

# **2024-2025 Student Handbook**



# **LAKESHORE MIDDLE SCHOOL**



# Grand Haven Area Public Schools

## LAKESHORE MIDDLE SCHOOL Student and Parent Handbook 2024-25

Dear students and parents,

Welcome to another great year at Lakeshore Middle School! This student and parent handbook was developed to answer many commonly asked questions you may have during the course of the year. Our goal is to create a positive, educational atmosphere of learning where expectations are clearly taught, affirmed, and enforced consistently with all students. Working together is the most important ingredient to student academic and social success.

Please sit down as a family and read through the information in this handbook together. This handbook includes information about our school expectations, academics, attendance, athletics, and student code of conduct.

Amanda Sorrelle, Principal  
(616) 850-6500

Aaron Dean, Assistant Principal  
(616) 850-6500

### **School Day Hours:**

**7:38 a.m. – 2:48 p.m. (Monday, Tuesday, Thursday, Friday)**

**7:38 a.m. - 1:48 p.m. (Wednesday)**

Main Office 850-6500 - 7:15 a.m. – 3:45 p.m.

Student Services 850-6520 - 7:25 a.m. – 3:00 p.m.

Attendance Office 850-6550

## CONTENTS

Mission Statement .....	3
Learner Expectations .....	4
General Information .....	5
Academic Information .....	13
Attendance .....	15
Student Code of Conduct .....	17
Transportation .....	27
Athletics .....	29

### LAKESHORE MIDDLE SCHOOL MISSION STATEMENT

*It is the mission of Lakeshore Middle School to foster the unique needs of our students during their transition into adolescence. Within a supportive community, it is our purpose to provide students with diverse educational opportunities in a safe, supportive environment that promotes self-discipline, motivation, personal responsibility, and success for all.*

### VISION STATEMENT

#### **Lakeshore Middle School students will:**

- *Read at or above grade level*
- *Communicate effectively utilizing appropriate social skills*
  - *Work independently and cooperatively*
  - *Gain an appreciation of cultural diversity*
- *Be health conscious and have a commitment to positive self-worth*
  - *Understand their civic and global responsibility*
- *Participate in the fine arts and other enrichment activities*
  - *Think critically*
  - *Become life-long learners*
- *Be Excellent; Kind; Respectful; Responsible*

## **Learner Expectations**

**At Grand Haven Area Public Schools, our students will be:**

### **Quality Producers Who. . .**

- Create intellectual, artistic, and practical products which reflect originality, high standards, and current technologies

### **Global Contributors Who. . .**

- Exhibit an understanding of geographical, environmental, cultural, social, historical, political, and economic issues
- Promote the respect and acceptance of diversity among people
- Demonstrate qualities of a concerned citizen

### **Self-Directed Individuals Who. . .**

- Accept responsibility for personal actions
- Set, monitor, and adjust realistic, positive goals
- Explore creative expression in the performing arts, the fine arts, and the humanities
- Assume responsibility for lifelong learning
- Make choices that contribute to self-esteem, personal wellness, and fulfillment

### **Collaborative Team Members Who. . .**

- Utilize group skills that foster, implement, and maintain supportive relationships in family, career, community and global settings

### **Complex Thinkers Who. . .**

- Apply creative and critical thinking skills
- Anticipate and resolve problems

### **Effective Communicators Who. . .**

- Integrate reading, writing, speaking, listening, mathematical, artistic and technological skills to meet the needs of an ever-changing world
- Convey information, thoughts, and concepts

### **RULES TO LIVE BY. . .**

I will respect my school, myself, my peers, all materials, property and the adults.

Do your best.

Do what's right.

## GENERAL INFORMATION

### **Bikes, Roller blades, Scooters and Skateboards**

Lakeshore Middle School is a Wheel Control Zone. Students **must not** ride bikes on school sidewalks, athletic fields, tennis courts, lawns, or inside school buildings. Students assume all risk and responsibility for accidents or theft. Bicycle racks are provided. The racks are located near the south entrance to the building. Roller blades, skateboards, roller shoes and similar items may not be ridden on school property. They are to be picked up, carried into school, and placed in your locker. The school district does not permit skateboards or roller blades to be taken on buses.

### **Bus Pass**

Bus passes will not be issued. Students can only ride their assigned bus.

### **Check Out Form (Drops & Transfers)**

Please call or send a written note to Student Services if dropping or transferring from our school. Please indicate the location of the new school (if known) and the last day your student will be attending. A drop form will be given to the student. A copy will be made for Student Services records and the student keeps the original to take with them to their new school.

### **Closed Campus**

For safety purposes all of Lakeshore Middle School's exterior doors, with the exception of the South entrance, are locked during school hours. The middle schools operate on a closed campus basis. In order to maintain the welfare and safety of everyone, once students arrive at school they may not leave the school grounds. They are to follow their daily schedule until the end of the day. **Outside groups are not allowed to solicit students during the school day, including during lunch.**

### **Counselors**

The counselors' offices are located near Student Services. Students or parents needing to speak to a counselor may make appointments with the student services secretary. **The Student Services phone number is 850-6520.** Each student in the middle school is assigned a counselor. Our counselors discuss questions about students' future courses and occupations as well as those concerning their personal, social or academic life. The information shared at private conferences is kept confidential as required by and in compliance with state and federal laws.

### **Discipline**

Consistent with the expressed philosophy and goals of the Grand Haven Area Public Schools, discipline is considered an integral part of the overall educational process. Its purpose is to help students adjust to reasonable rules and regulations, which will be encountered in community life, as well as in school. Its application shall be positive, with emphasis given to the value of self-discipline. Discipline rules used within the school shall be fair and reasonable, and shall be administered in a like manner.

It is the responsibility of the school, in cooperation with the home and community, to work with students so they conduct themselves in a socially acceptable manner. In any event, parents are expected to accept the responsibility for the conduct of their children at school. Teachers have the prerogative to determine their own classroom rules and regulations, provided they comply with middle school and the Board of Education's policies, and federal and state laws. Teachers are encouraged to include their students in

determining appropriate behavior standards. Students are responsible to learn and obey all school rules and policies.

When other nuisance behavior in the classroom occurs, the following guidelines have been established:

1st offense—a warning by the teacher

2nd offense—disciplined by the teacher

3rd offense—parents contacted by the teacher

4th offense—referral to the principal or assistant principal by the teacher

Behaviors that warrant automatic removal from class or that occur outside of the classroom are referred to the principal. A record will be kept and consequences will be given according to the severity of the offense. Consequences are part of the overall behavior change procedure and are not to be considered as the sole discipline for an offense. Each time consequences are given by administration parents will be notified. If a teacher has good reason to believe a student's conduct in class constitutes conduct for which the pupil may be suspended from a class (examples include but are not limited to serious misbehavior or substantial disruption of the class), a teacher may exclude a student for the remainder of the class period. Teachers will contact parents each time that a serious misconduct occurs. The teacher will keep a record of all contacts.

It is the middle school policy to call law enforcement authorities for serious misconduct, law violations and emergencies. Law enforcement involvement can result in a referral to juvenile court. Parents will be notified in such instances. A school resource officer from the Grand Haven Public Safety Department has been assigned to work with Lakeshore Middle School and is often present in the buildings.

Of special consideration:

District Board Policy defines **“Bullying”** as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing a substantial disruption in, or substantial interference with, the orderly operation of the school.

**“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g. from rival school, different state, rural area, city, etc.).

For more information regarding behaviors and consequences, refer to the section Student Code of Conduct.

### **Dress Code**

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 above the knee 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 have any kind of gang symbolism.
- Any clothing with sexually inappropriate or offensive messages, vulgar slogans or pictures.
- Pajamas
- Hats (of any kind – bandannas, rimmed, capped, or snug) cannot be worn in school.

If you have questions about apparel, please ask. Students are expected to use good judgment.

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:

Dress and Appearance

1st Offense: Student changes into acceptable attire

2nd Offense: Change offensive garment/parent contact/detention.

3rd Offense: ISS/Parent contact.

4th Offense: ISS/OSS/Parent meeting.

### **Early Arrivals/Late departures**

The earliest your student may arrive at school is 7:10 a.m. Students are expected to wait in the designated area until 7:25 a.m. when they will be released to their locker and classes. Students are expected to ride the bus or be picked up **no later than 3:00 p.m.** Students must be under adult supervision during any school activity or study session and must be picked up within 15 minutes after the activity concludes.

### **Electronic Devices**

Middle school students may not carry electronic devices (such as cell phones, cameras, portable music devices including mp3 players such as iPods, video game players, laser pointers, etc.) with them during the school day with the exception of approved eReaders and Chromebooks used in classroom (see policy in Academics). Students are asked to turn off all electronic devices and store them in their locker for the entire school day. If observed, these devices will be confiscated.

- First offense – student may pick up the device from an administrator at the end of the day;
- Second offense – parent/guardian must pick up the device from office;
- Third offense – the device will be kept until the end of the year and/or a parent meeting.

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 a reasonable expectation of privacy is strictly prohibited. Taking or transmitting images or messages during testing in any location is also strictly prohibited.

**\*\* Electronics may be used before school in the gym or cafeteria.**

### **Emergency Contact Information**

Emergency contact information must be provided upon enrollment, and should be updated as necessary throughout the year. An emergency file is maintained by Student Services to track information about how to locate parents if needed, to whom students may be released, and other important information. It is essential to keep this information updated with current data about parent's work phone numbers, name and address changes, custodial status where appropriate, etc. in case of an emergency, such as an accidental injury or sudden illness, the school uses this information to locate you or your designee.

### **Fire, Lock Down, and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur in coordination with local law enforcement and in accordance with state law.

### **Food and Beverages**

Students may only consume food and beverages in the cafeteria or under the supervision of a teacher. Students may have water in the classroom at the teacher's discretion (**flavored water is not allowed**). Students are not to drink from beverage containers in the hallway or from containers in backpacks and at lockers. They may take sealed, closed containers to the lunchroom or designated eating areas. A staff member will confiscate containers with unsealed caps.

### **Hall Passes**

Students are expected to remain in their team's designated areas during passing time unless they have a class or a pass to be on another floor or in another area. Students must have a pass to be in the hallway during class hours.



### **Lost and Found**

A lost and found center is located in the cafeteria. Students should check here for missing items. Items will be kept for approximately 30 days. You should label all personal belongings with the student's name. Do not bring valuable items to school, as we cannot guarantee their safety. Students are responsible for their own possessions. School insurance does not cover lost or stolen items.

### **The Media Center**

Students may use the media center during the school day. Teachers may accompany their class during class time for scheduled visits, or students may be given an individual pass. The media center will be open for student use before and after school on a limited basis.

Student ID cards are required to check out materials. Books may be checked out for three weeks. Magazines and pamphlet materials may be checked out for one week. Reference materials are overnight loans, and are due back before school starts the next day. Materials may be renewed, if they are not in demand, by bringing the material to the media center and renewing it at the desk. Students are responsible for the timely return and condition of materials they check out.

Several computers are available in the media center. Students must follow the Technology Code of Ethics while using the computers.

### **Medication**

Board Policy encourages that whenever possible, medications for students should be administered by parents at home. Except as provided in applicable Board Policy, students who must take medications during school hours are required to store them in Student Services, and no medication, not even aspirin, may be kept in the student's possession or locker. All prescription medications must be brought into the office by a parent/guardian ***in the container in which they were issued, showing the name of the drug, dosage, and doctor's name.*** ***A signed medication form must also be on file.*** Students who do not follow this procedure will have the medication confiscated until the school can confirm there is a medical need for its use. **Students are not permitted to give or receive any medications to or from other students.**

No medication, not even an aspirin, will be given out unless there is ***a signed medication form on file.*** The school does not provide non-prescription medication for students. Parents may, however, bring aspirin **in the original container, with a signed medication form** to Student Services where it will be held for the child.

### **Messages/Deliveries for Students**

**Messages** that need to be delivered to students during the day due to a change in their routine should be called into Student Services at 850-6520 **no later than 1:00pm.** to ensure that your child will receive the message. Messages received prior to 11:30 a.m. will be posted in their lockers for the students to receive.

**Deliveries** – Students will be notified if flowers or balloon bouquets are sent to them. Students may pick up these items at the **end of the day in Student Services.** **Note:** Balloons are not allowed on the school buses.

### **Permission To Release Students**

We do not release a student to persons who are not designated on the emergency card without prior written permission. We cannot prevent a non-custodial parent from picking up a student without an official court decree.

### **Personal Belongings & Lockers**

During the school day, for security purposes, all personal belongings need to be kept in hallway lockers and gym lockers. Lockers are offered to students as a convenience to students. Lockers remain the property of the School. Their control and regulation remains with the Board of Education and its appointed authorities. Students have no expectation of privacy in their lockers.

- Students must use **ONLY** the locker assigned to them.
- Students must keep their locker combination confidential.
- School insurance does not cover the contents of lockers.
- Students will **not** be reimbursed for items stolen from their lockers.
- Students may decorate the inside of their locker (but not the outside).
- Students should inform the Main Office when their locker needs repairs.

### **Safe Zone Contacts**

In an effort to provide a more comfortable place for students to notify a trained staff member of discriminatory comments and racial slurs, our buildings now have "Safe Zone" contacts. The Safe Zone contact has had specialized training, and offers a very unique set of skills and awareness that may help students feel more comfortable sharing these types of concerns. Our Safe Zone contact is **Tammy Basil, Counselor**. Parents and staff should encourage students to utilize this building resource.

### **Sales and Solicitations**

All sales and solicitations within the school by individuals or groups must have the approval of an administrator. All school club or group fund-raisers must have previous administrative approval. A student may not sell any item(s) to school personnel or to another student for individual profit.

### **Student ID Card**

All students will receive a multi-use ID card, which is used as a lunch debit card and a library card. Students must wear their ID card visibly while at school or attending school functions. Students may occasionally be asked to show their ID card to a staff member or security personnel. Failure to do so constitutes a violation of the discipline code and may result in disciplinary action. A replacement may be purchased for \$5.00 if a card is lost or damaged.

### **Textbooks**

Students who are issued or use textbooks, supplies, library materials, or equipment are expected to return these materials in good condition. Students who fail to return these items might not receive their report card until full payment has been made.

### **Chromebooks**

Each student at Lakeshore will be issued a Chromebook. **Chromebooks are not allowed in locker rooms, bathrooms, or cafeteria at any time.** Please reference the Acceptable Use Policy at <http://www.ghaps.org/techhandbook.pdf>

### **Visitors/Student Visitors**

For safety purposes all of Lakeshore Middle School's exterior doors, with the exception of the South entrance, are locked during school hours. All parents and visitors need to sign in at the Main Office and wear a visitor's pass prior to visiting the rest of the building. Students who have guests visiting must

obtain authorization from the Main Office. Students from districts immediately adjacent to the GHAPS District will not be given visitor passes unless the visit is approved by the neighboring district.

### **School Closings**

School may close or be delayed if severe weather conditions exist at night or early morning. The District contacts several local radio and television stations, and specific announcements are made regarding either a complete school closing or a delayed starting time.

In case of a two-hour delay, classes will start **two hours after the normal starting time**. Students are to go to their normal first period/class for instructions for the day. Team teachers will determine whether to start with the class students would normally be in, or to change the arrangement of classes for the day.

**Local radio and television stations will have school closings.**

**School closings are posted on the [www.ghaps.org](http://www.ghaps.org) website. You may also call the school closing hotline at 850-5100.**

### **Student Phone**

Students may use the phone in Student Services with the secretary's permission and a pass from their teacher. This phone should be used only for school related business. After school plans are to be made before students arrive at school. Phone conversations need to be limited to 1-2 minutes.

## **ACADEMIC INFORMATION**

**Cheating Policy** – Cheating, whether on homework, tests or quizzes, or plagiarizing, is strictly prohibited.

**Homework** - Giving someone your paper to copy, copying from someone else's paper, copying answers from an answer sheet, correcting your own paper when asked to exchange or putting your name on someone else's work (or project) and turning in as your own.

**Tests and Quizzes** – Copying from someone else's paper, obtaining or giving answers prior to the test or quiz, using a "cheat sheet" when not permitted, and allowing others to see your answers during the test or quiz.

- **1<sup>st</sup> Offense** – Credit may be granted or denied at teacher discretion; student to write a letter home to parents
- **2<sup>nd</sup> Offense** – Zero credit; letter home; parents called; discipline referral
- **3<sup>rd</sup> Offense** – Zero credit, letter home; discipline referral, student/parent/teacher meeting

### **Grading and Report Cards**

Report cards will be issued at the end of the marking period. Letter grades A, B, C, and D will be used as passing marks, with A as the very best grade and D as just passing. A failing grade will be designated by an F. An I (incomplete) will be used when a student has been absent and has not had time to make up the schoolwork. In most cases, work is expected to be completed within 2 weeks of the student's return.

Honor rolls for academic achievement are published at the end of each marking period. Students must have a minimum 3.0 GPA.

### **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 above.

### **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 excellent learning opportunities. Access to the Internet enables users to explore thousands of libraries, databases, and bulletin boards throughout the world.

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

- Act responsibly during use of hardware, software, printers, labs, and networks in the district.
- Maintain the confidentiality 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 laws, including but not limited to copyright law, while using district technology.
- Refrain from downloading or installing programs, changing software or hardware configurations, or using district technology for any unauthorized purpose.
- Abstain from using chat programs, telnet, and other forms of personal communications except email.
- Follow specific rules and regulations posted in individual district buildings or classrooms.
- 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.
- Lakeshore Middle School considers the use of recording technologies (cell phones, computers, cameras, etc.) to be inappropriate when a student electronically collects or posts data (including but not limited to audio recordings, video recordings, images and personal information) about others or oneself when it is not related to a class project and/or without the permission of all parties.
- **Students found in violation of the Technology Code of Ethics face disciplinary action according to school policy**

### **eReader Use**

Lakeshore Middle School, in striving to maintain technological relevance in education, is providing the opportunity for students to use privately owned eReader devices in school. eReaders are those devices intended to be used to read books, magazines, periodicals, and other electronic media. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed. Per school board policy, devices that can capture video or photos are not allowed. Use of the device must adhere to the Technology Acceptable Use Policy. These policies apply when students are at school or attending a school-sponsored or related activity off-campus. **All devices must be approved by our media specialist and students must sign an acceptable use contract.**

### **ATTENDANCE**

The **Lakeshore Middle 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.**

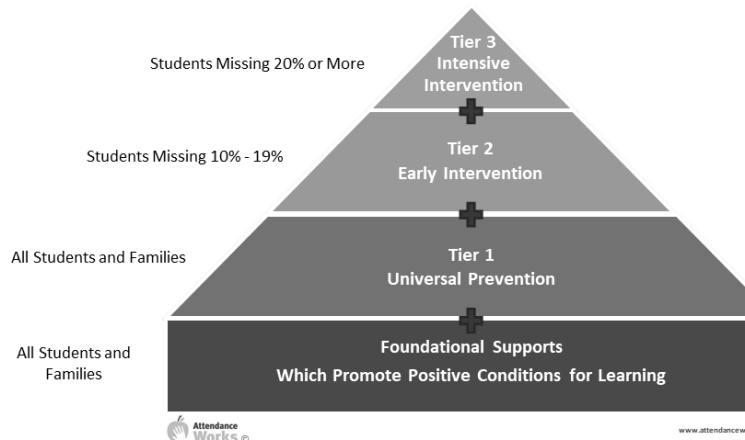
### **CHRONIC ABSENTEEISM**

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 Plan for Attendance. Our building has a school attendance team made up of the school principal/assistant principal, attendance clerk, school social workers, and district attendance coordinator, who will address attendance intervention and supports, in collaboration with teachers and families as needed.



- **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.

## ATTENDANCE CODES

- **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 or it will remain recorded as unexcused.

- **Unexcused Absences (U)** Absences that have NOT been excused by parent/guardian communication. **If the absence is unexcused, the student is expected to make up all work within the required time limits as previously described.**
- **EXEMPTED ABSENCES: 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 intervention counts.
  - Exempt Medical (**XM**); Exempt Court Related (**XC**); Exempt - Youth Home Residence (**XY**)
  - Exempt - School Related - Field Trips (**XR**)
  - Exempt - In School Suspension (**XI**); Exempt - Out of School Suspension (**XS**)
  - Exempt - Funeral (**XF**) documentation only required upon request. Communication of reason required for exemption.

**ABSENCES FOR ILLNESS - COMMUNICATION AND EXPECTATIONS FOR MISSED WORK**

- If a student is too ill to attend school, parents should call the attendance line at 616-850-6550 to report the absence before 9:00am the day of the absence. If prompted to leave a message, please include your child’s name, grade, and reason for the absence. If it is not possible to call, please submit a written note to the school office with your child’s name, date of and reason for absence, and signature of parent or guardian.
- Parents are encouraged to check the [Lakeshore Landing - Daily Homework](#) link on the [Lakeshore Middle School website](#) to get assignments. **Work assigned during a student’s absence is expected to be made up, regardless of the reason for the absence.** Individual teachers, depending on the situation, may adjust the amount and nature of the make-up work.

Number of days absent	Number of days to make up work
1	2
2	3
3	4
4	5
5	2 full weeks

- Students are required to take tests and turn in reports on scheduled turn-in days, when such assignments were given due-dates prior to the absence. Teachers may choose to make arrangements for a later date at their own discretion.

**EXTENDED ILLNESS AND APPOINTMENTS**

- **If an illness lasts three (3) days or longer, a doctor’s note is requested.** Please request the doctor include the days the student has been or will need to be absent and what the return date should be.
- **Parents/guardians must call the attendance office or send in a signed note with a student when it is necessary to leave school for appointments or other reasons** on the day of the appointment or early release.
  - The message or note should include the student’s name, grade, how he/she will get to the appointment, and the time he/she expects to leave and return.
  - If a student does not have written permission, the parent must come into the Student Services office personally to pick up the child.
- **If attending a doctor/dental/vision/counseling appointment, please request documentation from the provider’s office.** Submit this documentation to the Student Services office within ten (10) days of the appointment and the time for the appointment and travel will be **EXEMPTED**.

## **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. When notified in advance, absences for family vacations will be excused as other absences and count as such toward total absence rate.

**Family trip “exemptions” can be applied to HIGH SCHOOL CREDIT CLASSES offered at LMS.** Absences at the high school level can impact a student’s grade point average, as full credit cannot be earned if absences exceed 10% of classes. Therefore, the district policy allows up to three (3) consecutive absence days, in one (1) family trip to be considered EXEMPT from the CREDIT POLICY for high school classes at LMS, as listed in the section below, PER SCHOOL YEAR.

- A request for this exemption must be made at least two (2) days in advance of a family trip through the attendance office.
- This EXEMPTION ONLY APPLIES to the credit policy and will still be considered for chronic absenteeism purposes. The State of Michigan does NOT recognize family trips or other such exemptions, so this credit policy maintains our school board policy while recognizing state and county attendance standards.

## **FOR HIGH SCHOOL CREDIT CLASSES OFFERED AT LMS**

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.
- **0-9 excused, unexcused and/or unexcused late absences per class (per semester)**, students receive the earned grade.
- **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 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.
- Exempted absences will not be counted toward reducing the percentage of class attendance to the minimum of 90% required to receive credit per semester. These absences include but are not limited to funeral/bereavement, medical, school related, family trips (up to 3 days per school year) and suspensions.

## **TARDINESS POLICY AND CONSEQUENCES**

Punctuality is expected of our students and getting in this habit helps develop an important life skill. A **Tardy (T)** is given for students who arrive **AFTER** the start of class **but WITHIN 5 MINUTES of the class start time**. If office personnel or a teacher detains a pupil, the student will be given a pass, which will exempt the tardiness.

**Students who receive a tardy (T) will be subject to the following consequences:**

- **1st /2nd Tardy** - Verbal Warnings
- **3rd Tardy** - Think Sheet
- **4th /5th Tardy** - Lunch Detention/Think Sheet/Student Calls Home
- **6th Tardy** - After School Detention/Think Sheet/Student Calls Home
- **7th Tardy** - Two After School Detentions/Think Sheet/Student Calls Home
- **8th Tardy and +** - Possible Suspension/Think Sheet/Student Calls Home

## **CONSEQUENCES FOR UNEXCUSED ABSENCES (U) & UNEXCUSED LATE (UL)**

- As previously defined, **Unexcused Absences (U)** are absences that have not been excused by parents, guardians, or independent status students within two (2) school days.
- An **Unexcused Late (UL)** is given when a student is **more than (5) minutes late** to a class, without approval or a pass.

Students with an unexcused absence (U) or unexcused late (UL) and more than five minutes late to class may be given an office referral and subject to disciplinary action. **The following consequences will be applied for unexcused (U) and unexcused late (UL) absences:**

- **First & Second U or UL:** detention and parents notified
- **Third & Fourth U or UL:** additional detentions and/or suspensions and parent phone call by administrator
- **Fifth U or UL:** Referral to appropriate administrator. Possible Suspension out-of-school (OSS) until a parent meeting is completed and a behavioral improvement plan is implemented. The plan will determine future consequences should the behavior continue.

## **STUDENT CODE OF CONDUCT**

The Grand Haven Area Public Schools Board of Education Policy–Student Code of Conduct—Rights and Responsibilities in the Grand Haven Area Public Schools has two primary objectives. The first is creating and maintaining an environment in our schools conducive to the learning process. The second is instilling respect for individuals, their property, and their rights in all of Grand Haven Area Public Schools while at school related events, on school property including buses, and also along school routes to and from school.

This Code defines prohibited student conduct and includes types of misbehavior that is considered to be generally disruptive to the learning process. Further outlined in the Code is the process and procedure used by the schools to enforce the Code. Discipline for conduct considered prohibited under the Code includes exclusion of the student from a classroom or activity for a period of time all the way to mandatory expulsion for at least a year for the most serious offenses. Of special note are state requirements involving mandatory expulsion for possession of weapons and for the commission of arson or criminal sexual conduct on school property.

A complete copy of the Code is available for review in all building offices and on-line. Portions of the Code are copied and/or summarized below for your convenience. Please contact the principal if you would like to review the complete Code or have any questions regarding its implementation.

### **SCHOOL SPONSORED OFF CAMPUS EVENTS**

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

### **LEVELS OF DISCIPLINE**

1. “Type I Discipline” means the exclusion of a pupil from a classroom or extracurricular activity for not more than one class period, one instructional unit, or, in the case of an extra-curricular activity, for not more than one day, or the suspension of a pupil by a teacher from a class, subject, or activity for up to but not more than one full School day.

2. “Type II Discipline” means the suspension of a pupil from his or her regular School program and/or an extracurricular activity for a specified period not to exceed ten (10) School days.

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.

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

5. “Type V Discipline” means either mandatory expulsion for up to 180 School days and/or mandatory permanent expulsion for conduct which, pursuant to Section V of the Code and under state and/or federal law, requires such expulsion .

**Mandatory Expulsion Up to 180 School Days.**<sup>1</sup> 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

---

<sup>1</sup> While expulsion up to 180 School days is mandatory under the 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 the 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.)

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.

**Mandatory Permanent Expulsion.** Notwithstanding any provisions of the 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. Criminal Sexual Conduct: Commission of a criminal sexual conduct 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.

**Snap Suspensions.** As noted in the Level I Discipline above, teachers are permitted to suspend a student from any “class, subject, or activity” for up to one day. The suspension must be attributable to student conduct. Such conduct is defined by District policy. 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 requests.

**Summary Suspension.** A student may be temporarily suspended and removed from his or her school program and/or a curricular or extracurricular activity immediately, pending a meeting, conference, hearing and/or the result of an appeal pursuant to the Disciplinary Procedures prescribed in the 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 or extracurricular activity would pose a continuing danger to persons or property or an ongoing threat of disrupting the educational process. The student shall not normally be release from School (except at the established departure time) until and unless the student’s parent or legal guardian has been so notified.

**Athletic Separations.** Notwithstanding any and all other provisions of the Code, participation in the athletic program of the school is governed not only by the 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 issued by school officials. Separation from participation in the athletic program, in the form of exclusion, suspension, or expulsion, may result either from a violation of the Code and/or a violation of the specific athletic code of conduct, player regulations and other provisions of the School’s athletic policies.

## 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.

### 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.

(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.

#### 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. (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)

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

#### Range of Disciplinary Action

See Lakeshore Attendance policy

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:

(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 10-day suspension (Type II) possible
4. Physical Threat and contact - Up to a 30-day suspension (Type III) possible

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

#### Range of Disciplinary Action

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

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

#### Range of Disciplinary Action

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

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

Range of Disciplinary Action

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

**(e - 2) Theft from the Cafeteria:**

Range of Disciplinary Action

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

**(f) Malicious Mischief:** Property damage.

Range of Disciplinary Action

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

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

Range of Disciplinary Action

1. Notify parent
2. Police referral
3. Depending on nature of infraction, up to permanent expulsion (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

- First offense
  1. Notify parent
  2. Police referral
  3. Up to 10-day suspension (Type I-II)
- Second offense
  1. Same as 1-2 above
  2. Up to 30-day suspension (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

**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

- First offense
  1. Notify parent
  2. Type I
- Second offense
  1. Notify parent
  2. Notify counselor
  3. Type II

**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.)

**6. FALSE REPORTING:** Misuse or inappropriate use of fire alarms, the making of bomb threats, and/or falsely reporting student or staff misconducts.

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 V - 30 days O.S.S. and recommendation for expulsion
- False Reporting
  1. Notify parent
  2. Police referral, if applicable
  3. Type I-II

**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

**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 (five (5) days suspension for punches thrown, or three (3) days with conflict resolution/anger management)
- Second offense
  1. Same as items 1-3 above
  2. Recommendation for 10 days OSS.

**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

**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.

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

Range of Disciplinary Action

1. Notify parent
2. Type I-III

**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. Basil and Mrs. Khadija)
2. Notify parent
3. Police referral, if applicable.
4. Type I-IV

**(a) Sexting:** Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person. The building principal may also refer the matter to law enforcement or child protective services if the violation involves an illegal activity (e.g. child pornography, sexting) or referral is required by the law.

Range of Disciplinary Action

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

**13. INSUBORDINATION:** Failure to obey the lawful instructions or directives of School personnel.

Range of Disciplinary Action

1. Notify parent
2. Type I-IV

**14. 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

**15. 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

**16. 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

**17. 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

**18. TOBACCO:** Possession, use, sale or distribution of snuff, chewing tobacco, smoking tobacco (including, but not limited to, cigarettes, e-cigarettes, or vaporizers) or smoking paraphernalia on School property.

Range of Disciplinary Action

- First offense
  1. Notify parent
  2. Police referral
  3. Three (3) day OSS and participation in educational program.
  4. Referral to Student Assistance
- Second offense
  1. Notify parent
  2. Police referral
  3. Five (5) day OSS
  4. Referral to Student Assistance
- Third offense
  1. Notify parents
  2. Police referral
  3. Up to ten (10) day OSS
  4. Referral to Student Assistance



**19. TRUANCY:** Unauthorized absence from School for any period of time, including chronic tardiness.

Range of Disciplinary Action

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

**20. 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

**21. WEAPONS:** Michigan law 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 criminal sexual conduct on school grounds. As in the federal law, the penalty for students in grades 6-12 is a 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.

Range of Disciplinary Action

1. Notify parent
2. Police referral
3. Type II-V – Up to 10 days to recommended Mandatory expulsion, depending on whether the weapon falls within the definition of a dangerous weapon.

**22. 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 in violation of basic concepts of acceptable student conduct and behavior.

Range of Disciplinary Action

1. Notify parent
2. Type II-IV

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

Range of Disciplinary Action

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

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

Range of Disciplinary Action

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

## TYPES OF CONSEQUENCES

### Detentions

Detentions are scheduled at lunch or after school and 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 (ISS)**

The In-School Suspension (ISS) 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 also 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.

### **Out of School Suspension (OSS)**

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 suspended. Suspensions would extend to any extra-curricular activity and to any assignment where credit is received from the school.

**Community Service**, if applicable.

## **PARTICULAR TYPES OF SEARCHES**

The following provisions apply following types of searches:

### **Locker / Locker Searches**

Lockers are the property of Grand Haven Area Public Schools. 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 permitted to check for cleanliness, vandalism, etc. School authorities may therefore conduct general maintenance inspections at any time, with prior general announcement to students. Any contraband discovered during such searches shall be confiscated by the administration and appropriate disciplinary action taken.

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

### **Personal Searches**

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

(3) In the event metal detector screenings are conducted a metal detector screening of students and their personal belongings shall be conducted in an orderly and safe manner, consistent with product operating instructions and use, and consistent with minimizing the intrusion into students' privacy rights. Students and their belongings shall be screened by District Employees using a hand-held metal detector (wand) owned by the District. Scanning shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members shall witness the search. At the request of the student to be searched, an additional person of the same gender as the student, and then reasonably available on school premises, shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible. Consistent scanning techniques will be used for each student. The District employee conducting the metal detector search should not make contact with the student's body with the wand. Prior to being scanned, a student will be asked to remove any metal objects (i.e keys, phone, belt buckles, ect.) and set these objects aside. If the wand is activated during screening, the student will be asked if he or she has anything made of metal in the scanned area. If the article is removable (i.e. phone) the student shall be asked to remove the article and screening repeated. If the wand it activated again and the article can not be removed (ie. belt buckle), the staff member shall visually confirm the student's explanation.

## **TITLE IX**

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

The full text of our Title IX Policies and Procedures can be viewed on the [GHAPS website](#).

## **STUDENT TRANSPORTATION**

### **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 with mutual respect. A copy of the rules that govern student conduct may be obtained from any school or from the Transportation Department. As you will see upon reviewing this form, the disciplinary system is based on a point system. Bus drivers may award points for infractions of the rules. The number of points will determine the length of suspension from riding the bus. Points are cumulative over the course of the school year. Bus disciplinary issues are recorded in the discipline record of all students. Should a student accumulate 20 points, they will lose the privilege of riding the bus for the remainder of the school year.

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

### **General Transportation Information**

The following information is provided as a brief summary of policies, which regulate transportation service in the district.

1. Items taken on the bus must be enclosed in a tote bag or backpack and placed on your lap. Bags, containers, or personal items brought onto the school bus are subject to inspection by the driver to ensure they do not pose a safety problem during transit. Drivers have the right to refuse to transport and/or confiscate items that are dangerous, illegal, or are creating an unsafe environment. Skateboards, roller blades, baseball bats, science projects, fundraising boxes and balloons are some specific examples of items not allowed to be carried on the bus. Even though some of these items may be allowed at school, they must be transported to and from school by a parent or other means.
2. Bus passes are not allowed.
3. Pre-school siblings are not allowed to go along on field trips. We do not have the means to transport them in keeping with the Department of Education guidelines.
4. Bus Enrollment Form: Should a student become sick or injured while on a school bus, it is very important that we are able to contact the parents or a responsible adult. To assist with this, parents are required to complete a bus registration form. These are completed each spring each school year and should be returned promptly.
5. A student may be required to walk up to one (1) mile to school or their bus stop.
6. No more than four (4) stops per mile will be established.
7. A student may have one pick up and one drop off location.
8. Buses do not travel down private drives or dead end streets. They do not go down cul-de-sacs or non-through streets unless they are longer than ½ mile, and at least one student's driveway is ½ mile or longer from the main road. The cul-de-sac turn around must also be county maintained.
9. Parents are responsible for the safety and conduct of their children while walking to their designated bus stop, waiting at the bus stop, and walking home from their bus stop. This does not preclude, however, the intervention of the district in cases of misconduct, which occur at the bus stop or while transiting to and from the bus stop.
10. Buses do not follow an exact time schedule due to traffic, weather, and road conditions. Students are to be at their assigned stop five (5) minutes prior to the designated pick-up time. Buses do not stop at bus stop locations when no students are present.
11. School district transportation will not be used to transport students to and from work. With permission from parents and administration, students may get off their assigned bus at an existing stop for the purpose of work.

For questions, call the Transportation Department at 850-5150.

**The bus loading zone** is located at the east side of Cutler Street (directly in front of the building).

**Parent pick-up and drop-off** Parent pick-up is located along the curb, north of the auditorium inside the gated area and in the northwest parking lot.

**Walkers** that need to cross Cutler St. should use the crosswalk at Woodlawn.

**Parent parking** during the school day is allowed on Cutler St. and in our parking lots.

## ATHLETICS

### **ATHLETIC ELIGIBILITY**

To be considered eligible to participate in athletics, students must have passing grades in two areas. First, students must have passed at least 5 out of 6 of their classes the previous term. Students who do not meet this requirement must earn passing grades for an entire term to gain eligibility for participation. Second, students must be passing at least 5 out of 6 of their current classes. Student athletic eligibility will be checked each week to ensure student athletes are meeting this requirement.

Seventh graders wishing to participate in interscholastic sports may not be older than 14 years nor eighth graders older than 15 years on September 1 of the current school year. Students must have been enrolled in school not later than the fourth (4<sup>th</sup>) Friday after Labor Day (1<sup>st</sup> semester) or by the fourth (4<sup>th</sup>) Friday of February (2<sup>nd</sup> semester).

State athletic rules require a student to attend school at least one half day (P.M.) in order to compete in any athletic event that day. The only exception is if a student has an excused appointment.

#### Required Paperwork

All the paperwork listed below may be picked up in the Main Office and filled out on Final Forms.

**Physical Form** – Physicals may be dated as early as April 15, 2023, to cover all the athletic seasons for the school year and must be on file prior to the first practice or tryout.

**Required Insurance Fee** – All middle school sports require an insurance fee of \$30.00 and must be paid before the first competition/scrimmage. No refunds are given for academic ineligibility or withdrawal from the team.

**Required Service Fee** - All middle school sports require a service fee of \$30.00 per athlete per sport and must be paid before the first competition/scrimmage. Family maximum is \$400.00 per year.

**Athletic Code of Conduct** – Final forms will be requiring both the parent and athlete’s signature acknowledging and consent to the training rules and permission for sports pictures to be published.

If a student decides to quit a team prior to that team’s first competition, then they are allowed to join another team during the same season with administrator’s approval.

ADMISSION FEES		
2023-24		
Family \$10.00	Adult \$3.00	Student \$2.00

- The Athletic Coordinator for our School is Stephanie Egerer – 850-6530.
- Students are expected to attend all team practices and games. Personal appointments should be scheduled on days or times other than those listed on the schedule. Pre-arranged absences are to be made through the coach.

- Practices and games are canceled when the National Weather Service has issued a tornado watch or warning, or a severe inclement weather bulletin. When school is canceled due to inclement weather, all practices and games are also canceled for that day unless approved by the Athletic Director.
- Please arrange prompt rides home from school within 15 minutes after practices and games are completed. Please refer to the schedules put out by the coaches for the time you should be at school to pick up your student. You may also find schedules and maps online at [www.ghaps.org](http://www.ghaps.org).
- The district provides bus transportation for teams to away contests. Team members are expected to ride the bus to and from the contest. If you must take your student home with you from an away contest, then a Travel Release Form must be obtained from your coach, signed and returned to him/her before the release.

**Approximate Starting and Ending Dates of Programs**

<b>PROGRAM</b>	<b>STARTING</b>	<b>ENDING</b>
7 <sup>th</sup> /8 <sup>th</sup> Football	Late August	Late October
7 <sup>th</sup> /8 <sup>th</sup> Girls’ Volleyball	Early September	Late October
7 <sup>th</sup> /8 <sup>th</sup> Boys’ Soccer	Early September	Late October
7 <sup>th</sup> /8 <sup>th</sup> Girls’ Tennis	Early September	Late October
7 <sup>th</sup> /8 <sup>th</sup> Cross Country	Early September	Late October
7 <sup>th</sup> /8 <sup>th</sup> Boys’ Basketball	Late October	Mid December
7 <sup>th</sup> /8 <sup>th</sup> Girls’ Swimming	Late October	Mid December
7 <sup>th</sup> /8 <sup>th</sup> Boys’ Wrestling	Mid January	Mid March
7 <sup>th</sup> /8 <sup>th</sup> Girls’ Basketball	Late January	Late March
7 <sup>th</sup> /8 <sup>th</sup> Boys’ Swimming	Late January	Late March
7 <sup>th</sup> /8 <sup>th</sup> Girls’ Soccer	Late March	Late May
7 <sup>th</sup> /8 <sup>th</sup> Boys’/Girls/ Track	Late March	Late May
7 <sup>th</sup> /8 <sup>th</sup> Boys’ Tennis	Late March	Late May

Students must not accept any money or other valuable consideration (merchandise, etc.) for participating in any form of athletics, sports, or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional athletic team.

After practice has started with the school in an individual type sport, students may participate in a maximum of two (2) individual sports meets or contests, during the sport season of a school year while not representing your school. Students must not participate in any so-called “all-star” charity or exhibition contests in any sport sponsored by the Michigan High School Athletic Association before graduating from high school.

**Code Violations**

The coaching staff and administration of Grand Haven High School will not condone the possession or use of alcohol, illegal drugs, tobacco in any form, improper conduct, actions which would be deemed misdemeanors or felonies under the criminal code, or the engaging in activities considered to be unbecoming of an athlete. A student is considered an athlete and subject to the rules of this code when he/she first participates in an interscholastic sport and continues until the athlete graduates. All training rules are applicable regardless of whether an athlete is "in season".

Any information, circumstantial or otherwise, obtained by the school administrative team regarding a violation of these rules may result in an administrative investigation. If a violation of these rules is substantiated by an administrative team investigation or by the students' own admission, upon accusation, the following action will be taken:

<p style="text-align: center;"><b><u>Tier 1</u></b></p> <p>Can include but not limited to:</p> <p>Cheating Destruction Gross Misconduct Hazing Police Report School Offenses Stealing Vaping (possession/use) Non illegal drug</p> <p>In presence of drugs and alcohol (guilty by association)</p> <p>Suspension from school up to 3 days</p>	<p style="text-align: center;"><b><u>Tier 2</u></b></p> <p>Can include, but not limited to:</p> <p>Fighting/Bullying Misuse of social media Police Report School Offenses Police Report Suspensions from school up to 6 days</p>	<p style="text-align: center;"><b><u>Tier 3</u></b></p> <p>Use or possession of alcohol, illegal drugs, tobacco, THC vape products and/or actions that would be deemed as misdemeanors or felonies under the criminal code.</p> <p>Suspensions from school up to 30 days</p>
<p><b><u>First Offense</u></b> 10% of season</p> <p><b><u>Second Offense</u></b> 25% of season</p> <p><b><u>Third Offense</u></b> Up to 50% of season</p> <p><b><u>Fourth Offense</u></b> Loss of interscholastic opportunities for the remainder of their high school career</p>	<p><b><u>First Offense</u></b> 25% of season</p> <p><b><u>Second Offense</u></b> 50% of season</p> <p><b><u>Third Offense</u></b> Loss of interscholastic opportunities for the remainder</p>	<p><b><u>First Offense</u></b> 40% of season</p> <p><b><u>Second Offense</u></b> Ineligible from interscholastic competition for 365 days</p> <p><b><u>Third Offense</u></b> Loss of interscholastic</p>

	<p>opportunities for the remainder of their high school career</p>
--	--

*\*The offense number is not tied to the Tier. A second offense will be treated as such in the appropriate Tier, regardless of what Tier the first offense occurred in.*

**Understanding the tier system:**

***Tier 1***

A tier one violation can be classified as a tier two or tier three violation by the administrative team depending upon the severity of the violation.

All tier one consequences will be determined by the coach and administrative team.

Consequences for additional tier one violations will remain in the tier one category.

During the suspension the athlete will participate in all practices and meet all the demands placed on other members on the team. The athlete must attend all games during this period, in street clothes, and sit/stand within close proximity of the team.

***Tier 2 and 3***

If an athlete gets a first offense violation in tier 2 and then gets a second offense violation in tier 3 the athlete would serve the penalty for tier 3 (365 days). If an athlete gets a first offense in tier 3 and then receives a second offense in tier 2 they would serve the penalty in tier 2 (50% of season).

During the suspension the athlete will participate in all practices and meet all the demands placed on other members on the team. The athlete must attend all games during this period, in street clothes, and sit/stand within close proximity of the team.

Upon completion of the above requirements, the athlete will become fully eligible for athletic competition.

***Tier 3 Second Offense Provision***

If a student athlete completes a substance abuse program, the violation will be reduced to a minimum of 75% of their next season. The scope and sequence of the substance abuse program must be approved by administration before the student athlete begins the program. The student athlete cannot participate in interscholastic competition until the program is complete or the 365 days has passed. This substance abuse program is voluntary and expenses will be covered by the family



**Middle School 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 Middle School Handbook and Michigan High School Athletic Association Sportsmanship Kit will be referenced.

**Dress & Appearance**

Students are bound by the guidelines in the School Handbook for dress and appearance at school sponsored events. Writing on shirts cannot defame or harass any person or group of people.

**Behavior**

Students are bound by the guidelines in the School Handbook for behavior at school-sponsored events. Language that is not allowed during the school day is not allowed at school-sponsored events. The Michigan High School Athletic Association and Grand Haven Schools ask that spectators cheer for and support their own team and do not demean or ridicule the other team or officials.

**Signs**

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

**Seating**

Middle School students should sit in the middle school student section.

**Violations**

Violations of any of the above guidelines will result in a suspension of attendance of at least one home event, which must be the next home event. If any away events take place prior to the one home event, attendance at the away event 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:**

- 1<sup>st</sup> offense - 1 home event and all away events prior to next home event
- 2<sup>nd</sup> offense - 3 home events and all away events prior to the next 3 home events
- 3<sup>rd</sup> offense - All school sponsored events, of the same type for the remainder of the year