

# SOUTH HAVEN HIGH SCHOOL

## STUDENT/PARENT HANDBOOK



### MICHIGAN SCHOOL DISTRICTS

2020 - 2021 School Year

**Our Vision:** South Haven Public Schools is THE district of choice, where all students graduate with outstanding academic skills and exemplary character.

**Mission Statement:** To offer our students innovative learning opportunities that engage, ignite, and challenge them and to support our students in taking control of their own futures through service, citizenship, scholarship, and personal responsibility.

# Student/Parent Handbook

for the

## SOUTH HAVEN HIGH SCHOOL

[www.shps.org](http://www.shps.org)

269-637-0502

*Welcome to South Haven High School. On behalf of the entire South Haven High School staff, I would like to welcome you to the 2020-21 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience.*

*As your partners in education, your academic success is very important to us. This handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of South Haven High School. These guidelines have been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority.*

*This handbook also contains contact information to help you determine where to find assistance or answers to questions. You will also find information about services and activities that are available to you. We encourage you to take advantage of these opportunities to make the most of your time at South Haven High School. We look forward to this partnership and are excited to have you be a part of our team.*

Mr. Ryan Williamson, Principal (269) 637-0509

Mr. Tighe Carter, Assistant Principal (269) 637-0501

Mrs. Pam Latus, Guidance Counselor (Last name beginning A - L) (269) 637-0507

Mr. Michael Teekamp, Guidance Counselor (Last name beginning M - Z) (269) 637-0594

Mr. Adam Verseput, Athletic Director (269) 637-0503

Mr. Kevin Schooley, Superintendent of Schools (269) 637-0500

Mrs. Carey Frost, Curriculum Director (269) 637-0500

**South Haven High School Mascot:** RAMS

**South Haven High School Colors:** Purple and Gold

**South Haven High School's Fight Song:** Fighting for old South Haven  
Fighting for our old High  
Our boys are fighting  
And we are shouting  
Their praises to the sky!

Purple and Gold, we're with you  
We'll win this game, you'll see  
S-O-U-T-H South Haven  
Fighting for Victory!

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James Delva <a href="mailto:jdelva@vbisd.org">jdelva@vbisd.org</a>	<i>VBISD Psychologist</i>
Theresa Zaszczurynski <a href="mailto:tzaszczurynski@shps.org">tzaszczurynski@shps.org</a>	<i>VBISD Social Worker</i>

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### **BOARD OF EDUCATION**

	<b><u>Election Date</u></b>	<b><u>Term Expires</u></b>
Laura Bos - President <a href="mailto:lbos@shps.org">lbos@shps.org</a>	November 2018	December 2022
Doug Ransom - Vice President <a href="mailto:dransom@shps.org">dransom@shps.org</a>	November 2016	December 2020
Joe DeGrandchamp - Treasurer <a href="mailto:jdegrandchamp@shps.org">jdegrandchamp@shps.org</a>	November 2016	December 2020
Lynn Kerber - Secretary <a href="mailto:lkerber@shps.org">lkerber@shps.org</a>	May 2018	December 2022
Kenneth Clevenger - Trustee <a href="mailto:kclevenger@shps.org">kclevenger@shps.org</a>	November 2018	December 2022
John Frost - Trustee <a href="mailto:jfrost@shps.org">jfrost@shps.org</a>	November 2016	December 2020
Shawn Olney - Trustee <a href="mailto:solney@shps.org">solney@shps.org</a>	November 2018	December 2022

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2020. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the District's website: <a href="http://www.shps.org/">http://www.shps.org/</a> by clicking on "school board" tab and then "SHPS bylaws & Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2020. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2020 the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

To offer our students innovative learning opportunities that engage, ignite, and challenge them and to support students in taking control of their own futures through service, citizenship, scholarship, and personal responsibility.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Joe All  
North Shore Elementary Principal  
269-637-0561

Carey Frost  
Curriculum Director  
269-637-0545

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PARENT INVOLVEMENT**

### **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM - 2112**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### **A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; <sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; <sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>2</sup>

## **B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children
2. providing information to families about school policies, procedures, programs, and activities; <sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; <sup>1,2</sup>
5. providing information and involving families in monitoring student progress; <sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1,2</sup>

## **C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities; <sup>2</sup>
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>2</sup>

## **D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>

## **E. Engaging Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning; <sup>2</sup>
2. engaging families in the development of its District-wide parent involvement family engagement policy and plan, and distributing the policy and plan to families. <sup>1,2</sup>

## F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; <sup>1,2</sup>
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>1,2</sup>

### Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

<sup>1</sup> Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup> Indicates Title I Section 1118 parent involvement requirements

### SCHOOL DAY

Office Hours: 7:15am – 4:00pm (Monday through Friday)

School Day:

0 Hour	6:40 AM – 7:25 AM
1st Period	7:30 AM – 8:25 AM
2nd Period	8:30 AM – 9:25 AM
3rd Period	9:30 AM – 10:25 AM
Ram Hour	10:30 AM – 10:55 PM
A – Lunch	10:55 AM – 11:20 AM
A – Lunch 4 <sup>th</sup> Period	11:25 AM – 12:20 AM
B – Lunch 4 <sup>th</sup> Period	11:00 AM – 11:55 AM
B – Lunch	11:55 AM – 12:20 AM
5th Period	12:25 PM – 1:20 PM
6th Period	1:25 PM– 2:19 PM

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from Mr. Troy Ayotte, Success Coach.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Guidance Counselors will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office (Student Success Center). Students may be denied course enrollment due to a lack of available space, the need to pass prerequisites, or after reviewing student data it is determined, a more suitable class would be in the student's best interest. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from South Haven High School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school front office secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the front office secretary.

## EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent(s) in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non Prescribed (Over-the-Counter) Medications**

No student is allowed to take non-prescription (OTC) medication while at school or at any school related activity, unless the school has on file in the principal's office a physician's prescription or order. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. The school will not provide any over the counter (OTC) medication, if OTC medication is needed it must be provided in its original packaging by the parent/guardian.

#### Secondary (Grades 9 to 12)

Parents may authorize the school to administer a non prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human Immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Ryan Williamson, building principal at 269-637-0509 to inquire about evaluation procedures and programs.

## LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that 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 extracurricular program offered by the District. Parents should contact the administrative office at (269) 637-0500 to inquire about evaluation procedures and programs offered by the District.

## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. dates of attendance;
- I. date of graduation;
- J. awards received;
- K. honor rolls;
- L. scholarships;
- M. school photographs or videos of students participating in school activities, events or programs.

The Board designates school-assigned e-mail accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at SHPS.org.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;

- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **Armed Forces Recruiting**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

## **STUDENT FEES, FINES, AND SUPPLIES**

South Haven High School may charge specific fees and/or fines. The fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in withholding of grades and credits or further disciplinary action.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. The Food Service & Nutrition Department is made up of a team of food and nutrition professionals who are dedicated to students' health, well-being and their ability to learn. They are taking the lead to promote Nutrition and Fitness for our students. Check out our district's interactive and user friendly School Nutrition website at [www.shpschildnutrition.org](http://www.shpschildnutrition.org) and learn how you can eat right and stay fit. Parents interested in being involved should contact June Altom, Food Service Supervisor, at 637-0590.

South Haven Public Schools is pleased to announce that all district students will have the added benefit of a tasty and nutritious breakfast and lunch free of charge each day for the 2020-21 school year. This is made possible through participation in the Community Eligibility Provision which was authorized by Congress as part of the Healthy Hunger-Free Kids Act of 2010. Ala carte items

are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Breakfast is served every school day from 7:05 am to 7:25 am Lunch is served every school day from 10:55 am to 11:20 am and 11:55 am to 12:20 pm, except when there is a 11:05 am or earlier dismissal.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school building shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Mid-West Family Broadcasting (all local radio stations)

WKZO

Channel 3 WWMT

Channel 8 Wood TV-8

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Any visitor found in the building without a tag shall be reported to the administration. Visitors are required to proceed immediately to their location in a quiet manner. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Students may not bring visitors to school without prior written permission from the Principal.

### **USE OF THE INTEGRATED LEARNING CENTER (ILC)**

The ILC is used for chromebook check-in/check-out, virtual learning courses, and a variety of school sponsored gatherings, presentations, meetings, and etc. Anyone looking to use the ILC should contact the building Principal for availability and approval.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is inside the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal or Assistant Principal. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

- The school has a central bulletin board located in the hallway near the main office, and outside the guidance office which may be used for posting notices after receiving permission from the Principal.

## SECTION II - ACADEMICS

### COURSE OFFERINGS

For a complete list of course offerings please see the South Haven High School Curriculum Guide book. A copy of this book can be obtained in the Student Success Center or online at <https://shpscounseling.weebly.com/high-school-academics--graduation.html>.

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

### GRADES

South Haven High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

A Semester (final) grade will be determined on a 40-40-20 basis, with each 9-week quarter grade constituting 40 percent and the final exam constituting 20 percent.

Regular Classes: All general education classes and electives.

Honors/LMC Classes: Any honors level class (English, Pre-Calc, and Chemistry) or any class taken through Lake Michigan College for both high school and college credit.

AP: All Advanced Placement classes (Calculus and U.S. History). Through the College Board's Advanced Placement Exam program, students have the opportunity to earn college credit or advanced placement at most colleges and universities. Students who take these classes are encouraged to take the AP exam offered in early May. The College Board sets the calendar and student-paid exam fee. The amount of college credit earned based on exam score varies between institutions.

### Grading Periods

Students shall receive a report card at the end of each (9) week period, also known as a quarter, indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

The school uses the following grading system:

Grade	Percentages	Regular	Honors/LMC	AP
A	92.5-100%	4.0	4.5	5.0
A-	89.5-92.4%	3.667	4.125	4.584
B+	86.5-89.4%	3.333	3.75	4.166
B	82.5-86.4%	3.0	3.375	3.75
B-	79.5-82.4%	2.667	3.0	3.334
C+	76.5-79.4%	2.333	2.652	2.916
C	72.5-76.4%	2.0	2.25	2.5
C-	69.5-72.4%	1.667	1.875	2.084
D+	66.5-69.4%	1.333	1.5	1.666
D	62.5-66.4%	1.0	1.125	1.25
D-	59.5-62.4%	0.667	0.75	0.834
F	0-59.4%	0	0	0

\*Note: Honors and advanced placement courses are given additional weight.

F = Failure

P = Acceptable achievement

I = Incomplete

CR = Credit (calculated as 1.0 for GPA purposes)

### Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

### PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Student Success Center and a counselor will be pleased to answer any questions.

### Credits for Classification

There will be a new classification system for students starting with the class of 2018. Instead of automatically moving up a grade each year, each student has to earn a set amount of credits to be promoted to the next grade level. The requirements are listed below:

- Sophomore: successfully completed 5 or more credits of coursework and 1 year of high school

- Junior: successfully completed 10 or more credits of coursework and 2 years of high school
- Senior: successfully completed 16 or more credits of coursework and 3 years of high school

### **Graduation Requirement - Regular SHHS Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at [lcmohr.shps.org](http://lcmohr.shps.org) or in the Student Success Center.

Specific course requirements are:

- 4 Credits of English Language Arts
  - 1 Credit in English 9 or Honors English 9
  - 1 Credit in English 10 or Honors English 10
  - 1 Credit in English 11 or Honors English 11
  - 1 Credit in English 12 or Honors English 12
    - May earn credit through English dual enrollment
- 4 Credits of Mathematics
  - 1 Credit in Algebra 1
  - 1 Credit in Geometry or Honors Geometry
  - 1 Credit in Algebra 2 or Honors Algebra 2
  - 1 Credit in 4th Year Math
    - Business Math/Personal Finance, Pre-Calculus, AP Calculus, PLTW, Pre-College Algebra, Honors Physics, Design & Create, Game Design & Coding, Robotics Engineering, Architectural Design, Some Tech Center Programs
- 3 Credits of Science
  - 1 Credit in Biology or Honors Biology
  - 1 Credit in Chemistry or Honors Chemistry
  - 1 Credit in 3rd Year Science
    - Fundamentals of Organic Chemistry, AP Chemistry, Honors Physics, Physical Science, Some Tech Center Programs
- 3 Credits of Social Studies
  - 1 Credit in US History & Geography or Honors US History & Geography
  - 1 Credit in World History & Geography or AP US History & Geography
  - 0.5 Credit in Government/Civics + 0.5 Credit Economics
- 0.5 Credit of Health
- 0.5 Credit of P.E.
  - Lifetime Fitness, Team Sports, Varsity Conditioning, Weight Training, Women's Fitness, Swimming, Season of Marching Band, Season of School Sport
- 1 Credit of Visual Performing Arts (VPA)
  - Art 1, Intro to Theater, Band/Orchestra, Chorus/Choir, Yearbook, Design & Create, Some Tech Center Programs

- 2 Credits of World/Foreign Language
  - 1 Credit in Spanish 1
  - 1 Credit in Spanish 2 or an Extra VPA credit or Tech Center Program
- 4 Credits of Electives

➤ *Total*                    *22 credits*

- Students must also meet/complete the following:
  - An Online Learning Experience (this occurs in core classes)
  - Meet Michigan Merit Exam requirements (SAT, WorkKeys, & M-STEP)
  - Meet Career and Lifelong Learning development education (Xello)

### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the high school guidance office (Student Success Center) to obtain the necessary information.

### **ONLINE/BLENDED LEARNING PROGRAM**

The District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

#### **A. Definitions**

1. OnLine Learning - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. Blended Learning - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

#### **B. Program Eligibility**

1. The District shall offer a program for students in K-12.
2. The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

#### **C. Student Eligibility**

1. Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:
  - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.

- b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades 6 to 12 are eligible to enroll in an Online Learning course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.

#### **D. Course Availability and Access**

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
  - a. Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
  - b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
  - c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
3. The District will provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.
4. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the statewide catalog of online courses maintained by the Michigan Virtual University.
5. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
  - a. The student has previously gained the credits provided from the completion of the online course.
  - b. The online course is not capable of generating academic credit.
  - c. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
  - d. The student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
  - e. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
  - f. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

- i. The Superintendent shall respond to the appeal within five (5) days after it is received. If the Superintendent determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the online course.
6. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
7. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
8. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

**E. Nonresident Applicants**

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.

**F. Requirements Specific to Online Learning Courses** - To offer an online course, the District must:

1. Provide the Michigan Virtual University with the course syllabus in a form and method prescribed by the Michigan Virtual University for inclusion in a statewide on-line course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, as described in section 8, and a link to the statewide catalog of online courses maintained by the Michigan Virtual University.
3. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

**G. Online Course Syllabus** - The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. State academic standards addressed in an online course.
2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. Online course learning outcomes and objectives.
8. Name of the institution or organization providing the online instructor.
9. Number of eligible nonresident students that will be accepted by the District in the online course.

10. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University.

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in, M.C.L.388.1622f

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance department.

### **Special Awards**

**Athletic:** Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

- A letter is given to members of various athletic teams who have met the requirements of each team.

**Music:** A letter is given to members of various music groups who have met the requirements set forth in the handbook of each group.

**Board of Education Awards:** Sophomores, juniors and seniors who maintained a 3.0 or above grade point average (GPA) for their previous school year, are eligible to receive an academic letter and/or silver or gold bar depending on their previous year's GPA. If juniors or seniors previously earned an academic letter their sophomore year (for 9th grade), they are eligible to receive a silver bar (GPA's of 3.000 to 3.499) or a gold bar (GPA's of 3.500 and above). Seniors are awarded Board of Education awards for their senior year based on first semester only. This particular Board of Education award will be presented to them at their Senior Awards Ceremony usually held the week before graduation.

**Honor Cords:** Students who maintain a 3.0 cumulative GPA their entire high school career are entitled to wear Honor Cords at graduation.

**Dale Patterson and Jan Holmes Sportsmanship Awards:** The All-Sports Award is presented to the male and female athletes who display the best sportsmanship.

**Critic Cup:** The best all-around student of the year is awarded the Critic Cup. The critic cup nominees and overall winner are determined by the staff at South Haven High School.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons, but only to enhance the student's learning.

## COMPUTER TECHNOLOGY AND NETWORKS

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene,

objectionable, inappropriate and/or harmful to minors. The Superintendent or Director of Non-Instructional Services may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Non-Instructional Services as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.520

## **STUDENT ASSESSMENT**

The Michigan Merit Examination (MME) assesses students in grade 11 and eligible students in grade 12 based on Michigan high school standards. It is administered each spring, and consists of three components:

- College Board SAT
- WorkKeys® job skills assessments in Workplace Documents, Applied Math, and Graphic Literacy
- M-STEP Science and Social Studies

College entrance testing information can be obtained from the Guidance Office.

The PSAT 8/9 assesses students in grade 9 based on Michigan high school standards and is a preparatory assessment primarily used to help students prepare for the SAT. Likewise, the PSAT 10 assesses students in grade 10 based on Michigan high school standards and is a preparatory assessment primarily used to help students prepare for the SAT.

Parents and students should watch school newsletters and the local press for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation, but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. South Haven High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the guidance office (Student Success Center).

## SECTION III - STUDENT ACTIVITIES

### SCHOOL-SPONSORED CLUBS AND ACTIVITIES

South Haven High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

Yearbook	RNN News	Writing Center
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Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Art Club	History Club	National Honor Society
Diversity Club	Homework Club	Ski Club
Key Club	Spanish/French Club	YAC
Environmental Club	National Art Honor Society	Mock Trial
Gamers Club	Student Government	Drama
Cross Country- Girls/Boys	Football	Volleyball
Golf - Girls/Boys	Soccer - Girls/Boys	Bowling - Girls/Boys
Competitive Cheer	Wrestling	Baseball
Softball	Track & Field - Girls/Boys	Swimming - Girls/Boys
Tennis - Girls/Boys	Basketball - Girls/Boys	Robotics

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation is a privilege and those who participate have a responsibility to favorably represent the school and community.

**Note:** A student who is academically ineligible under the standards set forth in the athletic code, (failing any class), will not be allowed to miss class time in the class they are failing, for events or activities which are sponsored by the organization(s) in which the student participates.

### NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, no agent or employee of the District will promote, lead, or participate in the meeting, the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school, and non-school persons do not direct, conduct, control, or regularly attend the activity. All school rules will still apply regarding behavior and equal opportunity to participate. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity, but shall not participate in the activity.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Non district-sponsored organizations may NOT use the name of the school or school mascot.

## ATHLETICS

South Haven High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, please refer to the South Haven Public Schools Athletic Handbook (<https://southhavenrams.org/>) or contact Adam Verseput, the Athletic Director, at 269-637-0503.

Cross Country - Girls/Boys  
Soccer - Girls/Boys  
Volleyball  
Competitive Cheer  
Softball

Football  
Swimming - Girls/Boys  
Basketball - Girls/Boys  
Wrestling  
Track & Field - Girls/Boys

Golf - Girls/Boys  
Tennis - Girls/Boys  
Bowling - Girls/Boys  
Baseball

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. Specific incidents of behavior or academic problems not covered in the Athletic Code are subject to review and disciplinary action of the administration and/or coach. The purpose of the Athletic Code is not to restrict freedom, but instead, to encourage the athletes to practice and develop greater appreciation of the values associated with responsible behavior, healthful living, and good citizenship.

For athletic rules and code of conduct policies and procedures, please see the South Haven High School Athletic Handbook. This handbook is available in the high school athletic office or online at [http://lcmohr.shps.org/athletics/athletics\\_hand\\_book](http://lcmohr.shps.org/athletics/athletics_hand_book).

## STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

#### Attendance Philosophy

The Board of Education believes that regular attendance is required for promotion and success in schoolwork and that excessive absences negatively affect a student's academic performance and the overall classroom environment. Participation in instruction, classroom activities, discussions, lab experiences, and certain other interactions are beneficial for everyone in the classroom and are all necessary ingredients of the learning process, which cannot be replaced by individual study.

- Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.
- The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day that they are capable of attending.

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

#### Attendance Policy

The South Haven Board of Education, pursuant to the authority granted by the statutes of the State of Michigan, has adopted district Attendance Policy 5200, which sets forth certain attendance requirements for students of South Haven Public Schools and establishes procedures and sanctions concerning those requirements. In order to facilitate the efficient functioning of that policy, the Board of Education resolves the following:

- The building Principal is charged with the responsibility and given the authority to interpret and enforce district Attendance Policy 5200.
- The building Principal shall have the authority to order the suspension or removal from the school of a student who is in violation of district Attendance Policy 5200, subject always to the ultimate power of the Board of Education to hear and decide an appeal established under the policy, when such an appeal is requested by the student and parents/guardians.

A student who is absent more than ten (10) days (excluding Medical or Documented and school related absences) in a class during a semester will follow the grade/credit guidelines below:

- Students with 0-10 excused or unexcused absences per class (per semester) will receive the earned grade and credit for the class.
- Students with 11+ excused or unexcused absences per class (per semester) who earn a passing marking period grade and earn a 77% or better on the exam will receive the earned grade and credit for the class.
- Students with 11+ excused or unexcused absences per class (per semester) who earn a passing marking period grade, but score below 77% on the exam will receive a “CR” or credit for the class. The “CR” grade is calculated as a “1.00” into the student’s grade point average.

All students with extenuating circumstances (not including vacations) have a right to appeal their grade and credit status to the appeals board consisting of the Assistant Principal and/or Principal, Counselor, and Teacher of record. Extenuating circumstances are defined as emergency situations.

### **Attendance Definitions**

#### **Excused Absences (EA)**

An excused absence occurs when a parent or guardian notifies the school within two days (48 hours) of the absence by calling (269) 637-0502 and explaining the reason for the absence. In all types of excused absences, students are allowed to make up the missed work, but it is their responsibility to obtain the assignments from teachers and to complete the work in a timely manner. Generally, one make-up day will be allowed for each day of absence unless the teacher and the student make other arrangements. Examples of Excused Absences include illness without medical documentation, family obligations, recovery from accident, court attendance, professional appointments, funeral, vacations, hunting trips, etc. It is the opinion of the school district that absences of these types should be planned to coincide with scheduled school vacation time. However, if this is not possible, the absence must be prearranged by contacting the main office and completing the prearranged absence form as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

- Excused Absences will still accumulate in total absences used for Truancy monitoring.
- Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.
- Students who are excusably absent for more than (10) days in a grading period, regardless of the reasons, will be considered "frequently absent".

Other Excused Absences: Pass Room (PR), Office (OF), Building Other - Field Trip, etc. (BO),  
In Building - Another Class (B), Testing (T), Religious Holiday (RH),  
Funeral (F), Court (CT), In-School Suspension (ISS)

False reporting of absences: Reporting an absence and acting as your parent/guardian or calling in and acting as another student’s parent/guardian is not permitted and is subject to progressive discipline up to and including suspension from school.

### Unexcused Absence (UA)

For unexcused absences, students will be allowed to make up work for credit, but it is their responsibility to obtain the assignments from teachers and to complete the work in a timely manner. Generally, one make-up day will be allowed for each day of absence unless the teacher and the student make other arrangements. Examples of unexcused absences include not having a parent or guardian notify the school within two school days of the absence, missing a class or leaving school during the school day for any reason without first receiving permission from the office, missing class as a result of using transportation other than a school bus, oversleeping, missing the bus, arriving to class more than 10 minutes late without an acceptable excuse, skipping a class (A student intentionally chooses not to attend the class.), etc. The skipping of classes or any part of the school day is considered an unexcused absence and disciplinary action will follow.

The school will make every reasonable effort to notify the parent/guardian when the student is unexcused; however, failure to notify the parent/guardian does not excuse the student. Please be sure that all phone numbers are accurate and current so that the automatic caller is alerting parents/guardians of students absences.

### Medical or Documented Absence (M)

A medical or documented absence occurs when parents or guardians have notified the school within two days (48 hours) of the absence and produced documentation that supports the absence. Examples include illness that requires a doctor visit or hospitalization, recovery from surgery or accident, deaths and funerals of immediate family, college visits (limit of two junior and senior year), required court attendance, professional appointments (that could not be scheduled outside of the regular school day), and observation or celebration of a bona fide religious holiday.

### Suspension from School

Students who are serving an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) will not have those days count toward Truancy or Grade/Credit policies. An out-of-school suspended student is not to be on school grounds or at any school-sponsored events, for any reason during the time of the suspension, unless given permission by school administration. This rule applies to athletes and practices as well as for all school sponsored clubs.

- A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. Assignments may be obtained from the front office beginning with the second day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and on any made-up tests.

A student who is suspended from another learning institution for disciplinary reasons, i.e. tech center, will be considered suspended from South Haven High School. A student must comply with all policies and procedures as if that student was suspended from the local school district. This pertains to being on school grounds and all extra-curricular activities.

## **Truancy**

Truancy is defined as the act of staying away from school without good reason; absenteeism. The State of Michigan defines “*truant*” as a child who has at least 10 unexcused absences per school year. They go on to define “*chronically absent*” as a pupil who is absent (regardless of excused or unexcused) for at least 10% of the scheduled school days in a year. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) SHHS is committed to working with families to remove barriers to regular school attendance. The following steps will be taken per class, per semester:

- At 5 days absent (or at 10% of their school days being absent) the district identifies a potential attendance problem.
- At 7 absences (or continued absences after identified attendance issue) district sends out an attendance letter addressing concerns of absences.
- At 10 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian to discuss attendance issues and offer any support as needed. The district also attempts to confirm that the parent/guardian received the attendance letter. Discuss the possibility of an assignment to an alternative placement with loss of participation in school activities and events.
  - Students with 11+ excused or unexcused absences per class (per semester) who earn a passing marking period grade, but score below 77% on the exam will receive a “CR” or credit for the class. The “CR” grade is calculated as a “1.00” into the student’s grade point average.
- At 12 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian and schedules school meeting to complete Truancy Meeting Forms and offer any resources that might be helpful.
- At 15 absences (or continued absences after identified attendance issue) and the district has exhausted all resources and interventions and attendance has not improved, a referral to the ISD Truancy Officer is made. After a referral has been made, all absences must have a doctor’s note in order to be marked excused.
  - Any student exceeding fifteen (15) absences in a semester will not be allowed to attend or participate in any extracurricular or co-curricular activities associated with that semester. This includes all absences excused and unexcused. Students with extenuating circumstances may contact the high school principal to discuss the matter leading to excessive absenteeism.

## **Tardy Policy**

It is the expectation of the school that instruction begins promptly after the bell rings. Because arriving late to class is disruptive to the instructional process, students are expected to be in class on time. Tardiness occurs when a student enters the classroom after the bell has rung. All students who are not to class at or before the tardy bell, will have to report to the office for a hall pass. No student will be admitted to class after the tardy bell without a pass from the office. The office will record an unexcused absence (UA-Late) for any student who arrives more than 10 minutes late to class. The following procedure will be in effect regarding tardiness:

- Students who accumulate 10 tardies overall in a semester will be given a lunch detention and will develop a behavior modification plan to reduce tardiness
  - Each tardy beyond 10 will result in a lunch detention

- Students who accumulate 15 tardies overall in a semester will be given a day of In-School Suspension and parent/guardian contact to schedule a meeting to review the behavior modification plan
- Students who accumulate 10 or more tardies in a single class during a semester will be given one (1) full letter grade lower than what was earned OR set a meeting with the Principal/Assistant Principal to determine an alternative restoration plan

### **Attendance Incentive Policy**

Regular attendance in class directly affects learning and teaching. In order to encourage regular attendance, the following incentives for good attendance will be instituted for all students 9-12.

- Any student who has three (3) **or** less total absences in a class and has no unexcused absences **and** has no suspension days (in or out of school), **and** has not been tardy more than twice per semester in that class **and** has attained at least an 90% for both marking periods:
  - He/she will be permitted to be exempted from the semester final exam in the class.
    - However, all students must take three (3) exams per semester

\*Note: [1] It is to be understood that this is an incentive program, which includes privileges and rewards, not rights. No exceptions are to be made for not meeting the required criteria. [2] When attendance is checked prior to semester final exams the attendance secretary **will not** go back and change the status of absences. It is the sole responsibility of the student and parents to comply with the above stated attendance procedures for excusing a student from school.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. We request that all vacations during the school year be scheduled in advance and the student fill out a prearranged absence form which can be obtained from the main office. It is the students responsibility to have this form signed by all the student's teachers, obtain work that will be missed during the time the student is out of school, and be prepared to hand in the missing work upon return back to school.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## CODE OF CONDUCT

A major component of the educational program at South Haven High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### Dress and Grooming

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Clothing with obscene, rude, or suggestive printing, including, but not limited to alcohol, cigarettes, inappropriate musical group insignia, sexual innuendos, or drug advertisement will not be permitted.
- Clothes must be worn properly so undergarments are not visible. This prohibits low cut pants/shorts that display undergarments. "Sagging" pants/shorts will not be permitted.
- Nightshirts, pajamas, and other bedtime attire including blankets, etc. are not allowed.
- Tank tops, muscle shirts, and strapless or spaghetti strap tops (acceptable straps must be two inches or approximately three fingers wide) will not be permitted.
- Shirts must be long enough to cover the midriff area at all times. Tops and bottoms should overlap. Low-cut shirts, blouses, and dresses that expose cleavage are not considered appropriate attire.

- Shorts, skirts, dresses, etc., that are worn must be at least finger-tip length. Shorts and pants with holes cannot have holes above mid-thigh or finger-tip length. Clothing with writing on the seat is not permitted.
- Shoes or sandals must be worn at all times. Slippers are not considered appropriate footwear.
- Hats may be worn in the building given the following guidelines:
  - No gang-related hats or other gang-related headgear may be worn on campus or at school activities. Hats may not be altered in any way (e.g. have added buttons or pins or any type of additional inked or sewn-on markings).
  - Teachers have the right to enforce a no hat policy while students are in their rooms. If students are requested to remove hats for any reason, students must comply. Failure to remove a hat when asked to do so by an adult will be considered insubordination and subject to further disciplinary action.
- Sunglasses are not to be worn in the building unless prescribed by a doctor.
- If there is any doubt about dress and appearance, the building administration will make the final decision.

The above list is not all-inclusive; and the building administration reserves the right to determine the appropriateness and acceptability of appearance. The dress code may be partially set aside for special activity days only with the approval of the administration.

Students that come to school with inappropriate dress will be asked to call home to have a parent bring them appropriate clothing. Students will not be allowed to class without appropriate clothing. Repeated violations may result in additional school consequences.

Students who are representing South Haven High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such clubs or groups.

## **Gangs**

Gangs which initiate, advocate, or promote activities, which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities, which are likely to cause harm or personal degradation, are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures, which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

## **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, cell phones, iPods, electronic devices, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. In addition, learning to follow rules and procedures and interact with others in an appropriate manner is a part of the educational process. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

To help achieve these goals, the following disciplinary guidelines will be followed when a student violates the rules of South Haven High School. Each repeated violation of rules will result in more severe (progressive) disciplinary action. Depending upon the violation, disciplinary action may be a warning, detention, suspension, removal from extracurricular activities and assemblies, or recommendation to the Board of Education for expulsion. Suspensions may be in-school or out-of-school depending on availability of in-school space and circumstances. The purpose of suspensions is to assure that other students have the opportunity to learn and to impress on the suspended student the serious nature of his/her behavior.

Discipline beyond the classroom level will normally be handled by the Dean of Students or Assistant Principal. After reviewing the incident and the student's explanation of his/her behavior, disciplinary action will be determined. Parents will be notified of disciplinary action that has been taken. A parent conference may be required for readmission to the classes when the problems are severe or persistent. In addition, in some cases depending on the nature of the behavior, a student may be referred to an outside support agency.

The Code of Student Conduct applies before, during, and after school and whenever the student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- “At school,” meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunication networks, accounts, or other district services.

## Factors To Be Considered Before Suspending or Expelling a Student

In compliance with State of Michigan's revised school code, prior to suspending or expelling a student for any reason, except as noted below, the following procedures will be followed:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
  1. restorative practices are such that emphasize repairing the harm or behavior committed by the student
- g) whether a lesser intervention would properly address the violation or behavior

The Board of Education will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board of Education can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board of Education will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

“The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.” 18 USC 921 (3)

In cases involving 12th grade students who engage in persistent disobedience or gross misdemeanor, the administration may take away privileges specific to graduating seniors. Such privileges may include, but are not limited to, senior awards, commencement, and/or graduation.

The following is a general guide to the action that will be taken. Offenses that are not listed and other factors will be at the discretion of the administrator handling the situation. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered. Willful abuse of school property, such as desks, lockers, doors, and bleachers, will result in disciplinary action. In cases of theft or vandalism, the student will be required to make restitution. Where state or federal laws have been violated, the law enforcement authorities may become involved. Detentions that are not served within one week may result in suspension.

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.

- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-School Suspension.
- Lunch, before-school or after-school Detention, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Out-of-School Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Expulsion and suspension defined (per MCL 380.1310d).

**Use of Drugs** - Police notification is required.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, non alcoholic beers, and wines, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

## **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The purpose of the test is to determine whether the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **Use of Tobacco - Police notification is required.**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or smoking/vaping related products or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. Vaping products include vaping liquid and vaporizers, dab pens, or e-cigarettes of any kind are prohibited. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

## **Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **Possession of a Weapon - Police notification is required.**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.

Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### **Physical and Verbal Assault**

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

**Use of an object as a weapon** - Police notification may be required.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Mace/Pepper/OC Spray, etc. are prohibited on school property at any time. The discharge of mace/pepper/OC spray is a potential threat to the health and safety of students and staff. Any student found in violation of this policy shall be subject to discipline.

### **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the building administration. Failure to report such knowledge may subject the student to discipline.

**Purposely setting a Fire** - Police notification is required.

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

**Verbally threatening a staff member/student/person associated with the District** - Police notification is required.

Verbal threats at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats will result in suspension or expulsion from the school district for a period of time as determined by the school board. Verbal threats are a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**Extortion** - Police notification is required.

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule may result in disciplinary action up to and including suspension or expulsion.

### **Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### **Falsification of school work, identification, forgery, cheating, plagiarism**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and dishonest behavior, and may subject the student to academic penalties as well as disciplinary action. **PLAGIARISM** - Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge

- quotations of another person's actual spoken or written words
- paraphrase of another person's spoken or written words

Violations of this rule could result in suspension or expulsion.

### **False alarms, false reports, and bomb threats**

A false emergency alarm, report, or bomb threat, endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**Explosives** - Police notification may result.

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**Trespassing** - Police notification may result.

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**Theft** - Police notification may result.

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher or administration. The school is not responsible for personal property. The approximate value of the property will be used to determine a level of discipline including suspension and/or expulsion.

### **Insubordination/Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. The school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent insubordination/disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order." RSC 1311 (1).

Gross misdemeanor or persistent insubordination/disobedience is defined as misconduct that is not necessarily a criminal act, but behavior that is more than a trivial offense and is persistent in nature.

**Damaging property** - Police notification may result.

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion depending on approximate value of damaged property.

### **Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

### **Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **Displays of affection/PDA**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. If after initial attempts to address the behavior it continues parents may be notified, a parent meeting may be required, and further discipline may result.

### **Verbal Altercation**

A verbal altercation is an incident which involves one or more students who engage in typically loud, heated verbal communication in which abusive, profane, obscene or threatening comments are made toward one or more people.

### **Physical Altercation / Fighting** - Police notification may result.

A physical altercation is generally a confrontation, tussle or physical aggression that may or may not result in injury. Physical altercations are distinguished from verbal altercations by the use of physical force or contact. It may also be referred to as bullying, hazing, or battery.

A fight is an extreme physical altercation occurring between two or more students that typically results in injury. The physical nature of a fight could include, but is not limited to hitting, punching, slapping, kicking, pulling hair, and pinching.

## **Videotaping**

*Videotaping, photographing or audio recording of staff or students without prior administrative authorization is strictly prohibited. Violation of this policy will result in school assigned discipline.*

South Haven Public Schools takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school sponsored event, any person(s) who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined, which could include suspension depending on the severity of the altercation, the students' school discipline history, or whether the violation of the recording by the student threatened the safety of any student or staff member. Other circumstances, which may warrant a more severe consequence may include whether or not the recording was forwarded to others, and/or the video being posted to social media websites.

## **Possession of Cell Phones, Portable Media Players (iPods), & Personal Communication Devices**

- Reasonable suspicion that an electronic communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.
- A student may possess a cell phone, portable media player, or other personal communication devices (PCDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.
- Students may possess a cell phone, portable media player, or other PCD provided they are not used, heard or visible during class time, unless given permission to do so by the classroom teacher. All cell phones, portable media players, and PCDs must be put away and turned off prior to entering class. A teacher shall ask the student for their cell phone, portable media player, or other PCD that is in violation of this policy. Refusal to turn a device over when asked to do so, in violation of this policy, will be considered insubordination.

Per Board policy, use of cell phones, portable media players, or other PCDs in school, on school property, at after school activities and at school-related functions may be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action.

"Sexting" and the possession of imagery is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the cell phone, portable media player, or other PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and/or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **Violation of individual classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in building level disciplinary action.

### **Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of South Haven Public Schools (the "District") to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or personal communication device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to either of the Anti-Harassment Compliance Officers listed below. Complaints will be investigated in accordance with AG 5517.

Joe Allen  
North Shore Elementary Principal  
269-637-0561  
7320 North Shore Drive  
South Haven, MI 49090  
[jallen@shps.org](mailto:jallen@shps.org)

Carey Frost  
Curriculum Director  
269-637-0545  
544 Green Street  
South Haven, MI 49090  
[cfrost@shps.org](mailto:cfrost@shps.org)

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

A. Harassment

- a. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- b. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- c. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

B. Sexual Harassment, may include, but is not limited to:

- a. verbal harassment or abuse;
- b. pressure for sexual activity;
- c. repeated remarks with sexual or demeaning implications;
- d. unwelcome touching;
- e. sexual jokes, posters, cartoons, etc.;
- f. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- g. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- h. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Further definition and instances that could possibly be construed as:  
Anti-Harassment, see Policy 1662

## **Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

- A. Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
  - a. illegal activity, such as drinking or drugs;
  - b. physical punishment or infliction of pain
  - c. intentional humiliation or embarrassment;
  - d. dangerous activity;
  - e. activity likely to cause mental or psychological stress;
  - f. forced detention or kidnapping;
  - g. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Further definition and instances that could possibly be construed as:  
Student Hazing, see Policy 5516

## **Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged

in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## Definitions

- A. "Bullying" is unwanted behavior among school aged children that involves a real or perceived power imbalance. Bullying is when an individual or a group of people use their real or perceived power, repeatedly and intentionally to cause hurt, harm, or to control another person or group of people who feel helpless to respond. It is this imbalance of power and helplessness that distinguishes bullying from conflict. Bullying is further defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or personal communication device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
- a. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
  - b. adversely affecting the ability of a student to participate in or benefit from the school 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; and/or
  - d. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
    - i. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
      1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
      2. Verbal – taunting, malicious teasing, insulting, name calling, making threats
      3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
    - ii. What is not bullying:
      1. single episodes of social rejection or dislike
      2. single episode acts of nastiness or spite
      3. random acts of aggression or intimidation
      4. mutual arguments, disagreements or fights

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

- C. "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- D. "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

### Notifications

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit (should be completed within three (3) school days) after a report or complaint is made.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Further definition and instances that could possibly be construed as:

Bully and Other Aggressive Behavior, see Policy 5517.01

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

### **Possession of a Firearm, Arson, and Criminal Sexual Conduct - Police notification required.**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

In compliance with State law, a student permanently expelled for reasons in this subsection is permanently expelled from all public schools in the state and the officials of a school district shall not allow the individual to enroll in the school district unless the student meets the exception cited below. A student can apply for reinstatement to the district after 180 days.

In matters regarding criminal sexual conduct, because the conduct approximates that described in Revised School Code Section 1311 (2), the District reserved the right to further review this matter and impose disciplinary consequences consistent with Section 1311(2) if the student pleads guilty or no contest to, or is convicted of criminal sexual conduct.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

If a student possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board, shall expel the student from the school district permanently, subject to possible reinstatement after 180 days. However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least 1 of the following:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion. After considering the totality of the circumstances, a student may be considered for an appropriate alternative education program.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Informal Discipline**

#### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation. Detentions can also be given to be served during the student's lunch period. A lunch will be provided for the student during this time.

#### Saturday School

Saturday school is an alternative to exclusionary discipline measures that requires students to give up a portion of their weekend to make restitution for their misbehavior at school. The student and

his/her parents will receive at least one (1) day's notice and will be responsible for their own transportation.

### In-School Suspension (ISS)

ISS is an alternative setting that removes a student from their traditional classroom for a period of time, while still allowing the student to attend school and complete their work.

The following rules shall apply to detentions, saturday school, and in-school suspensions:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, phones, iPods, personal communication devices, cards, magazines, or other recreational articles shall be allowed to be used in the room;
- No food or beverages shall be consumed.

A student missing any portion of his/her assigned discipline or not following the rules while serving may incur further discipline. Any such discipline shall be in accordance with District guidelines.

Any student who does not have coursework to do while serving a detention, saturday school may be required to work on a study guide for state mandated tests, a reflection questionnaire, and/or other college and career planning activities.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days (out-of-school suspension or OSS) but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Suspension of one (1) full day or more and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal or assistant principal. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;

- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

South Haven High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the school principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers, tablets, and chromebooks located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to school administration twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of

a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting Amy Walantyn, Transportation Director at 269-637-0570 or [awalantyn@shps.org](mailto:awalantyn@shps.org).

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

- A. Previous to loading (on the road and at school), each student shall:
  - a. be on time at the designated loading zone, 10 minutes prior to scheduled stop;
  - b. stay off the road at all times while walking to and waiting for the school transportation;
  - c. line up single file off the roadway to enter;
  - d. wait until the school transportation is completely stopped before moving forward to enter;
  - e. refrain from crossing a highway until the driver signals it is safe to cross;
  - f. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

B. During the trip, each student shall:

- a. remain seated while the school transportation is in motion;
- b. keep head, hands, arms, and legs inside the school vehicle at all times;
- c. not litter in the school vehicle or throw anything from the vehicle;
- d. keep books, packages, coats, and all other objects out of the aisle;
- e. be courteous to the driver and to other riders;
- f. not eat or play games, cards, etc.;
- g. not tamper with the school vehicle or any of its equipment.

C. Leaving the bus, each student shall:

- a. remain seated until the vehicle has stopped;
- b. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- c. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **VIDEO RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
  - driver's license;
  - insurance certificate;
  - vehicle registration.
- Parking lot speed limit is 15 mph.
- The student must obtain a parking permit from the high school office and pay a fee of \$XX.XX for the entire school year.

- If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

- Unless written permission is granted by their parents and approved by the principal.
- Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

### **USE OF MOTORIZED UTILITY VEHICLES**

Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes. Policy 5515.01

**NOTE: Be advised that the following forms are available in the School Office as they are referenced in the Student/Parent Handbook.**

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13
- Parent Notification Regarding Student Records. Form 8330F9