

Lakeshore Middle School



2025-2026 Student Handbook
Grand Haven Area Public Schools

District Mission Statement

The Grand Haven Area Public Schools are committed to creating a learning environment where students are challenged to think critically, act responsibly, and lead with purpose.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

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Important Information

District Website

www.ghaps.org

Board Policies

Board Policies are available at: www.ghaps.org

Addresses

900 S. Cutler Street Grand Haven, MI 49417

Contact Information	
Main Office: 616.850.6500	Attendance: 616.850.6550
Student Services: 616.850.6520	Transportation: 616.850.5150
Athletics: 616.850.6030	Special Education: 616.850.5140

Administration

Principal: Brad M. Cusumano

Assistant Principal: Cortney Naber

2025-2026 DISTRICT CALENDAR



Grand Haven
Area Public Schools

2025-2026 SCHOOL CALENDAR

JULY

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			



First Day of School (Full Day): Grades 1-12



Last Day of school (Half Day) for all students



No School for Students / Holidays



60-minute Early Release for Students



First Day of School (Full Day): PDP, GSRP, ECSE, Young Fives, and Kindergarten



Half Day for Students



Conferences

Click [here](#) to view the 2025-26 District Calendar, or visit www.ghaps.org/our-district/calendars/.

STUDENT SUPPORT TEAMS

	7th Grade	8th Grade
Administration:	Brad Cusumano - Ext. 6515 <i>cusumanob@ghaps.org</i>	Cortney Naber - Ext. 6525 <i>naberc@ghaps.org</i>
Counselor:	Jan Khadija - Ext. 6653 <i>khadijaj@ghaps.org</i>	Tammy Basil - Ext. 6512 <i>basilt@ghaps.org</i>
Social Worker:	Chelsey Kriger - Ext. 6543 <i>krigerc@ghaps.org</i>	Kelly Beykowski - Ext.
Additional Support:	Psychologist: Sue Wilton - Ext. 6504 <i>wiltons@ghaps.org</i> Instructional Coach: Katie Ingram - <i>ingramk@ghaps.org</i> English Language Learning Support: Ashley Fowler	
Safety Coordinators.. Paraprofessionals??	John Fickes - Ext. 6544 <i>fickesj@ghaps.org</i>	Melissa Brown - Ext. 6545 <i>Brownm@ghaps.org</i>
	Director of Safety & Security: Trent Carithers - Ext. 5025 <i>caritherst@ghaps.org</i> School Resource Officer: Marcus Lidacis <i>lidacis@ghaps.org</i>	

*** All School numbers begin with 616.850.Ext ***

2025-2026 DAILY SCHEDULE

School staff will supervise students on school grounds [28] minutes (7:10 a.m.) before the school day begins and [12] minutes (3:00 p.m.) after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Daily Schedule

7th Grade	8th Grade
Homeroom 7:38 - 7:51 (13 min.)	Homeroom 7:38 - 7:51 (13 min.)
1st Hour 7:56 - 8:48 (52 min.)	1st Hour 7:56 - 8:48 (52 min.)
2nd Hour 8:53 - 9:45 (52 min.)	2nd Hour 8:53 - 9:45 (52 min.)
3rd Hour 9:50 - 10:42 (52 min.)	3rd Hour 9:50 - 10:42 (52 min.)
Connections 10:47 - 11:17 (30 min.)	4th Hour 10:47 - 11:39 (52 min.)
Lunch 11:17 - 11:57 (40 min.)	Connections 11:44 - 12:14 (30 min.)
4th Hour 11:57 - 12:49 (52 min.)	Lunch 12:14 - 12:54 (40 min.)
5th Hour 12:54 - 1:46 (52 min.)	5th Hour 12:54 - 1:46 (52 min.)
6th Hour 1:51 - 2:48 (57 min.)	6th Hour 1:51 - 2:48 (57 min.)

Wednesday Schedule

7th Grade	8th Grade
Homeroom 7:38 - 7:51 (13 min.)	Homeroom 7:38 - 7:51 (13 min.)
1st Hour 7:56 - 8:44 (48 min.)	1st Hour 7:56 - 8:44 (48 min.)
2nd Hour 8:49 - 9:37 (48 min.)	2nd Hour 8:49 - 9:37 (48 min.)
3rd Hour 9:42 - 10:30 (48 min.)	3rd Hour 9:42 - 10:30 (48 min.)
4th Hour 10:35 - 11:23 (48 min.)	4th Hour 10:35 - 11:23 (48 min.)
Lunch 11:23 - 12:03 (40 min.)	5th Hour 11:28 - 12:16 (48 min.)
5th Hour 12:03 - 12:51 (48 min.)	Lunch 12:16 - 12:56 (40 min.)
6th Hour 12:56 - 1:48 (52 min.)	6th Hour 12:56 - 1:48 (52 min.)

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Click [here](#) to subscribe to district communication including emergency school closings, or visit <https://www.ghaps.org/parents/parent-email-blast/>. Additionally, the [district website](#) will be updated to communicate emergency closings.

Local Radio:

WAWL - 103.5 FM

WGHN - 92.1 FM

Local Newspaper:

[Grand Haven Tribune](#)

Local Television:

[WZZM 13](#)

[WOOD TV 8](#)

[FOX 17](#)

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinators

Jason Reinecke, Assistant Superintendent

1415 South Beechtree
Grand Haven, MI 49417
616.850.5000
reineckej@ghaps.org

Cassady Krumm, Executive Director of Special Education

1415 South Beechtree
Grand Haven, MI 49417
616.850.5000
krummc@ghaps.org

Designated Section 504 Coordinator

Cassady Krumm, Executive Director of Special Education

1415 South Beechtree
Grand Haven, MI 49417
616.850.5000
krummc@ghaps.org

Designated Civil Rights Coordinator/Employment Compliance Officer

Jason Reinecke, Assistant Superintendent

1415 South Beechtree
Grand Haven, MI 49417
616.850.5000
reineckej@ghaps.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available within the Grand Haven Area Public Schools [Board Policy](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with [Policy 5206](#).

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

● **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.

● **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.

● **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see [Policy 3115A](#). Policies 3115-3115H are attached to this handbook as Appendix A.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the parent must report that absence to the main office.

If a student arrives late, the parent must sign the student in at the office.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- medical appointments for the student;
- attendance at a funeral;
- appearance at court or for other legal matters;
- observance of religious holidays;
- college planning visits; and
- personal or family vacations

Students who are more than 10 minutes late are considered tardy.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

If a student is too ill to attend school, parents should call the attendance office at **850-6550** to report the absence before 9:00 a.m. You may call prior to 7:15 a.m. and leave a message including: the student's name, grade, and reason for absence. If it is not possible to call in, the student may bring a note to the attendance office on the day he/she returns, signed by a parent, that tells when he/she was absent and why. Parents are encouraged to check the Homework Online to get assignments for absent students. This information is listed on our school website under Teams. In the event that a student is absent two or more days, assignments may be requested for pick up in Student Services. **A twenty-four (24) hour notice is required to fill requests.**

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. Generally, the following guidelines are in effect for make-up work:

Number of Days Absent	Number of Days to Make Up
1	2
2	3
3	4
4	5
5	2 full weeks

Students are required to take tests and turn in reports, if they are in school, on any given day that was the test was scheduled or the report was due, provided prior notification and due dates were given. A teacher may choose to make arrangements to give a test or accept a report at a later date.

Extended Illness, Appointments & Other Absences

Students who are absent for extended periods due to illness are not considered to be truant. If the illness lasts three (3) days or longer, a doctor's note is requested. Students who must leave for appointments, or other reasons requested by parents, must bring a note signed by the parent to the attendance office before school on the day of the appointment. The 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 attendance office personally to pick up the child.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Family Trips – (XT) Requests for Family Trips must be made through the Attendance Office **in advance** of the absence. Students will be allowed a maximum of two family trips per year not to exceed a total of five (5) days per year. Any days in excess of five (5) days per year would be considered excused rather than exempt.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see [Policy 5301](#).

Tardiness

Punctuality is expected of our students. However, if office personnel or a teacher detains a pupil, the student will be given a pass, which will exempt the tardiness. Students who are tardy for class, but **less than five minutes** late, will be subject to the following:

- **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 +:** Possible Suspension/Think Sheet/Student Calls Home

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

- **1st U or UL:** Parapro issues a detention for the hour missed and the student receives a detention slip.

- **2nd U or UL:** Same procedure as first U or UL and a phone call to parent.
- **3rd U or UL:** Parent phone call by administrator or paraprofessional. ISS for one day.
- **4th U or UL:** Same procedure as third U or UL.
- **5th 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.***

Students taking High School classes at Lakeshore Middle School

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.
- **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.**

Chromebook, Textbooks and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of Chromebooks, textbooks, and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned. Students failing to return these items will not receive their diploma and will receive an invoice for them.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in [Policy 5503](#).

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school. If a school is not able to provide each student with a locker, then the building may identify an alternative safe and secure storage location for the student's phone. School building administrators may give temporary permission to teachers to allow student(s) to use cell phones during the school day for learning purposes. Exemptions will be handled on a case-by-case basis and student circumstances will be taken into consideration.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

1st Offense: Phone is confiscated and sent to the office. The student may pick up the phone and sign the "Cell Phone/Electronic Device understanding" sheet from an administrator at the end of the day.

2nd Offense: Phone is confiscated and sent to the office. The student may pick up the device from an administrator at the end of the school day, a lunch detention is assigned, a parent phone call will occur notifying parents the next violation will include ISS.

3rd + Offense: Phone is confiscated and sent to the office. The student may pick up the device from an administrator after school. ISS is issued and/or a parent conference may occur for additional consequences.

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 and against the law. Our school resource officer will be involved in these violations.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.

- Taking or receiving copies of a test.
- Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including 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.

Children’s Protective Services Investigations

The District will cooperate with Children’s Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Entering into school buildings outside of school hours without an authorized adult, considered breaking and entering, is strictly prohibited and may result in disciplinary action.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, [Policy 5101](#), or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

Breakfast and lunch is offered to all students. For pricing and menus, please visit:

[GHAPS Food Department](#)

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.

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.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when

reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent guardian and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Sarah Elliot
1415 Beechtree Street, Grand Haven, MI 49417
616.850.5045
elliotts@ghaps.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with [Policy 5713](#) and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with [Policy 5201](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to [Policy 5102](#), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

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 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 their lockers at the end of the year in the same condition.

Lost and Found

All lost and found items are to be taken to the designated lost and found location. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

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

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see [Policy 5703](#).

Medications and Individualized Health Plans

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.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with [Policy 5703](#). A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized

to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See [Policy 5309](#) for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in [Policy 5309](#).

Directory Information

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2023-2027);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District’s Threat Assessment and Response is found in [Policy 5714](#).

Transportation Services

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.

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 (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.

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
5. Students may not throw or pass objects on, from, or into vehicles.
6. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
7. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
8. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
9. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
10. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
11. Students must respect the rights and safety of others at all times.
12. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
13. Students may not vandalize or intentionally cause damage to the vehicle.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by [Policies 5210](#) or [5805](#), applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via ParentVue in Synergy.

ParentVue in Synergy can be located at ghaps.org. New users select “Request Activation Code”.

Grades 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 Roll

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

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student’s teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Mary Jane Evink at evinkm@ghaps.org

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see [Policy 5409](#).

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District’s placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Sue Wilton at wiltons@ghaps.org

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see [Policy 5507](#).

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see [Policy 5510](#).

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Loss of Privileges (LOP)

Lakeshore Middle School offers a wide variety of activities and events throughout the year, including but not limited to dances, fine arts performances, and athletic competitions. All of these activities and events are privileges that must be earned. Additional privileges include lunchroom access, movement during Connections. You will forfeit these privileges and be assigned consequences when appropriate, if you do not comply with school rules. LOP will also be used for students not in good academic standing. Lakeshore Middle 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 = Connections movement loss of privilege

LOP 3 = Attendance/participation in all school-sponsored events loss of privilege

LOP 4 = 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 Suspensions

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 Suspensions

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.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of

the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;

5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct

Prohibited Conduct	Potential Consequence(s)
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Attendance/Tardies: violating LMS attendance policy with absences, tardies, skipping class, and truancy. Refer to page 13-17	<ul style="list-style-type: none"> • Restorative Practices • Lunch Detention • Parent Notification • Suspension or Expulsion
Cell Phone Use: violating Board Policy addressing phones need to be in lockers during school hours if a student chooses to bring them to school. Refer to page 18	<ul style="list-style-type: none"> • Restorative Practices • Lunch Detention • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Discrimination, Harassment (including Racial/ Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying. Such as extortion, blackmail, coercion.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion

<p>Disruptive Behavior, Conduct, Appearance or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive. Such as throwing food, being loud, rude, or obnoxious, refusal to identify self, carrying backpacks, vulgar language and/ or gestures.</p> <p>Wearing clothing that may lead to substantial disruption of, or material interference with, School activities such as: clothing that advertises drugs, alcohol, violence, sexually inappropriate or offensive messages, vulgar slogans or pictures. Flags are unacceptable clothing attire.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Lunch Detention ● Parent Notification ● Suspension or Expulsion
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Illegal Substances or Paraphernalia, including Alcohol/Drugs: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, THC, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement. Unauthorized use of student/teacher logins, ID's, passwords, and student/teacher devices.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Other Serious (Quasi-Criminal) Misconduct: breaking and entering, gambling, property damage, trespassing, unauthorized building access, misuse or inappropriate use of fire alarm, vandalism,</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral

Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork or Records: submitting work that is not your own, including copying from others' work, or unauthorized use of AI. Falsifying or forging signatures, forms, records, phone calls.	<ul style="list-style-type: none"> ● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Theft: Unauthorized removal or possession of School or personal property.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results. Including propelling any water balloons, snow balls, missiles, or objects towards any person/vehicle OR from any moving vehicle.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Vehicles: N/A Refer to page 22	<ul style="list-style-type: none"> ● Referral to Asst. Princ. ● Removal/restricted parking privileges ● Lunch Detention ● Police Referral ● Suspension
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

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.

OK2SAY / Silent Observer

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.

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!

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

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.

Personal Deliveries to Building

No outside food or beverages are allowed to be delivered to LMS during the school day.

Hall Passes

Hall passes are monitored by each individual teacher.

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.

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.

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.

Assembly Expectations

- Walk in an orderly fashion to the assembly.
- Use only those cheers which are positive and supportive of LMS.
- Remember, pep assemblies are to unite the entire school, not to divide it.
- Be respectful of other class cheers.
- Stay in your section the entire time unless you are a participant.

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.**

Fire and Tornado Instructions

Fire Safety

Fire drills are an important part of our safety program. As soon as students hear the signal, they await further instructions to evacuate. 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.

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

3115A Definitions for 3115 Series

A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:

1. “Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
4. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
5. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
6. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
7. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
8. “Grievance Procedure” means the process outlined in Policy 3115E.
9. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
10. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.
11. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
12. “Party” means a Complainant or Respondent.
13. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
14. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
15. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
16. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

a. Restore or preserve that Party's access to the District's education program or activity, including measures that are designed to protect the safety of the Parties or the District's educational environment; or

b. Provide support during the District's Grievance Procedure or during an informal resolution process.

17. "Unlawful Discrimination" means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. Race, Color, or National Origin Harassment, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. Disability Harassment, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

3. Sex-Based Harassment, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Title IX Coordinator

Assistant Superintendent of Human Services
Grand Haven Area Public Schools
1415 S Beechtree Street
Grand Haven, MI 49417
compliance@ghaps.org
616-850-5000

Executive Director of Special Education

Grand Haven Area Public Schools
1415 S Beechtree Street
Grand Haven, MI 49417
compliance@ghaps.org
616-850-5000

Section 504 Coordinator

Assistant Superintendent of Human Services
Grand Haven Area Public Schools
1415 S Beechtree Street
Grand Haven, MI 49417
compliance@ghaps.org
616-850-5000

Executive Director of Special Education
Grand Haven Area Public Schools
1415 S Beechtree Street
Grand Haven, MI 49417
compliance@ghaps.org
616-850-5000

Civil Rights Coordinator/Employment Compliance Officer

Assistant Superintendent of Human Services
Grand Haven Area Public Schools
1415 S Beechtree Street
Grand Haven, MI 49417
compliance@ghaps.org
616-850-5000

Executive Director of Special Education
Grand Haven Area Public Schools
1415 S Beechtree Street
Grand Haven, MI 49417
compliance@ghaps.org
616-850-5000

3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

3115D *Informal Resolution*

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

3115E *Grievance Procedure and Remedies*

A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

2. Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

3. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

4. Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

5. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

6. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- c. Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

7. Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

8. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- c. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and

c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

3115F Complaint Dismissal and Appeals

A. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

B. Determination Appeal Procedures

Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

3115H Training Requirements and Policy Notice

A. Training Requirements

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

B. Nondiscrimination Notice Requirement

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

APPENDIX B: ANTI-BULLYING

5207 *Anti-Bullying Policy*

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

a. substantially interfering with a student's educational opportunities, benefits, or programs;

b. adversely affecting a student's ability 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;

c. having an actual and substantial detrimental effect on a student's physical or mental health; or

d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

H. Definitions

1. "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 it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition,

interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that

c. is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:

- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications
- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Parent Signature

Date

3116-F-2 Agreement for Acceptable Use of Technology Resources

Middle School/High School

Building/Program Name

User Name

This Agreement is entered into on: _____

This Agreement is between _____ (“Student” or “User”)

and _____ (“school”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

B. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.

C. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is

prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

D. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

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

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

E. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement as well as any language outlined in Board Policy or Student Handbooks.

4. Bullying and cyberbullying (as defined in paragraph E).

5. 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.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.

16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

F. You must promptly disclose to your Parent or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

G. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

H. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

I. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

J. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

K. You will return all Technology Resources to the school in good working order immediately on request.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent Signature

Date

cc: Parent, student file

APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in Grand Haven Area Public Schools (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Lakeshore Middle School Athletic Director: TBD

616.850.6500

TBD

Available Sports

Please click [here](#) to view available sports, or visit <https://www.ghbucsathletics.org/>.

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes’ sports participation, use the following protocol:

- 1.Wait 24 hours before contacting the coach.
- 2.Schedule a time to speak with the coach, either via phone or in-person, at the coach’s discretion.
- 3.If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director’s discretion.

Concussion Protocol

The District will comply with the concussion protocol in [Policy 5712](#).

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Communication and Sportsmanship

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.

Athletic/Fine Art Decision Making Procedure for Conflicts

The Purpose of this procedure is to help a student make a decision when there is a conflict between athletic and fine arts events. In this procedure, “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 make-up 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 make-up 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 fine arts events over a sports 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.

Extra-Curricular Attendance

ATTENDANCE IN ALL CLASSES OF EACH SCHOOL DAY IS EXPECTED

Unexcused absences are not acceptable for student-athletes. An excessive amount of unexcused absences may result in having to sit out contests. The amount of contests will be determined by school administration. Attendance at all practices and contests is expected.

Extra-Curricular Fees & Dues

Insurance Fee

Rate for [ALL Competitive Athletics, Clubs, & Programs](#)

\$30.00 per participant/per sport

***Band, Choir, and Orchestra are dismayed from paying insurance fee

Facility Use Fee

Rate for ALL High School Sports	\$50.00 per participant/per sport
Rate for All Middle School Sports	\$40.00 per participant/per sport
Family Maximum MS & HS Combined	\$400.00 per family/per year

*Financial Aid is available to student-athletes that receive Free or Reduced Lunch. Please see the Athletic or Main Office for assistance. Those students who qualify for free and reduced lunch will pay \$0 to participate in Athletics, Clubs, or Programs at the High School.

**Athletic, Club, and other program team members are required to pay all fees prior to participation in any competition/scrimmage.

***Following the first 2 weeks of practice or program, refunds will NOT be allowed for any participant who is injured, quits, is ineligible or is suspended from the program.

6th Graders Participating at Lakeshore Middle School

Lakeshore Middle School athletics are open to 7th and 8th grade students. Sixth grade students are not eligible to participate in school athletic teams under normal circumstances.

Exceptions may be considered only when a team does not have a sufficient number of 7th and 8th grade participants to field a program. In such cases, 6th grade students may be invited to join in order to preserve the opportunity for the team to compete. This exception applies most commonly to sports such as wrestling, tennis, and swimming, but may be extended to other programs as determined necessary by school administration and athletic staff.

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Final decisions regarding 6th grade participation will be made on a case-by-case basis by the Athletic Director in consultation with school administration.

Appendix F: Competitive Athletics, Clubs and Programs Code of Conduct

Participation in Grand Haven Area Public Schools (the "District") competitive programming is a privilege, not a right. Competitive participants are students first. When participating in District competitive programming, students are District representatives and are held to the highest standards. Accordingly, this Competitive Athletics, Clubs, and Programs Code of Conduct applies 24 hours a day, 365 days a year. Students and parents should be familiar with this Competitive Athletics, Clubs, and Programs Code of Conduct. By participating in any competitive programming both students and parents agree to abide by these terms.

The coaching staff, advisors, and administration of Lakeshore Middle School will not condone the possession or use of alcohol, illegal drugs, tobacco in any form, improper conduct, actions that would be deemed misdemeanors or felonies under the criminal code, or the engaging in activities considered to be unbecoming of an athlete. 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 breach of these rules is substantiated by an administrative team investigation or by the student's own admission, upon accusation, the following action will be taken:

<p><u>Tier 1</u> 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 the presence of drugs and alcohol (guilty by association)</p> <p>Suspension from school for 1-4 days</p>	<p><u>Tier 2</u> Can include, but not limited to:</p> <p>Fighting/Bullying Misuse of social media Police Report School Offenses</p> <p>Suspensions from school for 5-10 days</p>	<p><u>Tier 3</u> 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>Police Report</p> <p>Suspensions from school for 11+ days</p>
<p><u>First Offense</u> 10% of contests</p> <p><u>Second Offense</u> 25% of contests</p> <p><u>Third Offense</u> 50% of contests</p> <p><u>Fourth Offense</u> Loss of interscholastic opportunities for the remainder of their middle school career</p>	<p><u>First Offense</u> 25% of contests</p> <p><u>Second Offense</u> 50% of contests</p> <p><u>Third Offense</u> 100% of a season</p> <p><u>Fourth Offense</u> Loss of interscholastic opportunities for the remainder of their middle school career</p>	<p><u>First Offense</u> 40% of contests</p> <p><u>Second Offense</u> 100% of a season</p> <p><u>Third Offense</u> Ineligible for interscholastic competition for 365 days</p> <p><u>Fourth Offense</u> Loss of interscholastic opportunities for the remainder of their middle 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*

***The number of offenses will reset when a student enters high school.*

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.