



2008-2009 Grand Haven High School Student Handbook

Grand Haven High School
17001 Ferris St.
Grand Haven, MI 49417
616.850.6000 (Main Office)
616.850.6050 (Attendance)
616.850.6020 (Student Services)
616.850.6030 (Athletic Office)

Visit us at
www.ghaps.org

High School Mission Statement

Students attending Grand Haven High School are responsible for following all school procedures as defined in the handbook. Grand Haven High School administration has the right to amend this handbook without prior notice. All amendments will be clearly identified to students, staff and parents via various media outlets such as: TV5, PA announcements, letter, website, WGHN, etc.

I wish to welcome everyone to the 2008-2009 school year at Grand Haven High School. Grand Haven has a long standing tradition of academic and co-curricular success. We encourage you to be an active participant in those successes.

Our school is here to provide an opportunity for students to challenge themselves through their studies. The faculty and staff at Grand Haven are here to assist and provide each of its students unique opportunities that will be rewarding and memorable.

You will find enclosed in this handbook the procedures and the policies that we need to adhere to so we have a school that offers a safe, healthy and friendly environment for all students, staff, and visitors. In addition, a number of the changes reflect our transition to trimester scheduling.

There truly is no better place to be than Grand Haven High School!

Scott Grimes, Principal

District Mission Statement

The Grand Haven Area Public Schools are committed to the expectation that all students will learn.

It is our obligation to provide each person in our community, child through adult, with a positive environment for learning so they will experience success and realize their fullest potential.

This school district accepts the responsibility to work in partnership with the community to provide an excellent education that will prepare all learners for the challenges of a changing global society.

The mission of the Grand Haven High School staff is to ensure that all students have equal opportunity to achieve success. This will encompass the development of the whole person, preparation for post-secondary options in an everchanging world, and learning how to learn, make decisions, and work with others. This will be achieved in an environment of high staff and student expectations, mutual respect and self-esteem, with the on-going involvement of educators, parents, students, and the community.

Together we can!

	Administration	
	Mr. Grimes, Principal	
A-Z	9th Grade	
	Mr. Roberson, Assistant Principal	
	Ms. Holm, Paraprofessional	
	10th-12th Grades	
A-K	Mrs. Wilson, Assistant Principal	
	Mr. Feasby, Paraprofessional	
L-Z	Mr. Avram, Assistant Principal	
	Mr. White, Paraprofessional	
	Athletics	
	Mr. Provencal, Athletic Director	
	Mr. Farley, Assistant Athletic Director	

Our Brand Promise:

Providing Exemplary Programs and Opportunities
to Meet the Diverse Needs of Our Students

We Support Learning Through the Following Core Values:

- Culture of **CARING**
- **DEDICATED** to Success for All
- Commitment to **BEST PRACTICE**
- **PROFESSIONAL** Excellence
- **HIGH EXPECTATIONS** for Self and Others

Grand Haven Area Public Schools do not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status handicap, disability, or limited English proficiency in any of its programs or activities. The following office is designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent of Human Services
Grand Haven Area Public Schools
1415 Beech Tree St., Grand Haven, MI 49417 (616) 850.5085

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STUDENT SERVICES

Student Services, located across from the main office, provides services to assist students in developing life skills. Housed within Student Services are the guidance offices and career resource center; our school-to-work; and our psychological and social work services.

You are encouraged to stop by Student Services for information and/or counseling regarding academics, personal, or career related issues. The Student Services Office is open from 7:15 a.m. to 3:30 p.m.

GUIDANCE SERVICES

The Guidance Services at Grand Haven High School exists to help students. It is important that students become aware of services available. Counselors assist and advise students and parents about personal concerns, academic issues, career choices, course selections, college choices and scholarship applications. The guidance department also assists in student orientation information services and student appraisal.

Counseling appointments are encouraged, but walk-ins are welcome when counselors are available. All students have an assigned counselor and should feel free to talk with their counselor at any time. Our counselors are:

Grade 9	Grades 10-12
A-K - Mrs. Swartout	A-G - Mr. Klemm
L-Z - Mr. Hewitt	H-O - Mrs. Runschke
	P-Z - Mrs. Phipps

INTERNSHIPS/COOPERATIVE EDUCATION

School-to-Work is for all students - all careers. School-to-Work activities should help all students achieve a high level of academic preparation as well as an understanding of continued education and career choices. Grand Haven High School currently offers two work-based opportunities for juniors and seniors:

- The Grand Haven High School Internship Program (Advisor - Mrs. Mahacek, 850-6144)
- Cooperative Education Work Experience (Advisor - Mrs. Mahacek)

Students interested in these programs should contact the appropriate advisor or the secretary, Mrs. Alexander, in Student Services for more information.

REQUIREMENTS FOR GRADUATION FOR CLASSES OF 2009 - 2010

Counselors and teachers will work with each student to help plan a program appropriate to his/her interests and educational needs. In planning the program, it is important for the student, the parent(s) and the counselor to work cooperatively. It is the student's responsibility, with help from counselors, to make sure all graduation, college entrance and/or vocational requirements are being met. Students are urged to keep these three important questions in mind:

1. Am I meeting the requirements each trimester toward graduation, and also toward college entrance and/or a vocation?
2. Am I choosing courses most appropriate to my interests and abilities?
3. Am I choosing courses which will lead to the acquiring of a marketable skill for employment?

Seniors will not be able to participate in commencement exercises without earning 23 credits. A diploma will not be issued to a student who has been in attendance at Grand Haven High School less than one trimester during their senior year.

Required Credits and Courses

Language Arts	4 credits required
	1.0 9 th Grade English credits
	1.5 elective English credits
	1.0 American Lit/ <i>Comp</i> credit
	OR
	1.0 Adv. American Lit/Comp. credit
	.5 credit in speech
Mathematics.....	2 credits required
Science	2 credits required
	1.0 physical science credit
	1.0 life science credit
Social Studies.....	3 credits required
	1.0 9th grade Civics & Geography or approved elective credit
	1.0 20th Century Amer. History credit
	.5 U.S. Government credit
	.5 elective credit
Physical Ed./Health.....	1.0 credit required
Computer Education (Grades 9-12)5 credit required
Freshman Success5 credit required
Electives	
Seniors	10 credits required
Juniors.....	11.5 credits required

Seniors - 23 of 25.5 units of credit required for graduation. (Class of 2009)

Juniors - 24.5 of 27 units of credit required for graduation. (Class of 2010)

Exceptions to the above regulations may, in unusual circumstances, be considered by the principal and/or superintendent upon request from the student and his/her parents or guardian.

Credit - .5 credit is granted for the successful completion of one trimester of work in any course. 1.0 credit is granted for the successful completion of two trimesters.

REQUIREMENTS FOR GRADUATION FOR CLASS OF 2011 & BEYOND

Required Credits and Courses

English/Language Arts.....	4 credits required
	1.0 (9th) 9th Grade English
	1.0 (10th) American Lit/Comp. or Adv. American Lit/Comp.
	1.0 (11th) World Lit., Adv. World Lit, AP Language or
	1.0 (12th) AP Literature
	OR
	(12th) Elective (Steps in Comp. & Grammar recommended if not successful on ACT English)
Social Studies.....	3 credits required
	1.0 (9th) World History with Geography
	1.0 (10th) U.S. History with Geography
	.5 (11th) Civics/U.S. Government
	.5 (11th) Economics
Science	3 credits required
	1.0 (9th) Earth Science or Advanced Earth Science
	1.0 (10th) Biology or Advanced Biology
	1.0 (11th) Chemistry or Adv. Chemistry OR Physics or Adv. Physics
Mathematics.....	4 credits required
	1.0 Algebra I
	1.0 Geometry
	1.0 Algebra II
	1.0 Additional Math credit
	(1 credit must be in senior year)
Physical Ed/Health.....	1 credit required
	Course must include content on both Health and Physical Education
	This requirement may be replaced by an additional language arts, world language, math, or science course.
Visual/Performing or Applied Art	1 credit required
	Credit may be earned in any one category of arts
	This requirement may be replaced by an additional language arts, world language, math, or science course.
On-line learning experience	
	Experience may be an on-line course, on-line learning experience or integrated on-line learning.
	This requirement may be replaced by an additional language arts, world language, math, or science course.
Electives	
Sophomores	12.5 credits required
Freshmen	14 credits required
	<i>Sophomores - 26 of 28.5 units of credit required for graduation. (Class of 2011)</i>
	<i>Freshmen - 27.5 of 30 units of credit required for graduation. (Class of 2012 & beyond)</i>

GHHS CREDIT STRUCTURE FOR GRADE LEVEL ADVANCEMENT

August 2009 (first trimester)

Freshman	less than (<) 4 credits
Sophomore	4 to < 10 credits
Junior	10 to < 16 credits
Senior	16 or more credits (>)

November 2008 (second trimester)

Class of	2009	2010	2011	2012
Freshman	< than 4	< than 4.5	< than 6	< than 7.5
Sophomore	4 to < 11.5	4.5 to < 12	6 to < 13.5	7.5 to < 15
Junior	11.5 to < 18	12 to < 19.5	13.5 to < 21	15 to < 22.5
Senior	18 or >	19.5 or >	21 or >	22.5 or >

March 2009 (third trimester)

Class of	2009	2010	2011	2012
Freshman	< than 5.5	< than 7	< than 8.5	< than 10
Sophomore	5.5 to < 13	7 to < 14.5	8.5 to < 16	10 to < 17.5
Junior	13 to < 20.5	14.5 to < 22	16 to < 23.5	17.5 to < 25
Senior	20.5 or >	22 or >	23.5 or >	25 or >

TESTING OUT

Public Act 335, Section 1279B, and 1278 (a) (4) (c) of the State Code, requires that any high school student be offered a "test out" of any course offered by his/her high school. The testing out option does not include government.

Classes of 2009 & 2010: Grand Haven High School students opting to test out of a course will receive a "TO" on their transcript if they receive a C+ or higher grade on the test out exam. **Credit is not given towards graduation**; this option allows students to advance in the curriculum and be granted a waiver towards a requirement for graduation. The test out exam grade is not figured into a student's grade point average.

Class of 2011 & Beyond: Grand Haven High School students opting to test out of a course will receive a "TO" on their transcript if they receive a C+ or higher grade on the test exam. Credit will be given if successful. This option allows students to advance in the curriculum and satisfy a requirement for graduation. The test out exam grade is not figured into a student's grade point average.

All applicants requesting Testing Out must submit a completed registration form to the main office by **January 9, 2009**. The testing out date for current high school students is **January 26, 2009**. A second test date will be available for current eighth grade students & for credit recovery for current high school students **April 22, 2009**. If you have any questions, contact Mr. Roberson, Assistant Principal.

HOME SCHOOL TRANSFER OF GRADES & CREDIT

Students transferring home school credits and/or grades to Grand Haven High School must prove competency in the Core Curricular areas by taking a placement test.

DUAL ENROLLMENT

Juniors & Seniors can further their education at a post-secondary institution with assistance in tuition and some fees. To qualify, a student must: (1) have earned sufficient credits to be in grade 11, (2) 11th grade students must qualify for state endorsement in all subject areas of MME, (3) 12th grade students who do not have the MME endorsements may take eligible classes in areas which they have received an endorsement; or a computer science, foreign language, or fine arts class, (4) be enrolled in both the school district and post-secondary institution during the local school district's regular academic year, and (5) be academic courses (as opposed to "activity courses") and must be courses not offered by the district.

It is required for interested students to complete a "Dual Enrollment Application" and a

"Request for Release of Student Records" form secured from the Student Services office. The forms must be completed and returned to the high school principal for a recommendation and forwarded to the Assistant Superintendent for approval. The Assistant Superintendent will notify the students, parent/guardian and the college of approval/denial. Upon the registrars receipt of final grades, tuition reimbursement (if applicable) will be awarded.

The district will comply with all stipulations of PA 336093 Sec. 21b. and any corresponding revisions. More information is available through a high school counselor.

DROP AND ADD POLICY

One week prior to each trimester and during the first three days of the first trimester (for a total of eight days) students may request to drop or change a class. Second and third trimester course changes must be completed by Friday, November 21, 2008 and Friday, February 27, 2009. Please understand that each trimester stands alone and schedule change requests for individual teachers and lunches may not be honored.

- Any course dropped before the first two (2) weeks of class will be recorded as a "W" (withdrawn).
- Any course dropped after the first two (2) weeks will be recorded as an "F" for the trimester.
- If a student is in jeopardy of failing his/her class and wants to drop a class, a conference with the student, parent, and counselor must take place in advance.
- When a student is removed from a course by administrative action, the grade to be recorded will be determined by the administrator in conjunction with the teacher.
- No course may be added after the first two (2) weeks of classes. This does not include transfer students.
- Teacher initiated requests for deviation from this policy may be granted upon the approval of the principal or designee.
- Any student enrolled in fewer than four (4) courses may be dropped.

GRADE REPORTING

Grades will be calculated and issued every six weeks. There will be three grading periods, one each trimester (after 12 weeks).

Final exams

- Final exams count 1/5 (20%) of the final trimester grade.
- All final exams will be comprehensive that cover the entire trimester's content.
- Final exams will be limited to the time allotted on exam day.
- Students who do not take final exams will be given an exam score of zero (0).

Grade Point Average is the sum of the numeric values of each report card letter grade divided by the number of grades. This number will be rounded to the nearest one-thousandth.

GRADING SCALE

Regular Courses		Advanced Placement Courses	
A	4.000	A	5.000
A-	3.667	A-	4.667
B+	3.333	B+	4.333
B	3.000	B	4.000
B-	2.667	B-	3.667
C+	2.333	C+	3.333
C	2.000	C	3.000
C-	1.667	C-	2.667
D+	1.333	D+	2.333
D	1.000	D	2.000
D-	0.667	D-	1.667
F	0.000	F	0.000

NOTE: A grade of A+ may be given but it will be equated as an A in determining G.P.A.

SENIOR EXAM WAIVER

Grade Requirement - Seniors who have achieved a B- or better in the second half (B) of a class at the end of the second trimester, or any class in the third trimester may be exempt from the final exam. The exam waiver for government would apply for all three trimesters for the 2008-09 and 2009-10 school years.

Attendance Requirement - A senior may not have more than 4 excused or exempted absences per class in the trimester. **They may not have any unexcused absences, or all exams must be taken.** School related (XR) are the only absences that do not count toward the 4 absence requirement.

Behavior Requirement - The senior may not have any suspensions in school (ISS) or out of school (OSS). A senior must exhibit exemplary behavior in class and in school in order to be eligible. **The return of all student textbooks, library materials and supplies must be taken care of before the final exam can be taken or waived.**

PASS-FAIL

With parent and teacher approval, students may choose to take one elective course on a pass-fail basis each trimester. The student will have the **choice by the end of the second week of the first trimester** of either completing the course on a normal grade (A-F) basis or on a Pass-Fail (P-F) basis. A passing grade would earn credit toward graduation and not impact the student's grade point average. A failing grade would negatively impact the student's grade point average. Please see your counselor if you have any questions and/or concerns regarding taking a class on a pass fail basis.

INCOMPLETES

In some circumstances, students are unable to complete required work by the end of a trimester. In such an event, all work must be completed within 2 weeks of the end of the trimester. After 2 weeks, incompletes will revert to F's. In unusual circumstances an extension may be granted with the approval of the principal.

INDEPENDENT STUDY

Limit of one independent study per trimester in an elective area. This option is available to juniors and seniors only. Deviations to this policy must have approval from the high school principal.

GRADUATION HONORS

Grade point averages for graduating seniors are computed after the conclusion of the eleventh trimester.

- GPA average of 3.00-3.49 graduate with Honor,
- GPA average of 3.50-3.69 graduate with High Honor,
- GPA average of 3.70-3.89 graduate with Top Honor,
- GPA average at or above a 3.90 are designated as Distinguished Academic Leaders.

Honor students and High Honor students will wear the honor cords at the graduation ceremony. Top Honor students and Distinguished Academic Leaders will be eligible to wear the honor cowl in addition to the honor cords.

The grade point average and rank in class computed at the end of the eleventh trimester will not be the final rank or G.P.A. A final rank in class and grade point average will be computed at the conclusion of each senior's earned credits, usually at the end of the twelfth trimester in June. This final rank and G.P.A. will be recorded on each graduate's final official transcript permanent record for use in sending information to employers and colleges.

Student Portfolio - The portfolio is a summary of student skills, achievement or proficiency. The purpose of the student portfolio is to 1) establish expectations; 2) record student competencies; and 3) better organize and recognize all student achievement. Keeping track is a joint responsibility of the school and the student, but ultimately, the breadth and depth of the portfolio depends on the effort of the student. The student will take his/her portfolio upon leaving or upon graduation.

CREDIT AND REPEATING COURSES

Students will be allowed to retake a course with the grade earned the second time replacing the original one in the compilation of the GPA. The original course will stay on the transcript and convert to an elective credit, and if it was passed, a credit (CR) will be entered on the transcript. If the original grade was a failure, then a No Grade (NG) will be entered on the transcript. Students may re-take one or both trimesters in a yearlong course, and must fill out the appropriate paperwork in Student Services..

STUDENT SCHEDULES

All students are required to have a full schedule of five (5) classes or the equivalent and a lunch. Schedules will be available during orientation or on the first day of school. If lost, additional copies will cost \$1.00 each.

HONOR ROLL

The Honor Roll is published at the end of each trimester. A student must achieve a (3.00) B average for all subjects to be eligible for honor roll status.

NATIONAL HONOR SOCIETY

National Honor Society is an organization that promotes scholarship, character, leadership and service. Membership is currently open to juniors and seniors with a 3.6 cumulative grade point average. Students are expected to maintain a 3.6 grade point average, do ten (10) hours per year, serve on a committee one time during the year, participate in two (2) group service projects each year, and attend monthly meetings.

RENAISSANCE

Renaissance is the term that we have chosen at Grand Haven High School to identify our program of commitment to the promotion of academic excellence. The name Renaissance was chosen simply because of its definition - rebirth, renovation, restoration, refurbishment, and renewal.

The purpose of Renaissance is to recognize students who are achieving academic excellence and to also recognize those students who are greatly improving and/or have perfect attendance and are good citizens. Traditionally, such students get little more than a "thank you" and a pat on the back. Consequently, Renaissance has been established to recognize students with positive, tangible incentives to encourage them to keep up the good work! Similar strategies have been used successfully for years in business (employee of the month, plaques, lapel pins, etc.) and in athletics (all-star, M.V.P., athletic letters, Olympic style medals).

Please make yourself familiar with the various Renaissance categories. Some of you have already qualified for awards. Some of you can easily qualify by the end of the trimester!

Gold Card Renaissance Students - Qualifications

1. All "A's/A-'s" for one trimester or a 4.0
2. No referrals to office for excessive tardies
3. No significant discipline penalties such as a suspension or detention
4. No truancies

AWARDS

1. Free admission to many school sponsored extra-curricular activities
2. 5-20% discount at participating businesses
3. Two pre-planned days per year when requested in advance (*Gold Card Day*)
4. Academic Excellence Certificate and Pin
5. Discounts on other school items to be determined
6. Ice cream social
7. Other complimentary items to be determined

Blue Card Renaissance Students - Qualifications

1. 3.0 G.P.A. or better for one trimester with no D's or F's or all "B's/B-'s"

2. No referrals to office for excessive tardies
3. No significant discipline penalties such as a suspension or detention
4. No truancies

OR

1. Increase G.P.A. by .75 from one trimester to the next
2. No referrals to office for excessive tardies
3. No significant discipline penalties such as suspension or detention
4. No truancies
5. No final grades of "F" for the trimester

AWARDS

1. 1/2 admission to many school sponsored extra-curricular activities.
2. 5-10% discount at participating businesses
3. Two pre-planned class periods per year when requested in advance. (*Blue Card Day*)
4. Discounts on other school items to be determined
5. Ice cream social
6. Other complimentary items to be determined

Perfect Attendance for the year - No more than 2 tardies per trimester

AWARD

Grand Haven High School Perfect Attendance Certificate

Academic Letter - Issued to Juniors and Seniors with a cumulative G.P.A. of 3.5 or above after six (6) trimesters.

MICHIGAN MERIT EXAM HIGH SCHOOL TESTS

All juniors must take the MME High School tests in March even if they have taken the ACT or MEAP previously. The MME will include the ACT college entrance exam, WorkKeys-an ACT works skills assessment, plus several Michigan components developed to assess Michigan curriculum that is not assessed by the ACT college entrance exam or WorkKeys assessment. The state pays for the initial testing on March 10, 2009. Students must take all the tests included in the MME if the students retest in the fall. These assessments will be used to comply with *No Child Left Behind* law on state assessments. Juniors will automatically be registered for the March test.

AGE OF MAJORITY

The conduct of all students who have filed for privacy is governed by the handbook. Students who are emancipated will be allowed to exercise their rights as adults, as allowed by law or as specifically provided in the handbook.

Eighteen (18) year-old students are legally recognized as adults.

Students eighteen (18) years and older may have the same privilege as their parents/guardians as it relates to access to their student records. However, parents will receive correspondence regarding academics, attendance, and discipline issues.

Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.

Students 18 years and older may sign themselves in and out of school and may verify their own absences. **However, an 18 year old student that checks out during the school day, may only return with a verification of an appointment. ie., medical, court, etc.** NOTE: All school attendance standards continue to apply to students regardless of their age.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school attendance office, and a parent signature is required. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures. Students abusing this option may have their privileges revoked.

ATTENDANCE POLICY

The Grand Haven High School Attendance Policy rests on the premise that important events take place in class every day and that such activity or interaction between teacher and students can never be exactly duplicated. Interaction among students and staff coupled with involvement in the total school environment are critical factors in the learning process. Such interaction is dependent upon a student's presence in school and the classroom. Therefore to maximize learning, regular school attendance is essential and vitally important to each student's success. Attendance directly affects academic progress and development as well as attitudes and habits for later life. Although Michigan law (citation) provides that the responsibility for school attendance of children under the age of sixteen (16) rests with the parents, the school and students of all ages share portions of the responsibility for the student's education as it relates to attendance.

This policy defines minimum student attendance to receive academic credit in courses of instruction to be ninety percent (90%) of the sessions a class regularly meets. A student who is absent for seven (7) or more hours in a trimester could potentially lose credit in the class. An hour of absence is defined as one (1) class period.

Transfer students shall have attendance requirements adjusted on a pro-rata basis for the balance of the trimester in which they enroll. Attendance is accumulated for all classes during each class hour for students transferring classes within the high school.

Student non-attendance, even where it does not result in a loss of credit per se under the policy, may nevertheless have grading consequences based on applicable course/teacher standards and requirements.

Definitions

A. Excused Absences (E). These absences, such as illnesses not requiring confinement or hospitalization, are excused by parents, guardians, or independent status students within two (2) school days, no exceptions. Absences not excused within two (2) school days will be recorded as unexcused and remain as such. If the absence is excused, the student is required to make up all work missed within the required time limit. Such time limit is two (2) school days for each day of absence, beginning the day the student returns to school. Students are responsible to contact each teacher to discuss whatever he/she missed while absent. **Additionally, any assignments due or tests scheduled on the day of a student's excused or exempted absence, must be accomplished the day the student returns to school during that class.** If it isn't possible to use the class period, a mutually agreed upon, alternate date/time can be established. Any extenuating circumstances that would require an extension of the deadline would be at the teacher's discretion. There are times that students may feel too ill to attend school, but their illness may not warrant a doctor's visit. For this reason, students are allowed six (6) days of absences per trimester excused by a parent phone call. This would also include days like "Take Your Child to Work Day."

0-6 excused, unexcused and/or unexcused late absences per class (per trimester), student receive the earned grade.

7+ excused, unexcused and/or unexcused late absences per class (per trimester), students must earn a 77% minimum grade on the final exam to earn credit.

-Students who do not earn the 77% minimum on the exam, but earn a passing trimester average will receive an NC for the class.

-Students who earn the 77% minimum on the exam, but earn a failing grade for the trimester average will receive a CR for the class, giving them credit but no grade will compute towards their GPA.

Exempted absences will not be counted toward reducing the percentage of class attendance to the minimum of 90% required to receive credit per trimester. These absences include but are not limited to funeral/bereavement, medical, school related, family trips (up to 3 days per school year) and suspensions.

B. Unexcused Absences (U). These absences have not been excused by parents, guardians, or independent status students within two (2) school days. Any deviations from this time limit will require administrative approval. Unexcused absences are used to determine truancy which may be dealt with through disciplinary action. Inquiry into unexcused absences will allow the attendance office to check on the whereabouts of the

student. **Any student more than (5) minutes late to a class, without approval, will cause the absences to be declared unexcused late (UL) and will receive the same consequences as an unexcused absence.** If the absence is unexcused, the student is expected to make up all work within the required time limits as previously described. **Students will receive a ZERO (0) for all work missed during the unexcused absence (including tests, quizzes, projects, assignments, etc.)**

The following consequences will be applied for unexcused (U) and unexcused late (UL) absences:

First U or UL: Administrator issues an after-school detention for the hour missed in room 9302 and receives a detention slip. The detention will be served from 2:45-3:45 pm on Tuesday, Wednesday or Thursday.

Second U or UL: Same procedure as first U or UL and a phone call to parent.

Third U or UL: Parent phone call by administrator or paraprofessional. ISS for one day.

Fourth U or UL: Same procedure as third U or UL.

Fifth U or UL: Referral to appropriate administrator. Suspension out-of-school (OSS).

Failure to serve an after-school detention will result in suspension.

C. Exempted Absences. The following classifications will not be counted toward reducing the percentage of class attendance to the minimum of ninety percent (90%) required to receive credit per trimester. The student is required to make up all work missed within the required time limits as previously described. It is the student's responsibility to contact the teacher regarding work missed.

1. **Court Related (XC).** Court related absences must be verified through written documentation provided by the court.
2. **Youth Home (XY)** - Students assigned to the Youth Home.
3. **Funeral/Bereavement (XF).** Days are granted for the death in immediate family (mother, father, guardian, sister, brother, or grandparent).
4. **Medical (XM).** Students should schedule medical appointments at times when they will not miss classes. There are times that students may feel too ill to attend school, but their illness may not warrant a doctor's visit. These absences will be excused but not medically exempted. Student absences due to hospitalization or extended or chronic illness are classified as "Medical".
5. **School Related (XR).** Absences due to school related activities (school sponsored or approved academic/athletic events, competitions, assemblies, meetings, etc.) are recorded and considered school approved and shall not accumulate to cause a loss of credit. A maximum of two (2) college visits will be classified as "School Related" if they are approved in **advance and a signed form is returned from that college.**
6. **Family Trips (XT).** Requests for Family Trips must be made through the attendance office in advance. Students will be allowed a maximum of one (1) family trip per year not to exceed a total of three (3) days. Any days in excess of three (3) would be considered excused rather than exempt.
7. **In-School & Out-of-School Suspension (XI & XS).** Absences resulting from disciplinary violations and subsequent removal from their regularly scheduled classes for a period of time. Suspended students are required to make up all **work provided** during the time of suspension.
8. **Other (XO).** Can be used with administrative approval.

D. Student Independent Status. Students who are eighteen years old and have filed an 18-Year-Old Attendance Agreement Form signed by their parent or legal guardian are considered to be "Age of Majority" and therefore act on their own behalf. **This form, however, does not allow students to leave campus during lunch as we operate under a closed campus.** This form is available in the Attendance Office.

Procedures

A. Reporting Absences. A parent, legal guardian, or a student who has attained independent status must call the attendance office at (850-6050) whenever it is necessary for their son, daughter, or themselves to be absent from school. Messages are to be left on the answering machine after 3:15 p.m. If no telephone is available, the student must bring a written note identifying the date and reason for the absence. All absences not reported **within two (2) school days** will be considered (U) unexcused. Any deviations from this time limit will require administrative approval.

B. Non-Attendance Reporting.

1. First Notice. An automated dialing system will notify parents when their child receives an unexcused absence in any class. This notification is intended to alert parents regarding attendance concerns. We strongly encourage parental involvement in all school related issues.

2. Second Notice. A Loss of Credit Warning notice will be sent to every student who reaches four (4) hours of absences in a class in a given trimester. In this letter the student will be notified that three (3) more hours of absence (which are not exempted) in a given trimester, could cause loss of credit in the class missed.

3. Third Notice. Notice of Potential Credit Loss: A student who is absent for seven (7) or more hours in a trimester will be sent a Notice of Potential Credit Loss. A letter will be sent to the parent, guardian, or independent status student indicating potential credit loss due to non-attendance in a given trimester. The student may earn the credit for the class by receiving a minimum of 77% on the trimester exam.

Attendance Records

All absences will be coded and become part of the student's permanent record. The following codes will be used.

E	Excused Absence
EX	Attendance Makeup
XY	Youth Home
XC	Court Related Absence
XF	Funeral/Bereavement Related Absence
XM	Medical
XR	School Related Absence
XI	In-School Suspension
XS	Out-of-School Suspension
XT	Family Trip
U	Unexcused/Truancy from School or Class
UL	Unexcused but late more than 5 minutes
XO	Other
T	Tardy

TARDY POLICY

Punctuality is a lifetime trait which industry claims is one of the most important requirements for employability. To help students with the responsibility of getting to class on time, Grand Haven High School will sound a one (1) minute warning bell prior to the start of each class. Students will be considered tardy **if they are not inside the classroom** when the bell rings at the beginning of each class period.

Those students tardy to class will face, at minimum, the following consequences for not being on time to class. This is a **trimester (12 week) policy per class period.**

0-4 tardies per class (per trimester), students receive the earned grade.

5-7 tardies per class (per trimester), students must receive a 77% minimum grade on the final exam to earn credit.

-Students who do not earn the 77% minimum on the exam, but earn a passing trimester average will receive an NC for the class.

-Students who earn the 77% minimum on the exam, but earn a failing grade for the trimester average will receive a CR for the class, giving them credit but no grade will compute towards their GPA.

8+ tardies per class (per trimester), students must earn a 77% minimum grade on the final exam to earn credit.

-Students who do not earn the 77% minimum on the exam, but earn a passing trimester average will receive an NC for the class

-Students who earn the 77% minimum on the exam, but earn a failing grade for the trimester average will receive a CR for the class, giving them credit but no grade will compute towards their GPA.

-ADDITIONALLY, the teacher will notify the appropriate administrator/parapro for additional consequences (i.e., ASD, ISS, OSS).

Tardy Reporting

1. First Notice: A Loss of Credit Warning notice will be sent to every student who reaches three (3) tardies in a class in a given trimester. In this letter the student will be notified that two (2) more tardies in a class, would require the student to earn a minimum of 77% on the trimester exam AND a passing trimester average to receive the grade/credit for the class.

2. Second Notice: Notice of Potential Credit Loss. A student who reaches six (6) tardies in a class in a given trimester will be sent a Notice of Potential Credit Loss. A letter will be sent to the parent, guardian, or independent status student indicating potential credit loss due to tardies in a given trimester. The student may earn the credit for the class by receiving a minimum of 77% on the trimester exam AND having a passing trimester average. Additional consequences will also be assigned by teacher and/or administrator (i.e., ASD, ISS, OSS.)

DRESS AND APPEARANCE

Dress and grooming are the responsibility of the student and parent/guardian. The student must be clean and well-groomed. Shoes must be worn at all times. Dress and grooming must not be hazardous to any educational activity, nor may it be damaging to property, sexually offensive or violate reasonable standards of safety, health, hygiene or decency.

Recently, it seems as if fashion trends have been for young people to wear clothes that are not really appropriate in the educational setting. Specifically, there has been an increase at school as well as school sponsored events, in the number of students wearing disruptive clothing such as **tank tops, short shirts, trench coats, and/or tight fitting apparel.** In order to help students (and parents) determine the appropriateness of their shorts/skirts, we've added a length requirement. It states, **"Short Skirts/Shorts - place your hands at your side, fingertips extended, the hem of your shorts/skirt must be at or below your fingertips."** These are not to be worn either in school or at extra curricular events such as games or dances.

Disciplinary action may be taken for any violation of these guidelines. Students may be sent home to change, placed in In-School Suspension, given Out-of-School Suspension, and/or be required to have other clothing brought to them.

The following consequences will occur:

Dress and Appearance

1st Offense: Student will be required to change offensive garment.
2nd Offense: Change offensive garment/parent contact/detention.
3rd Offense: ISS/Parent contact.
4th Offense: ISS/OSS/Parent meeting.

Cell Phones should not be seen and may not be used during school hours (7:50-2:42). GHHS will not be responsible for the theft of cell phones. Cell phone violations in classrooms will be handled at the discretion of the teacher.

Cell phone use/activation outside of classrooms:

Use or activation (ring, song, vibration, pictures, etc...) of cell phone:

1st Offense: Take cell phone and contact parent
2nd Offense: Take cell phone and contact parent/after school detention assigned
3rd Offense: Take cell phone, parent picks up/ISS assigned

Hats, Bandannas, Chains, and Laser Pens, are not to be worn/seen/used during school hours. Hats must not be visible during the school day. Put them in your locker or leave them at home!

1st Offense: Take item & pick up in a week
2nd Offense: Take item & pick up at the end of the trimester/parent contact detention assigned
3rd Offense: Take item & pick up at the end of the school year/parent contact/ISS assigned

Hooded Sweatshirts - Due to the popularity of hooded sweatshirts, an increasing number of students are wearing them and as a result, some are choosing to wear the hood. We have no objection to wearing the sweatshirt, but due to safety/security issues, we won't allow the hoods to be worn.

1st Offense: Warning
2nd Offense: Warning & parent contact
3rd Offense: Student(s) may not wear hooded sweatshirts for the balance of the trimester

iPods/MP3 players use: iPods & MP3 player violations in classrooms will be handled at the discretion of the teacher.

iPods/MP3 use outside of classrooms: May be used before and after school hours, as well as in the cafeteria during the lunch hours. They may not be used during passing time.

The above provisions, regarding cell phones, hats, and electronic devices, apply to the regular school day. The dress code applies to all school events. GHHS will not investigate theft of prohibited electronic devices.

PUBLIC DISPLAYS OF AFFECTION

No public display of affection (PDA). This includes prolonged hugging and/or kissing. Consequences may be assigned to repeat offenders.

FREEDOM OF EXPRESSION

Students have the right of expression as long as it does not interrupt the educational process. Personal opinions may be expressed in student publications if they are not libelous, profane or obscene and do not violate the editorial policies governing the publications.

Students are not required to participate in educational experiences which violate their religious or patriotic convictions, but they must request and complete an alternate educational program.

PERMISSION TO LEAVE BUILDING

If for any reason a student must leave the building, advance permission from a parent by phone must be obtained, then **the student MUST check out at the attendance office.** If a student has an appointment with a doctor or dentist, the student should have a parent call the high school office to have the time missed excused prior to the time of the appointment. This includes appointments made with the Ottawa County Health Department. In addition, the student is to sign out in the attendance office and sign in when returning. Failure to sign out in the office can result in a disciplinary action.

CLOSED CAMPUS

Students must stay in school during their scheduled hours. **They are not permitted to leave the building, even to go to the parking lot, without permission given directly by the building administration or paraprofessional.** Lunch hour is considered part of the student's daily scheduled hours. Whenever a student needs to leave the campus during school hours, the student is to check out through the attendance office before using the Rotunda exit only. Parental/guardian confirmation must be established before a release will be granted. Any student who does not conform to this policy will be considered truant and receive consequences as follows:

First Offense

1. Notify parent
2. One (1) day of In-School Suspension

Second Offense

1. Notify parent
2. Two (2) days of In-School Suspension

Third Offense

1. Notify parent
2. Three (3) days of Out-of-School Suspension and parent conference before re-admittance to school.

BULLYING STATEMENT

Bullying can occur in many different forms including physical aggression, threats, teasing, and harassment. In any form, bullying is unacceptable behavior and can undermine the quality of our school environment at GHHS. Bullying will not be tolerated and will be dealt with as a very serious matter. Please make sure to communicate with any adult in our building if you feel you are a victim, or witness others being victims of bullying.

STUDENT CODE OF CONDUCT (Adopted June 7, 1988, Revised April 17, 2000)

The following Code of Conduct, Related Provisions and Disciplinary Procedures, pertaining to students of the Grand Haven Area Public Schools (the "School"), may be collectively referred to as the "Code".

INTRODUCTION

Among the Code's objectives are the following: (1) creating and maintaining an environment conducive to the learning process; and (2) instilling respect for individuals, their property, and their rights.

It is hoped that application of this Code will promote an understanding, and appreciation of our representative form of government. Discipline is necessary to insure the smooth functioning of the education process through the efforts of the administration, teachers and students. Students should be guided to aid the learning process rather than interfere with it. Training students to be responsible, self-disciplined contributors of the community is of primary importance. Rather than posing a threat to or creating fear in students, a more positive approach (using preventive discipline) is desired in the interest of developing student self-discipline and self-control.

SCHOOL SPONSORED OFF CAMPUS EVENTS

Students at School sponsored events shall be governed by School district rules, regulations, this code of conduct, and are subject to the authority of School district officials. Violators will be punished as prescribed by the appropriate section of this code.

While it is natural for most students to desire knowledge and to seek to perform along lines of acceptable behavior, the School's responsibility is to see that these natural inclinations are developed and encouraged. When reasonably possible and practical, an effort will be made to solve disciplinary or pupil conduct problems within the School setting and without excluding students from School. However, when such solutions are not reasonably possible or practical, and/or when the disciplinary problems or pupil conduct warrant, separation of students from School may be required.

Pursuant to the authority granted it under the School Code, the Board of Education (the "Board") approves and adopts the following:

CODE OF CONDUCT

In addition to such other rules, regulations, standards and guidelines as are set forth in other publications of the School, and/or as may be separately issued by School officials, and/or as are inherent in basic concepts of acceptable conduct and behavior, the following provisions are illustrative (but not limiting or exhaustive) of required or prohibited conduct (as the case may be). Some forms of prohibited conduct may fall within more than one category. Violation of any such rules, regulations, standards or guidelines shall be deemed to be a gross misdemeanor or misconduct warranting a student's exclusion, suspension or expulsion as hereinafter provided.

1. "Type I Discipline" means the exclusion of a pupil from a classroom or extracurricular activity for not more than one class period, one instructional unit, or, in the case of an extra-curricular activity, for not more than one day, as hereinafter provided.

2. "Type II Discipline" means the suspension of a pupil from his or her regular School program and/or a curricular activity for a specified period not to exceed ten (10) School days, as hereinafter provided.

3. "Type III Discipline" means the suspension of a pupil from his or her regular School program and/or extracurricular activity for a specified period in excess of ten (10) School days, but not in excess of thirty (30) school days, as hereinafter provided.

4. "Type IV" Discipline" means either: (1) the suspension of a pupil from his or her regular School program and/or a curricular activity for a specified period in excess of thirty (30) School days, or (2) the permanent expulsion (or non-admittance) of a pupil from attending the regular School program and/or from participating in a curricular or extra-curricular activity, as hereinafter provided.

5. "Type V Discipline" means mandatory and permanent expulsion for conduct which, pursuant to Section V of this Code and under state and/or federal law, requires such expulsion.

6. **A. Mandatory Permanent Expulsion:** Notwithstanding any provisions of this Code to the contrary, students shall, pursuant to applicable state and/or federal law, be permanently expelled (as Type V Discipline) for any of the following conduct:

1. Weapons: Possession of a dangerous weapon on School property, including a building, playing field or property used for School purposes or used for functions and events sponsored by the School and vehicles used by the School to transport students to and from School property. For purposes of this Section of the Code, a "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

2. Arson: Commission of arson in a School building or on School grounds.

3. Rape: Commission of a rape in a School building or on School grounds.

4. Physical Assault Upon School Personnel: Commission, by a student enrolled in grade 6 or above, of a physical assault at School against a person employed by or engaged as a volunteer or contractor by the School Board. For purposes of this subsection, at School means in a classroom, elsewhere on School premises, on a School bus or other School-related vehicle, or at a School-sponsored activity or event whether or not it is held on School premises. For purposes of this section of the Code, physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

B. Mandatory Expulsion Up to 180 School Days:* Notwithstanding any provisions of this Code to the contrary, students shall, pursuant to applicable state and/or federal law, be expelled for up to 180 School days for any of the following conduct:

1. Verbal Assault on School Personnel: Commission, by a student enrolled in grade 6 or above, of a verbal assault at School against a person employed by or engaged as a volunteer or contractor by the School Board. For purposes of this section of the Code, at School means in a classroom, elsewhere on School premises, on a School bus or other School related vehicle or at a School-sponsored activity or event whether or not it is held on School premises. For purposes of this section of this Code, a verbal assault means any statement (oral or written) or other act that can reasonably be expected to induce, and/or which reasonably does induce, in another person an apprehension of danger of bodily injury or harm.

2. Bomb Threat: Commission, by a student enrolled in grade 6 or above, of a bomb threat or similar threat directed at a School building, other School property, or a School-related event.

3. Physical Assault on a Student: Commission, by a student enrolled in grade 6 or above, of a physical assault at School against another student. For purposes of this section of the Code, at School means in a classroom, elsewhere on School premises, on a School bus or other School-related vehicle, or at a School-sponsored activity or event whether or not it is held on School premises. For purposes of this section of the Code, physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

*While expulsion up to 180 School days is mandatory under this Code and state law, the School retains discretion, under Type IV Discipline, to expel a student for a longer period of time, up to and including permanent expulsion, for misconduct described in this or any other subsection of the Code. When the School mandatorily expels a student pursuant to this subsection of the Code, the School may follow the disciplinary procedures set

forth in this Code for Types II, III, IV, or V Discipline, based upon the number of days the student will be expelled. (For example, if a student will be expelled for less than ten days, the School may follow the procedures for Type II Discipline; if a student will be suspended for 10 days or more but less than 30 days, the School may follow the procedures for Type III Discipline; etc.)

7. Snap Suspension: Permits a teacher to suspend a student from any “class, subject, or activity” for up to one day. The suspension must be for specific student conduct defined by local school district policy as behavior justifying suspension from a class. “As soon as possible” after the suspension, the teacher shall ask the student’s parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so requests. The school counselor, psychologist, or social worker shall also attend this meeting “where practicable.” Examples of such behaviors which might lead to a snap suspension include but are not limited to the following:

- Throwing objects that can cause bodily injury or property damage
- Fighting
- Directing profanity, vulgar language, or obscene gestures toward the teacher or other students.
- Violating safety rules as communicated in student handbooks or classroom rules
- Failing to comply with directives given by the teacher
- Expressing racial or ethnic slurs toward the teacher or another student
- Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence
- Possessing a laser pointer
- Violating district dress code standards
- Excessive tardiness
- Destroying/defacing school property
- Violating computer use policies, rules, or agreements

8. Summary Suspension: A student may be temporarily suspended and removed from his or her school program and/or a curricular or extra-curricular activity immediately, pending a meeting, conference, hearing and/or the result of an appeal pursuant to the Disciplinary Procedures prescribed in this Code, if, in the opinion of the Building Administrator and/or Superintendent in consultation with other appropriate school personnel, the continued presence of the student in school and/or in a curricular activity would pose a continuing danger to persons or property or an ongoing threat of disrupting the educational process.

9. Athletic Separations: Notwithstanding any and all other provisions of this Code, participation in the athletic program of the school is governed not only by this Code but also by the athletic policies of the school, as said policies are set forth in other portions of the Code and/or separately is used by school officials.

PROHIBITED CONDUCT

The following prohibited conduct provisions are generally intended to apply to student conduct which is School-related. School-related conduct may include (for example) conduct occurring on School property, at School-sponsored events, on School vehicles, on School routes (e.g. walking routes and bus stops), and/or conduct which otherwise adversely affects or disrupts the School’s programs or operations. The following examples are illustrative (but not exhaustive) of prohibited student conduct:

PROHIBITED CONDUCT

1. Alcoholic Beverages:

(a) Possession, use, sale, distribution, being under the influence, or advertisement of alcohol, or causing alcohol to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

RANGE OF DISCIPLINARY ACTION

Possession, Use - First Offense

1. Notify parent
2. Police referral
3. Student Assistance referral
4. 10 day O.S.S. or 5 days OSS and Crossroads Family Center (CFC) Assessment (Type II)

(b) Possession, use, sale, distribution, or advertisement of any substance which is: (i) represented to be alcohol, or (ii) represented to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute, advertise or use the substance as

alcohol, or causing such substance to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

Possession, Use - Second Offense

1. Same as items 1-3 above
2. Recommended 10 day O.S.S. (Type III) and Crossroads Family Center (CFC) referral

Other incidences

1. Same as items 1-3 above
2. Recommendation for expulsion (Type IV) - 30 day O.S.S. and possible expulsion

SALE

Same as items 1-3 above.

Recommendation for 30 day O.S.S. (Type III)

PROHIBITED CONDUCT

2. **Attendance:** Failure to maintain daily attendance in accordance with state law and Board or School policy.

RANGE OF DISCIPLINARY ACTION

See School policy

PROHIBITED CONDUCT

3. **Criminal Acts:** The commission of, or participation in, criminal acts (under federal, state or local laws or ordinances). Disciplinary action may be taken by the School regardless of whether or not criminal charges result, and such action (if taken) will not be subject to the rules or standards applicable in a criminal case. A partial listing of criminal acts which may subject a student to discipline by the School under this paragraph appears below:

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. (Type II-V) discipline for all subsequent offenses

(a) **Arson:** The intentional setting of fire.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. Mandatory expulsion (Type V)

(b) **Assault and/or Battery:** Physical threats or violence to persons. (This includes spitting.)

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. Physical Threat-Up to 3 day suspension possible
4. Physical Threat and contact - Up to a 30 day suspension (Type III) possible

(c) **Extortion, Blackmail or Coercion:** Obtaining money or property by violence or threat of violence or forcing someone to do something against his or her will by force or threat of force.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. Up to a 10 day suspension (Type II)
4. 2nd offense, Recommendation for 30 day suspension (Type III)

(d) **Gambling:** Participating in games of chance for monetary gain.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Up to 10 day suspension (Type II)

(e - 1) **Larceny or Theft:** Unauthorized removal or possession of School or personal property.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. Recommendation for restitution
4. Up to 30 day suspension (Type II-III)

(e - 2) Theft from the Cafeteria:

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police Referral
3. Recommendation for restitution
4. Up to a one (1) day I.S.S. or O.S.S
5. Three (3) day O.S.S.
6. Five (5) day O.S.S. and loss of cafeteria privileges

(f) Malicious Mischief: Property damage.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. (Type II-IV)

(g) Robbery: Stealing or otherwise taking the property of another by force, threat or threat of force.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. (Type II-IV)

(h) Trespass: Being present in an unauthorized place or refusing to leave when lawfully ordered to do so.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. (Type I-II)

Second offense

1. Same as 1-2 above
2. (Type II-III)

If the student comes back to school during their suspension:

1. Additional one (1) day or three (3) days, if a second offense, will be added to their suspension

(i) Other Serious (Quasi-Criminal) Misconduct: Serious misconduct which is not necessarily "criminal" (based on technical legal principles), but which nevertheless is inherently wrong or unacceptable, and/or which is disruptive to the educational process or detrimental to others.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. (Type I-V)

PROHIBITED CONDUCT

4. Disruptive Conduct or Appearance (including gang-related symbols): Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, chains, emblem, badge, symbol, sign or any thing which may lead to substantial disruption of, or material interference with, School activities.

RANGE OF DISCIPLINARY ACTION

Conduct

First offense

1. Notify parent
2. Type I-I

Second offense

1. Notify parent
2. Notify counselor
3. Type II

PROHIBITED CONDUCT

5. Drugs: (Including mind altering substances)

Possession, use, sale, distribution, being under the influence, or advertisement of illegal or prescription drugs (without a prescription for such drugs), or causing illegal or prescription drugs (without a prescription for such drugs) to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

Possession or the making of drug paraphernalia results in the same consequences.

RANGE OF DISCIPLINARY ACTION

Possession, Use - First Offense

1. Notify parent
2. Police referral
3. Student Assistance referral
4. 10 day O.S.S. or 5 days OSS and Crossroads Family Center (CFC) Assessment. (Type II)

Possession, Use - Second Offense

1. Same as items 1-3 above
2. Recommended 10 day O.S.S. and Crossroads Family Center (CFC) referral (Type II)

Other incidences, including SALE/DISTRIBUTION

1. Same as items 1-3 above
2. Recommendation for 30 day O.S.S. and possible expulsion (Type IV)

*Appropriate forms must be on file for any over the counter medication. (This includes vitamins or other mind altering substances.)

PROHIBITED CONDUCT

6. False Reporting: Misuse or inappropriate use of fire alarms, the making of bomb threats, and/or falsely reporting student or staff misconduct.

RANGE OF DISCIPLINARY ACTION

Fire Alarm

1. Notify parent
2. Police referral
3. Type IV - 10 day O.S.S. and recommendation for expulsion

Bomb Threat

1. Notify parent
2. Police referral
3. Type III-IV - 30 days O.S.S. and recommendation for expulsion

False Reporting

1. Notify parent
2. Police referral, if applicable
3. Type I-II

PROHIBITED CONDUCT

7. Falsification of Records: Falsification or forgery, as to either content or signature, or any documents, forms or records used or relied upon by the School. This includes fake phone calls.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral, if applicable
3. Type I-II

PROHIBITED CONDUCT

8. Fighting/Instigating or provoking: Quarreling involving bodily contact.

RANGE OF DISCIPLINARY ACTION

First offense

1. Notify parent
2. Possible police referral
3. Type I-II (Ten (10) days suspension for punches thrown, or five (5) with conflict resolution/anger management)

Second offense

1. Same as items 1-3 above
2. Recommendation for 30 days OSS.

PROHIBITED CONDUCT

9. Identification of Self: Failure, upon the request of School authorities, to identify oneself as to name and whether or not he/she is a student enrolled in the School.

RANGE OF DISCIPLINARY ACTION

1. Type I-II

PROHIBITED CONDUCT

10. Incendiary Devices:

(a) Possession, use, threatened use, sale, distribution, or advertisement of any incendiary, explosive or destructive device (including, but not limited to, a bomb, a grenade, a mine and/or device which emits poisonous or other gas or smoke), or causing such or

causing such incendiary, explosive, destructive device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

(b) Possession, use, threatened use, sale, distribution, or advertisement of any instrument or device which is: (i) represented to be an incendiary, explosive or destructive device (including, but not limited to, a bomb, a grenade, a mine and/or a device which emits poisonous or other gas or smoke), or (ii) represented to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute, advertise or use the instrument or device as an incendiary, explosive or destructive device (including, but not limited to, a bomb, a grenade, a mine and/or a device which emits poisonous or other gas or smoke), or causing such an instrument or device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. Type II-V - 10 day O.S.S. and mandatory expulsion up to 180 days.

PROHIBITED CONDUCT

11. Indecency: Action or conduct offensive to commonly recognized community standards of propriety or good taste, including, but not limited to, the use of vulgar language and/or gestures.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Type I-III

*This includes, but is not limited to, public displays of affection (PDA)

PROHIBITED CONDUCT

12. Sexual Harassment: Action or conduct of a sexual nature which is discriminatory, insulting, intimidating, offensive or hostile. Such action or conduct may include, but is not limited to, the following: verbal or written comments of a sexual nature; overt or subtle pressure for sexual activity; inappropriate and/or unwelcome patting, pinching, or body contact; demand for sexual conduct. accompanied by implied or overt threats concerning an individual's safety; and/or any physical act of aggression that includes a sexual act or a sexual purpose.

RANGE OF DISCIPLINARY ACTION

1. Referral to administration and Sexual Harassment Counselor. (Mrs. Phipps and Mr. Klemm)
2. Notify parent
3. Police referral, if applicable.
4. Type I-IV

PROHIBITED CONDUCT

13. Harassment: Any statement (oral or written), conduct (in any form), or other act which is discriminatory, insulting, intimidating, offensive, demeaning, derogatory or hostile on account of a person's gender, sexual orientation, race, ethnicity, national origin, religion, age, disability, marital status, height, weight or other physical characteristic.

RANGE OF DISCIPLINARY ACTION

1. Referral to teacher, counselor and/or administrator
2. Notify parent
3. Police referral, if applicable.
4. Type I-IV

PROHIBITED CONDUCT

14. Insubordination: Failure to obey the lawful instructions or directives of School personnel.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Type I-IV

PROHIBITED CONDUCT

15. Interference with School Authorities: Interference with and/or intimidation of School personnel by force or violence or threat of force or violence on or off school property.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral

3. Type II-IV

PROHIBITED CONDUCT

16. Loitering: Linger, loitering, sitting or standing in an area where prohibited or restricted, or in a manner obstructing free passage, or after having been directed to move by School authorities or other authorized personnel.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Type II-IV

PROHIBITED CONDUCT

17. Missiles: Wrongfully throwing or propelling any snowball, missile or object from any moving vehicle; or wrongfully throwing or propelling any snowball, missile or object toward any person or vehicle (whether or not motorized).

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Type I-II

PROHIBITED CONDUCT

18. Obscenity: Action or conduct involving the use or display of obscene language, signs or symbols in any form, whether verbal, written or in the form of pictures or caricatures.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Type II-III

PROHIBITED CONDUCT

19. Tobacco: Possession, use, sale or distribution of snuff, chewing tobacco, smoking tobacco (including, but not limited to, cigarettes) or smoking paraphernalia on School property.

RANGE OF DISCIPLINARY ACTION

First offense

1. Notify parent
2. Police referral
3. Three (3) day OSS and participation in a smoking cessation program.
4. Referral to Student Assistance

Second offense

1. Notify parent
2. Police referral
3. Five (5) day OSS
4. Referral to Student Assistance

Third offense

1. Notify parents
2. Police referral
3. Ten (10) day OSS
4. Referral to Student Assistance

PROHIBITED CONDUCT

20. Truancy: Unauthorized absence from School for any period of time, including chronic tardiness.

RANGE OF DISCIPLINARY ACTION

1. Notify parents
2. After School Detention assigned for each hour missed.
3. Type I-II
4. Referral to Ottawa County truant officer, if applicable

PROHIBITED CONDUCT

21. Vandalism: Willful or ignorant damage to, or destruction of, property, or attempts to damage or destroy property, belonging to another or others.

RANGE OF DISCIPLINARY ACTION

1. Notify parents
2. Police referral
3. Restitution
4. Type I-III

PROHIBITED CONDUCT

22. Vehicles: Operation of any vehicle, including, but not limited to, recreational vehicles (e.g. snowmobiles, motorcycles, all-terrain cycles, etc.) in any area which is not designed and intended for vehicular use; and/or operation of any such vehicle contrary to School rules or the directives of School authorities.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral, if applicable
3. Loss of parking privilege
4. Type I-III

PROHIBITED CONDUCT

23. Weapons: Michigan law (Public Act 328) which took effect January 1, 1995, requires expulsion of students who possess "a dangerous weapon" defined as a firearm, BB gun, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles in a weapon free school zone (school property) or who commit arson or sexual misconduct on school grounds. As in the federal law, the penalty for students in grades 6-12 is a mandatory expulsion.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Police referral
3. Mandatory expulsion.

(a) Possession, use, threatened use, sale, distribution, or advertisement of any weapon, instrument or device capable of inflicting injury (including, but not limited to, a firearm, a knife and an explosive or destructive device), or causing such weapon, instrument or device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

(b) Possession, use, threatened use, sale, distribution, or advertisement of any instrument or device which is: (i) represented to be a weapon, instrument or device capable of inflicting injury (including, but not limited to, a firearm, a knife, laser pen/light, chains, and/or a destructive device), or (ii) represented to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute, advertise or use the article as a weapon, instrument or device capable of inflicting injury (including, but not limited to, a firearm, a knife and/or a destructive device), or causing such an instrument or device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

PROHIBITED CONDUCT

24. Flagrant Misconduct: Any other gross misdemeanor or persistent disobedience, whether in violation of established School rules, regulations, standards, or guidelines (whether contained in this Code or separately issued), and/or whether merely violative of basic concepts of acceptable student conduct and behavior.

RANGE OF DISCIPLINARY ACTION

1. Notify parent
2. Type II-IV

PROHIBITED CONDUCT

25. Electronic Communication Devices: Possession, use, sale or distribution of a pager, beeper, telephone or other device utilized, or capable of being utilized, for electronic communications; provided, however, such possession, use, sale or distribution shall not be considered prohibited conduct if it is for health or other unusual reasons approved by the Board prior to such possession, use, sale or distribution.

RANGE OF DISCIPLINARY ACTION

First offense

See page 8 for consequences

Second offense

See page 8 for consequences

Third offense

See page 8 for consequences

TYPES OF CONSEQUENCES

DETENTIONS

Detentions are scheduled in the afternoon following fifth (5th) hour and detentions are reserved for minor offenses of the rules and regulations and for excessive tardiness issued by the teacher. Teachers issue detentions for tardiness, and administrators will issue detentions for other offenses. Failure to serve detention(s) will result in an In-School Suspension (ISS).

IN-SCHOOL SUSPENSION

The In-School Suspension Program is an alternative to Out-of-School suspension (OSS). If a student is placed in ISS, he/she must abide by the rules of ISS and the direction of the supervisor. Any student who misbehaves in ISS could be given an additional OSS. Community service may be assigned during ISS penalty.

Suspensions can be deferred to the following school year if they cannot be served before the end of the school year. Students may be required to return after school has ended for makeup if they have been suspended at the end of the school year and have missed their final exams. It is the responsibility of the student and his/her parent to arrange with the guidance office for exam make-ups. Under these circumstances, the receipt of a final grade may be delayed until such time that the teacher can evaluate this student's work.

OUT-OF-SCHOOL SUSPENSION

It is the discretion of the building administration to determine whether the seriousness of the offense merits OSS. The student must not return to the school grounds during the OSS suspension. This includes the weekend if the suspension extended into the following week. Students are not to participate or attend any activities home or away, in the evening, while under suspension.

Suspensions would extend to any extra-curricular activity and to any assignment where credit is received from the school. However, for activities off campus, such as co-op placement, the student would be kept from participation in that activity under regular school hours and/or to include the equivalent of that time released from school for co-op.

COMMUNITY SERVICE if applicable

PARTICULAR TYPES OF SEARCHES

The following provisions apply following types of searches:

LOCKERS/LOCKER SEARCHES

Lockers are the property of Grand Haven High School. Students are expected to maintain their lockers and may not damage them by applying stickers, gum, writing on them with markers, etc. Students failing to maintain their lockers in the same condition as issued will be billed for cleaning at the end of the school year and will not receive their report card or diploma until full payment has been made.

(1) Maintenance Searches: Although School lockers are temporarily assigned to individual students, they remain the property of the School at all times. The School has a reasonable and valid interest in insuring that lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness, vandalism, etc. General maintenance inspections may, therefore, be conducted by School authorities at any time, with prior general announcement to students. Any contraband discovered during such searches shall be confiscated by the administration and appropriate disciplinary action taken.

(2) Non-Maintenance Searches: A student's locker and its contents may be searched when a School authority has reasonable suspicion that illegal, unauthorized, dangerous (e.g. weapons) or contraband items, or other evidence of School rule violations are contained therein.

PERSONAL SEARCHES

(1) A student's personal effects (e.g. purse, book bag, jacket, etc.) may be searched when a School authority has reasonable suspicion that illegal, unauthorized, dangerous (e.g. weapons) or contraband items, or evidence of violations of law or School rules are contained therein.

(2) Personally intrusive searches will, in general, require more compelling circumstances to be considered reasonable, and will be conducted (if at all) only upon compliance with such additional precautions (e.g. privacy, etc.) as may be appropriate under the circumstances.

AUTOMOBILE SEARCHES

Students are permitted to park on School premises as a matter of privilege, not of right. The School retains authority to conduct routine patrols of the student parking lots. A student's automobile on School premises may be searched if the School authority has reasonable suspicion that illegal, unauthorized, dangerous (e.g. weapons) or contraband items, or evidence of violations of law or School rules are contained therein.

REPORTING INCIDENTS OF THEFT OR VIOLATIONS OF CODE

Students and parents are expected to report any cases of vandalism, drugs, theft, or weapons violation to an adult. This includes teachers, paraprofessionals, administrators, or an Ottawa County Sheriff's deputy. Failure to report any of the above mentioned incidences may result in disciplinary action. If the report results in prosecution and/or restitution, a reward may be given. The district will keep the identity of the person reporting the offense anonymous whenever possible. (*See Silent Observer on page 17*).

GANG BEHAVIOR

The school prohibits attire and behavior that threatens the security and safety of the students on school property and at all school related activities. Although there are schools where gang activities are minimal or have not been evidenced, it would be naive to believe that these activities are not occurring after school or in a more secretive fashion. Through correspondence with local police, it is evident that our community and the surrounding communities are, however, influenced by gang activities. Because of this communication the school has learned of attire and behaviors that are known to be gang related or imitative of gang related activities. As the school learns of these traits it will communicate to the student that such traits will not be permitted for their own safety and that of the student body. This is not to mean that the wearing of any cap after school or at activities, athletic logo items, sweatpants, earrings, haircuts, all loose fitting pants, etc. are seen as gang attire. But whenever the wearing of these items is in some way perceived as threatening, excessive or repetitive, it will be restricted.

Imitating gang attire and behaviors is prohibited. This would include but not be restricted to bandannas, scarves (red or blue), baggy pants, wearing of coats and caps in a gang fashion, hats tilted to one side or the other, sweatpants with one leg pushed up, and tattoos with gang style lettering, symbols, or logos. Attire may be required to be changed. Warnings and or disciplinary action may be taken. Repeated violations will bring about more severe discipline for insubordination up to and including expulsion.

Behaviors are seen as more disruptive and threatening. The following behaviors will bring about suspension that could lead to expulsion: gang hand signs or similar communications; "ganging" up on students to threaten them; vandalism from graffiti on books, notebooks, desks, walls, etc; and any other behavior that damages property, creates a threatening environment, harasses students and school personnel, or endangers the student who imitates the gang attire and behaviors.

Any association with formal gangs that have established networks is strictly prohibited. Any behavior that has students forming associations with other students that either imitates established gangs or has similar characteristics is also prohibited. The administration will take severe disciplinary action including expulsion against students who gather together to threaten, provoke, or harass another student or group of students, or disrupts the normal and prescribed activities of the school.

SEXUAL HARASSMENT POLICY

The Grand Haven Area Public School's policy, No. 4220.1, prohibits sexual harassment of students. Sexual harassment of students disrupts the educational process and interferes with this District's commitment to provide a stable learning environment to its students. All students are expected to conduct themselves with respect for the dignity of others. The Grand Haven Area Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District.

Definition of Sexual Harassment: Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications may be illegal and will subject students to appropriate corrective action, including discipline, when such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment.

Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to, the following:

- a. verbal harassment or abuse of a sexual nature
- b. pressure for sexual activity
- c. repeated remarks with sexual or demeaning implication to students
- d. unwelcome touching of a sexual nature
- e. suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats
- f. sexual name calling, gestures, jokes and spreading sexual rumors about students.

Reports of Sexual Harassment: The District encourages any student who believes he or she has been subjected to sexual harassment to report his/her concerns directly to **Mrs. Phipps and/or Mr. Klemm** (they will also explain the complaint procedure). Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency.

All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any student who violates this policy will be subject to appropriate corrective action, including suspension or expulsion.

The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

TECHNOLOGY CODE OF ETHICS

With support from our community, the Grand Haven Area Public Schools are pleased to offer access to state-of-the-art technology. The available hardware, software, network and Internet access provide students and employees excellent opportunities for learning and working. Access to the Internet enables users to explore thousands of libraries, databases, and bulletin boards throughout the world.

The use of technology at Grand Haven Area Public Schools is a privilege extended to students, faculty, and staff to enhance learning and exchange information. Users have the opportunity to utilize district technology and access the Internet for learning, teaching, and research. Therefore, it is the expectation that all users will adhere to the following guidelines:

- Act responsibly during use of hardware, software, printers, labs, and networks in the district.
- Maintain the privacy of passwords and network security.
- Be responsible for personal network storage.
- Understand any information stored on the district network is the property of the school district.
- Comply with all copyright laws while using district technology.
- Refrain from downloading or installing programs, changing software or hardware configurations, or using district technology for any unauthorized purpose.
- Using computers to manipulate grades, which will result in a zero for the marking period.

- Abstain from using chat programs, telnet, and other forms of personal communications except e-mail.
- Follow specific rules and regulations posted in individual district buildings or classrooms.
- Abstain from unauthorized use of one's passwords and/or ID's.
- Abstain from unauthorized use/access of others files without their prior permission.

Individuals using technology will adhere to all of the rules, regulations and standards of Grand Haven Area Public Schools. Users violating any of these expectations will face disciplinary action according to the parameters established by the district. **Unauthorized use of others passwords, ID's, and/or files is a felony!**

Students found in violation of the Technology Code of Ethics face the following disciplinary action:

1. Referral to an Assistant Principal
2. A student's technology access may be restricted or eliminated.
3. Police referral, if applicable.
4. Suspension, if applicable.
5. Possible expulsion

CHEATING

The administration and teaching staff believe that students have a significant responsibility in the area of honesty and integrity regarding all school work. Teachers will expect individual effort of students and will do everything in their power to enforce it. Students who are caught cheating will face a variety of consequences ranging from failure of the work in question to loss of credit for the class. Each staff member will address this issue in his/her classroom rules. Those students attempting/planning to cheat will also face disciplinary action. This type of cheating could include preparing "cheat sheets", programming a calculator with answers, and/or leaving notes visible prior to or during a test/quiz.

The following disciplinary actions will occur:

1. Contact parent within 48 hours.
2. Referral to Assistant Principal
3. The student will receive a grade of zero (0) on the test, assignment or term paper on which the cheating or plagiarism occurred.
4. The student will receive a grade of "F" for the trimester in the course for the second occurrence of cheating or plagiarism within that trimester.

Examples of Cheating include but are not limited to:

- Hiring someone to write a paper
- Buying a paper or project
- Sharing files (e.g. an Excel Worksheet) in a class
- Distributing unauthorized materials (cheat sheets & answer sheets)
- Copying homework
- Building on someone else's ideas without proper citations
- Letting your class partner do all the work and just putting your name on the final report
- Using a computer to translate English into a foreign language
- Letting someone else build your class project
- Looking at another's test
- Turning in your brother's or sister's old assignments or projects
- Using technology in inappropriate ways

SUBSTITUTE TEACHERS

Conduct of students under the supervision of a substitute teacher is to be the same or better than if their regular teacher was present. Students are expected to give the substitute teacher full cooperation and respect. Students are subject to the same school and classroom rules when a substitute teacher is present. Failure to cooperate with substitute teachers will result in appropriate disciplinary measures which may include suspension from school.

TELEPHONES

Office telephones may be used by students only in case of an emergency. Students are permitted to use classroom telephones only with teacher supervision. Students checking out of school must use the Attendance office phones.

ASSEMBLIES AND SPECIAL PROGRAMS

During the year there will be student assemblies and special programs scheduled. These are to include, but are not limited to pep assemblies. Assemblies are considered scheduled school time and all students are expected to be in attendance.

PEP ASSEMBLY EXPECTATIONS

- Wait until your pod is dismissed on the PA system.
- Walk in an orderly fashion to the field house. Do not wait in the rotunda for friends.
- Use only those cheers which are **positive** and **supportive** of GHHS. Remember, pep assemblies are to unite the entire school, not to divide it by class.
- Be respectful of other class cheers.
- Stay in your section the entire time unless you are a participant.
- Remain in the field house until you are dismissed.

GENERAL INFORMATION FOR STUDENTS

DAILY ANNOUNCEMENTS

Announcements will occur daily over the P.A. system and on the video system. Students who wish to place material on the announcements need to complete a form in the Attendance office the day before. Some announcements will be displayed on the monitors in the hall all day.

UNIFORM TRAFFIC CODE (U.T.C.) @ GHHS

- * The Ottawa County Sheriff's Department will be enforcing all traffic laws on Grand Haven High School property.
- * The traffic laws enforced will be the same laws as officers enforce on Michigan roadways.
- * Specific enforcement will focus in areas such as:
 - 15 mph speed limit in school lot
 - violations of no parking areas to include fire lanes
 - careless and reckless driving
 - disobeying traffic signs

Violations of these basic Michigan traffic laws will result in citations and fines in accordance with State law. Additionally, students will be subject to consequences as set forth in the Code of Conduct.

TRANSPORTATION

The staff of the Transportation Department is committed to safety transporting students to and from school sponsored events. In providing this service, we are bound by set guidelines provided by the Board of Education which define the level and limit of service which can be provided in keeping with cost effective operation and the level of service required to meet the educational needs of the school district's students.

Some of these operational guidelines will impact upon you directly and therefore are pointed out below:

Students residing within one (1) mile of their school are not eligible for transportation.

A bus stop for a student eligible for transportation can be up to but no further than one (1) mile from their residence.

Buses are to operate at maximum seat usage but within the rated capacity of the bus by type.

A student's riding time should not exceed one (1) hour.

Transportation will not be provided for social activities (i.e. parties, social functions, go home with a friend, etc.) Students must have a note from parent to receive a bus pass from the attendance office.

You must be at your bus stop five (5) minutes prior to your scheduled pick-up time.

Buses do not follow an exact time schedule due to varying traffic, weather, and road conditions.

Students suspended from school lose riding privileges for the duration of their suspension.

School district transportation will not be used to transport students to or from work. With permission from parents and school administrators, students may get off their assigned bus at an existing stop for the purpose of work.

Items taken on the bus must be enclosed in a tote bag or backpack. If your project or item which you need to get to school is too large for the backpack, you need to make some other arrangement to get to school or have the item dropped off at school for you.

STUDENT CONDUCT

The buses are operated for your convenience and safety. Rules of conduct have been established to serve one of two purposes: to maintain the safety of students and to create a positive environment in which everyone treats others and is treated with respect.

A copy of the rules which govern student conduct may be obtained from any school or from the Transportation Department. As you will see, the disciplinary system is based on a point system. Bus drivers may award points for infractions of the rules stated. The number of points will determine the length of suspension from riding the bus. Points are cumulative over the course of the school year. Should a student accumulate 20 points, they have lost the privilege of riding the bus for the remaining portion of the school year.

When a misconduct slip is presented to a student, they will be given two copies. The gold copy is for the parent to retain. The pink copy is signed by the parent as an indication that they are aware of the situation. The pink copy must be brought by the student and presented to the driver on the day bus riding privileges resume.

Acts of misconduct which are not specifically identified on the disciplinary form or which are of such gravity as to exceed the point value of the disciplinary form will be dealt with on a summary suspension basis. Summary suspensions are assigned by the Director of Transportation in conjunction with the knowledge and agreement of the student's principal and are reviewed and approved by the Assistant Superintendent. As an example, exiting out the rear emergency door in a non-emergency situation is a significant safety violation which has in the past resulted in summary suspension of bus service for the remainder of the student's school year.

There are 19 specific rules for riding the bus which all fall under two guiding precepts. **YOUR SAFETY AND THE SAFETY OF OTHERS** and **RESPECT FOR OTHERS**.

When a disciplinary problem occurs, the driver will fill out a "Report of Misconduct on School Vehicles" form. Two copies go home to the parent, one copy to the Director of Transportation, and one copy goes to the school principal.

Remember, bus transportation is a service and a privilege. There is no requirement of law which mandates it be provided to you. It is a service we gladly provide to enhance the convenience of your education for both you and your parents. What we ask in return is that you simply conduct yourself in a manner which is in keeping with the safety and due respect of yourself and others.

BUS PASSES

Bus passes are for emergencies only, not social activities.

All requests to ride a bus other than your assigned bus must be approved by a parent/guardian.

The address must be on an existing bus route.

A bus pass is not a dependable means of changing your destination. A bus pass may be refused if the bus is heavily loaded or it is anticipated to be heavily loaded upon final boarding at the last loading site. The term heavily loaded for transporting secondary students is considered to be 85% of the legal maximum capacity of the bus.

Students who do not have a bus pass from the school office will not be allowed to ride a different bus OR get off at a different stop. This is a school district policy to ensure your child's safety and well-being, so please cooperate in this very important matter.

BUS REGULATIONS

The buses are operated for your convenience and safety. The majority consideration in making regulations for those who ride the bus is safety of all. We want all students to be happy and comfortable while riding. In order to meet these objectives the following regulations must be observed to and from school and any extra-curricular activities:

Students must:

- be at their assigned bus stop on time. (1)
- not litter on the school bus (1)
- stay off the roadway - maintain proper conduct while waiting for or leaving a school bus. (2)
- get on and off at the designated stop. Changes must be approved in writing by a school authority. (2)
- not talk in a loud voice or shout or create any other disturbing noises. (2)
- remain seated. The driver is authorized to assign seats. (2)
- not eat or drink on the school bus without permission of the bus driver or teacher chaperone. (2)
- not use profane or vulgar language, or make obscene gestures. (3)
- cross in front of the bus, not in back. (3)
- keep head and hands inside of the bus. (3)
- not throw objects on the bus or out of the window of the bus. (3)
- obey instructions of and show respect to the driver. (3)
- not harass others or otherwise be unruly. (3)
- not fight (7)
- not spit or bite (7)
- not damage or vandalize the school bus. Students will be required to pay for repair of damage. (7)
- not possess or use flammable or explosive devices on the bus. (7)
- not possess or use illegal/dangerous substances/items on the bus. (7)
- not possess or use tobacco products on the bus. (7)

Action regarding these regulations is based on accumulated points as follows:

1. Warning - no points (warning may be given at anytime at discretion of bus driver)
2. One Day Suspension - 1-3 points
3. Three Day Suspension - 4-6 points
4. Five Day Suspension - 7-14 points
5. Ten Day Suspension - 15-19 points
6. All Year Suspension - 20 or more points

Parents/Guardians disagreeing with the above discipline may request a hearing.

CHANGE OF ADDRESS/STUDENT INFORMATION

If your last name, street address, telephone number, email address, or emergency number changes during the school year, please notify the Student Services Office immediately. This is very important in keeping our records up-to-date and also being able to contact a parent/guardian in the case of an emergency.

CLUBS AND ACTIVITIES

Grand Haven High School has a number of club opportunities for students to become involved with. Information regarding these clubs can be obtained by listening to the

PA announcements and viewing the TV announcements.

HALL LOCKERS

Here is a list of clubs for the 2008-2009 school year. Please contact the advisor for more information and take advantage of these wonderful opportunities.

CURRICULAR RELATED PROGRAMS

Band	Greg Maynard, Melissa Meyers and Craig Bourdon 850-6145
Choir	Shirley Lemon and Juli Dick 850-6131
National Honor Society	Karen Flanigan 850-6223 and Anne Runschke 850-6026
Science Olympiad	Michael Reed 850-6245
Student Senate	Tom Puleo 850-6220

NON-CURRICULAR PROGRAMS

Ambassador Club	Genevieve Ugalde 850-6270
Catalina Club	Nicole Ennenga 638-9611
DECA (Distributive Clubs of America)	Chad Jettner 850-6175
Calling All Colors	Tom Puleo 850-6220
Fellowship of Christian Athletes (FCA)	Steve Hewitt 850-6012 and Joe Nelson 850-6235
First Priority	Dennis Striegle 850-6265 and Randy White 842-9042
G.R.E.E.N. (Global Responsibility for the Earth's Environment Now)	Dave Stader 850-6261
Human Rights Coalition	Kevin Howard 850-6264
InterAct Club	John Mauro 850-6260 & Rachel Twa 850-6266
Literacy Club	Anne Guimond 850-6102
Model United Nations	Kevin Polston 850-6177
S.A.D.D. (Students Against Destructive Decisions) Suburban Moss	Deputy Derek Gerencer 850-6205
Thespians	Audrienne Hill 850-6225 Rita McLary 850-6160

NON-CURRICULAR ATHLETIC PROGRAMS

Equestrian Club	Joanne Kosanic 846-7473
Sailing Club	Tim Graham 850-6219
Girls Lacrosse	Kim Vincent 842-7749

SILENT OBSERVER "FAST 100 PROGRAM"

Goals:

The goal of this program is to make the school environment safer for the students and employees by providing an avenue to anonymously report the presence of dangerous weapons, drugs, theft or destruction of property occurring within or upon school property.

Scope:

This program is available to all high schools located in the greater Spring Lake/Grand Haven area. A reward of \$100.00 will be provided upon the recovery of a weapon, drugs, stolen or damaged property. This reward will be paid upon the recovery of the property, not the arrest or suspicion of an offender. The actions taken against the student(s) or employee will be left up to the individual school.

Reporting Procedure:

Parties reporting information would utilize the regular **Silent Observer phone number of 842-1400** which is staffed 24 hours a day. The caller would identify the school involved and would provide the necessary information to the silent observer staff. To maintain confidentiality, the caller would be instructed to contact the designated Police representative within 48 hours to find out if the information resulted in a recovery and reward authorization.

FIELD TRIPS

A field trip is an extension of the school day and not a free day. Students attending a field trip or other school related activity during the school day are actually at school only at a different site. All school rules and policies apply while the student is attending this activity. Since this is considered to be part of the school day students are required to return to their classes upon returning to the high school.

Students will be assigned a locker for their use upon entering school each year and are responsible for its care and maintenance. Be sure your locker is locked when you leave it and do not leave anything of value in your locker. It should not be necessary to bring large sums of money to school but if you do, rather than leaving money in your locker, have it secured in the high school office.

You should not give your locker combination to any other students. If your locker combination needs changing, go to the Student Services Office. If your locker or combination is in need of repair, report it to the office.

If you are taking a physical education class, a locker will be made available by your physical education teacher. **Do not leave money or valuables in your physical education locker and be sure your locker is locked when you leave it.**

Students MAY NOT change lockers from those originally assigned without permission from the administrator. Lockers are the property of the school and must be well maintained. Students are responsible for leaving lockers at the end of the year in the same condition they received them **or will be assessed a \$25.00 locker cleaning fee.**

IDENTIFICATION CARDS

All students will receive a multi-use ID card. This card, in addition to being an ID card, can be used as a lunch debit card and a library card. Every student should have his/her identification card in his/her possession while on campus or while attending school functions. Any student who does not have an identification card should report to the main office. As its name indicates, an identification card is for the purpose of identifying the holder of the card - in this case you, the student. On occasion you may be asked to show your identification to a staff member or security personnel. Failure to do so constitutes in and of itself a violation of the discipline code and will result in disciplinary action. **ID cards are required for entrance to all dances, and to debit your lunch account (no exceptions). If the ID card is lost, a \$5.00 replacement fee will be charged and can be purchased in the main office as well as through your food service debit account.**

STUDENT SENATE

Student Senate is an organization developed to give the student body an opportunity to express suggestions, feelings, and opinions on the every day life of a high school student. Senate is responsible for all student activities that take place during the school year. Students are required to attend the monthly senate meeting held on the third Tuesday of each month from 7:00 a.m.- 7:45 a.m. Members will also be required to attend individual monthly class meetings and members of the cabinet are required to meet additionally at least once per month.

Student Senate elections are held in the spring for the following school year. Students wishing more information about the election process can see the Student Senate Advisor, Mr. Puleo, or any class advisor (Mrs. Nutt - 12th grade, Mrs. Khadija- 11th grade, Mrs. Gervais - 10th grade, Mr. Williams - 9th grade).

Student Senate also has four positions that are elected among the members of the senate for the following year. In order to be a candidate for senate president or vice-president, a member must have two years of experience as either a class officer or representative. In order to be a candidate for senate secretary or treasurer, a member must have one year of experience as either a class officer or representative.

Senate Members include:

- Freshmen, Sophomore, Junior, Senior Class Advisors
- Freshmen, Sophomore, Junior, Senior Class Officers (President, Vice-President, Treasurer, Secretary)
- Freshmen, Sophomore, Junior, Senior Class Representatives (Ten from each class)
- Senate President, Vice-President, Secretary, Treasurer

Eligibility Requirements

- Students must maintain a 2.7 grade point average.
- Students must attend monthly meetings. (Three unexcused = dismissal)
- Students must be a member of two committees each semester

Senate Activities

- Fall Homecoming (Spirit Week, dance, elections of King & Queen, powder-puff football,

parade)
 -Elderly Care Packages & Money Collection
 -Candy Cane Sales
 -Christmas Dance
 -Winter Homecoming (Spirit Week, contests & games during lunch, shopping carts)
 -Junior/Senior Prom
 -Graduation (speaker, caps & gowns, announcements, rehearsal)

LUNCH PROGRAM

The school food service program provides a planned, well-balanced menu featuring stations with several main dishes daily and A la Carte items. All of the serving lines are computerized and a debit account set up for each student. Money may be deposited in this account any time during the three lunch periods. Detailed account and meal histories are available to parents. Call the Food Service Department at 616-850-6080.

Grand Haven High School ID Card Policy: High School students who wish to utilize the computerized debit system and students who receive free or reduced meal benefits **MUST** present their student ID card to the cashier to use their food service account. Without an ID card, a student must pay cash for their food. If your child has lost or forgotten their ID card, they may purchase a replacement with money in their food service account. A charge of \$5 will be deducted from their balance for a replacement card.

Charging Meals: Students may charge up to two type A lunches per year on their food service account. Snacks or Ala Carte items are not permitted to be charged. If a student is more than \$4.70 in the negative, they will not be allowed to charge any meals until their outstanding balance is paid in full. **During the last two weeks of school, charging of lunches will not be permitted.**

Payments: As a convenience, parents may pre-pay money on their child's account. Students will be informed verbally when their balance is at \$5.00 or less. Pre-payments may be for any denomination and can be made by cash, check or money order or online at www.LunchDeposit.com. Checks and money orders will only be deposited for the amount they are written, no change will be given to a student from a check. Checks for money orders can be made out to GHAPS. There is a \$15.00 service fee on all returned checks.

Withdrawals: Student accounts are not bank accounts. Money in the food service account is for food purchases only. Students are not allowed to withdraw money from their account at any time.

www.LunchDeposit.com: Account balance information and on-line deposits to food service accounts will be available at LunchDeposit.com. You will need your student's ID number to access account information.

Account Balances: Students who have a negative balance on their food service account are not permitted to purchase any snack items from the snack room. Negative balances must be paid ASAP. Students whose accounts are negative at the end of the school year will not receive their report cards/diploma until all money has been paid in full. Positive Food Service account balances at the end of the school year will automatically carry over into the next school year.

Meal Benefits: Your child may be eligible for free or reduced price meals at school. Applications are available from the Food Service Department, the school office, the GHAPS website (www.ghaps.org), and **new for 2008-09, on LunchApp.com**. Students who receive this benefit must use their food service account and student ID to protect their confidentiality.

If you have any other questions, please contact the Food Service Department at foodservice@ghaps.org or call 850.6080.

CAFETERIA EXPECTATIONS

Approximately one third of the student body and teachers will have their lunch period during each of the three lunches A, B, and C. These lunches take place during fourth and fifth hour classes which means it is necessary to curtail activity through the academic end of the building.

Students at lunch hour must remain in the cafeteria or other designated areas unless given a pass to meet with a teacher or work in the library. Book bags are not allowed in the serving area of the cafeteria.

Food and beverages may be transported in enclosed containers to the lunchroom, and upon arrival to the building to one's locker. Water is the only beverage that may be consumed, with teacher approval, in the academic areas.

All students are expected to be seated at a table or counter while eating lunch. **The music wing is off limits during the lunch period.** It is also expected that all students will clean up after themselves. Any behaviors, which do not comply with standard dining practices, will be dealt with severely.

The following disciplinary actions will occur:

1. The student(s) will stay after lunch is dismissed, to clean the entire cafeteria.
2. The student(s) will lose the privilege of using the cafeteria for lunch for a period of time. This time will increase with each subsequent incident.

HALL PASSES

All students must have passes from an administrator, counselor, or teacher to be in the halls during class time. This applies to all students, such as: student government, independent study, early dismissals, and students using the restrooms. Students meeting with teachers during the lunch hour must have a pass to leave the cafeteria. If the student leaves without receiving a pass, the student will be considered truant; this will be the determination even if verbal permission was given. **Students who leave class without a pass risk disciplinary action.** Students can only utilize a pass for its original purpose, must go directly to the prescribed location and return with the pass.

POSTERS

All posters, circulations, and displays must first be approved by the administration. Individual groups are responsible for removing them along with the tape and any other substance used to secure them. This would include any cleaning of tape marks, etc. Posters and announcements must be placed on bulletin boards only.

MEDICATION

The school will make all reasonable efforts to discourage the dispensing and taking of medications without the appropriate safeguards.

Only those medications which are necessary to maintain the student in school, and which must be given during school hours, will be administered. Students are not to take or have any medication (prescription, nonprescription, or over-the-counter supplements) on their possession without a form on file in the main office. In order for school personnel to administer medication to a student, the parent must complete one of two forms (one for prescription, the other for nonprescription). Both are available in the school office.

Any medications will be taken away by school personnel and given to the appropriate administrator if seen in a student's possession or discovered in any search of lockers, cars, and on their person. All prescription bottles must be labeled with the up-to-date information pertaining to the student, time of dispense, dosage, and amount of pills in the bottle.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are planned for the fall and spring of each school year. Teachers will be available to meet with parents to discuss student progress. Please feel free to contact your student's teachers at any time during the year. Parent teacher conferences dates for the 2008-2009 school year are:

Dates for 2008-2009

Fall: October 8, 2008 - 12:15-2:45 PM & 6:30-9:00 PM
 January 26, 2009 - 12:15-2:45 PM & 6:30-9:00 PM
 Spring: April 22, 2009 - 12:15-2:45 PM & 6:30-9:00 PM

STUDENT PARKING GUIDELINES

The following guidelines are to remind students of their obligations regarding the use of student automobiles:

1. Students wanting to drive to school must complete a parking application that is obtained in the Attendance office. This application must be obtained prior to the student's driving to school.
2. Upon receipt of the properly completed parking application and a fee of \$10.00, a student parking permit will be issued and this permit must be placed in the proper designated position.
3. Students must adhere to the speed limit in the school area, a maximum of 15 miles per hour.
4. The accumulation of litter in the parking areas can be controlled by using the trash containers that have been placed for this purpose.
5. Students will be assigned to a designated parking lot. Students not complying to parking lot regulations could have their parking privileges revoked or could be ticketed, and/or booted and fined.
6. Students are not allowed to leave during the school day without valid permission from the Attendance Office.
7. Students with permission to leave campus, must not transport students without such approval.
8. The parking permit holder will be held accountable for legal use of their vehicle. For example, this includes following the guidelines of the Closed Campus policy and Uniform Traffic Code.

Consequences for parking lot violations include:

1. Referral to an Assistant Principal
2. A student's parking privileges may be restricted or eliminated.
3. Police referral, if applicable.
4. Suspension, if applicable.

SENIOR PARKING PRIVILEGE PROGRAM

The Senior Parking Privilege Program for the Class of 2009 will begin this fall for those students who meet all qualifications. Eligibility will be determined, in part, based upon academic progress and behavioral expectations.

In order to qualify for this privilege all Seniors must:

- 1) Be a graduating member of the 2009 Senior Class.
- 2) Possess a valid GHHS Parking Permit.
- 3) Receive passing grades and earn credit in all classes each trimester.
- 4) Not receive Out-of-School Suspension.
- 5) Obey all traffic/parking rules as outlined in the Uniform Traffic Code and described on the GHHS Parking Permit Application.

Your Senior Parking Privilege will remain in effect as long as you meet the above mentioned conditions. If at any time you violate one of these conditions, your Senior Parking Privilege will be removed.

TRIMESTER GRADING TIMELINES

All students will be mailed trimester grade reports by their teachers on the dates indicated below:

October 15, 2008	January 21, 2009	April 29, 2009
December 5, 2008	March 11, 2009	June 10, 2009

SALES AND SOLICITATIONS

All sales and solicitations within the school by individuals or groups must have the

approval of an administrator. All school club or group fund raisers must have previously completed the fund raising request form and received administration approval. A student may not sell any item(s) to school personnel or another student for individual profit.

TEXTBOOKS

Students are responsible for each textbook assigned and are required to turn in the same book at the end of the trimester/year. Additionally, they are expected to return them in good condition. The return or payment of all student textbooks must be taken care of before first, second and the final trimester final exams will be recorded. Students failing to return these items will not receive their report card or diploma and will be given a zero on their exam(s) until full payment has been made.

FIRE AND TORNADO INSTRUCTIONS

FIRE SAFETY

Fire drills are an important part of our safety program. As soon as students hear the signal, they are to walk to the nearest exit or designated exit in an orderly fashion. In the event any students are not with their class at the time of the drill, they are to use the nearest exit and join the class outside. The teacher is reasonably held responsible for his/her class.

Students must stay out of the driveways. Students must stay with their classmates and their teacher in a given location outside as determined by the teacher.

TORNADO SAFETY

In case of a tornado WARNING, students are taken to a supervised shelter area within the building, where they remain until the WARNING is canceled. Students will not be released to walk or ride the bus home during a tornado warning. Delays in dismissal time will be reported on the radio.

Parents are encouraged to allow students to remain at school during a WARNING. A school building shelter provides more safety than an automobile or being outside, unprotected, during a severe storm. A parent may pick up a student at school; however, during a warning the school can only release the student to his/her own parent/guardian. Additionally, each student must be signed out through the school office.

VISITORS

-No student visitors are allowed during the school day.

- All visitors must check in at the main office.
- Parents are welcome to visit any time and must check in at the main office upon arrival.
- Guest speakers and sales representatives are to report to the main office upon arrival.
- Anyone wishing to talk with a student (other than the parent) must receive permission from an administrator.

WITHDRAWAL AND TRANSFER FROM SCHOOL

Procedure for Transfer from School

- Please obtain a transfer form from the appropriate Assistant Principal.
- Have parent or guardian sign the form.
- Take the form to each of your teachers to:
 - obtain, in writing, a current "letter grade" for that course.
 - turn in the appropriate textbook and/or be assessed a fine.
 - obtain the teacher's clearance signature
- Then, take the form to:
 - the Media Center to return any books checked out, be assessed a fine, if appropriate & obtain a clearance signature from the Media Specialist.
 - the Food Service Office to pay any outstanding debt or receive a refund on your food service account.
- Signatures must be obtained from:
 - a representative in Student Services

- a representative in Athletics
- a representative in the Food Service Office

This must be returned to the appropriate administrator.

The policy for dropping students and transcribing grades will be as follows:

- If a student is dropped from school prior to the first three weeks of school (or the onset of a trimester), and this student has not attended any classes in that three week period, that student will not be transcribed.
- If a student is dropped from school prior to the first three weeks of school (or the onset of a trimester), and the student has attended classes, that student will be transcribed with a “W” for each class.
- If a student is dropped from school after the first three weeks, and has attended classes after the three week mark, that student will be transcribed either with a “WF” if failing, or a “W” if passing.

WORK PERMITS

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the Student Services Center. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed the student needs to bring his/her birth certificate or driver’s license with the permit to the Student Services Center office for final validation.

MEDIA CENTER

The High School Library Media Center staff encourages students to use our excellent range of resources and services to pursue academic and personal goals. We are available for computer and audio-visual instruction, reading guidance, and research assistance.

Media Center Staff

Ms. Guimond, Media Specialist
 Mrs. Sleva, Media Assistant
 Hours: 7:00 a.m. - 4:00 p.m.
 Closed on Wednesdays at 3:00 p.m.

The library media center has many types of resources to promote academic success and lifelong learning:

- extensive online and print reference collection
- online and print magazines
- electronic databases and online public access catalog
- multi-media production/computer lab
- networked Internet access
- xapshot camera, videodisc, visualizer, large screen projectors for projects
- copy machine for personal copies
- current newspapers
- interlibrary loan from other schools in the district

Our checkout policies are:

- 3-week loan period on books and magazines
- 1-week loan for videotapes
- overnight loan for reference books
- overnight/weekend loan of video cameras

The Library Media Center is a quiet, comfortable place to study, read, or use computers and other reference tools. We look forward to seeing you in the new school year. All library materials must be returned or all paid for prior to taking exams each trimester. Students failing to return these materials will not receive their report card or diploma until full payment has been made.

ATHLETICS

PHILOSOPHY

The Grand Haven Area Public School District’s interscholastic athletic program is an integral part of the total education process for all students. The district believes that participation in interscholastic sports will provide opportunities and experiences which assist students in their personal adjustment and development, self-expression, mental alertness, and physical growth. Through participation students will develop good sportsmanship, self-discipline, and teamwork principles.

DISTRICT SPORTS AND DEFINED SEASONS

Fall Season

- practice/tryouts begin July 28, 2008: Football
- practice/tryouts begin August 7, 2008: Girls Golf
- practices/tryouts begin August 11, 2008: Sideline Cheerleading, Boys’ and Girls’ Cross Country, Boys’ Soccer, Girls’ Swimming & Diving, Boys’ Tennis, Boys’ Water Polo, Volleyball

Winter Season

- practices/tryouts begin October 27, 2008 – Ice Hockey
- practices/tryouts begin November 10, 2008 – Girls Basketball & Competitive Cheerleading
- practices/tryouts begin November 17, 2008 – Boys’ Basketball, Boy’s & Girls Skiing, Wrestling
- practices/tryouts begin November 20, 2008 - Boys’ & Girls Bowling
- practices/tryouts begin November 24, 2008 – Boys’ Swimming & Diving,

Spring Season

- practices/tryouts begin March 9, 2009: Baseball, Boys’ Golf, Girls’ Soccer, Softball, Girls’ Tennis, Boys’ and Girls’ Track and Field, Girls’ Water Polo, Boys’ & Girls’ Lacrosse

PARTICIPATION

Participation in interscholastic athletics is voluntary. Each student athlete must accept the responsibility of self-discipline as it relates to studies, conditioning, sportsmanship, and personal conduct. Also each participant must agree to abide by sport program, school, training, and Michigan High School Athletic Association rules.

Attendance at school is a requirement.

- On practice/contest days, athletes are to be in class for a full-day to be eligible to participate. A student who is absent because of a field trip or some other school approved activity is considered to be in school for that day. Exceptions will be dealt with on an individual basis through the athletic department.
- Athletes who are absent or tardy the day after a contest can expect an unexcused absence for classes missed or tardy. It is not acceptable to miss classes because of getting back late from an athletic event.
- Absences from a contest and/or practice session are excused only at the discretion of the coach and/or athletic department.

REQUIREMENTS

Each student must satisfy each of the following to be eligible to participate in any sport program:

Enrollment - To be eligible for interscholastic athletics, a student must be enrolled at Grand Haven High School no later than September 26, 2008 (1st trimester) or February 20, 2008 (2nd trimester). Also, a student shall not compete in any branch of athletics who has been enrolled in grades nine to twelve, inclusive, for more than twelve trimesters. A student must not be a high school graduate.

Age - A student who participates in any interscholastic athletic contests must be under nineteen (19) years of age, except if the student’s nineteenth (19th) birthday occurs on or after September 1, 2008.

Registration

Students must register with the athletic office each season in which they plan to participate **before participating in any practice or contest.**

Physical Examination - Athletes must obtain a physical exam, signed by an M.D., D.O., Physician's Assistant, or Nurse Practitioner who administered the physical exam, stating that the student is physically able to compete in athletic practices and contests. Forms are available at the high school main office and athletic office. The physical exam must be dated after April 15, 2008 for the 2008-2009 school year. Athletes are responsible to see that a copy is on file in the school athletic office before practicing.

Insurance -Athletic team members are required to enroll in the current Board of Education sponsored athletic insurance program prior to participating in any interscholastic competition/scrimmage. The present plan is with First Agency of Kalamazoo. **Coverage is supplemental only** and is very broad, which promises to cover expenses that promote healing and are a result from only athletic accidental injuries. **The payment of claims is only in excess of any family or employer group insurance which must contribute its maximum first.** Claims will be honored for those bills which are incurred within one year from the date of the accident. All claims must be made to the Athletic Director at the high school. Rates are as follows:

\$20.00 for all sports

Required Service Fee

Facility Use Fee: Fully Funded Sports

High School \$60.00 per athlete, per sport

Middle School \$30.00 per athlete, per sport

Facility Use Fee: Self-Funded Sports

High School and Middle School.....\$10.00 per athlete, per sport

Family Maximum.....\$180.00 per year

Athletic team members are required to pay a Facility Use Fee prior to participation in any interscholastic competition/scrimmage.

Partially-Funded Sport Fee

In recent years, sports teams have been added to the athletic program without available funding from the school district. As funds became available, those teams/sports received funding. The following sports/teams are partially-funded by the participants: 9th baseball, boys' and girls' bowling, boys lacrosse, middle school boys' and girls' cross country, varsity ice hockey, middle school boys' and girls' soccer, and middle school boys' and girls' tennis, boys' and girls' skiing, 9th boys' & girls' soccer, and boys' and girls' water polo. Some of the sports/teams use fund raising to cover the cost and others require participants pay a fee to cover costs. The charge to participants is determined upon the funds raised and the number of participants per sport/team

ATHLETIC CODE OF CONDUCT

Each participant must agree to abide by the Athletic Code Policy 5145.7 adopted July 2, 1991, amended September 7, 1999 and June 17, 2002, by signing and returning to the athletic office the Acknowledgment and Consent Form before participating in any sport practice or contest. Forms are available in the high school main office and athletic office. **Summary Athletic Code Policy 5145.7 Adopted July 2, 1991, amended September 7, 1999 and June 17, 2002.**

This is a summary of the Athletic Code. A complete copy of this code is available in the High School and the Education Service Center, 1415 Beech Tree Street, Grand Haven, Michigan 49417

TRAINING RULES - Rules are enforced for all athletes in grades 7 through 12. Rules are enforced for athletes year round.

1. Use, possession, concealment, distribution, or sale of:
 - a.any alcoholic beverage
 - b.any drug or other controlled substance (including without limitation any of the various steroids)
 - c.any tobacco product

2. Violation of federal, state or local laws or ordinances on school property or during a school sponsored activity
3. Theft or destruction of property
4. Violation of Districts "Student Code of Conduct:" (Policy No. 5145.6)
5. Any cumulative or gross misconduct

NOTE: Drug Testing may occur, subject to: "individualized reasonable suspicion." A committee of the Athletic Director, Principal and the athlete's coach will evaluate evidence and determine appropriate action. A consent form for drug testing must be signed by the athlete and parents/guardian before participation on any high school athletic team will be allowed.

Application of the Code during the summer session is for violations that are (a) recorded in a written police report received by the District and/or supported by compelling and credible evidence of an egregious violation of the Code.

PENALTIES FOR RULE VIOLATIONS: An athlete who violates the above rules shall be subject to the following disciplinary action:

1. Drug and alcohol offenses:
 - a. **a first offense;** ineligibility to compete in any contest for up to six (6) months for all sports
--For the first offense, this consequence may be reduced to 1/4 of the regularly scheduled contests if a Crossroads Family Center (CFC or similar center) assessment is administered.
OR
--The option to reduce ineligibility for 1/8th of the regularly scheduled contests exists if the CRC assessment is administered and 20 hours community service as approved by the principal and Athletic Director is completed. Community service must be completed prior to any participation in athletic events. NOTE: First offense -- senior year violations will preclude the student athlete from winning and senior award voted upon by the coaches.
 - b. **a second or subsequent offense** ineligibility to compete in any contest for up to twelve (12) months for all sports (standard practice is full season).
2. Other offenses:
 - a. a first offense; shall be subject to a penalty of ineligibility to compete in any contest for up to six (6) months
 - b. a second or subsequent offense; shall be subject to a penalty of ineligibility to compete in any interscholastic athletic contest of a period of not less than one-quarter (1/4) of the regularly scheduled contests for the sport involved and not more than twelve (12) months
 - c. an athlete may be disciplined by his/her coach for other reasons (e.g., attitude, sportsmanship, attendance, etc.) when such discipline is believed to be in the athlete's or team's best interest. Such discipline shall not exceed 2a above

Middle School to High School Probation

If an athlete violates this code during the 7th or 8th grades, the athlete will be placed on probation during the 9th grade. If the athlete has no violations of this Code during the 9th grade, then the athlete will be removed from probation and any subsequent violation will be treated beginning with the first offense step. If the athlete commits another violation during the 9th grade, it will be treated as a second or subsequent offense.

Rule Enforcement

All instances of rule infraction should be reported to the Coach, Athletic Director or High School Principal. A meeting will be held with the athlete or athletes to gain information and make a judgment concerning athletic eligibility. Parents or guardians will be informed of all athletic suspensions or violations as early as possible.

ACADEMIC REQUIREMENTS

Each athlete must satisfy two (2) standards to be eligible for participation in interscholastic contests.

The PREVIOUS TRIMESTER RECORD standard states that a student must have on record at least twenty (20) credit hours of work for the student's last trimester of enrollment. If a student has not passed the minimum twenty (20) credit hours for the last trimester, he/she is ineligible until he/she makes credit up during a subsequent trimester summer session, night school, by correspondence, on-line or by tutoring. Eligibility may

be reinstated during the next trimester when our school accepts the credit. A student entering the 9th grade for the first time, except those who had advanced eligibility, may compete without reference to his/her record in the 8th grade. Those ineligible students who do not make up their deficiencies from the previous trimester will remain ineligible for a minimum of 90 days.

The CURRENT TRIMESTER RECORD standard states that a student must be passing at least twenty (20) credit hours for the trimester, when checked on a weekly basis. If a student is not passing the minimum twenty (20) credit hours he/she is ineligible a minimum of the next Monday through Sunday and until the next regular weekly grade check.

ATHLETIC AWARDS

Each coach will inform team members of the requirements and standards for earning an award in each sport. Each sport will award the following:

VARSIITY

Each first year varsity team member will receive a varsity certificate, a varsity letter and a sport pin. Each second, third, or fourth year varsity team member will receive a varsity certificate and sport pin.

JUNIOR VARSITY

Each first year junior varsity team member will receive a junior varsity certificate and buccaneer emblem. Each second year junior varsity team member will receive a junior varsity certificate only.

FRESHMEN

Each ninth grade athlete will receive a freshmen certificate and numerals.

PARTICIPANT CERTIFICATE

Any athlete or manager who does not qualify for the award at that level, will receive a participation certificate.

SPECIAL AWARDS

Certificates are available for special awards. Coaches need to let the athletic secretary know what awards need to be printed. (For example, captains, MVP, most improved.)

Senior athletes are eligible for special awards, as follows:

Plaque Award - Plaque certificates are awarded to seniors who have won five or more varsity awards while in high school.

Steven Sluka Award - An annual award given to the top male and female athlete from the senior class who is a multi-sport athlete, demonstrates good character, is involved in community activities, and contributes to his/her team. Names will be inscribed on the trophy plaque and individual trophies will be awarded.

O.K. Conference Athlete-of-the-Year - An annual award given to a male and female senior athlete who demonstrates athletic ability, scholarship, and good character.

Todd Chittenden "Team Above Self" Award - An award given to a male or female senior athlete who has participated in more than one sport. The athlete must demonstrate hard work, be team oriented and hustle, and always display good sportsmanship and respect.

Wm. Louiselle Award - An annual award given to the top senior male and female golfers of the year.

National Scholar Athlete Award - Annual award from the Army Reserve to the top male and female senior athletes who demonstrate outstanding achievement in a varsity sport while maintaining superior academic grades.

Distinguished Athlete Award - Presented by the U.S. Marine Corps to an exemplary citizen and role model that has exhibited personal traits of courage, poise, self confidence and leadership in a varsity sport.

West Michigan Showcase - Awarded to senior male and female athletes who exhibited ultimate virtuosity and exceptional performance.

EXPECTATIONS AT SCHOOL SPONSORED EVENTS, ON AND OFF CAMPUS

The following is a summary of expectations for students when attending school sponsored events, on and off campus. Specific sections of the Grand Haven High School Student Handbook and Michigan High School Athletic Association Sportsmanship Kit will be referenced.

Dress and Appearance

Students are bound by the guidelines in the G.H.H.S. Student Handbook for dress and appearance at school sponsored events, except that hats are allowed. Shirts must be worn and buttoned/zipped/tied closed. As is stated in the G.H.H.S. Student Handbook, writing on shirts cannot defame or harass any person or group of people.

Behavior

Students are bound by the guidelines in the G.H.H.S. Student Handbook for behavior at school sponsored events. Language that is not allowed during the school day is not allowed at school sponsored events. Laser pointers are not allowed. The Michigan High School Athletic Association and Grand Haven High School ask that spectators cheer for and support their own team and do not demean or ridicule the other team or officials. See page 23 for a list of guidelines to follow.

Signs

Signs must be in direct positive support of Grand Haven athletes or teams. Signs that are not appropriate must be removed.

Seating

Grand Haven High School students should sit in the high school student section. Some may sit elsewhere but only as individuals or small groups. Large groups of G.H.H.S. students should be in the student section both home and away. In Grand Haven's indoor facilities, when students in the high school section elect to stand during the game, they must stand on their seat. Standing on the floor (for students sitting in the first row) is not allowed. At away contests, students should ask about the host school rules for standing.

Violations

Violation of any of the above guidelines will result in a suspension of attendance of at least one (1) home event, which must be the next home event. If any away events take place prior to the one (1) home event, attendance at the away events is not allowed. Repeated offenses will result in a progressive scale of suspensions. Repeated offenses need not be exactly the same as prior offenses.

The recommended progressive schedule of suspensions is as follows:

- 1st offense - One (1) home event and all away events prior to the next home event
- 2nd offense - Three (3) events and all away events prior to the next three (3) home events
- 3rd offense - All school sponsored events, of the same type, for the remainder of the year.

NCAA ELIGIBILITY RULES

All students must register with the NCAA Initial-Eligibility Clearinghouse.

For the Class of 2009 & Beyond: Division I - If you plan to enter college in 2009 or after, you must have 16 core courses to be eligible to practice, play and receive financial aid at a Division I or Division II school.

NCAA CLEARINGHOUSE RULE - DIVISION I ONLY

16 Core Courses

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 1 year of additional English, math or natural/physical science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from world language, non-doctrinal religion or philosophy)

For the Class of 2009 & after - Division II - If you plan to enter college in 2009 or after, you must have 14 core courses to be eligible to practice, play and receive financial aid at a Division II school.

NCAA CLEARINGHOUSE RULE - DIVISION II ONLY

14 Core Courses

- 3 years of English
- 2 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 2 years of additional English, math or natural/physical science
- 2 years of social studies
- 3 years of additional core courses (from any area listed above, world language, non-doctrinal religion or philosophy)

* PLEASE NOTE: For students first entering any college or university on or after August 1, 2005, computer science courses may only be used for initial-eligibility purposes if the course receives graduation credit in mathematics or natural/physical science and is listed as such on the high school's list of NCAA-approved core courses.

Students who were home schooled for any part of high school (grades nine through 12) must now register with the NCAA Initial-Clearinghouse. Please see your counselor.

Prospective student-athletes may register with the NCAA Initial-Eligibility Clearinghouse on-line at www.ncaa.org. If you have questions about NCAA Eligibility, please call the NCAA Initial-Eligibility Clearinghouse at 319.337.1492 or Toll Free at 877.262.1492. You may also call the NCAA at 317.917.6222, or see your counselor.

APPROVED COURSES AT GRAND HAVEN HIGH SCHOOL

ENGLISH

Amer. Lit/Comp.	College Prep English	Debate I
Amer. Lit/Comp. A B	Contemporary Literature	Debate II
World Literature I	Creative Writing I	Journalism I
World Lit/Comp. A B	Creative Writing II	Oral Communications
Adv. World Literature	AP English Lang./Comp.	Speech
Adv. World Lit & Comp. A B	AP English Lang./Comp. ABC	Speech I
Adv. Amer. Lit/Comp.	AP English Lit/Comp.	Speech II
College English	AP English Lit/Comp. ABC	Sports Literature
English 9	Humanities	
English 9 A B	World Classics	

NATURAL/PHYSICAL SCIENCE

Anatomy & Physiology (Lab)	Adv. Chemistry	Physics
Anatomy & Physiology A B	Adv. Chemistry A B	Physics A B
Astronomy	AP Chemistry	Environmental Earth Sci.
Biology	AP Chemistry ABC	Enviro. Earth Sci. A B
Biology A B	Earth Science	Greenhouse Biology
Adv. Biology	Earth Science A B	Physics Applications:
Adv. Biology A B	Earth Science ACC	Electricity & Electronics
AP Biology	Adv. Earth Science	Physics Applications:
AP Biology ABC	Adv. Earth Science AB	Electricity & Elect. A B
Chemistry AB	CP Earth Science	Wildlife Biology
Adv. Physics	Adv. Physics A B	

MATHEMATICS

Algebra I	AP Calculus BC	Pre-Calculus
Algebra II	AP Calculus BC-ABC	Pre-Calculus A B
Algebra I A B	Geometry	Statistics
Algebra II A B	Geometry A B	AP Statistics
AP Calculus AB	Intermediate Algebra	AP Statistics ABC
AP Calculus AB- ABC	Intermediate Algebra A B	Trigonometry

SOCIAL SCIENCE

20th Cent. Amer. History	Current Affairs	Intro to Psychology
20th Cent. Amer. History A B	Diversity in Amer. History	Psychology II
9th Civics-Geography	Economics	AP Psychology
AP Amer. History	AP European History	AP Psychology ABC
AP Amer. History ABC	AP European History ABC	Law
Amer. Pop Culture	Government	Michigan History
Since WW II	AP Government	Sociology
Ancient & Medieval	AP Government A B	World History
Civilization	World History AB	World History ABC
AP World History		

ADDITIONAL CORE COURSES

French 1	German 1	Spanish 1
French 1 A B	German 1 AB	Spanish 1 AB
French 2	German 2	Spanish 2
French 2 AB	German 2 AB	Spanish 2 AB
French 3	German 3	Spanish 3
French 3 AB	German 3 AB	Spanish 3 AB
French 4	German 4	Spanish 4
French 4 AB	German 4 AB	Spanish 4 AB

Standardized Tests

The student athlete must earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the recentered SAT (or 700 on the nonrecentered SAT) on a national test date. For Division I, the minimum grade point average in the 13 core courses and required ACT or SAT score vary according to the Initial-Eligibility Index. See the NCAA Clearinghouse information for more details.

GOOD SPORTSMANSHIP FOR STUDENTS AND OTHERS

“Sportsmanship is that quality of honor that desires always to be courteous, fair, and respectful, and it is interpreted in the conduct of players, spectators, coaches, and school authorities.”

HIGH SCHOOL STUDENTS - Should set a good example in the matter of sportsmanship and quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end they should-

- (1) Remember that a student spectator represents his school the same as does the athlete.
- (2) Recognize that the good name of the school is more valuable than any game won by unfair play.
- (3) Respond with enthusiasm to the calls of the cheerleader for yells in support of the team, especially when it is losing.
- (4) Learn the rules of the various athletic games so that either as spectators or critics they will be intelligent.
- (5) Accept decisions of officials without question.
- (6) Express disapproval of rough play or poor sportsmanship on the part of players representing the school.
- (7) Express disapproval of any abusive remarks from the sidelines.
- (8) Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
- (9) Be considerate of the injured on the visiting team.
- (10) Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building, and extend the members every possible courtesy.
- (11) Acquaint the adults of the community and the grade pupils with the ideals of sportsmanship that are acceptable to the high school.
- (12) Impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
- (13) Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend future contests.
- (14) Insist on fair play, courteous, and truthful accounts of athletic contests in local and school papers.
- (15) Be familiar with the state rules of eligibility and support their strict enforcement.
- (16) Encourage the full discussion of fair play, sportsmanship, and school spirit through class work and auditorium programs in order to discover ways by which students and schools can develop and demonstrate good sportsmanship.

ATHLETICS AND FINE ARTS AGREEMENT FOR SCHEDULE CONFLICTS

The Purpose of this policy is to help a student make a decision when there is a conflict between athletic and fine arts events. In this policy, “event” refers to; a game, a competition, a practice, a performance or a rehearsal.

1. At no time will the student be adversely penalized because of the choice made.

2. When the choice is made, the time needs to be made up and a reasonable make up assignment will be given. (The student will contact the coach or fine arts teacher for the makeup time or assignment).
3. Items of precedence:
 - A. Game or competition over practice/rehearsal
 - B. Performance over practice
 - C. State sponsored events would have priority
4. When two events are unavoidably scheduled in conflict with one another, the fine arts teacher(s) and affected coach(es) will meet with one another prior to discussing any resolution of the situation with the involved students. If the fine arts teacher and the coach come to agreeable terms as to which students are most needed at which event, they will both communicate their desires to the affected student. If the student accepts the decision made, there is no problem. If the student does not accept the decision and has a strong preference that runs contrary to the decision made by the adults, the student's decision will be honored. The student needs to communicate their decision to the coach and fine arts teacher. The student also needs to contact the coach and/or fine arts teacher for the makeup time and/or assignment.
5. If the fine arts department schedules events beyond their published calendar, all efforts will be made to choose a date that does not conflict with regularly scheduled events. These events must have the approval of the building principal. If a conflict occurs, the student is exempted from either obligation.
6. At times when athletic events must be rescheduled because of bad weather, all efforts will be taken to avoid a conflict with regularly scheduled fine arts department dates. If a conflict occurs the student is exempted from either obligation.
7. Athletes or fine arts students shall not be adversely penalized or made to feel guilty for choosing one school event over another. Fine arts teachers and coaches will not use pressure tactics in attempting to sway a student to choose one event over another.
8. If a student consistently chooses events over a sport event, the student may jeopardize their ability to earn an award for that season. Conversely, if the student consistently chooses a sports event over the fine arts event and does not make up the assignment, the student's performance grade for the performances missed will not be earned.

HOMELESS CHILDREN AND YOUTH

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

Grand Haven Area Public Schools will:

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

The term "homeless children and youth" -

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

(B) includes -

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

- (ii) Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
- (iii) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

PARENT INVOLVEMENT PLAN

At Grand Haven Area Public Schools parent involvement is critical to the success of all of our students. Research has shown that family involvement in education is twice as predictive of students' academic success as family socioeconomic status. When parents are involved students have higher grades, test scores, and graduation rates; better school attendance; increased motivation, better self-esteem; lower rates of suspension; decreased use of drugs and alcohol; and fewer instances of violent behavior.

Parent involvement in our schools should continue to include the traditional approaches like PTA meetings, fund-raisers and volunteering in school. However, parent involvement in our schools must also focus on improving the academic progress and well being of the parents' own children.

Grand Haven Area Public Schools has made parental communication and involvement a high priority. Parents must be encouraged to be involved in all aspects of their child's education. The following expectations are to be considered guidelines for the development of Parent Involvement Plans for each of the district's school buildings:

- Communication between home and school is regular, two-way, and meaningful.
 - Use a variety of communication tools on a regular basis including email and the web.
 - Establish opportunities for parents and educators to share information regarding student strengths and learning preferences.
 - Provide clear information regarding course expectations, student placement, activities, services, and optional programs.
 - Mail report cards and regular progress reports.
 - Communicate with parents regarding positive student behavior.
 - Provide opportunities for informal interaction between parents and staff.
 - Conduct an annual parent survey to determine parent attitudes and concerns regarding the schools including barriers to involvement, level of parent involvement, and strategies to increase involvement.
- Parenting skills are promoted and supported.
 - Support the strengths and needs of all parents.
 - Recognize the roles and responsibilities of parents in the schools.
- Parents play an integral role in assisting student learning.
 - Encourage parents to help in the learning process at home.
 - Help parents connect to their child's learning.
 - Provide opportunities for parents to join committees, contribute their specialized skills, advocate for their children.
 - Educate parents on State academic content standards, state and local assessments, requirements of Title I, Part A.
 - Provide parents with materials and training to help them work with their children on academic achievement.
 - Educate staff on how to reach out to, communicate with, and involve parents as equal partners.
 - Coordinate parental involvement with other programs.
 - Provide information for parents in understandable and uniform format.
- Parents are welcome in the school, and their support and assistance are sought.
 - Provide a variety of meaningful and valuable volunteer opportunities for parents to volunteer (flexible for those not available during school hours).
 - Involve parents in the development of the 31a and/or Title I, Part A planning process.
 - Coordinate parental opportunities with other programs such as Head Start, Adult Ed, Open Door, preschool, STAR, HOST, STRIVE, career prep and Junior Achievement.
- Parents are full partners in the decisions that affect children and families.
 - Involve parents in decision-making and advocacy.
 - Enlist the participation of all parents.
 - Involve parents in the school improvement process.
 - Coordinate technical assistance and other support for schools through the district website by including classroom projects, academic standards, and grade level curriculum brochures.
- Community resources are used to strengthen schools, families, and student learning.
 - Provide easy access for parents to community resources.
 - Establish school-business partnerships.
 - Involve students in service learning projects.