

A Tradition Of



Excellence

2024-2025
Grand Haven
High School
Student Handbook

Welcome to the 2024-2025 school year at Grand Haven High School. We are so excited about the school year ahead. Grand Haven High School has a long standing tradition of academic and co-curricular success. We encourage you to be an active participant not only in the classroom but with activities that will support your overall success! You will find a ton of opportunities available but if you have an interest in starting something new, that can happen as well.

Our school provides an opportunity for students to challenge themselves beyond their comfort zones while supporting them along the way. The faculty and staff at Grand Haven are here to assist and provide each of its student's unique opportunities that will be rewarding and memorable. The high school student support teams are structured to support students academically, socially and emotionally in a safe, non-judgemental environment.

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.

There truly is no better place to be than Grand Haven High School ... Let's have an outstanding year!

*Go Bucs,
Mrs. Wilson, 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.

High School Mission Statement

*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 ever changing 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!***

Table of Contents

Age of Majority	9
Artificial Intelligence (AI)	28
Assemblies and Special Programs	29
Athletics	38
Athletic/Fine Arts Agreement	41
Attendance Policy	9
Automobile Searches	26
Backpacks	13
Bullying, Intimidation & Harassment	15
Bus Passes	31
Bus Regulations	31
Cafeteria Expectations	34
Cell Phone, Person Communication, Etc.	13
Change of Address/Student Information	32
Cheating	28
Chromebooks/Chargers	36
Closed Campus	14
Clubs and Activities	32
Credit and Repeating Courses	8
Daily Announcements	29
Detentions	25
Diversity	15
Dress and Appearance	13
Drop and Add Policy	6
Dual Enrollment	6
Expectations at School Sponsored Events	38
Field Trips	32
Fire and Tornado Instructions	36
Gang Behavior	26
Grade Reporting	6
Grading Scale	7
Graduation Honors	8
Graduation Participation	8
Graduation Requirements	5
Hall Lockers	32
Hall Passes	35
Homeschool Transfer of Grades & Credit	6
Homeless Children and Youth	42
Honor Roll	8
Identification Cards / Student ID's	33
Incompletes	7
Independent Study	7
In-School Suspension (ISS)	25
Internships/Cooperative Education	4
Lockers/Locker Searches	26
Loss of Privileges	25
Lunch Program	33
Michigan Merit Exam High School Tests	9
Media Center	38
Medication	35
Message to Students	29
Mission Statements	1
National Honor Society	8
NCAA Eligibility Rules	39
OK2SAY	32
Open House/Parent-Teacher Conferences	35

Out-of-School Suspension (OSS)	25
Parent Involvement Plan	42
Parking Lot/Student Parking Guidelines	35
Pass-Fail	7
Pep Assembly / All Assembly Expectations	29
Permission to Leave Building	14
Personal Searches	26
Posters	35
Prohibited Conduct	18
Public Displays of Affection	14
Reporting Incidents of Theft or Violations of Code	26
Sales and Solicitations	36
School Sponsored Off-Campus Events	16
Senior Exam Waiver	7
Sexual Harassment Policy	27
Silent Observer	32
Sportsmanship	41
Student Code of Conduct	16
Student Parking Guidelines	36
Student Senate	33
Student Services	4
Student Support TEAMS	4
Substitute Teachers	29
Tardy Policy	13
T.E.A.M. GH	8
Technology Code of Ethics	28
Telephones	29
Testing Out	5
Textbooks	36
Transportation	30
Types of Consequences	25
Uniform Traffic Code	30
Use of Elevators	14
Visitors	37
Withdrawal and Transfer from School	37
Work Permits	37

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 PA announcements, published daily announcements on the website and GHHS News Email Blasts.

STUDENT SUPPORT TEAMS

All school phone numbers begin with 616.850.Ext.

	A - G	H - P	Q - Z
Assistant Principal:	Brad Cusumano - Ext. 6074 cusumanob@ghaps.org	Gina Schmitt - Ext. 6072 schmittg@ghaps.org	Mike Roberson - Ext. 6073 robersonm@ghaps.org
Counselors:	A-C Angie Prieditis - Ext. 6014 prieditisa@ghaps.org D-F Steve Evink - Ext. 6026 evinks@ghaps.org	G-H Steve Evink - Ext. 6026 evinks@ghaps.org I-M Amanda Davids - Ext. 6027 davidsa@ghaps.org N-O Kim Kowalski - Ext. 6012 kowalskik@ghaps.org	P-Sm Kim Kowalski - Ext. 6012 kowalskik@ghaps.org Sn-Z Keith Williams - Ext. 6013 williamsk@ghaps.org
Social Worker:	Nate Purcell - Ext. 6146 purcelln@ghaps.org	Laurel Hotchkiss - Ext. 6015 hotchkissl@ghaps.org	Nicolý Vis - Ext. 6017 visn@ghaps.org
Additional Support:	Special Needs Coordinator: Leah Duplissis - duplissisl@ghaps.org Ext. 6009 Psychologist: Sara Wiles - wiless@ghaps.org Ext. 6178 Registrar: Barbara Berko - berkob@ghaps.org Ext. 6028		
Safety Coordinators / Student Advocates:	Matt Pohl - Ext.6193 pohlmm@ghaps.org Pod 7 (7:00 am-3:15 pm)	Dakota Smith - Ext.6189 smithd@ghaps.org Pod 1 (7:00 am-3:15 pm)	Adam Cook - Ext.6190 cooka@ghaps.org Pod 7 (7:00 am-3:15 pm)
	ISS Tavon Jackson - Ext. 6191 Pod 2		

Principal: Tracy Wilson - Ext. 6071

wilsont@ghaps.org

Resource Officer: Zach Martinie - Ext. 6205

martiniez@ghaps.org

Director of Safety & Security: Trent Carithers - Ext. 5025

carithersd@ghaps.org

GHHS Security Assistant: Todd Taylor - Ext. 7100

taylort@ghaps.org

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 academic guidance offices and career resource center; our school-to-work; and 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 3:15 p.m.

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 - Mr. Jettner, 850-6175)

-Cooperative Education Work Experience (Advisor - Mr. Jettner, 850-6175)

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

REQUIREMENTS FOR GRADUATION

Required Credits and Courses

English/Language Art 4 credits required

- 1.0 (9th) 9th Grade English
- 1.0 (10th) 10th Grade English or Honors 10th Grade English
- 1.0 (11th) 11th Grade English
- 1.0 (12th) AP or (12th) Elective

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
- 1.0 (10th) Biology
- 1.0 (11th) Chemistry and 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)

World Languages 2 credits required

Physical Ed. .5 credit required

Health .5 credit required

Visual/Performing or Applied Art 1 credit required

Electives 4 credits required

* Beginning in the fall of 2024, Economics and Personal Finance will count as the Financial Literacy requirement for the Class of 2028 and beyond.

Total Credits Required for graduation: 22

Per Board of Education Policy #5460 Graduation Requirements - Students must complete the entire Michigan Merit Exam, which consists of a College Entrance exam, Career Readiness test, and Michigan wrap-around tests (currently SAT, WorkKeys, M-STEP), or an approved and appropriate alternate assessment, in order to graduate.

Early Graduation requires that students complete ALL graduation requirements in the 1st semester of their senior year which means being enrolled in two mathematics classes to earn 1.0 credits.

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.

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 current high school applicants requesting Testing Out must submit a completed registration form to the main office.

The following date will be the Test out Dates: **May 7, 2025 (Registration Deadline is April 15, 2025)**

If you have any questions, contact Mrs. Schmitt, Assistant Principal.

HOMESCHOOL TRANSFER OF GRADES & CREDIT

Students transferring homeschool credits and/or grades to Grand Haven High School may be required to prove competency in the Core Curricular areas by taking a final exam.

DUAL ENROLLMENT/ ENHANCED DUAL ENROLLMENT OPTIONS

Public Act 160 (HB 4643) created the Post-Secondary Enrollment Options Act that provides for the participation of high school students in dual enrollment or post-secondary enrollment options.

Eligible students:

-A student in grade 11 who has met the requirements for an endorsed diploma in all subject areas of the high school proficiency test.*

-A student in grade 12 who has met the requirements for an endorsed diploma in one or more subject areas of the high school proficiency test.

-A 12th grader is eligible for courses in the subject area in which the student has an endorsed diploma, computer science or world language not offered by the school and fine arts programs as permitted by the district.

The eligible student would be able to receive tuition and fee support for classes at eligible post-secondary institutions subject to the following:

-The course is not offered by the public school.

-The course is offered but is determined by the Board of Education not to be available to the student because of a scheduling conflict beyond the student's control.

-A course may not be hobby craft, recreation, physical education, theology, divinity or religious education.

Please see your guidance counselor with questions on credits and the process to register for post-secondary courses while enrolled at Grand Haven High School.

*10th grade students will be permitted to take the high school proficiency tests to qualify to take post-secondary courses.

DROP AND ADD POLICY

The first three days of the first semester and one week prior to the start of second semester students may request to drop or change a class. Second semester course changes must be completed by **January 10, 2025**. Please understand that each semester stands alone and schedule change requests for individual teachers and lunches may not be honored.

1. **Any course dropped before the first two (2) weeks of class will be recorded as a "W" (withdrawn).**
2. **Any course dropped after the first two (2) weeks will be recorded as an "F" for the semester.**
3. 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.
4. 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.
5. No course may be added after the first two (2) weeks of classes. This does not include transfer students.
6. Teacher initiated requests for deviation from this policy may be granted upon the approval of the principal or designee.
7. Any student enrolled in fewer than four (4) courses may be dropped.

GRADE REPORTING

Report cards are issued at the end of each semester with an up-to-date transcript included at the end of each school year.
Final exams

- Final exams count for 20% of the final semester grade.
- All final exams will be comprehensive that cover the entire semester'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	4.00	A	5.00
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- 2nd Semester ONLY

Grade Requirement - Seniors who have achieved a B- or better in any class in the second semester may be exempt from the final exam.

Attendance/Tardy Requirement - A graduating senior may not have more than 5 excused tardies OR 5 excused/exempted absences PER CLASS in the semester. **There may be NO unexcused absences in any class, or all exams must be taken.** School related (XR) are the only absences that do not count toward the 5 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 semester. The student will have the **choice by the end of the second week of the first semester** of either completing the course on a normal grade (A-F) basis or on a Pass-Fail (CR-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 semester. In such an event, all work must be completed within 2 weeks of the end of the semester. 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 semester 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. Students taking an Independent Study will not be issued a letter grade, only a Credit (CR) or No Credit (NC) will be issued and placed on their transcript.

GRADUATION PARTICIPATION

Any student who wishes to graduate from Grand Haven High School MUST complete one (1) semester, earning two (2.0) credits during their senior year. This typically happens during the 2nd semester unless a student qualifies for Early Graduation. Participation in the Graduation / Commencement Ceremony is an honor and student code of conduct violations could jeopardize a student's participation

Students who attend and complete the requirements for graduation at Central High School or CyberSchool will participate in the Central High School / CyberSchool graduation ceremony. Central High School or CyberSchool students, who wish to walk with their senior class at Grand Haven High School, must attend a minimum of one semester during their senior year, earn a minimum of two credits and meet the GHHS graduation requirements to participate in the Grand Haven High School graduation ceremony. Typically, this would be accomplished during the final semester of the school year unless a student qualifies for Early Graduation and then it would be during the 1st semester. Central High School / CyberSchool students, who intend to walk with Grand Haven High School, must schedule a meeting with the GHHS Principal to determine if all GHHS expectations/requirements have been met.

GRADUATION HONORS

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.

The grade point average and rank in class computed at the end of the seventh semester 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 eighth semester 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. Those students wishing to be considered for a higher honor during the last semester, must get a grade calculation form from Student Services and have each teacher sign it by **May 16, 2025**.

CREDIT AND REPEATING COURSES

Students wishing to retake a course with the grade earned the second time replacing the original must re-sit in the Grand Haven High School class. 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 retake one or both semesters in a yearlong course, and must fill out the appropriate paperwork in Student Services.

HONOR ROLL

The Honor Roll is published at the end of each semester. A student must achieve a (3.00) B average for all subjects to be eligible for honor roll status and may not have any "I" incomplete grades.

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 fifteen (15) hours of community service per year, serve on a committee one time during the year, participate in two (2) group service projects each year, and attend monthly meetings.

T.E.A.M. GH

T.E.A.M. GH represents our building's Positive Behavior Interventions and Supports (PBIS) system. We are always focused on working TOGETHER, towards EXCELLENCE, while holding one another ACCOUNTABLE and being MINDFUL beyond ourselves. This program focuses on positive rewards for meeting building behavioral, attendance and academic expectations. Among weekly, bi-monthly, monthly and quarterly rewards for behavior and attendance, T.E.A.M. GH continues to award students who are achieving academic excellence. **Academic Letters** are issued to Juniors and Seniors with a cumulative G.P.A. of 3.5 or above after four (4) semesters. **Academic Pins** are issued to seniors who continue to maintain a cumulative G.P.A. of 3.5 or above after six (6) semesters.

MICHIGAN MERIT EXAM HIGH SCHOOL TESTS

All juniors must take the MME High School tests in April even if they have taken the SAT. The MME will include the SAT college entrance exam, WorkKeys-an ACT works skills assessment, plus several Michigan components developed to assess Michigan curriculum that is not assessed by the SAT college entrance exam or WorkKeys assessment. The state pays for the initial testing on **April 15-17, 2025**. 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 the *No Child Left Behind* law on state assessments. Juniors will automatically be registered for the 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. i.e., 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** is based on the premise that **important events take place in class every day** and that **such activity and interaction between teachers and students can never be exactly duplicated**.

- These interactions along with involvement in the total school environment are critical factors in the learning process.
- **To maximize learning, regular school attendance is essential and vitally important to every student's success.**
- Maintaining consistent, on-time, daily attendance in school directly affects academic progress and development, and **encourages positive attitudes, good habits, and a sense of responsibility that carry into adulthood.**

In addition to creating school success and developing important life skills, it is a state law that children between six and eighteen years of age must attend a public school or private school, with consistent and consecutive attendance. It is the responsibility of the parents or guardian to ensure their children attend school. (MCL 380.1561.) **As a school district, we are committed to working with families to ensure that all students attend school to the greatest extent possible. Success is more likely to be achieved and sustained when challenges are resolved in collaboration with the student and family instead of law enforcement, but school board policy and state law requires this intervention as needed.**

CHRONIC ABSENTEEISM

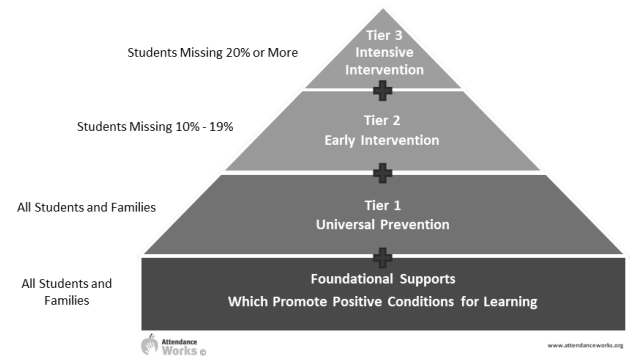
The State of Michigan defines Chronic Absence as **missing 10% or more of possible learning opportunities for ANY reason** and **ONLY** exempts school related absences, such as field trips and suspensions. The Ottawa County Attendance & Engagement Department (truancy) and our district procedures define Chronic Absence as missing 10% or more of possible days, **EXCLUDING** exempted absences with proper documentation (medical/dental/vision/counselor/legal/court), funeral, or school related absences.

GHAPS School Board Policy requires district staff to monitor attendance, obtain confirmation and/or documentation of absences, and to provide intervention to ensure all students have the opportunity to attend school fully.

ATTENDANCE OUTREACH AND INTERVENTION PLAN

In accordance with our “Success for All” Mission and Goals in Grand Haven Area Public Schools, we will follow a Multi-Tiered System of Support, Outreach and Intervention for Attendance. Our student services teams will include our district attendance coordinator, to address attendance support, outreach, and intervention, in collaboration with teachers, students, and families as needed to encourage engagement and reduce absenteeism.

- **Foundational Supports** are the goals and values of the district to promote the best conditions for academic success and development of lifelong skills. Such foundational supports include our continuous work to grow and strengthen a positive and proactive culture for learning and to ensure a sense of physical and emotional health and safety.
- **Tier 1 supports are applicable to all students and families with the goal of preventing absenteeism**, such as establishing and conveying clear expectations and policies for attendance; monitoring daily attendance for all students; and working to grow and strengthen relationships among students, staff, and families that encourage good attendance.
- **Tier 2 includes targeted support and interventions** designed to identify and work with families to address barriers to attendance for students at heightened risk of chronic absenteeism, such as those who are **close to or already missing 10 percent of learning opportunities** (the standard definition of chronic absenteeism) **or about 2 days per month**. These interventions include communications, interactions, and problem solving with students and their families to help them understand the importance of coming to school, create a plan to address the barriers they are facing, and focus on improving attendance.
- **Tier 3 Intensive Supports** are provided for students missing 20% or more of learning opportunities. This is a collaborative effort with students, families, and social service agencies, as it typically requires further problem solving and interventions. At this tier, the OAISD Attendance and Engagement Team will also become involved. Our goal is always to work with students and families to prevent legal intervention, as we feel sustainable change is more likely to occur in our collaborative efforts.



EXCUSED and UNEXCUSED: Absence Definitions and Expectations

- **Excused Absences (E)** Absences, such as illnesses not requiring isolation or hospitalization, that are excused by parents/guardians' communication with the attendance office. To be excused, communication must be received within two (2) days and will be recorded as unexcused.
 - Students are required to make up all work missed within the required time limit, which is two (2) school days to make up missed work for each one (1) day of absence. This begins the first day the student returns to school.
 - Students are responsible to contact each teacher to discuss whatever he/she missed while absent.
 - 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.
- **Unexcused Absences (U)** Absences that have NOT been excused by parent/guardian or independent student status communication. within two (2) school days. Any deviations from this time limit will require administrative approval. Communication regarding the reason for students' absences is GHAPS School Board Policy and inquiry into unexcused absences will allow the attendance office to check on the whereabouts of the student.
- **Unexcused Late (UL)** Any student more than (5) minutes late to a class, without approval, will cause the absence to be declared an unexcused late (UL) for the entire class period and will receive the same consequences as an unexcused absence, listed below. **If the absence is unexcused, the student is expected to make up all work within the required time limits as previously described.**

ATTENDANCE PROCEDURES

- **Reporting Absences.** A parent, legal guardian, or a student who has attained independent status must **excuse full-day absences through ParentVUE (BEFORE the first class period of absence)** and must **call the attendance office at (850-6050) for partial day absences/early dismissals/late arrivals.**
 - If the absence is to be considered exempt, for reasons listed below, documentation must be turned into the attendance office for the absence to be changed from excused to exempted.
 - All absences not reported within two (2) school days will be considered (U) unexcused.
 - Any deviations from this time limit will require administrative approval.
- **Non-Attendance Notifications.** An automated system will notify parents when their child receives an unexcused absence in any class. This notification is intended to alert parents regarding attendance concerns. Call the teacher or the Attendance Office (850-6050) with questions after checking your ParentVue account.
- **Attendance Records** All absences will be coded and become part of the student's permanent record.

EXEMPTED ABSENCES: REQUIREMENTS AND EXPECTATIONS

These are absences for which verifiable documentation has been received, on provider's office letterhead, and signed by provider or representative.

- These documented absences DO NOT COUNT toward chronic absenteeism rates
- Exempt absences DO NOT count toward reducing the percentage of class attendance to the minimum of 90% to receive credit.
- Students are required to communicate with teachers regarding all missed assignments/tests/quizzes and all make-up work is to be completed within the required time limits as previously described (within 2 days for each 1 absent day).
- **Exempt absence definitions:**
 - **Exempt Medical (XM)** - including medical, dental, vision, mental health appointments.
 - **Court Related (XC)** - with written court documentation.
 - **Funeral (XF)** Communication of reason required for exemption for death in immediate family.
 - **Youth Home (XY)** - documentation of residence in youth home.
 - **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.
 - **Exempt - In School Suspension (XI); Exempt - Out of School Suspension (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.
 - **Other Exemptions (XO).** Can be used with administrative approval only. Examples would include cultural or religious events.

CONSEQUENCES for Unexcused (U) full day and unexcused late (UL) class period absences:

- **First U or UL:** Parapro issues a detention for the hour missed and the student receives a detention slip.
- **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 a loss of privilege or detention will result in suspension.*

MINIMUM ATTENDANCE REQUIREMENTS AND IMPACT ON GPA

This policy defines **minimum student attendance to receive high school academic credit in courses of instruction to be ninety percent (90%) of the sessions a class regularly meets.**

- Students may have **grade point average (GPA) affected in a class with ten (10) or more hours of excused or unexcused absences** during a semester. An hour of absence is defined as one (1) class period.
- **Transfer students** shall have attendance requirements adjusted on a prorated basis for the balance of the semester 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.**

WITH 0-9 excused, unexcused and/or unexcused late absences per class (per semester),

- students receive the earned grade.

WITH 10+ excused, unexcused and/or unexcused late absences per class (per semester),

- students **must earn a 70% minimum grade on the final exam to earn credit.**
 - Students who **do not earn the 70% minimum on the exam, but earn a passing semester average** will receive a **CF** for the class, this earns them credit, allows them to advance, **but a failing grade will compute towards their GPA.**
 - Students who **DO earn the 70% minimum on the exam, but earn a failing grade for the semester average** will receive a **CD** for the class, this earns them credit, allows them to advance, **but a 60% grade will compute towards their GPA.**

FAMILY TRIP POLICY

While valuing the time and experiences of family/educational trips, our district and county educators firmly believe that the value of classroom instruction and discussions cannot be replaced by completing missed work, and encourage trips be taken outside of instructional time.

As detailed in the MInimum Attendance Policy for Credit, full credit cannot be earned if absences exceed 10% of classes. In consideration of family needs to take extended time together during regularly scheduled school sessions, the GHAPS district policy allows up to three (3) consecutive absence days, in one (1) family trip to be considered EXEMPT, PER SCHOOL YEAR (please note, one exempt trip per SCHOOL YEAR, NOT SEMESTER)

- A request for this exemption must be made at least two (2) days in advance of a family trip through the attendance office.
- Any family trip absences beyond 3 consecutive days will be considered as excused if communication is received in advance.
- This EXEMPTION ONLY APPLIES to the credit policy. The State of Michigan and OAISD Attendance and Engagement department does NOT recognize family trip or other such exemptions, so this maintains our school board policy while recognizing state and county attendance standards.

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 is available in the Attendance Office and must be renewed each school year.
- **This does not allow students to leave campus during lunch as we operate under a closed campus.**

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.

- “B” lunch students who are tardy twice during the class period will receive a UL for that period.

The tardy policy is a 18 week, policy hour-by-hour:

- **Tardies # 1 - 2 in a class:** Verbal Warning.
- **Tardy #3 in a class:** Phone call home from the teacher
- **Tardies #4 - 5 in a class:** Lunch Detention
- **Tardies #6 - 7 in a class:** In School Suspension
- **Tardies #8 + in a class:** Out of School Suspension

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:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work or disrupt the educational program;
- C. cause excessive wear or damage to school property;

Clothing items to avoid:

Undergarments should not be visible.

Including:

- Pants with holes or rips where undergarments are visible, are not acceptable.
- Tank tops – shoulders must be covered. If a shirt is see through, whatever is underneath it, must meet dress code.
- Skirts and shorts need to follow the fingertip rule.
- Too much torso (ex. bare midriffs, chest, etc.)

Clothing or jewelry that shows tobacco or alcohol products, that are drug related, or has any kind of gang symbolism.

Any clothing with sexually inappropriate or offensive messages, vulgar slogans or pictures.

Flags will not be allowed to be worn as part of daily clothing attire.

Students whose dress is not acceptable will be given the opportunity to change clothes. IF a student continues to violate the dress expectations, the following consequences will be issued:

It is our expectation that students will adhere to the above dress code and when found in violation they will be required to change into acceptable attire. ie, turn inside out, put on a sweatshirt, etc. Refusal to comply will result in additional consequences.

BACKPACKS

Backpacks may be worn to school, but **they must be kept in the students’ locker**. Backpacks for sports must be stored in the team locker room.

CELL PHONE, PERSONAL COMMUNICATION & OTHER ELECTRONIC DEVICES POLICY

Cell phones, personal communication and electronic devices may be used prior to the start of the school day. Once school begins, these devices should be stored in your locker or the classroom phone caddy. Cell phones may not be taken out of the classroom while using a hall pass. **LUNCH TIME IN THE CAFETERIA WILL BE THE ONLY EXCEPTION DURING THE SCHOOL DAY.** Cell phones are not allowed to be used in the classroom without the direct approval from your teacher. Our focus remains on teaching and learning. If observed to be in violation, these devices will be confiscated.

- 1st Offense: Phone goes into the classroom caddy and the student is Warned.
- 2nd Offense: Student may pick up the device and sign the "Cell Phone/Electronic Device understanding" sheet from an administrator at the end of the day.
- 3rd Offense: Student may pick up the device from an administrator at the end of the school day and a parent phone call will occur notifying parents the next violation will include ISS.
- 4th Offense: Student may pick up the device from an administrator after school. Parent phone call will occur. ISS will be issued.

Board Policy prohibits the use in school of any personal communication device that provides for a wireless, unfiltered connection to the internet, or which has the capability to take photographs or videos of any kind. The use of any such device in or near any restroom, locker room, or other location where individuals have reasonable expectation of privacy is strictly prohibited. Taking or transmitting images or messages during testing in any location is also strictly prohibited.

PUBLIC DISPLAYS OF AFFECTION

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

USE OF ELEVATORS

Students are not allowed to use the elevators unless they have permission from a building administrator.

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 Attendance Office at 850-6050 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. This includes students in the parking lot or surrounding property during school hours.

CLOSED CAMPUS

Upon arrival, students may not be in restricted areas and must enter the building. **Restricted areas include: the parking lot and wooded areas surrounding the building.** Students in restricted areas are subject to being searched. Students must also 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.** (See Searches on page 24) Lunch 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 exiting the building. 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.

DIVERSITY

The Grand Haven Area Public School district fosters respect and understanding among all cultures and individuals who learn and work in our school community. We are committed to a philosophy that draws strength from our differences and builds on our similarities in order to:

- Create a positive learning environment free of bigotry and prejudice in which all students can learn free of intimidation, harassment, bullying, or prejudice directed at them or others.
- Empower all people to reach their full potential
- Promote respect and dignity toward all persons
- Prepare students to function effectively in a multiethnic and multicultural society

Everyone in the Grand Haven Area Public School District has a right to feel respected, safe and valued.

BULLYING, INTIMIDATION AND HARASSMENT

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant(pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. **Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy.**

“Bullying” is conduct that:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that :

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs
- of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school, or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

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". Section 5500 of GHAPS Policy Manual, which can be found on-line.

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 ensure 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 extracurricular 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 extracurricular 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 are 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 Substance Abuse 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 Substance Abuse 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
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 other potentially mind altering substances, or causing illegal or prescription drugs (without a prescription for such drugs) to be possessed, used, sold, distributed or advertised; or the attempt/intent 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 Substance Abuse Assessment. (Type II)

Possession, Use - Second Offense

1. Same as items 1-3 above
2. Recommended 10 day O.S.S. and Substance Abuse 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, of 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) and Conflict Resolution/ Anger Management Counseling)

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 lighter, matches, 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. Kowalski and Mr. Evink)
2. Notify parent
3. Police referral, if applicable.
4. Type I-IV

Prohibited Conduct

13. Harassment/Bullying: 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 counselor and administrator if appropriate
2. Notify parent
3. Police referral, if applicable.
4. Type I-IV (3 days ISS/OSS – 5 days OSS- 10 days OSS and counseling will be used as guidelines for consequences.

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: Lingering, 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, e-cigarettes, vapes, (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) OSS OR One (1) ISS and Educational Modules
4. Referral to Student Assistance

Second offense

1. Notify parent
2. Police referral
3. Five (5) day OSS OR One (1) ISS and Five Paragraph Essay
4. Referral to Student Assistance

Third offense

1. Notify parents
2. Police referral
3. Seven (7) day OSS
4. Referral to Student Assistance

Fourth offense

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

Fifth and Beyond offense

1. Notify parents
2. Police referral
3. Thirty (30) 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. *Inappropriate Use of Technology:* Any use of technology on school property (i.e. classrooms, bathrooms, hallways, locker rooms, school events, etc.) which is used to defame, embarrass, harass another student or Grand Haven High School adult, is prohibited. This includes but is not limited to photographing, videotaping or posting of these photos/videos on social media without permission.

Range of Disciplinary Action

First offense

1. Notify parent
2. Police referral
3. Three (3) day OSS
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

TYPES OF CONSEQUENCES

LOSS OF PRIVILEGES (LOP)

Grand Haven High School offers a wide variety of activities and events throughout the year, including but not limited to dances, fine arts performances, athletic competitions and graduation exercises. All of these activities and events are privileges that must be earned. Additional privileges include lunchroom access, movement during Academy and driving/parking on campus. You will forfeit these privileges and be assigned consequences when appropriate, if you do not comply with school rules. Students will not be reimbursed for parking lost as a result of a consequence. LOP will also be used for students not in good Academic standing. This could include failing grades or not remaining on track for graduation. Grand Haven High School has the following continuum of LOPs, depending on the type, nature, and severity of a student's conduct:

LOP 1 = Full lunch period loss of privilege

LOP 2 = Academy movement loss of privilege

LOP 3 = Parking loss of privilege

LOP 4 = Attendance/participation in all school-sponsored events loss of privilege

LOP 5 = Attendance/participation in all school-sponsored events loss of privilege for one school year

Failure to report to or comply with LOP may result in an ISS or OSS.

DETENTIONS

Detentions are scheduled during lunch 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 appropriate assistant principal 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 ensuring 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. 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. (This includes students that are in restricted areas) Restricted areas include locker rooms, parking lot, areas surrounding the building, music wings, etc.

(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. Any student in the parking lot during school hours without permission will be subject to an automobile search.

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 30*).

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, 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 disrupt the normal and prescribed activities of the school.

SEXUAL HARASSMENT POLICY

Grand Haven Area Public School's prohibits sexual harassment of students. All Title IX Policies and Procedures can be found using this [LINK](#) to the GHAPS webpage. Information can also be found using the [GHAPS Sexual Harrassmnet and Sexual Assault Information Guide](#) which is linked here and on the above mentioned webpage. 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. Kowalski and/or Mr. Evink** (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.

To learn more about our 1:1 program, please use this link: <https://sites.google.com/site/ghapstechdept/>

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
- Abstain from using chat programs, telnet, and other forms of personal communications except e-mail.
- Abstain from creating Google Meets with friends during instructional time unless set up by the instructor.
- 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.
 - 1st Offense-Remove all programs
 - 2nd Offense-Deny use for Semester
 - 3rd Offense-Deny use for a year.
3. Police referral, if applicable.
4. Suspension, if applicable.
5. Possible expulsion

ARTIFICIAL INTELLIGENCE (AI) / NATURAL LANGUAGE PROCESSING (NLP) TOOLS

The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (Board Policy [po7540.03](#)) Refer to the cheating policy below.

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 semester in the course for the second occurrence of cheating or plagiarism within that semester.

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 (ex. Pictures, social media)

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 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 / ALL 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 be located on the GHHS website along with on student Chromebooks. Students who wish to place material on the announcements need to complete a form in the Main office and submit a minimum of two days prior to the announcement being published. P.A. announcements will be made at the discretion of the administration as needed.

MESSAGES TO STUDENTS

Telephone messages will **not** be delivered to students to remind/notify them of doctor/dental appointments, pick-up times/places and other non-emergency messages. Parents may; however, call the main office for more critical messages and students will be notified through email that they have a message in the office waiting. Parents can also email their student directly. Students will be reminded to check email on a regular basis throughout the school day. **In extreme emergencies, students will be notified directly.**

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 safely 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, except for extenuating circumstances..

Transportation will not be provided for social activities (i.e. parties, social functions, go home with a friend, etc.) **In emergency situations, parents must call the transportation office to receive approval for changes to transportation.**

You must be at your bus stop ten (10) 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.

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.

When a misconduct slip is presented to a student, they will be required to take it home and have it signed by a parent. It **MUST** be returned to the driver in order to return to the bus. A copy of the write up will be shared with the principal of their school.

Acts of misconduct which are not specifically identified on the disciplinary form or which are of such gravity 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 20 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 Student Misconduct on School Vehicles" form. A phone call will be made 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, through the transportation department by calling (616) 850-5150.

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:

1. Be at their assigned stop on time (7-10 min earlier than scheduled stop).
2. Not litter on the school bus.
3. Stay off the roadway: maintain proper conduct while waiting for or leaving a school bus.
4. Get on and off at the designated stop.
5. Not talk in a loud voice or shout or create any other disturbing noises.
6. Remain seated. The driver is authorized to assign seats.
7. Not eat or drink on the school bus without permission of the bus driver or chaperone.
8. Not use profane or vulgar language, or make obscene gestures.
9. Cross in front of the bus. **DO NOT CROSS IN THE BACK OF THE BUS!**
10. Keep head and hands inside the bus.
11. Not throw objects inside the bus or out the windows of the bus.
12. Obey instructions of and show respect to the bus driver.
13. Not harass others or otherwise be unruly.
14. Not fight.
15. Not spit or bite.
16. Not damage or vandalize the school bus. Students will be required to pay for repairs.
17. Not possess or use flammable or explosive materials on the bus.
18. Not possess or use illegal or dangerous substances or items on the bus.
19. Not possess or use tobacco products on the bus. This includes Vaping and E-Cigs and all related paraphernalia.
20. Not record or take any pictures of any students at any time at the bus stop or on the bus.

RULES 12-20 result in automatic 3 day suspension for first offense.

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

1. Warning
2. Three Day Suspension

3. Five Day Suspension
5. All Year Suspension

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 make that change in ParentVUE AND notify the Student Services Office immediately at (616)850-6020. 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 and activity 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 along with finding the links on the website.

Here is a link to the clubs for the school year. Please contact the advisor for more information and take advantage of these wonderful opportunities. <https://www.ghaps.org/schools/secondary-schools/ghhs/activities/>

All extracurricular competitive teams, clubs and programs are held to the same standards including athletics, academic and arts programs. It's important to review the expectations in our extracurricular handbook.

OK2SAY / SILENT OBSERVER

Goals:

The goal of both programs 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. These anonymous reporting tools are also to be used for any concerns related to self-harm.

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. **OK2SAY** can be a phone call 8-555-OK2SAY, text to 65279 (OK2SAY) or email to OK2SAY@mi.gov

ALL CONCERNS SHOULD BE REPORTED ... DO NOT REMAIN SILENT!

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.

HALL LOCKERS

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. It is **required** that students use their lockers for backpacks and other personal items, on a daily basis. Coats, bags, backpacks and cell phones must be kept in your locker during the school day.

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 / STUDENT ID's

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. 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 everyday life of a high school student. 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.- 7:30 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. T. Nutt - 12th grade, Mr. N. Bailie - 11th grade, Mrs. E. Gervais - 10th grade, Mr. B. Williams - 9th grade).

The 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
- Winter Dance
- Winter Homecoming (Spirit Week, contests & games during lunch, shopping carts)
- Junior/Senior Prom
- Graduation (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 is 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 purchase or deposit a minimum of \$1.00 into their account. 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.

Students may order lunch ahead of time through **Digitaldeli** on their Chromebook. **Students must order by 9:30 a.m. the day they plan to eat** and will be charged for the meal even if they do not pick it up. On early dismissal days students must order by 8:30 a.m.

Charging Meals: Snacks or Ala Carte items are not permitted to be charged. If a student is more than \$3.00 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 prepay 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 Meal Magic Family Portal <https://www.ghaps.org/our-district/departments/food-service/online-ordering/>. 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. Check or ~~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.

Meal Magic Family Portal: Account balance information and on-line deposits to food service accounts will be available at <https://www.ghaps.org/our-district/departments/food-service/online-ordering/>. 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 at Meal Magic Family Portal under the Apply for Benefits tab. 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 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.

Food and beverages must be consumed in the lunchroom, and may not be eaten in classrooms/halls, other than a snack at your 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 and should start an e-Hall pass 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, and 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

Medications and Individualized Health Plans

According to District Policy 5330, based on state law, The administration of prescription/nonprescription medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Students are not allowed to carry any medication during school hours. This includes: cough drops, Tylenol, eye drops, etc. All medication must be kept in the office. This excludes Inhalers, Epi Pens, and Diabetic supplies with parent/guardian and physician authorization on the Individualized Health Plan (IHP).

Medication Form 5330 F1 must be filled out and include parent/guardian authorization and physician's written order and signature before the administration of prescription or nonprescription (over-the-counter) medications at school by the administrator or his/her designee. This form may be picked up in the school office and online at www.ghaps.org under *parents and students tab/forms*. These forms must be renewed annually and with any change to the medication.

An Individualized Health Plan (IHP) is needed for children who have asthma, diabetes, seizures, a feeding tube, life threatening allergies, or any other health condition which requires prescribed treatment at school (ex. blood pressure checks). These forms may be picked up in the school office or online at www.ghaps.org under *parents and students tab/forms*.

All medication must be delivered to the school office by the child's parent/guardian in the original container. Prescriptions must be in the original pharmacy labeled containers.

School district policy requires that we count and keep accurate records of the number of pills we receive and administer. When dropping off medication, please plan a few extra minutes for this to occur.

By law, the school cannot provide medication of any kind. Thus, parents must provide even the simplest medication such as Tylenol.

OPEN HOUSE and PARENT-TEACHER CONFERENCES

We provide an Open House each semester which allows parents the opportunity to meet staff.. Our Open House dates will be on September 11 and February 5. Our expectation is that parents and teachers are conferencing throughout the school year. An intentional focused effort will be made any time a student falls below passing in a class. We will be using SchoolBookings.net to schedule all appointments during conference sessions in October and March/April .

PARKING LOT/STUDENT PARKING GUIDELINES

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

1. Students intending to drive to school must complete a parking application (obtained in the Main office.) This application must be completed prior to driving to school.

2. Upon receipt of the properly completed parking application and a fee of **\$25.00**, a student parking permit will be issued. This permit must be placed inside the driver's side rear window. **For mopeds/scooters the permit MUST be stored on the moped/scooter (i.e. compartment, pocket and driver must be able to produce the permit upon request.**
3. Students must adhere to the speed limit (a maximum of 15 miles per hour) and park in designated Student Parking Areas.
4. The accumulation of litter in the parking areas can be controlled by using the trash containers.
5. Students not complying with the parking lot regulations may have their parking privileges revoked or may be ticketed, and/or booted and fined. Student automobiles will be searched as part of this process.
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, may not transport students without prior administrator approval.
8. The parking permit holder will be held accountable for proper use of their vehicle, including adherence to the guidelines of the Closed Campus policy and the 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.

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 fundraisers must have previously completed the fundraising request form and received administration approval. A student may not sell any item(s) to school personnel or another student for individual profit. No food sales may occur during lunch hours.

TEXTBOOKS/CHROMEBOOKS/CHARGERS

Students are responsible for each textbook, chromebook and charger assigned and are required to turn in the same book, chrome book, charger at the end of the semester/year. (This includes any other classroom set of items/materials.) Additionally, they are expected to return them in good condition. The return or payment of all student textbooks, chromebooks, chargers must be taken care of at the end of each semester/year. Students failing to return these items will not receive their report card or diploma and will receive an invoice for them.

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 Shelter in Place, await further instructions. In the event any students are not with their class at the time of the drill, they are to enter the nearest classroom and follow the instructions of that instructor. The teacher is reasonably held responsible for his/her class.

When classes are outside, 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

- **ALL VISITORS** must check in at the main office with a driver's license. Once a guest has been registered into our Raptor system, the check in process goes much more quickly.
- **No student visitors are allowed during the school day.**
- Parents are welcome to visit; however, an appointment in advance is greatly appreciated.
- 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 a 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 semester), 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 semester), 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

Mrs. Dana Rider, Media Specialist

Mrs. Samantha Le, Media Assistant

Hours: 7:00 a.m. - 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, videodisk, visualizer, large screen projectors for projects
 - current newspapers
 - interlibrary loan from other schools in the district
- copy machine for personal copies

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

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 seats. 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 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, world language, or non doctrinal religion or philosophy)

14 Core courses are required in NCAA Division II. NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

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, or non doctrinal religion or philosophy)

* PLEASE NOTE: Computer science courses will no longer be able to be used for initial-eligibility purposes. This rule was effective August 1, 2005, for students first entering a collegiate institution on or after August 1, 2005. Computer science courses (such as programming) that are taught through the mathematics or natural/physical science departments and receive either math or science credit and are on the high school's list of approved core courses as math or science may be used after the August 1, 2005 date.

Students who were homeschooled for any part of high school (grades 9 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.eligibilitycenter.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

<p><u>ENGLISH</u></p> <ul style="list-style-type: none"> • AP English Language/Composition A & B • AP English Literature/Composition A & B • College English • Contemporary Literature • Creative Writing I & II • English 9 A & B • English 10 A & B • Honors English 10 A & B • English 11 A & B • Folklore & Mythology • Humanities Literature • Journalism I • Public Speaking/Communications I • Research Studies through Genealogy 	<p><u>SCIENCE</u></p> <ul style="list-style-type: none"> • Anatomy & Physiology A & B • AP Biology A & B • AP Chemistry A & B • AP Environmental Science A & B • AP Physics: Mechanics (Calculus Based) A & B • Astronomy • Biology A & B • Earth Science A & B • Geology A & B • Greenhouse Biology • Honors Biology A & B • Honors Chemistry A & B • Marine Biology • Physical Science - Chemistry • Physical Science - Physics • Physics Applications: Electricity & Electronics • Wildlife Biology
<p><u>Social Studies</u></p> <ul style="list-style-type: none"> • AP Comparative Government & Politics • AP European History A & B • AP Psychology A & B • AP US Government A & B • AP US History A & B • Current Affairs • Diversity in American History • Economics • Introduction to Psychology • Law • Philosophy • Sociology • Sports 20th Century • US Government • US History A & B • World History A & B • World Religions 	<p><u>Math</u></p> <ul style="list-style-type: none"> • Algebra I A & B • Honors Algebra I A & B • Algebra II A & B • Honors Algebra II A & B • AP Calculus AB • AP Calculus BC • AP Statistics • Geometry A & B • Pre-Calculus A & B • Statistics • Trigonometry
	<p><u>Additional Core Courses</u></p> <ul style="list-style-type: none"> • German I A & B • German II A & B • German III A & B • German IV A & B • German V A & B • Spanish I A & B • Spanish II A & B • Spanish III A & B • Spanish IV A & B • AP Spanish A & B

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 nonre-centered 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 at the High School levels includes traditional opportunities like PTA meetings but are specific to the booster groups for each activity, fund-raisers and volunteering in school. At Grand Haven High School, the building principal will host 'Parent Learning Walks' as a way to learn more about the daily ins and outs of the high 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 have 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, and 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.