the post-secondary institution.
9. Courses(s) registered by the student without the appropriate approval form will be billed directly to the student. (Approval forms may be picked up in the guidance office).
10. A student is no longer eligible for dual enrollment upon completion of the school district's high school graduation requirements.
11. The high school principal will approve all dual enrollment agreements prior to the student enrolling in the post-secondary institution.
12. Each successfully completed college course will earn only one (1) credit at Thornapple Kellogg High School.

Grade Point System - In order to reflect a more accurate grade point average, all students' grades will be calculated using a plus (+) or minus (-) to determine honor points and grade point averages. Students enrolling in our regular classes are graded on a four-point system. Those students electing to take the more difficult Advanced Placement Classes will be graded on a five point system.

Regular Classes

A = 4.0
 A- = 3.7
 B+ = 3.3
 B = 3.0
 B- = 2.7
 C+ = 2.3
 C = 2.0
 C- = 1.7
 D+ = 1.3
 D = 1.0
 D- = .70
 G/F = .00

Advanced Placement Classes

A = 5.0
 A- = 4.7
 B+ = 4.3
 B = 4.0
 B- = 3.7
 C+ = 3.3
 C = 3.0
 C- = 2.7
 D+ = 1.3
 D = 1.0
 D- = .70
 G/F = .00

The grades you earn are to be interpreted as follows:

- A - Excellent Work
- B - Good Work
- C - Average Work
- D - Poor Work
- F - Unacceptable Work

G - Granted Credit. Student has not meet attendance requirement, but will receive credit for course

I (Incomplete) – The grading teacher must readjust incomplete grades within two (2) weeks of the issued incomplete grade. At the end of the 2-week "grace period", the incomplete grade will be changed to an "F" (failure) unless otherwise notified. **There will be no exceptions to this policy.**

Examinations - Examinations are part of the student educational program, and this experience is valuable. Daily grades, class participation, punctuality, class attitude, supplementary effort, and examination grades are determining factors in evaluating the work of the student. Exams are mandatory for all students. Student must complete the exam in order to receive credit for the course. **A student who is absent for an exam must be excused by a parent prior to 7:40 a.m. the day of the scheduled exam or the student will not be permitted to take the exam and he/she will not receive credit for the course.**

Graduation Requirements - To be considered a graduate of Thornapple Kellogg High School a student will be required to spend at least his/her entire senior year in this school system. Students entering this school as seniors after the first trimester will be required to have credits earned in this school transferred to the school from which they came and request that school to issue a diploma. Any exception to the above policy will require the approval of the Board of Education on the recommendation of the administration. A complete list of graduation requirements is as follows:

In order to graduate and participate in graduation ceremonies, all students **must earn 52 credits** of work, which must include the following required classes:

- English - 8 credits
- Mathematics - 8 credits

- Science – 6 credits
 - Social Science - 6 credits
 - Physical Education/Health - 2 credits
 - Career Exploration and Computing Skills (includes online learning experience)-1 credit
 - Computer Education-1 credit
 - Must have 2 credits of Visual, Performing, and Applied Arts (most electives satisfy this requirement)
3. **All students must take a minimum of five (5) credits of course work each trimester.**
 4. One credit will be granted for each trimester that a student passes a class (grade D- or higher for the trimester).
 5. **Physical Education Requirements:**
 - One year (two trimesters) of physical education will be expected of all 9th grade students. This course will contain a unit dealing with AIDS. Because this is a sensitive issue, parents may opt to have their 9th grade student excluded from this part of the physical education class. Parental permission forms will be sent to parents prior to the AIDS presentation.
 - Any exceptions to the physical education requirements will require a statement from a doctor or the principal's recommendation.
 - All 10th, 11th, and 12th grade students who have their one year of physical education completed will not be expected to continue in physical education unless they desire to take advanced physical education. Advanced physical education is an elective.
 - Student athletes must participate in physical education in order to be able to participate in athletics that day regardless of practice or game commitments.

Honor Roll - An honor roll student is one whose work is complete and whose grades average 3.0 or better. Students who have an incomplete grade or receive no credit for a class cannot be on the honor roll. The honor roll is divided into three categories:

1. High honors (3.7 and above)
2. Honor students (3.5 to 3.699)
3. Honorable mention (3.0 to 3.499)

Incomplete work – It is the responsibility of the student to complete the required coursework for all of his/her classes. If a student receives an Incomplete (I) for the nine-week marking period the student will have a two-week “grace” period to turn in completed work to his/her teacher. Failure to turn in completed work during the two-week “grace” period will result in the Incomplete (I) grade being changed to a Failure (F). **There will be no exceptions to this policy.**

Progress Report Procedure - The procedure for progress reports is as follows:

1. Progress reports will be mailed home after the first six (6) weeks of each trimester for all students.
2. **For all parents with internet access, please sign up for online grading in the main office.** This will give you complete secure access to your student's records. You will be able to view records, assignments, attendance, transcripts, GPA, announcements, as well as print grades/report cards, receive alerts, email teachers and print screen.
3. Parents who do not have internet access or email may also request progress reports from teachers. **Parents without internet access can still sign up for online grading and use the library computers to access their student(s) information.**
4. The teacher will be responsible for having completed progress reports by Friday morning.
5. Parent(s) or guardian(s) may also contact the teachers for a conference.
6. **Deficiency reports will automatically be mailed home after the first three (3) weeks and nine (9) weeks of each trimester for any student receiving a D or F in any class. If teachers have concerns, they may send a deficiency report home for any student, regardless of his/her grade.**

Report Cards - Reports cards are issued every twelve (12) weeks. This report indicates the teacher's evaluation of your work. A space is provided for comments.

Schedule Changes - Changes of schedules must be completed within the first two (2) weeks of each trimester. Students will need to fill out a "Permission-to-Change-Class" form from the counseling office. **Students who drop a course after the 2nd week will show an "F" on their permanent record.** Students may increase their academic load at the beginning of a trimester if there is space available in the class.

Repeating courses: A course may be repeated only when a student has previously received an "F." If a student fails a full-year course or one trimester of a full-year course and retakes the subject, both the "F" and the improved grade will be computed in a student's grade point average and his/her honor points, but the student will only receive credit for the trimester he/she passed the class. Any failure in a required course must be made up at the first possible opportunity.

If a student wishes to take a course but has failed the subject that is a prerequisite, the failure must be made up before taking the next course.

Testing Out - Recent legislation requires alternatives to earning high school credit. Public Act 335, Section 1279B, of the State School Code requires the opportunity for any high school student to "test out" of any course. The "test out" option does not include those courses in which students are enrolled. Students will be allowed, however, during their high school experience to "test out" of any trimester curricular offering excluding Government A/B and physical education.

"Testing Out" courses will be recorded in official transcript as credit/no credit and will not be included in the computation of grade point average. Successfully, "testing out" of a class will fulfill subject area course requirements and course sequence requirements at Thornapple Kellogg High

School. Students may not receive credit thereafter for a lower course sequence concerning the same subject area. Successfully "testing out" of a course will count toward the credit requirement for all students.

If you are interested in receiving additional information about "testing out" of classes, make an appointment to see your counselor as soon as possible.

Top Ten - The Top Ten senior students in our school are determined by a combination of the student's total Honor Points, composite ACT scores, and scores from MME components. Honor Points are determined by calculating grade point average at the midpoint of the third trimester of the senior year. All classes that a student takes are averaged into the grade point average. Since all classes are counted in the G.P.A., the final "Top Ten" does not always include those students who took the most difficult academic courses. **For a complete copy/explanation of the Honor Points system, contact the high school guidance office.**

GENERAL INFORMATION

Announcements - A daily announcement pad is available in the high school office for the use of teachers and sponsors. Any student organization that wishes to have an announcement entered onto the daily announcements must submit it in writing on a separate sheet along with the sponsor's or teacher's signature by 7:40 a.m. of that day.

It is the student's responsibility to know the contents of the announcements given daily. Announcements will be posted on monitors inside the high school office and in the cafeteria for the benefit of students who may not hear them over the P. A.

Assemblies - High school assemblies are the responsibility of the student council with the approval of the staff and administration. Assemblies will be of an educational or inspirational nature. Attendance is required, and your responsibility in these assemblies is quiet, courteous conduct and respect for our guests. Behavior of any other kind would be below the tradition of "Thornapple Kellogg Class."

Bullying- The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Bullying and other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. negative, derogatory, mean behavior.
- B. occurs repeatedly over time
- C. the relationship is characterized by an imbalance of power or strength (physical, mental, or emotional).

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior, should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. **For a complete copy of this policy 5517.01, contact the Superintendent's office.**

Bus Transportation - Approximately seventy-five percent of Thornapple Kellogg's students are transported each school day on buses provided by the school district. Since bus drivers must follow a rigid schedule, the following rules apply to those who ride buses:

1. Students should remain reasonably quiet and seated when the bus is in motion.
2. If students must cross the road after leaving the bus, they should cross in front of the bus.
3. The bus driver has the same authority as a teacher in the classroom and expects the cooperation of all the students riding the bus.
4. Any student or group of students whose language or actions are abusive, dangerous to the welfare of others, or in any way objectionable, may be denied the privilege of bus transportation. Any breach of rules that the driver deems serious enough will be referred to the school's assistant principal who will make the final rulings on disciplinary action taken in regard to student behavior on buses. If questions should arise in regard to student discipline on the bus or at the bus stop area, contact the transportation director.

Cafeteria - Our school cafeteria offers well-balanced meals every school day for a very reasonable charge. Students are dismissed for lunch on a split schedule, which will be posted in rooms. Free and reduced-price breakfast and lunch programs are available to eligible high school students. Applications may be obtained in the school office. Lunches either purchased or carried must be eaten in the cafeteria. All students have the responsibility to take care of their garbage and papers and to return their trays and dishes to the kitchen. **Food is not to be taken out of the cafeteria.** Beverages (pop, fruit juices, etc.) are not to be in the rooms at any time during the school day.

A student with special health care needs may submit a certified written statement from his/her physician and the cafeteria will provide substitutions to the regular menu to meet those needs. Contact the high school office for further information and a copy of the district's complete policy.

Closed Campus - This policy stipulates that once a student starts school in the morning, he/she will remain in the building until school is dismissed in the afternoon. All students will remain in the building during the lunch period unless special permission to leave is granted by the administration. This restriction also applies to the parking lot. **Students who have permission must sign out when leaving and sign in when returning.**

College Visitations - Students going to college visitations must have a trip slip with approval from all classroom teachers. Trip slips for college visitations may be picked up in the counseling office. These procedures must be followed in order to not count toward the 7-day attendance limit. **A maximum of 3 visitations is allowed.**

Daily Schedule - The daily schedule is as follows:

1 st period	7:40 – 8:50
2 nd period	8:56 – 10:06
3rd period/Lunch	
1 st lunch	10:06 – 10:36/class 10:42 – 11:53
2 nd lunch	11:23 – 11:53/class 10:12 – 11:23
4 th period	11:59 – 1:09
5 th period	1:15 – 2:25

Academic Center Schedule

1 st period	7:40 – 8:37
2 nd period	8:43 – 9:40
Academic Center	9:46 – 10:41
3 rd period/lunch	
1 st lunch 10:41 – 11:11/class 11:17 – 12:19	
2 nd lunch 11:49 – 12:19/class 10:47 – 11:49	
4 th period	12:25 – 1:22
5 th period	1:28 – 2:25

Dance Rules / Social Activities-

1. All dances and social activities must be cleared through the high school principal's office, and the dates must be placed on his/her calendar before they are approved.
2. Room reservations must be made seven (7) days in advance.
3. Only currently enrolled Thornapple Kellogg High School students are eligible to attend regular dances or activity. Homecoming and Prom are exceptions to the rule. Alumni and guests (approved by the administration) will be admitted to these two dances if age 19 or under.
4. **All students must have a valid ID card in their possession to be admitted to the dance or activity.**
5. Guest passes are available in the high school office. Guests must be signed up for the dance two (2) days prior to the dance. **No middle school students are allowed into the dance or activity.**
6. It is the responsibility of the class or organization to see that the building is kept in order. Classes or organizations that fail in these responsibilities will be unable to sponsor any dance or activity for the remainder of the year.
7. No one will be allowed to enter the dance or activity thirty (30) minutes after the dance has started.
8. No one will be allowed to leave the building and return during the dance or activity. Once a student leaves, he/she will not be allowed to return.
9. No loitering will be allowed in the halls. Either you are in the dance or you will be asked to leave.
10. Smoking, drinking or possession of alcoholic beverages or the use of or possession of drugs is prohibited for students and their guests at these dances. No one who has been drinking or using drugs or is suspected of drinking or using drugs will be admitted to the dance.
11. People who cause trouble will pay for damages and will be subject to non-admittance to dances or activities for the remainder of the year.
12. All school policies will be enforced at dances. Violators will be asked to leave, parents will be contacted, and the administration will be notified the next school day. Students referred to the administration may be subject to disciplinary action and may lose the privilege of attending future dances. **Students on any type of suspension may not attend after-school activities.**

Directory Information- The Thornapple Kellogg School District will not release student information without the consent of the student's parent(s) or the student, if the student is 18 years or older, unless the information or the law permits disclosure without consent. "Directory Information" is an exception to this rule. From time to time the district is asked to release directory information on students. "Directory Information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, name, address, telephone listing, e-mail address, date and place of birth, grade, enrollment status, participation in school activities and sports, weight and height of athletic team members, degrees, most recent previous educational agency or institution attended by the student, honors and awards, and photos published either in the newspaper or website.

A parent or eligible student has the right to refuse the designation of all or part of a student's personally identifiable information as directory information, except directory information that schools are required to disclose to government or other educational institutions as permitted by law.

Please notify the high school office if you wish directory information withheld. Directory information will be disclosed without further notice unless the parent(s) or eligible student notifies the school office by **September 16, 2010.**

Parental request that Directory Information not be released to recruiters without prior written consent. Contact the district office at 795-5525 for form 8330 F13.

Pictures for Publication in the Media

During the school year photographs of the students may be taken for newspapers, school publications or other media, and your student may be identified in the pictures. However, you may request that your child's name not be used when pictured in school publications, even if they receive an award or are recognized for an achievement, by signing the opt-out form which is distributed at the start of school.

Disabilities – If you have a disability, which requires special accommodations, including the provision of auxiliary aids or services, please contact the Special Education Department at 795-5571. The advance notice of a special need will enable us to better accommodate you.

Disruptive items – Students are not to bring to school any items that might cause a disturbance to the learning environment or create a safety hazard to themselves or another person. Laser pointers, water guns, water balloons, smoke bombs, firecrackers, stink bombs and similar disruptive items are not to be used either inside or outside of the building. Disruptive items will be confiscated and will not be returned to their owner. (See Student Code of Conduct page 21)

Dress Code - All students shall plan and prepare to dress in a way that will create an atmosphere of dignity and respectability. Clothing that causes a distraction is not appropriate for school dress and will be not permitted. Clothing should not reveal areas in which undergarments are worn. Sunglasses, bandanas, hats, and/or hoods are not to be worn in the classrooms or halls during the regular school day. These items are to be placed in the student's locker upon arrival at school. In addition, clothing which encourages, advertises, or promotes tobacco, drugs, alcohol, racism, violence, gang affiliation or material of obscene or suggestive nature is not permitted. Footwear is to be worn at all times.

Note: If a student's appearance, cleanliness, or mode of dress is inappropriate or if there is any form of extreme dress that disrupts the education process, the student will be respectfully and privately requested to amend his/her attire.

Examples of unacceptable dress-

Boxer shorts, cut-off shorts, open sided shirts, spaghetti strap dresses and tank tops, low-cut tops, bare midriffs, body shirts, and pajamas. (See Student Code of Conduct page 21)

Driving and Parking - Driving to school and parking on school premises is a privilege not a right. Students must have a regular motor vehicle operator's license and liability insurance. If a student drives a car to school, it must be parked in the designated student parking area. Improper parking may result in loss of driving privileges for a specified period of time. Detention time will be assigned if you fail to park in your assigned area.

The north parking lot is closed to all student and parent traffic for the 2009-2010 school year. There is to be no vehicle activity other than school buses. Students who drive should park in the south lot parking lot. Thank you for your cooperation with this matter.

Students must drive with care at all times. There will be NO driving during the school day (including lunch time) by students except for the following cases:

1. Work Study
2. Kent Career Technical Center (KC/TC) – only with administration approval. Students are otherwise required to ride the bus
3. Emergencies or special errands approved by the administration

School policy states that no students in grades 9 through 12 will be in the student parking area before school, during school, or during the lunch periods. Also, no students shall be in a parked car in the student parking area (or other parking areas) before school, during school, or during the lunch periods. Students entering and leaving school grounds with their cars must drive with extreme care and consideration of the student population that will be walking to and from school.

Electronic Communication Devices – The use of cell phones, iPods, MP3 players, etc., during class time is only permitted, with approval by the teacher, for educational purposes. **If they are a continual disruption, the teacher may confiscate these devices and turn them in to the office where they can be picked up at the end of the school day by the student. These devices are subject to search if deemed necessary by administration. See search policy on page 16.**

It is the recommendation of Thornapple Kellogg High School that students leave all electronic devices at home. TKHS will not be responsible for lost/stolen items.

Emergency procedures – Fire, tornado, lock down and evacuation drills are held according to state safety regulations. When drills occur, staff members will give the necessary safety instructions. It is important for students to remain calm, be responsible, and follow directions in an orderly manner.

Employment of Minors in Michigan -

1. 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.
2. Permits cannot be issued until:
 - a. There is an offer of employment.
 - b. The occupation is approved by the Michigan Department of Labor and Industry.
3. A work permit may be withdrawn any time it is obvious that employment is resulting in the inability of the minor to perform his or her school work properly.
4. A work permit is not needed for delivering papers, housework, farm work, or when working for parents.
5. Minors under 14 years of age are not eligible for permits.
6. A work permit is issued for a specific job. It cannot be transferred if you change jobs. You must secure a new one.

7. The law establishes a combined school and workweek of not more than 48 hours in local business and 40 hours of work for business engaged in interstate commerce.
8. 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.
9. The law prohibits employment of minors under 16 in garages or gas stations as attendants.
10. The law prohibits minors under 16 from working in or about a theater.
11. 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.

Field Trips – Though such trips are encouraged, teachers and principals have the responsibility to determine whether or not the educational benefits obtained are sufficient to warrant the time or cost of the trip. Continuous evaluation of such planned excursions is necessary. Once a field trip is approved, teachers must complete a “Parent Permission Form for Field Trip Participation.” A copy of this form should be given to each student and returned to the teacher with a parent’s signature indicating approval to attend and understanding of the trip rules. **Students must have emergency contacts and emergency medical information on file in the office in order to be permitted to attend a field trip.**

ID Cards – Every student should have his/her ID card in his/her possession while at school or during a school function. A school ID card will be issued during the first few weeks of school. ID cards are for identifying the holder of the card. Any student without an ID card must report to the office and a new card will be issued at a \$5.00 charge for replacement.

Inclement Weather - An announcement will be made concerning the closing of school for the day on WOOD in Grand Rapids, WKZO in Kalamazoo, and WBCH in Hastings.

Injury - Any student who is injured (no matter how minor the injury may seem) should report to the high school office and inform the secretary of his/her injury. Following this notification, the appropriate steps will be taken by the office to ensure the safety and well being of the injured student. The teacher in charge of the activity will complete an injury report. **Supplemental insurance is available. Forms can be accessed on the school web page at:**

http://www.tkschools.org/central_office/businessoperations/Documents/student%20insurance.pdf

Leaving the Building - Whenever a student's parents wish him or her to leave school while it is in session, the parent must call or send a note to that effect prior to the student leaving. The student must sign out in the office before leaving. Failure to sign out will result in disciplinary action.

Library-Thornapple Kellogg School and Community Library.

Circulation Desk phone number: (269) 795-5434

Website: <http://www.tkschools.org/community/library>

Any student enrolled in the Thornapple Kellogg School System is eligible for a library card. The first library card is free of charge, replacement cards are \$2.00. The library is a combination school and public library, a member of the Lakeland Library Cooperative. The TK School and Community Library card may be used at any library listed on the back of the card. Parents/legal guardians are responsible for their minor child’s reading, listening, and viewing of any library material or information accessed/viewed on the Internet. Library cards must be presented to check out items.

The library is dedicated to providing a positive learning environment. In order to promote and maintain this environment, students must be engaged in productive activity while in the library. This activity must take place in such a manner that is not disruptive to others. Computers are to be used for school related work or for appropriate information seeking purposes. School and Library employees reserve the right to deny access to the Library and/or TK District technologies if behavior or technology use is deemed inappropriate.

All school rules as stated in this handbook such as use of passes, behavioral expectations, and the restricted use of electronic devices apply in the library.

Printers and a copy machine are available. Students may print up to 10 pages of school related text free of charge. Non-school related printing and copies are ten cents per page.

Library Hours

School Year

Monday, Wednesday, Friday	7:20 AM - 8:00 PM
Tuesday, Thursday	7:20 AM - 8:00 PM
Saturday	9:30 AM -1:30 PM

Holiday and summer hours will be posted.

The library is closed on all major holidays and when the school district is closed due to inclement weather or other emergency closures.

Circulation Policy

Item type:	Loan time:	Overdue fines:
Books and Books on Tape	Three weeks	\$.10 per day
Magazines	One week	\$.10 per day
Videos	One week	\$1.00 per day

Locked Doors – For safety purposes, after the start of the school day, all access doors will be locked from outside access. All visitors must enter the front entrance and report immediately to the main high school office for our sign in procedure and to obtain a pass.

Locker Room - Students enrolled in or assigned to a physical education class are to use the physical education locker rooms only. The boys' and girls' athletic locker rooms are not to be used during the regular school day by any student enrolled in or assigned to a physical education class. **Students are advised to secure all valuables.** Locks can be purchased in the school store.

Lockers – Each student may be assigned a hall locker for the purpose of storing books, school supplies, clothing and other necessary items. **Security of personal property is the responsibility of the student. STUDENTS ARE TO USE THE LOCKER ASSIGNED TO THEM AND ARE NOT TO SHARE WITH ANOTHER STUDENT.** Students will be responsible for all items found in their lockers. For this reason and to guard against theft, all students are encouraged to “double check” the security of their locker when they close it. Students are expected to keep their lockers clean, neatly arranged and free from stickers and graffiti.

The school administration retains controls over lockers and desk space loaned to students. School officials, therefore, have the right to inspect and search students' lockers if there is any reason to believe there is a violation of a law or school regulation. A search could be made for such items as drugs, weapons, missing library books, or goods stolen from the school or student body. In addition, students should be aware that the administration may make periodic searches of the lockers.

Lost and Found - Most things are lost or stolen because of carelessness. You can safeguard your property best by being sure that everything is properly identified with your name and by not leaving money or other valuables in a lavatory, on a desk, or in an unlocked locker. If you lose something, report your loss to your teacher and to the office. If the article is not claimed within a reasonable time, it will be given to the finder.

Make-Up Work - all students must do make-up work to the satisfaction of each individual teacher for the time missed in school. Students will have as many class periods to make up the work as they have been absent. This only applies to absences that have been excused. Out of school suspensions will fall under this policy.

Medications- Before any medication or treatment may be administered to any student during school hours, there must be a copy of the written prescription from the child's physician accompanied by the written authorization of the parent. **No student is allowed to provide or sell any type of prescription or over-the-counter medication to another student.** Only medication in its original container; labeled with the date, if a prescription; the student's name and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. All staff members authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician. **All medication shall be kept in a locked storage case in the guidance office with the exception of students who may require administration of an emergency medication in accord with the Superintendent's administrative guidelines. For a complete copy of this policy, contact the Superintendent's office.**

Non-Discrimination Policy- The Thornapple Kellogg School Board, administrators and teachers will not discriminate in its policies and practices toward others with respect to religion, race, color, national origin, age, sex, marital status or disability. This policy shall prevail in all board policies concerning staff, students, educational programs and services, and individuals and companies with whom the Board does business.

Discrimination Complaint Process

The complainant must file a written informal complaint with the appropriate administrator. If not satisfied with the response:

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

Step II: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the superintendent or administrator within five business days after receipt of the coordinator's response. The superintendent or administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days.

Step III: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the board within five business days of his/her receipt of the superintendent's response in Step II. In an attempt to resolve the grievance, the board shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within 10 days of this meeting.

Step IV: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights and/or the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

Public Display of Affection - Students will maintain proper relations at all times in our school. Demonstrations of affections between students will not be permitted on school property. Displays of affections such as kissing, embracing, arms around each other, walking arm in arm, etc., will not be allowed on school property (See Student Code of Conduct Page 22).

Respirator use – If a student requires the use of a respirator, please contact the high school office for physician/parent authorization for the student to use the respirator. Form 7430 F1, F2 and F3

Sexual/Racial/Cultural 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. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student's education, 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, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, or 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 insightful nature in verbal, written or gesture form. (See Student Code of Conduct p. 32). **For a complete copy of this policy 3362/4362/5517, contact the Superintendent's office.**

Skateboards/Roller blades- Students may not use skateboards or roller blades on any school property between the hours of 7:00 am and 3:00 pm.

Student Aid Fund - The Thornapple Kellogg Student Aid Fund is designed to provide Thornapple Kellogg seniors and graduates with loans for the purpose of financing post high school education.

- **Application** - Seniors and graduates of Thornapple Kellogg may apply at the high school guidance office. Applications are reviewed by the guidance committee for approval. The guidance committee administers the student aid loan program, including loan approval.
- **Amounts** - Loans are granted in any amount up to \$700 per school year. A student's total indebtedness to the loan program may not exceed \$1,000.
- **Repayment** - Six months after graduation or termination of student status, students are required to begin repayment of the loans. Payments are based on the amount of the loan principal with the maximum monthly payment set at \$20. The account is interest-free, although interest is charged on any account that becomes delinquent. Persons wishing further information concerning Student Aid Loans should contact the high school guidance office.

Student Hazing- Hazing shall be defined for the purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Students involved in hazing or the planning of hazing shall be subject to disciplinary action and may be held personally liable for civil or criminal penalties. **For a complete copy of this policy, contact the Superintendent's office.**

Student Searches – Board Policy 5771 - Searches of lockers, vehicles, and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property. All searches shall be conducted in the presence of an adult witness. **LOCKERS:** All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the administration. The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the superintendent. The Board authorizes the principal or designee to search lockers and locker content at any time, without notice, and without parental/guardian or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the superintendent. The principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the students regarding any items discovered that are not illegal or against school policy and rules shall be respected. Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to: firearms, explosives, dangerous weapons, flammable material, illegal

controlled substances or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student or a student 18 years of age or older, shall be notified by the principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided to each pupil and parent/guardian of the pupil assigned a school locker.

MOTORIZED VEHICLES: student use of a motorized vehicle on school property by students are subject to search by the principal or designee, without notice or consent, if the principal or designee reasonably suspect that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or the school in general. In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion. **STUDENTS:** Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the principal or designee are authorized to search students. All searches shall be carried out in the presence of an adult witness. **CELL PHONES:** Like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police. Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy. The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities. **STRIP SEARCHES:** No strip searches shall be conducted by school authorities. **LAW ENFORCEMENT SEARCHES:** School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without warrant, school officials should request that the circumstances be explained, and should normally not assist unless a clear emergency exists.

Substitutes (and other support staff in the building) – Substitute teachers, cafeteria workers, classroom aides, school secretaries, and other adult personnel in the building are to be accorded the same respect as regular classroom teachers and administrators. Any student failing to maintain a proper relationship with school personnel will be dealt with accordingly. The responsibility is on the student to treat all people with the respect and courtesy that is due to all persons at Thornapple Kellogg High School.

Tornado Policy – The policy is as follows:

A **tornado watch** means there is a possibility of tornadoes in the area. The procedure for a "watch" will be as follows:

1. Schools will remain in session for the remainder of the regular school day.
2. All extra-curricular events and practices scheduled will either be moved inside or canceled.

A **tornado warning** means that weather spotters or the weather bureau has reported tornadoes in the area. The procedure for a "warning" will be as follows:

1. School will remain in session and students will be sent to pre-arranged safety areas in the building.
2. Teachers and staff will remain with their students until released by the principal.
3. All extra-curricular events and practices scheduled will be canceled.

Valuables – Students should not bring large sums of money or valuable items to school. Personal possessions should be secured. Students are responsible for locking and keeping the confidentiality of their locker combination. **DO NOT SHARE THE COMBINATION WITH ANYONE. The school will not be responsible for any lost or stolen items including books or other school possessions.**

Visitors – Student visitors add an additional responsibility and dimension to the classroom for teachers. Therefore, **student visitors are not permitted.**

Parents are always welcome, but are **requested to make an appointment** to assure the availability of the person(s) to be visited.

All adult visitors must report to the office upon enter the school building. A sign in sheet will be available and each visitor will be issued a pass to wear when in the building.

STUDENT ACTIVITIES

Athletics- The athletic handbook is available on the Thornapple Kellogg Schools web site <http://www.tkschools.org/Athletics/Pages/default.aspx>

Class Responsibilities - At the start of each school year, class advisors inform students at class meetings that money has to be raised for prom expenses and graduation expenses. Students can raise this money by participating in class sales (candy, magazines, etc.) or by paying class dues. The senior class buys the caps and gowns, flowers, tassels, and colored pictures in the yearbook from class funds. Caps and gowns are given to each senior following completion of graduation coursework.

Clubs and Organizations - Thornapple Kellogg High School strongly encourages students to actively participate in school activities. Only full-time students are eligible to hold membership in an organized extra-curricular club or organization. The following is a list of some of the clubs and organizations that will help students to develop leadership qualities, make friends, and have fun.

- Art Club
- Book Club
- Business Professionals of America
- Drama Club

- Environmental Action Council
- French Club
- National Honor Society
- MITES
- Odyssey of the Mind
- Peer Listeners
- Robotics Club
- Science Olympiad
- Ski Club
- Spanish Club
- Student Council

National Honor Society - Membership in the Thornapple Kellogg National Honor Society is an honor bestowed upon a student. Selection for membership is by the faculty council and is based on outstanding scholarship, character, leadership, and service. Students who are eligible scholastically and have fulfilled prescribed academic requirements will be notified. In order to be considered for selection to the National Honor Society Chapter, students must complete the Student Activity Information Form. Membership is granted only to those students selected by the faculty council.

To be eligible for membership, the candidate must have completed at least three (3) trimesters of high school. Candidates must have been in attendance at Thornapple Kellogg at least one trimester and must have a cumulative grade point average of 3.5 on a 4.0 scale. Candidates shall then be evaluated on the basis of character, leadership, and service and will be rated on service and leadership, using the Student Activity Information form. Areas covered are curricular activities, work experience, recognition, and awards. His/her classroom teachers will evaluate the candidate on personal characteristics. The following characters will be evaluated using a 1-5 scale (1=poorest score; 5=best score): concern for others, motivation, industry, initiative, influence with peers and leadership, responsibility, integrity, and emotional stability.

The selection of members to the chapter shall be by a majority vote of the faculty council.

Students maintain their membership in the National Honor Society by meeting the minimum grade requirements and completing the required hours of community service.

DISCIPLINE PROCEDURES

Students are expected to conduct themselves in a reasonable orderly manner at all times and display the highest level of respect to students, staff, teachers, and the administration.

Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion will fall into the following categories. Student conferences with administration, and people affected by an offense that requires discipline, could potentially reduce the length of a suspension period.

- A. **Detention** - A specified amount of time assigned with a teacher/administrator before/after school or during lunch.
- B. **In-School Suspension (ISS)**- Isolation of the student within the school. Students need to bring a lunch from home or purchase a sack lunch from food service as the regular lunch menu will not be available.
- C. **Out-of-School Suspension (OSS)** - The exclusion of a student from school for a specified period of time. Make-up work will be provided at the front desk for out-of-school suspensions three (3) days or longer.
- D. **Social Probation** – The loss of privileges for a specified period of time including but not limited to:
 - Extra-curricular privileges – participation in practices as well as performance/game dates
 - Attendance at school events/dances
 - Driving/parking privileges
 - Hall passing
 - Lunchroom privileges
- E. **Expulsion** - The permanent exclusion of a student from school and requires Board of Education action.

The administration has the final authority as to whether a suspension is in-school or out-of-school. **Students are not to attend or participate in any extra-curricular activities while on suspension. This applies from when the suspension is assigned to start through the completion of suspension.**

Any student suspended from school has the right to appeal first to the building principal within five (5) school days and then to the Superintendent of Thornapple Kellogg Schools.

The excerpts below are from the Board of Education's policy on suspension and expulsion of students. The complete policy statement on suspension, expulsion, due process, and student rights and responsibilities is available in the high school office.

I. **Michigan Laws authorizing Boards of Education** to make rules and to suspend students.

- Sec. 614. Every board shall have the authority to make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management and carrying on of the public schools of such district including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.
- Sec. 613. The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits or body conditions detrimental to the school, whenever in its judgment the interest of the school may demand it.
- Sec. 1309. A short-term suspension may be imposed immediately upon a student without first affording the student or the parents or guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of school. A long-term suspension shall not be imposed upon a student until an opportunity for a formal hearing has been afforded the student. **Snag suspensions:** Teachers may suspend a student from a subject, class, or activity for up to one school day when: 1. A student engages in acts of physical aggression towards himself or others or 2. A student possesses a "dangerous weapon" as defined in Board Policy JDD or 3. A student makes profane or vulgar comments (oral or written) toward the classroom teacher, district employee or student during class time or during a school sponsored activity or 4. The student engages in inappropriate physical contact of a sexual nature. **Expulsion:** No expulsion shall extend beyond the current school year, except as provided in the weapons section of Board policy. **Written notices:** All required written notices may be mailed to the residence of the parents or guardians at the address on file in the school records of the student. In lieu of mailing the written notice, it may be personally delivered.
- Sec.1311. **Weapons at School, Arson, Rape:** The Board shall permanently expel from school and refer to the criminal justice 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, or 2. committing arson in school, on school grounds, or at a school related activity, or 3. raping someone in school, on school grounds, or at a school related activity.
- **Physical Assault – Part 1:** Public Act 104 of 1999 creates Section 1311a of the Revised School Code, adding "physical assaults" upon school employees, volunteers, or contractors to the categories of misconduct for which a Michigan public school student must be expelled. Any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. The statute defines "physical assault" as "intentionally causing or attempting to cause physical harm to another through force or violence."
- **Physical Assault – Part 2:** Public Act 102 of 1999 adds Sections 1308, 1310, and 1310a to the Revised School Code. The mandatory expulsion provision applies to a physical assault by a student upon another student, which occurs on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade 6 or above commits a physical assault against another student and the assault is reported to the Board or Administration, the Board shall expel the student for up to 180 days.
- **Verbal Assault:** PA 104, now Section 1311a(2), also mandates expulsion for up to 180 of any student in grade 6 or above who commits a "verbal assault" against a school employee, volunteer, or contractor. Bomb threats and similar threats directed at a school building, school property or a school-related event are included as verbal assaults. For purposes of this policy, "verbal assault" occurs when 1. a student intentionally makes a verbal threat to inflict serious bodily injury directed to or at a district employee, volunteer or contractor; and 2. the district employee, volunteer or contractor reasonably believes the he or she is in immediate danger of serious bodily injury from the student; and 3. the district employee, volunteer, or contractor reasonably believes that the student has the apparent ability, actual intention and means to immediately, or in the immediate future, inflict serious bodily injury on the district employee, volunteer or contractor, if the student is not prevented from doing so.

II. **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.
- D. A Student Conference (with administration and people affected by an offense) could potentially decrease the length of a suspension period provided that:
 - 1. The offending student makes sufficient efforts (as determined by administration) to understand the affect that their offense had on all involved, and
 - 2. Any actions to reconcile an offense agreed upon in the conference are completed.

III. **Appeals Process** - If the parents or guardian are dissatisfied with a suspension, they may appeal, first to the building principal, and then to the superintendent whose decision will be final. If the suspension is for a period of ten (10) days, and if after the first three steps in the above suspension procedures have been taken, and the suspended student's parents or guardian 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.

IV. **Long-Term Suspension/Expulsion Procedures**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reason therefore, and an opportunity to appear with a representative before the Board of to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the

Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

- A. 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 for the hearing, which time therefore shall be reasonable for the parties involved.
- B. Parent or guardian shall be present at hearing.
- C. The student shall be given the opportunity to give his/her version of the facts and their implications. The student should be allowed to offer the testimony of either witness or evidence.
- D. The student, parent, or guardian may be advised by a person to their choosing.
- E. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- F. The Board shall make its determination solely upon the evidence presented at the hearing.
- G. A record shall be kept at the hearing.
- H. The Board of Education shall state within a week's time after the hearings its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
- I. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.
- J. The student and his/her parent 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.

V. **Administrative Procedures for Re-Admitting Students to School**

- A. Students who voluntarily withdraw or have been expelled from school will be eligible to apply for re-admission after the expiration of the current trimester.
- B. Decision of the principal regarding re-admittance of students that have been expelled may be appealed to the Superintendent of Schools and the School Board, in that order.

Drug Free School Zone - In order to provide a drug free environment for all students attending Thornapple Kellogg Schools, Drug Free Zone resolution was adopted by the school board on April 9, 1990. No students may use, consume, distribute, sell, or buy any drug, alcohol, drug look-alike, anabolic steroid, tobacco product, or other dangerous controlled substance as defined by the State Statute on school property or within five hundred (500) feet of any school property.

The use of illicit drugs and the unlawful possession and use of alcohol or tobacco is wrong and harmful.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Weapons Free School Zone Act - Federal and state authorities mandated that a student be expelled from school if he/she brings a "Weapon" to school. On October 12, 1994, Governor Engler signed into law the Weapons Free School Zone Act. This act requires expulsion of any student who possesses a firearm or any other dangerous weapon while on school property (including vehicles) or at a school-related activity. Further, weapons are defined in the act to include: firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocketknife opened by mechanical device, iron bar, or brass knuckles. This act took effect on January 1, 1995. The Thornapple Kellogg School Board of Education developed a policy to comply with the act. It is important that parents familiarize themselves with this information and discuss it with their children. Particular attention should be given to the definition of weapons. All such articles definitely should not be carried onto school grounds.

Dangerous Objects - The Board and administrators may exercise their discretion to impose disciplinary sanctions (including expulsion) on a student who is implicated for violating school conduct standards regarding an object which may be used to cause or threaten harm to others, but does not meet the definition of a "dangerous weapon" or does not fall within the circumstances by which the School Code mandates disciplinary sanctions. Such objects include, but are not limited to the following examples: BB guns, pellet guns, paintball guns, look-alike guns, or other such weapon which does not meet the federal law definition of a firearm as provided in the federal Gun-Free Schools Act of 1994; "McGyver" bomb, stink bomb, smoke bomb, fireworks, ammunition, black powder, mace, pepper spray, self-defense gas or other such object which does not meet the federal law definition of a "destructive device" in the federal Gun-Free School Act of 1994; Knife with a blade three inches or less in length, razor blade, box cutter, nun chucks, or chains.

School officials expressly reserve the right to apply these conduct standards to any student who is on school property, who is in attendance at any school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

School administrators are authorized to impose disciplinary sanctions up to 10 days suspension to a student who violates school conduct standards regarding an object that may be used to cause or threaten harm to others.

Tobacco Free School Zone- The Thornapple Kellogg School System has a policy prohibiting the use of tobacco in any school building, school vehicle or on any school property at all times. A complete copy of the policy is available in the administration offices.

STUDENT CODE OF CONDUCT

The following examples of inappropriate conduct could result in detention, social probation, suspension, expulsion, referral to law enforcement agency, payment of damages and/or referral to the Board of Education. In-school suspension will be referred to as ISS. Out-of-school suspension will be referred to as OSS.

General classroom disruptions, minor inappropriate behavior. When a student is sent to the office, the following procedures will occur:

1st violation – removal from class that day and up to three additional days, parent call by teacher

2nd violation – up to five additional days removal from same class, parent call by teacher, written plan of improvement with all appropriate signatures, must be approved by teacher to return to class

3rd violation – up to five day removal from class, parent meeting with student, teacher, administrator before student will be permitted to return to class, during which time the consequences for future violations will be clearly defined

At any time a student may be required to participate in a restorative conference before he/she will be permitted to return to class.

Alcoholic Beverages - The use or possession of alcoholic beverages, or a non-controlled substance which a person represents to be an alcoholic beverage, or malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, King's Malt Beverage, and Zing Malt Beverage) on school property or at school activities and athletic events is prohibited at any time. Students are prohibited from attending any school function ("home" or "away") while under the influence of alcohol

1st violation - 10-day OSS from school and police referral

2nd violation - 10-day OSS from school, possible recommendation for expulsion and police referral

3rd violation - Recommendation for expulsion and police referral

*First offense suspensions for alcohol and substance abuse may be reduced by five (5) days if the student and his/her parents agree to attend substance abuse meetings. For additional information see page 23.

Arson - The willful and malicious burning, or attempting to burn, any building or part of the property of the school system.

1st violation - 10 days OSS/possible expulsion and police referral

2nd violation - Recommendation for expulsion and police referral

Bus Problem

1st violation - warning

2nd violation - up to 1-2 day bus suspension

3rd violation - 3-5 day bus suspension

4th violation - 5-10 day bus suspension, meeting with driver, student, parents, administrators

Computer Misuse

Any violation – Loss of computer privileges. Possible detention, ISS or OSS

See computer user agreement on page 24

Damage to Property - The destruction or attempt to damage property belonging to the school system or others, even if inadvertent. Student will be responsible for restitution for materials and labor or student service to repair damage.

Any violation - possible social probation, detention, ISS, OSS, recommendation

for expulsion, and/or police referral required by law if damage is over \$100

Dangerous Objects - The act of possessing, using, or threatening to use any object capable of inflicting bodily injury while on school property or at school sponsored events.

1st violation – up to 10 days OSS, possible recommendation to school board for expulsion, possible police referral

2nd violation – 10 days OSS, possible recommendation to school board for expulsion, police referral

Disrespect - Spoken comments, gestures, or behaviors that are perceived by the staff as disrespectful.

1st violation – discipline up to OSS, parent call by teacher

2nd violation – up to OSS, parent call by teacher, possible required participation in a restorative conference

3rd violation – up to five day removal from class, parent meeting with student, teacher, administrator before student will be permitted to return to class, during which time the consequences for future violations will be clearly defined

Disrespect given outside of the classroom may result in detention, social probation, ISS/OSS for the remainder of the day or additional days depending upon severity.

Dress Code Violation

1st violation – warning, change of clothes

2nd violation – warning, change of clothes, parent call

3rd violation – student will be on social probation

Driving Without Permission – Driving to school with a car not registered in office. Driving to KCTC without permission

1st violation – warning to loss of driving privileges

2nd violation – possible ISS/OSS to loss of driving privileges

3rd violation – ISS/OSS to loss of driving privileges, parent meeting with student, administrator

before student will be permitted to drive again, during which time the consequences for future violations will be clearly defined

Electronic Devices – The use of cell phones, iPods, MP3 players, etc., are only permitted, with approval from the teacher, for educational purposes. If a student violates this policy, they will be referred to the office.

1st through 3rd violations – warning.

4th violation – warning, student will be put on social probation

5th violation – parent meeting with student and administrator, in which the student will lose the right to carry the electronic device in school for a period of time

False Alarms – The act of initiating or circulating a report or warning of a fire or an impending bombing or other catastrophe.

1st violation (and subsequent) – up to 10 days OSS, police referral, possible referral to school board for expulsion, possible restitution

Fighting – The participation in an aggressive encounter against another student on school property or at a school function.

1st violation – 3-10 days OSS, possible recommendation for expulsion, possible police referral

2nd violation – 5-10 days OSS, possible recommendation for expulsion, possible police referral

3rd violation – recommendation to school board for expulsion, possible police referral

Forgery/False Representation – The act of falsifying names, dates, grades, addresses, or other data or the act of fraudulently using in writing the name of another person. Also, falsely representing another person on the telephone.

1st violation – discipline up to OSS

2nd violation – up to 1-3 days OSS and, parent meeting with student, administrator before student will be permitted to drive again, during which time the consequences for future violations will be clearly defined

Harassment (Sexual, Racial/Cultural, Sexual Orientation)

Each offense up to 1-10 days OSS, possible police contact, possible required participation in a restorative conference, possible recommended expulsion

Subsequent offenses: parental contact, 3-10 days OSS, possible police referral, possible recommendation for expulsion

Inappropriate Display of Affection

1st violation – warning

2nd violation – warning, parent call

3rd violation – parent meeting with student, administrator, during which time the consequences for future violations will be clearly defined

Insubordination – The act of failing to respond or carry out a reasonable request.

1st violation – detention to OSS, possible required restorative conference participation

2nd violation – up to 1-3 days OSS, parent meeting with student, administrator, during which time the consequences for future violations will be clearly defined

Intimidation/hazing/bullying – The act of taunting or threatening against students, staff, volunteers, or visitors.

Each offense may result in parental contact, possible 1-10 days ISS/OSS, possible police contact, and/or possible recommendation for expulsion

Subsequent offenses: parental contact, 3-10 days OSS, possible police referral, and/or possible recommendation for expulsion

Parking Violation

1st violation – Warning and request to move vehicle

2nd violation – 5 day suspension of parking privileges

3rd violation – 10 day driving suspension, parent meeting with student, administrator, during which time the consequences for future violations will be clearly defined

Persistent Disobedience – Students who persistently violate the student code of conduct shall receive OSS, possible transfer to alternative education, and/or possible recommendation to the board for long-term suspension or expulsion

Physical Assault – See Revised School Code on page 18

Physical Endangerment – Any reckless behavior that could bring harm to one's self or others.

1st violation – discipline up to 1 to 3 days OSS

2nd violation – discipline up to 3 to 5 days OSS, parent meeting with student and administrator

Profanity/Obscenity – The act of using language in spoken or written form or in gestures or pictures which are offensive.

1st violation – discipline up to 1 to 3 days OSS

2nd violation – discipline up to 3 to 5 days OSS, parent meeting with student, administrator, during which time the consequences for future violations will be clearly defined

Stealing – The act of taking or having in one's possession any item belonging to another student, staff member, or the school. Each offense will include police referral.

1st violation – 3- 10 days OSS and restitution, possible recommendation for expulsion, police referral

2nd violation – 10 days OSS, possible recommendation for expulsion, restitution, police referral

Substance Abuse – The selling, buying, smoking, possessing, being under the influence of or odor of illegal drugs, unauthorized prescriptions, behavior altering substances, look-a-like drugs, or drug paraphernalia on school property or at school activities and athletic events is prohibited.

*1st violation – 10 days OSS, * possible recommendation for expulsion and police referral

2nd violation – 10 days OSS, possible recommendation for expulsion and police referral

3rd violation – Recommendation for expulsion and police referral

*First offense suspensions for alcohol and substance abuse may be reduced by five (5) days if the student and his/her parents agree to attend substance abuse meetings. For additional information see page 23.

Tardy Policy –

Philosophy: The purpose of the TKHS Tardy Policy is to create a culture in which:

- Students learn the importance of punctuality and the respect that it shows to all people involved.
- The disruption to the learning process is minimized.

Procedure: After the warning bell rings, students will have one minute to get into their classrooms. After one minute, the classroom teacher will begin instruction. If a student arrives to class and the door is closed, then he/she will report to the high school office to receive a tardy pass. The student will then return to class and be admitted, provided that he/she submits a pass to the teacher.

Deterrents: Each teacher will set his/her classroom expectations for promoting punctuality. When a student's tardiness has become a consistent problem and is an obstruction to his/her learning, he/she will be referred to the administration. At this time, the administration will hold a meeting with the parents, the student, and the teacher to review the TKHS Student Expectations and to determine the consequences if they are not met. If referred to administration, examples of consequences may include, but not be limited to the following: may be placed on social probation (examples: loss of parking privileges, loss of passes out of class, loss of lunchroom privileges, cannot attend school events like dances, loss of extra-curricular privileges, etc.), and/or may be reported to the KISD Truancy Office. The TKHS Student Expectations will specify which consequence(s) the student will incur for further tardies.

Tobacco – The sale, possession, or use of ALL tobacco products by ALL students is prohibited on school property and at school activities and athletic events.

1st violation – 3-5 days OSS and police referral

2nd violation – 5 days OSS and police referral

3rd violation – up to possible recommendation for expulsion and police referral

Trespassing – Being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so.

Any violation – up to possible recommendation for expulsion, referral to legal authorities

Unsafe Behavior

1st violation – up to 1-3 ISS/OSS

2nd violation - 3-5 days OSS, parent meeting with student, administrator, during which time the consequences for future violations will be clearly defined

Weapons

Applies to Weapons Free Zone Act. If this law does not apply to the situation then:

1st violation - 10 days OSS, possible recommendation to board for expulsion and police referral

2nd violation – 10 days OSS, recommendation to board for expulsion, police referral

***First offense suspensions for alcohol and substance abuse may be reduced by five (5) days if the student and his/her parents agree to attend substance abuse meetings. These meetings can be arranged by contacting:**

Barry County Community Mental Health Authority and Substance Abuse Services
915 West Green Street
Hastings, MI 49058
(269) 948-8041
Monday - Friday
8:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m.

Note: These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. The offenses and penalties listed in this handbook are only guidelines. Actual circumstances and the severity of those circumstances may warrant disciplinary action not specifically outlined in this handbook. In situations such as this, school administrators have the authority to modify consequences as deemed necessary or appropriate, which could lead to long-term suspension or expulsion at any time.

Previous year(s) discipline violations will be treated as cumulative for all serious offenses, including but not limited to all illegal substances, fighting, arson, vandalism, dangerous objects, etc.

Thornapple Kellogg Schools Conduct Code for Use of Computer Technology

All computers, peripheral equipment, software and accessible information at Thornapple Kellogg High School will be used exclusively to enhance and add value to the educational experience of the students, staff and community.

Philosophy and Vision

The Thornapple Kellogg School District strongly believes that the use of technology is integral to the educational experience of the successful student. The district provides students with a wide array of technology resources and experiences. Technology evolves at an extremely rapid rate, providing our students with a plethora of educational opportunities as well as the potential for misuse of technology resources. The District expects ALL members of our community to use the District's resources appropriately and in a manner designed to enhance the learning environment. The District makes every effort to protect its students from inappropriate exposure to the Internet and materials that are harmful or explicit. The District also maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA.)

Expectations

We expect that all students and staff be exemplary Digital Citizens and use technology in a responsible manner. This includes, but is not be limited to:

- Full electronic/digital participation in the educational setting.
- Understanding the role of digital commerce in society and the issues associated with that.
- Full involvement in the appropriate, responsible electronic/digital exchange of information to enhance the educational experience. Understand and use appropriate etiquette in all electronic communications. Demonstrate electronic/digital behavior which is consistent with behaviors and expectations delineated in the building's student handbook.
- Developing a comprehensive understanding of the appropriate and responsible use of all technologies.
- Understanding the legal rights and restrictions governing technology use, including copyright law and the use of technology in a manner consistent with these laws and restrictions.

- Protecting one's self online including the appropriate use of passwords, respect for others' passwords, protecting your online identity, and not accessing websites or engaging in online activities that are defamatory, disrespectful, inappropriate or may endanger yourself or others.

The appropriate use of technology for students at Thornapple Kellogg is the application of that technology in an appropriate, legal and ethical manner to assist in the furtherance of a student's assigned educational goals at the direction of their instructor.

Policy Violations

Technology activity which is not consistent with any of these goals shall be deemed inappropriate and will be subject to disciplinary actions that may include the loss of technology rights. Thornapple Kellogg reserves the right to refuse access to District technologies, the network and the Internet to any user. Violation of any portion of this policy may result in disciplinary action, including temporary or a permanent ban on technology or Internet use, suspension or dismissal from school and/or legal action. The Thornapple Kellogg School District will cooperate with law enforcement officers in investigations related to illegal activities conducted to or through its' network.