

**Central High School and Grand Haven**  
**Cyber School**



**US News and World Report** – “**Best High  
Schools in America**”

**“Whatever it Takes”**

**Student Handbook**

**2017-18**

# **Central High School and Grand Haven Cyber School Handbook** **2017-18**

Students attending Central High School are responsible for following all school procedures as defined in the handbook. Central High School administration has the right to amend this handbook without prior notice. All amendments will be clearly identified to students, staff and parents via various outlets such as: GHTV, announcements at school, information sent home, etc.



**Central High School**  
106 S. Sixth Street  
Grand Haven, Michigan 49417  
(616) 850-6800  
Paul Kunde, Principal

## **Web Site**

**Central High School** [www.ghaps.org/central/](http://www.ghaps.org/central/)

**Grand Haven Area Public Schools** [www.ghaps.org](http://www.ghaps.org)

## **2017-18 School Calendar**

September 5 – First day of school

September 28 – Parent/Teacher Conference

October 4 – Student Count Day

October 11 – 2 hour delay

November 3 – End of 1<sup>st</sup> Quarter (All 4 Exams)

November 6 – Start of 2<sup>nd</sup> Quarter

November 8 – ½ day students/Central PD

November 9 – ½ days students/Central Records

November 10 – No School

November 22 -24 – No School – Thanksgiving Break

December 7 – Parent/Teacher Conferences

December 25 –January 2 – Holiday Recess

January 3 – School resumes

January 24 – ½ day student/Central Records

January 25 – ½ days students/1<sup>st</sup> and 2<sup>nd</sup> hour exams/Records Day

January 26 – ½ day students/3<sup>rd</sup> and 4<sup>th</sup> hour exams

January 26 – End of Central High School and Cyber School 1<sup>st</sup> semester

January 29 – 2<sup>nd</sup> semester start Central High School and Cyber School

February 7 – Count Day

February 15 – Parent/Teacher Conferences

March 7 – ½ day students/Central PD

March 8 – ½ day students/Central Records

March 9 – No School

March 29 – End of 3<sup>rd</sup> Quarter (All 4 Exams)

March 30 – April 6 – Spring Recess

April 9 – Start of 4<sup>th</sup> quarter

April 10 – SAT/PSAT Testing

April 11 – ACT WorkKeys Testing

April 12 – M-STEP Testing

April 19 – Delayed Start

May 3 – Parent/Teacher Conferences

May 9 – ½ day students/In-Service PD

May 25 – Seniors Last Day

May 29 – Graduation – Central High School/Grand Haven Cyber School

June 6 – ½ day students/Central Records

June 7 – ½ day students/Central Records (1<sup>st</sup> and 2<sup>nd</sup> block exams)

June 8 – ½ day students – (3<sup>rd</sup> and 4<sup>th</sup> block exams) End of quarter/End of 2<sup>nd</sup> semester – Cyber School

## **Staff Email Addresses**

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Media Assistant	Joan Thomas	<a href="mailto:thomasj@ghaps.org">thomasj@ghaps.org</a>
Cyber School Teacher	Isaac Sorenson	<a href="mailto:sorensoni@ghaps.org">sorensoni@ghaps.org</a>
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## **District Mission Statement**

The Grand Haven Area Public Schools are committed to the expectation that all students will learn. It is our obligation to provide each person in our community, child through adult, with a positive environment for learning so they will experience success and realize their fullest potential.

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

## **Central High School Mission Statement**

The mission of Central High School is to provide another quality educational option for those students desiring a smaller, more personalized approach to teaching and learning. Central High School seeks to empower students with confidence and self-esteem derived from genuine academic achievement, individual responsibility, and service to community.

## **Grand Haven Area Public Schools**

We will support learning through the following Core Values:

- A Culture of **Caring**
- **Dedicated** to success for all

- Commitment to **Best Practice**
- **Professional** excellence
- **High Expectations** for self and others

## **Program Description**

Central High School is a school of choice for students who desire or need an alternative to the traditional school setting within the Grand Haven Area Public Schools system. Class enrollment is small and instruction is delivered in a block-schedule format.

Central High School offers:

- High School diploma
- Independent Study and correspondence courses
- Computer training
- Co-op and internship opportunities
- Professional counseling
- Drug, alcohol, and tobacco intervention
- On-Line Credit Recovery
- GED Completion

Prior to enrollment, students and parents are asked to make a commitment to Central High School and the positive change and growth it promotes. Our goal is to assist students in developing academic and life management skills necessary to succeed in life. An accessible staff that is responsive to both students and parents encourages student success.

## **Support Services**

Central High School will help coordinate support services for our students with the following agencies:

### **Community Agencies Support**

- New Directions Mentoring
- Tri-Cities Ministries
- Ottawa County Health Department
- Community Police Officer/Grand Haven Public Safety
- Ottawa County Juvenile Court
- Bethany Christian Services
- United Way
- Lakeshore Pregnancy Center
- Barnabus Ministries
- Ottawa County Sheriff's Department
- College Access Network
- Michigan Rehabilitation Services
- Ottawa County Community Mental Health

## **CHS Credit Structure For Grade Level Advancement**

September of School Year (first marking period)

Freshman	0-6.5 credits
Sophomore	7-14.5 credits
Juniors	15-19.5 credits
Seniors	20-25 credits

Grade level promotion will take place following the completion of each marking period *and* grades have been transcribed.

## **Graduation Requirements - Central High School and Grand Haven**

### **Cyber School**

**25 units of credit required for diploma**

Required Credits and Courses

**English** **4.0 credits required**

English Language Arts 9, 10, 11, 12

**Mathematics** **4.0 credits required**

Algebra I, Geometry, Algebra II,

One additional math or math

Related course in final year of High School

**Science** **3.0 credits required**

Biology, Physics or Chemistry, Earth Science

**Social Studies** **3.0 credits required**

.5 credits in Civics, .5 credits in Economics, U.S. History and

Geography, and World History and Geography

**Physical Education** **0.5 credit required**

**Health** **0.5 credit required**

**Visual, Performing and Applied Arts** **1.0 credit required**

**Language other than English** **2.0 credits required**

**Electives** **7.0 credits required**

- Grand Haven Cyber School requires 4.0 elective credits for graduation.

## **Michigan Merit Curriculum Changes – as of April 2015**

With the passing of House Bills 4465 and 4466 in June 2014, Graduation Requirements now include:

## **World Languages**

Two **world language** credits, both in the SAME language other than English, Can be earned anytime, K-12, if grade-appropriate. MCL 380.1278a (2) (Effective class of 2016)

For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course

- American Sign Language “counts” as a world language
- May be an online world language course

## **Sub-section K – Students with Disabilities**

Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP MCL 380.1278b (5, k)

## **Sub-section L – Transfer Students**

Student transfers in with at least 2 years of HS credits from an out-of-state or from nonpublic school MCL 380.1278b (5, l)

The Personal Curriculum includes as much of the subject content as practicable.

Must include at least 1 math class during final year of HS.

If the transfer student is enrolled for at least one full school year:

Must take at least algebra I **or**

Must take a course normally taken after algebra I

Must include civics course

## **Online Learning Requirement**

A separate online course or learning experience OR integrated online experience throughout each MMC course

**Math**  
**Michigan Merit Curriculum**

**Personal Curriculum Options**

4 credits of mathematics, including: 380.1278a (1.a,i)	3 ½ credits of mathematics, including: MCL 380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometry	Geometry
Algebra II or <ul style="list-style-type: none"> <li>Algebra II over 2 years for 2 credits</li> <li>Algebra II over 1.5 years for 1.5 credits</li> <li>A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes same algebra II content assessed on the state high school test</li> </ul>	Algebra II may be modified if the student meets <b>one or more of the following:</b> <ul style="list-style-type: none"> <li>One semester of algebra II</li> <li>Algebra II over two years for 2 credits</li> <li>MDE-approved CTE program or curriculum that completes the same content as algebra II benchmarks assessed on State HS Assessment</li> <li>One semester of statistics, functions and data analysis or technical mathematics</li> </ul>
An additional math credit (trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	
Students must successfully complete at least one math course during final High School year	Students must successfully complete at least 1 math credit during his or her <b>final 2 years</b> of high school
<b><u>English Language Arts (no modifications)</u></b>	
At least 4 credits of <b>English Language Arts</b> MCL 380.1278b (1,a)	At least 4 credits of <b>English Language Arts</b> MCL 380.1278b (5, f)
<b><u>Science (no modifications)</u></b>	
At least 3 credits of <b>science</b> , including: MCL 380.1278b (1,b)	At least 3 credits of <b>science</b> , including: MCL 380.1278b (5, f)
Biology	Biology
Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content
One additional science credit or MDE-approved computer science or CTE program	One additional science credit or MDE-approved computer science or CTE program



## **Social Science**

At least 3 credits in **Social Science**, including: MCL 380.1278a (1,a,ii)

At least 2 credits of social science, including ½ credit of civics MCL 380.1278b (5, h)

1 credit I United States history and geography

1 additional credit in ELA, mathematics, science, a language other than English, or a CTE program

1 credit in world history and geography

½ credit in economics

½ Credit in civics

## **Health and Physical Education**

At least 1 credit that includes both **health and physical education** MCL 380.1278a (1,a,iii)

May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, i)

**OR** ½ credit in health, plus ½ credit for district-approved participation in extra-curricular athletics or activities involving physical activity

## **Visual, Performing or Applied Arts**

At least 1 credit of **visual, performing, or applied arts** MCL 380.1278a (1,a,iv)

May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, j)

## **Absence Reporting**

A parent, legal guardian, or a student who has attained independent status must call the Central High School attendance line at **616-850-6800** whenever necessary for their son, daughter, or themselves to be absent (excused) from school. If a telephone is not available, the student must bring a written note identifying the date and reason for the absence within 24 Hours of returning to school.

## **Age of Majority**

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

Emancipated or 18 year old students who wish to assert and maintain this right of privacy and similar independent status must complete and sign a form provided by student services which stipulates that the parent(s) or guardian will no longer receive communications from the school; not be called for attendance, or IEPC's; not be able to receive permanent records; not be able to request records sent, and other information regarded by the law as a protection of privacy. This student must be able to conform to all the stipulations for enrollment in the district. This form is designed as a courtesy for the parent(s) or guardian so they will know that the school can no longer share this information with them. This form will be sent to the parent(s) or guardian and a copy will be kept on file in the school records. If this form is not completed, the school will view this as the intent of the 18-year-old student to have all communications and information shared with the parent(s) or guardian, to follow the attendance policy as a student of minor age, and other reasonable considerations that the parent(s), guardians, teachers, and administration have in communicating with each other.

## **Athletic Eligibility**

Students who attend Central High School are eligible to participate in all extra-curricular activities offered at Grand Haven High School. To be eligible, the student must maintain minimum eligibility standards to participate. To be eligible a student must pass 6 of their 8 scheduled classes during the semester prior to participation in selected activity.

## **Attendance Policy**

- Attendance directly affects academic progress and development as well as attitudes and habits for later life.
- Students who accumulate **6 or more absences in a class, for any reason** during a nine-week marking period, must pass all course work and earn a 75% on the final exam to earn a passing grade for the course.
- Items that do not count as an absence for a student – School sponsored field trips, suspensions, and court appointments.

- To pass all course work, the student must earn a passing grade according to the guidelines of the classroom teacher.
- The student must complete the final examination and all course work for a particular class no later than the last day of the marking period. Exceptions will be handled on an individual basis and must be approved by the classroom teacher and building principal.
- Situations that require a student to be absent for an extended period of time, such as a medical reason, will be dealt with on an individual basis by the principal.
- Transfer students shall have attendance requirements adjusted on a prorated basis for the balance of the term in which they enroll.

## **Students** – Please be advised to the State of Michigan Compulsory School Attendance Law –

- **As of September 8, 2015 – In accordance with State of Michigan Law and the revised school code (MCL 380.1561 – Compulsory School Attendance Law), enrolled students of Grand Haven Central High School who’ve not reached the age of 18, upon their 10<sup>th</sup> unexcused\* absence in an academic semester, will be referred to the Ottawa County Sheriff’s Truancy Department.**
- **As of September 8, 2015 – those students at Central High School who are 18 years of age or older who have 10 or more unexcused\* absences in a semester, will be subject to enrollment transfer into the Central High School Career Development program for the purposes of earning their GED endorsement. Students will have the opportunity to meet with the Central High School principal prior to transfer to discuss other possible enrollment options before a final transfer takes place. Students will be informed of the meeting time at Central High School. Failure to attend this meeting will result in an automatic transfer to the Career Development program.**
- \*- Unexcused attendance is any absence(s) from school which is not excused by a parent, medical note, court documentation, or school administrator. No differentiation is made between a single class period of attendance and/or an entire day of school attendance. For example – you could be marked unexcused in 1<sup>st</sup> hour on 10 different occasions, but have perfect attendance in hours 2, 3, and 4 and still be referred to truancy.

## **Grand Haven Cyber School Attendance Policy**

Students in the Cyber School program have the ability to work on their class work at the time of their choice. We encourage students and parents to have a goal of a minimum of 20 hours per week of active online work inside the program. Other requirements for attendance include:

- A minimum weekly check in with a student’s mentor is required throughout the school year. This communication must be academic in nature, which will be discussed with the parent and student upon enrollment in the Cyber School program.

- Attendance for all State of Michigan mandated testing. For 7th and 8th students, this requires attendance for all M-STEP testing. This testing is typically the first week of May each school year. Information on dates and times of testing will be shared with parents and students. For 9th and 10th grade students, this requires attendance for all PSAT testing. This testing is typically the week following the traditional spring recess. 11th grade students are required to complete the Michigan Merit Exam (MME). Components of this testing include; SAT, ACT WorkKeys, and the M-STEP.
- Communication about testing dates and times will be shared with parents and students when it becomes available. Further, student mentors will communicate with Cyber School students about testing expectations leading up to testing day.

## **Bullying**

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronic transmitted (Referred to as “Cyber Bullying”) either outside or inside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within the school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, while enroute to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

## **Cellular Telephones (Which includes – Ipods, etc.)**

Students may not use cell phones during class times. Cell phones may only be used before/after school, during lunch, and passing times. Cell calls and text messaging may only be made in the front airlock of the building. Cell phones must be turned off during class times. Further, students who use a cell phone for video purposes during a school event will be subject to discipline. Students calling or receiving a cell call or text message during class will be subject to the following:

1<sup>st</sup> Incident: Cell phone taken, student may retrieve at the end of the day.

2<sup>nd</sup> Incident: Cell phone taken, parent contacted to pick up phone.

3<sup>rd</sup> Incident: Cell phone taken, parent contacted to pick up phone, Out-Of-School suspension.

**Note – A teacher does have the right to confiscate a student’s phone without explanation.**

## **Cheating and Plagiarism**

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

The following disciplinary actions will occur:

1. Contact parent within 48 hours.
2. Referral to administration.
3. The student will receive a grade of zero (0) on the test, assignment or term paper on which the cheating or plagiarism occurred.
4. Repeated violations will be dealt with on an individual basis and discipline could involve the student receiving an “F” in the course for the semester.

Examples of Cheating include but are not limited to:

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

## **Cooperation with Staff**

The staff of Central High School feels very strongly that students must maintain a cooperative spirit and a positive attitude while attending Central High School. Further, we feel that this is an important life skill that will serve our students well throughout life. Students who do not maintain a sense of cooperation and disobey the lawful commands of staff members at Central

High School will be deemed to be acting inappropriately and will be subject to discipline. Please see page 23 (*Insubordination*) of this student handbook for further explanation and description.

## **Closed Campus**

Students are not permitted to leave campus during their lunch. Students are permitted in the courtyard near the greenhouse. Students who leave during the school day without prior approval, will not be allowed in the building for the remainder of the school day.

## **Dress Code – GHAPS – Grades 9-12**

Dress and grooming are the responsibility of the student and parent/guardian. The student must be clean and well-groomed. Shoes must be worn at all times. Dress and grooming must not:

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

Clothing Items to Avoid:

- Undergarments should not be visible. Including:
  - Pants with holes or rips are not acceptable.
  - Tank tops – shoulders must be covered. If a shirt is see through, whatever is underneath it, must meet dress code.
  - Skirts and shorts need to follow the fingertip rule.
  - Too much torso (ex. bare midriffs, chest, etc.)
- Clothing or jewelry that shows tobacco or alcohol products, that are drug related, or has any kind of gang symbolism.
- Any clothing with sexually inappropriate or offensive messages, vulgar slogans or pictures.

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

1st Offense: Student changes into acceptable attire.

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

3rd Offense: ISS/Parent contact.

4th Offense: ISS/OSS/Parent meeting.

## **Distribution of Printed Material**

Prior permission by the school administrator must be obtained before printed material may be distributed on or near school property.

## **Drop and Add Policy**

During the first two days of each marking period students may request to drop or change a class. After the two-day period, students will not be able to drop or change a class. Students who stop attending a class at any point during the marking period will be given a grade of “F”.

## **Enrollment Process for Central High School**

### **Out of district students:**

1. Obtain a copy of transcripts from previous school(s).
2. Set up an appointment with the Principal of Central High School.
3. Bring a parent or guardian to attend the intake meeting.
4. Provide current immunization records.
5. Provide a birth certificate.

### **Students from Grand Haven High School:**

1. Meet with High School Assistant Principal and Counselor.
2. If recommendation is made to transfer to Central, the Central High School Principal must be contacted to set up an appointment.
3. Student will be admitted to Central High School once a “transfer” form has been completed by the student at Grand Haven High School and brought to Central High School.
4. The student must complete an "exit" form prior to receiving schedule at Central High School.
5. Students receiving special education services at Grand Haven High School need to have the approval for enrollment from the special education coordinator at Grand Haven High School.

## **Enrollment Process for Grand Haven Cyber School**

Open Enrollment for 7th through 12th grade students:

- Grand Haven Cyber School will accept open enrollments from families interested in the cyber school option during the following windows for the 2017-18 school year: August 1, 2017 to October 1, 2017 and January 1, 2018 to February 1, 2018
- Students and families interested in enrolling in the cyber school program, should first meet with their school counselor. The purpose of this meeting is to discuss the cyber school option and determine if Cyber School would be a proper fit for the educational needs of the student and family.

- Students and families applying outside of the dates listed above, may still apply for enrollment at any time. Once accepted into the cyber school program, classes will begin at the start of the next semester.

## **Field Trips**

A field trip is an extension of the school day and not a free day. Students attending a field trip or other school related activities during the school day are actually at school only at a different site. All school rules and policies apply while the student is attending the activity. Since this is considered to be part of the school day, students are required to return to their classroom upon returning to school. **Students suspended any time prior to a field trip may be ineligible to participate depending on the severity of the suspension offense and/or the number of suspensions**

## **Grade Reporting**

Student grades will be calculated and credit issued quarterly. See page 21 for individual teacher grading scales.

Each class has a credit value of  $\frac{1}{2}$  credit.  $\frac{1}{4}$  credits will not be issued.

**Incomplete** - In some circumstances, students are unable to complete required work by the end of a marking period. In such an event, all work **must be completed** within two weeks after the end of the marking period with the exception of the fourth marking period when incompletes will not be issued. Arrangements must be made with the teacher involved and approved by the principal of Central High School. Students must complete an **Incomplete Request Form**.

## **Graduation**

Students, who attend and complete the requirements for graduation at Central High School, will participate in the Central High School graduation ceremony. Central High School students who wish to walk with their senior class at Grand Haven High School, must attend a minimum of one semester during their senior year to participate in the Grand Haven High School graduation ceremony. Typically, this would be accomplished during the final semester of the school year. Central High School students, who intend to walk with Grand Haven High School, must coordinate with their high school counselor. Finally, Central High School students who wish to participate in the commencement exercise must complete all coursework on the Friday prior to graduation.

## **Grand Haven High School Expectations**

Throughout the school year, students will be on the property of Grand Haven High School for various reasons. These include, but not limited to, bus transportation, athletic events, and dances.



For all events, Central High School students are expected to be on their best behavior. The following are the expectations of Grand Haven High School for Central High School students:

- Students need to enter the building through the rotunda doors only any school day between 6:00 AM and 10:00 PM.
- Students may use the cafeteria in the morning. If a student does not use the cafeteria, they must wait for transportation in the airlock of the rotunda.
- Students may not be in any other place of the building, walk the hallways or go to the media center, AM and PM.

## **Independent Study**

Independent study is a credit recovery opportunity that can be utilized by Central High School students. The intent of independent study courses is not for credit acceleration by Central High School students, but for those that find themselves credit deficient. For a student to be eligible for an independent study course, they must meet the following criteria:

1. They must have passed four classes during the previous marking period at Central High School.
2. They must have a consistent attendance record the pervious marking period at Central High School.

Once a student is no longer credit deficit, they'll no longer be eligible for independent study. Finally, the Central High School principal will make all final determinations in regards to a student being eligible for independent study courses.

## **Lunch Program**

The school food service program provides two balanced food choices daily. Free/reduced lunch forms are available in the office.

Due to sanitation and health-related concerns, students are required to eat their lunch in the cafeteria or the picnic area outside of the building.

## **Michigan Merit Exam SAT/ACT/MSTEP**

Students who are in their junior year are required by the State of Michigan to take the Michigan Merit Exam (MME), beginning in April, 2015, this test is now called the M-Step. The MME (M-Step) is offered in March or April of the student's junior year. As an incentive at Central High School, students who attend ALL testing sessions on-time for the entire duration of testing and complete all testing in a manner deemed by the Central High School test proctors are eligible to receive up to a .5 elective credit towards high school graduation. Further, students must complete all of the Michigan Merit Examination (MME) related assessments including but not limited to the SAT, ACT Plus Writing, ACT Work Keys, Michigan Math, Science, and Social Studies and beginning in 2016 the SAT examination, to earn a Central High School diploma.

## **Medication**

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

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

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

## **Parent Involvement**

Central High School recognizes and values parents and families as a student's first teacher and decision-makers in their student's education. Central High School believes that student learning happens when there is an effective partnership between the school and home. Such a partnership between home and school will result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include the student's primary caregivers, who may not be the student's biological parents.

## **Parent-Teacher Conferences**

Parent-teacher conferences are planned throughout the school year (Please see school calendar for dates and times). Teachers will be available to meet with parents to discuss student progress. Please feel free to contact your student's teachers at any time during the year.

## **Permission to Leave Building**

If a student has an appointment with a doctor, dentist, court, etc., the student must have a parent call the school office and have verification of the appointment when returning on that day to school. Students may not leave campus during their lunch period unless a **parent/guardian** picks them up at school. Parents must call the office prior to the affected lunch period. If a student elects to leave Central High School without following proper procedure and attempts to return during the school day, they will not be allowed to return to class (es).

## **Progress Reports**

Parents interested in checking the progress of their student at Central High School can check “Parent Internet Viewer” anytime, anywhere with Internet connectivity. Please go to [www.ghaps.org](http://www.ghaps.org) and click on the “Parents and Students” tab for more information. Parents in need of support are asked to call 616-850-5040 for assistance.

## **Restricted Areas**

Students are not permitted to be in the parking lot, in a vehicle, or outside of the building during school hours. However, students may be in the courtyard during lunch.

## **Safe Zone**

### **Safe Zone Contacts**

In an effort to provide a more comfortable place for students to bring discriminatory comments and racial slur concerns to a trained staff member, our buildings now have "Safe Zone" contacts to assist in this effort. The Safe Zone contact, who has had specialized training, offers a very unique set of skills and awareness that may help students feel more comfortable sharing these types of concerns. The name of our Safe Zone contact is **Mrs. Karen Vess**. Parents and staff should encourage students to utilize this new building resource. Mrs. Vess email address is [vessk@ghaps.org](mailto:vessk@ghaps.org)

## **SEARCHES**

**(The following provisions apply to the following types of searches)**

### **AUTOMOBILE SEARCHES**

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

### **PERSONAL SEARCHES**

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

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

## **Severe and Hazardous Weather Bulletins**

Your best source for accurate school closing information is 92.1 FM or [www.ghaps.org](http://www.ghaps.org). Parents who wish to be notified via text of school closings can sign up on the district website using the Nixle on the main page.

## **Smoking on School Property**

Smoking is not permitted on school property including the sidewalks and streets that comprise the perimeter of the school. Students caught smoking (including electronic (or e-cig) cigarettes) on school grounds will be suspended for 3 days on the first offense and referred to Grand Haven Department of Public Safety.

## **Substitute Teachers**

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

## **Successful Completion**

Throughout each marking period, a student who is not being successful is subject to being dropped from enrollment at Central High School. This typically occurs when a student has exceeded the attendance requirement and is not passing any of his/her classes. Students who are dropped may apply for re-enrollment for the next marking period. Students wishing to re-enroll must agree to an interview with a teacher panel prior to re-enrollment. It will be up to the teacher panel if the student's request for re-enrollment will be granted or not.

Further, students are expected to receive credit in a **minimum** of two out of four classes in a given marking period. Students not meeting the minimum requirement will be placed on academic probation for the next nine-week marking period. If no improvement has occurred after the completion of the probationary period, the student and parents will confer with the principal to consider other educational options in which the student may be successful. If the student has reached the age of 18, the option available to the student who is not successful in completion of courses at Central will be the GED "Career Development" program.

## **Student Parking Guidelines**

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

1. Students wanting to drive to school must complete a parking application that is obtained in the school office. This application must be obtained prior to the student's driving to school.

2. Students not complying with parking lot regulations could have their parking privileges revoked or could be ticketed or fined.
3. Reckless or careless driving will result in a suspension or permanent loss of parking privileges.
4. All students are to park in the lower lot on Clinton Avenue closest to Seventh Street.

## **Tardiness**

Tardy is up to each individual teacher at Central High School. Please check with your classroom teacher for information about their classroom tardy policy. Students who arrive at school after the 7:50 AM start time are considered tardy until 8:05 AM.

**NOTE: A student is considered absent if they are tardy 15 minutes or more in any class.**

## **Teacher Grading Scales**

Each individual teacher computes grading. Below is a list of the particular grading scales used by individual teachers at Central High School.

### **Mrs. O'Connor**

**Grading Scale:**

100-94% = A  
 93-90% = A-  
 89-86% = B+  
 85-84% = B  
 83-80% = B-  
 79-76% = C+  
 75-74% = C  
 73-70% = C-  
 69-66% = D+  
 65-64% = D  
 63-60% = D-  
 Below 60% = F

### **Mrs. Stringham**

**Grading Scale:**

100-93% = A  
 92-90% = A-  
 89-88% = B+  
 87-83% = B  
 82-80% = B-  
 79-76% = C+  
 75-73% = C  
 72-70% = C-  
 Below 70% = F

### **Mrs. Warner**

**Grading Scale:**

100-94% = A  
 93-90% = A-  
 89-86% = B+  
 85-84% = B  
 83-80% = B-  
 79-76% = C+  
 75-74% = C  
 73-70% = C-  
 69-66% = D+  
 65-64% = D  
 63-60% = D-  
 Below 60% = F

### **Mrs. Sabatino**

**Grading Scale:**

101% = A+  
 100-95% = A  
 94-90% = A-  
 89-87% = B+  
 86-84% = B  
 83-80% = B-  
 79-77% = C+  
 76-74% = C  
 73-70% = C-  
 69-67% = D+  
 66-64% = D  
 63-60% = D-  
 Below 60% = F

## Mr. Berko

### **Grading Scale:**

100-93% = A  
92-90% = A-  
89-88% = B+  
87-83% = B  
82-80% = B-  
79-76% = C+  
75-73% = C  
72-70% = C-  
Below 70% = F

## Mr. Funk

### **Grading Scale:**

100-94% = A  
93-90% = A-  
89-86% = B+  
85-84% = B  
83-80% = B-  
79-76% = C+  
75-74% = C  
73-70% = C-  
69-66% = D+  
65-64% = D  
63-60% = D-  
Below 60% = F

## Tech Center

The Career-Line Tech Center is a valuable resource for students of Central High School. Central High School students who attend the Tech Center will attend either the A.M. or P.M. session depending on their placement. Students who attend Tech Center understand they may have to attend Tech Center on days when Central High School is not in session. The student will be responsible for transportation on these days.

## Telephones

Students only in case of emergency may use the Office telephone, with office personnel determining the degree of emergency. Classroom phones are off limits to students at all times.

## Testing Out of a Class

Public Act 335, Section 1279B, and 1278 (a) (4) (c) of the State Code, requires that any public high school student be offered a “test out” opportunity of any course offered in his/her high school. Central High School students opting to test out of a course will receive a “TO” on their transcript if they receive a 75% (C+) or high grade on the test exam. Credit will be given if successful. This option allows students to advance in the curriculum and satisfy a requirement for graduation. The test out exam grade is not figured into a student’s grade point average. All current high school applicants requesting a test out must submit a completed registration form in the main office. The following dates will be the test out dates for the 2017-18 school year. **January 22 and 23, 2018 (Registration Deadline is December 8, 2017).** If you have any questions, contact Mr. Kunde

## Textbooks

Students who are issued or use textbooks, supplies, library materials, or equipment are expected to return these materials in good condition. Students failing to return these items will not receive their report card or diploma until full payment has been made. Teachers also reserve the right to ask for a nominal deposit from a student checking out a textbook for use at home.

## **Time Schedule**

<b><u>Regular School Day</u></b>	<b><u>Two-hour delay</u></b>
1st block – 7:50 to 9:20	1st block - 9:50 to 10:54
2nd block - 9:24 to 10:54	Lunch - 10:54 to 11:21
Lunch - 10:54 to 11:21	2nd block - 11:21 to 12:24
3rd block - 11:21 to 12:56	3rd block - 12:28 to 1:31
4th block - 1:00 to 2:35	4th block - 1:34 to 2:35

## **Unauthorized Sales**

Students are not permitted to sell any items in school without the approval of the school administrator.

## **Visitors**

- No student visitors are allowed during the school day.
- Parents are welcome to visit any time and must check in at the main office upon arrival.
- Anyone wishing to talk with a student (other than the parent) must receive permission from the Central High School office.

## **Work Experience**

Central High School students are eligible to earn up to 3 “elective” credit by completing a work experience with any local employer. To be eligible for work experience credit, students must fill out a work experience form with the Central High School office prior to the marking period start date. Also, prior to beginning the work experience, student, employer, and school, must complete a work permit. The Central High School principal must approve the work experience for credit purposes. Students are required to provide documentation of successful completion of the work experience to earn credit. This is typically done with the student turning in paycheck stubs on a weekly/bi-weekly basis to the office. Finally, the student must average 15 hours per week to be eligible for credit to be granted.

## **Work Permits**

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the Central High School office. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed, the student needs to bring the permit to the main office for validation. A student may work up to 24 hours per week when school is in session and no more than 48 hours per week when school is not in session.

# **Career Development Program**

## Central High School GED Day Program

What is it: A program for students over the age of 18, but not yet 20, to obtain their GED certificate. This program is designed for those students who find themselves credit deficient and looking for opportunities for success.

### **Beginning November 1, 2013 – You must be 18 to take and earn your GED.**

When it is: The class will meet at Central High School on regularly scheduled school days from 9:00 AM to 2:40 PM.

What will I get: We cannot guarantee you'll receive your GED at the end of this semester long course, but we can promise that you'll be prepared using the best resources available for GED completion. The work completed in this class will prepare you for successful completion of the GED test.

How do I get in: Enroll by calling (616) 850-6880 or (616) 850-6800

Other Information: A GED certificate is equivalent to a High School Diploma. Employers, Colleges and Universities throughout the United States, accept the GED Certificate as they do a High School Diploma.

To receive a GED certificate, you must pass these four individual tests:

- Language Arts, Writing, Reading (Multiple Choice and an Essay)
- Social Studies
- Science
- Mathematics (Two sections, part one allows a calculator)

Official test are timed and take between 65 and 120 minutes to complete. Total testing time is about 7 hours.

Transportation: The student is responsible for transportation to and from the program.

### **Notes to Students:**

• It is the student's responsibility to make contact with the Career Development teacher on a weekly basis to ensure enrollment in the program. Failure to do so may cause a student to be dropped from the program. In you are unable to attend a class, please call (616) 850-6800.

• Students are responsible for informing Career Development staff of any address or phone number changes. Failure to do may cause a student to be dropped from the program.

• ***Students in the Career Development program must meet all requirements set forth by the State of Michigan for all summative assessment.***



# **STUDENT CODE OF CONDUCT**

**(Adopted June 7, 1988, Revised April 17, 2000)**

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

## **INTRODUCTION**

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

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

## **SCHOOL SPONSORED OFF CAMPUS EVENTS**

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

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

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

## **CODE OF CONDUCT**

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

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

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

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

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

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

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

- Weapons: Possession of a dangerous weapon on School property, including a building, playing field or property used for School purposes or used for functions and events sponsored by the School and vehicles used by the School to transport students to and from School property. For purposes of this Section of the Code, a “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.
- Arson: Commission of arson in a School building or on School grounds.
- Rape: Commission of a rape in a School building or on School grounds.
- Physical Assault upon School Personnel: Commission, by a student enrolled in grade 6 or above, of a physical assault at School against a person employed by or engaged as a volunteer or contractor by the School Board. For purposes of the subsection, at School means in a classroom, elsewhere on School premises, on a School bus or other School-related vehicle, or at a School-sponsored activity or event whether or not it is held on School premises. For purposes of the section of the Code, physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

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

- Verbal Assault on School Personnel: Commission, by a student enrolled in grade 6 or above, or a verbal assault at School against a person employed by or engaged as a volunteer or contractor by

the School Board. For purposes of this section of the Code, at School means in a classroom, elsewhere on School premises, on a School bus or other School related vehicle or at a School-sponsored activity or event whether or not it is held on School premises. For purposes of this section of the Code, a verbal assault means any statement (oral or written) or other act that can reasonably be expected to induce, and/or which reasonably does induce, in another person an apprehension of danger of bodily injury or harm.

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

\*While expulsion up to 180 School days is mandatory under this Code and state law, the School retains discretion, under Type IV Discipline, to expel a student for a longer period of time, up to and including permanent expulsion, for misconduct described in this or any other subsection of the Code. When the School mandatory expels a student pursuant to this subsection of the Code, the School may follow the disciplinary procedures set forth in this Code for Types II, III, IV, or V Discipline, based upon the number of days the student will be expelled. (For example, if a student will be expelled for less than ten days, the School may follow the procedures for Type II Discipline; if a student will be suspended for 10 days or more but less than 30 days, the School may follow the procedures for Type III Discipline; etc).

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

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

8. Summary Suspensions: A student may be temporarily suspended and removed from his or her school program and/or a curricular or extra-curricular activity immediately, pending a meeting, conference,

hearing and/or the result of an appeal pursuant to the Disciplinary Procedures prescribed in this Code, if, in the opinion of the Building Administrator and/or Superintendent in consultation with other appropriate school personnel, the continued presence of the student in school and/or in a curricular activity would pose a continuing danger to persons or property or an ongoing threat of disrupting the educational process.

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

**PROHIBITED CONDUCT**

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

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<p>I. Alcoholic Beverages: (a) Possession, use, sale, distribution, being under the influence, or advertisement of alcohol, or causing alcohol to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.</p>	<p><u>Possession, Use - First Offense</u>            1. Notify parent, Meeting, Assessment            2. Police referral            3. Student Assistance referral            4. 5 day O.S.S. and Crossroads Family Center (CFC) referral</p>
<p>(b) Possession, use, sale, distribution, or advertisement of any substance which is (1) represented to be alcohol, or (2) represented to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute, advertise or use the substance as alcohol, or causing such substance to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.</p>	<p><u>Possession, Use-Second Offense</u>            1. Same as items 1-3 above            2. Recommended 10 day O.S.S. (Type III) and Crossroads Family Center (CFC) referral</p> <p><u>Other incidences</u>            1. Same as item 1-3 above            2. Recommendation for expulsion (Type IV) – 30 day O.S.S. and possible expulsion</p> <p><u>Sale</u>            Same as items 1-3 above            Recommendation of 30 day O.S.S. (Type III)</p>

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

See School policy

**PROHIBITED CONDUCT**

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

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

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

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

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

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

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

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

**RANGE OF DISCIPLINARY ACTION**

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

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

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

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

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

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

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

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

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

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

Second Offense

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

If the student comes back to school during Their suspension:

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

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

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

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

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

**PROHIBITED CONDUCT**

**5. Drugs:**

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

**RANGE OF DISCIPLINARY ACTION**

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- Possession, Use - First Offense
1. Notify parent
  2. Police referral
  3. Student Assistance referral
  4. 10 day O.S.S. or 5 day O.S.S. and Crossroads Family Center Assessment. (Type II)
- Possession, Use - Second Offense
1. Same as items 1-3 above
  2. Recommended 10 day O.S.S. and Crossroads Family Center referral Type (II)

Other Incidences, including  
SALE/DISTRIBUTION

1. Same as items 1-3 above
2. Recommendation for 30 day O.S.S. and possible expulsion (Type IV)  
\*Appropriate forms must be on file for any over the counter medication. (This includes vitamins.)

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

Fire Alarm

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

Bomb Threat

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

False Reporting

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

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

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

**PROHIBITED CONDUCT**

**8. Fighting:** Quarreling involving bodily contact.

**RANGE OF DISCIPLINARY ACTION**

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

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<p><b>9. Identification of Self:</b> Failure, upon the request of School authorities, to identify oneself as to name and whether or not he/she is a student enrolled in the School.</p>	<p>1. Type I-II</p>

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<p><b>10. Incendiary Devices:</b></p> <p>(a) Possession, use, threatened use, sale, distribution, or advertisement of any incendiary, explosive or destructive device (including, but not limited to, a bomb, a grenade, a mine and/or device which emits poisonous or other gas or smoke), or causing such incendiary, explosive, destructive device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.</p> <p>(b) Possession, use, threatened use, sale, distribution, or advertisement of any instrument or device that is: (1) represented to be an incendiary, explosive or destructive device (including, but not limited to, a bomb, a grenade, a mine and/or a device that emits poisonous or other gas or smoke), or (2) represented to be of a nature, appearance or affect that will allow the recipient to display, sell, distribute, advertise or use the instrument or device as an incendiary, explosive or destructive device (including, but not limited to, a bomb, a grenade, a mine and/or a device that emits poisonous or other gas or smoke), or causing such an instrument or device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.</p>	<p>1. Notify parent</p> <p>2. Police referral</p> <p>3. Type II-V – 10 day O.S.S. and mandatory expulsion</p>

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<p><b>11. Indecency:</b> Action or conduct offensive to commonly recognized community standards of propriety or good taste, including, but not limited to, the use of vulgar language and/or gesture.</p>	<p>1. Notify parent</p> <p>2. Type I-III</p>



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

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<b>12. Sexual Harassment:</b> Action or conduct of a sexual nature which is discriminatory, insulting, intimidating, offensive or hostile.	<ol style="list-style-type: none"><li>1. Notify parent</li><li>2. Police referral, if applicable. Referral To Administration and Sexual Harassment Counselor</li><li>3. Letter of reprimand</li><li>4. Type I-IV</li></ol>
<ul style="list-style-type: none"><li>• Such action or conduct may include, but is not limited to, the following: verbal or written comments of a sexual nature; overt or subtle pressure for sexual activity; inappropriate and/or unwelcome patting, pinching, or body contact; demand for sexual conduct accompanied by implied or overt threats concerning an individual's safety; and/or any physical act of aggression that includes a sexual act or a sexual purpose.</li></ul>	

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<b>13. Harassment:</b> Repeated unwelcome verbal or physical conduct toward students or employees of Grand Haven Area Public Schools with the purpose being to tease, irritate, or anger the victim is not permitted.	<ol style="list-style-type: none"><li>1. Notify parent</li><li>2. Police referral, if applicable</li><li>3. Letter of reprimand</li><li>4. Type I-IV</li></ol>

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<b>14. Insubordination:</b> Failure to obey the lawful instructions or directives of School personnel. This includes cooperation with staff.	<ol style="list-style-type: none"><li>1. Notify parent</li><li>2. Type I-IV</li></ol>

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<b>15. Interference with School Authorities:</b> Interference with and/or intimidation of school personnel by force or violence or threat of force or violence.	<ol style="list-style-type: none"><li>1. Notify parent</li><li>2. Police referral</li><li>3. Type II-IV</li></ol>

PROHIBITED CONDUCT	RANGE OF DISCIPLINARY ACTION
<b>16. Loitering:</b> Linger, loitering, sitting or standing in an area where prohibited or	<ol style="list-style-type: none"><li>1. Notify parent</li><li>2. Type II-IV</li></ol>

restricted, or in a manner obstructing free passage, or after having been directed to move by school authorities or other authorized personnel.

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

1. Notify parent
2. Type I-II

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

1. Notify parent
2. Type II-III

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

First Offense

1. Notify parent
2. Police referral
3. Three (3) day O.S.S. & smoking cessation program

Second Offense

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

Third Offense

1. Notify parent
2. Police referral
3. Ten (10) day O.S.S.
4. Referral to Student Assistance

**PROHIBITED CONDUCT**

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

**RANGE OF DISCIPLINARY ACTION**

1. Notify parent
2. Type I-II
3. Referral to Ottawa County truant

Officer, if applicable

**PROHIBITED CONDUCT**

**RANGE OF DISCIPLINARY ACTION**

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

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

**PROHIBITED CONDUCT**

**RANGE OF DISCIPLINARY ACTION**

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

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

**PROHIBITED CONDUCT**

**RANGE OF DISCIPLINARY ACTION**

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

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

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

(b) Possession, use, threatened use, sale,

distribution, or advertisement of any instrument or device which is: (1) represented to be a weapon, instrument or device capable of inflicting injury (including, but not limited to, a firearm, a knife and/or a destructive device), or (2) represented to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute, advertise or use the article as a weapon, instrument or device capable of inflicting injury including, but not limited to, a firearm, a knife and/or a destructive device), or causing such an instrument or device to be possessed, used, sold, distributed or advertised; or the attempt to engage in any such conduct.

**PROHIBITED CONDUCT**

**RANGE OF DISCIPLINARY ACTION**

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

1. Notify parent
2. Type II-IV

**PROHIBITED CONDUCT**

**RANGE OF DISCIPLINARY ACTION**

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

- First Offense
1. Notify parent and have them pick up device and/or arrange parent meeting
- Second Offense
1. Notify parent and have them pick up device
  2. Arrange parent meeting
  3. After school detention to be served
- Third Offense
1. Notify parent and have them pick up device
  2. Arrange parent meeting
  3. One (1) day I.S.S.

## **Reporting Incidents of Theft or Violations Of Code**

Students and parents are encouraged to report any cases of vandalism, and drug, theft, or weapons violations, either by telephone or in writing. If the report results in prosecution and/or restitution, a reward may be given. The district will keep the identity of the person reporting the offense anonymous whenever possible.

## **Gang Behavior**

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

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

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

Any association with formal gangs that have established networks is strictly prohibited. Any behavior that has students forming associations with other students that either initiates established gangs or has similar characteristics is also prohibited. The administration will take severe disciplinary action including expulsion of any students who gather together to threaten, provoke,

or harass another student or group of students, or disrupts the normal and prescribed activities of the school.

## **Sexual Harassment Policy**

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

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

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

- a. Verbal harassment or abuse of a sexual nature.
- b. Pressure for sexual activity.
- c. Repeated remarks with sexual or demeaning implication to students
- d. Unwelcome touching of a sexual nature.
- e. Suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats.
- f. Sexual name-calling, gestures, jokes and spreading sexual rumors about students.

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

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

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

## **Bullying/Harassment**

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

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

## **Technology Code of Ethics**

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

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

- Act responsibly during use of hardware, software, printers, labs, and networks in the district.
- Maintain the privacy of passwords and network security.
- Be responsible for personal network storage.
- Understand any information stored on the district network is the property of the school district.
- Comply with all copyright laws while using district technology.
- Refrain from downloading or installing programs, changing software or hardware configurations, or using district technology for any unauthorized purpose.
- Abstain from using chat programs, telnet, and other forms of personal communications except email.
- Follow specific rules and regulations posted in individual district buildings or classrooms.

Individuals using technology will adhere to all of the rules, regulations, and standards of Grand Haven Area Public Schools. Users violating any of these expectations will face disciplinary action according to the parameters established by the district.

## **Student Disciplinary Action**

### **(Misuse of Technology)**

- Users violating any of these Rights and Responsibilities will face disciplinary action according to the guidelines established by the Student Code of Conduct.
- Users violating any of these Rights and Responsibilities may be banned from using school hardware and software.
- Users will be required to make full financial restitution for any expenses incurred or any damages caused.
- Users who misuse school hardware, software, and Internet access may be required to attend additional training sessions at their expense.

## **Transportation**

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

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

- Students residing within one (1) mile of their school are not eligible for transportation.
- A bus stop for a student eligible for transportation can be up to but no further than one (1) mile from their residence.



- Busses are to operate at maximum seat usage but within the rated capacity of the bus type.
- A student's riding time should not exceed one (1) hour.
- Transportation will not be provided for social activities (i.e., parties, social functions, go home with a friend, etc.).
- You must be at your bus stop five (5) minutes prior to your scheduled pick-up time. Buses do not follow an exact time schedule due to varying traffic, weather, and road conditions.
- Students suspended from school lose riding privileges for the duration of the suspension.
- School district transportation will not be used to transport student to or from work. With permission from parents and school administrators, students may get off their assigned bus at an existing stop for the purpose of work.
- Items taken on the bus must be enclosed in a tote bag or backpack. If your project or item, which you need to get to school, is too large for the backpack, you need to make some other arrangement to get to school or have the item dropped off at school for you.

To provide student transportation service in the safest possible manner is the highest priority of the Grand Haven Area Public Schools Transportation Department. In order to meet this objective, a system of rules and enforcement procedures has been developed to work towards the safety of all.

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

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

A set number of points are assessed for each rule violation and serve to determine the duration of suspension from bus riding privileges.

When the period of suspension has been served, the student must return the pink copy of the form signed by a parent before he/she may resume riding the bus.

Points are cumulative. Once 20 points have been accumulated, bus-riding privileges are suspended from the remainder of the school year. A copy of this form can be found below.

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

## **Bus Regulations**

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

### **Students must:**

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

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

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

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

**Note: Students cited for violation(s) of Bus Regulations will receive additional disciplinary action when the Central High School Principal deems such action appropriate.**

## **Parent Involvement**

At Grand Haven Area Public Schools parent involvement is critical to the success of all of our students. Research has shown that family involvement in education is twice as predictive of students' academic success as family socioeconomic status. When parents are involved students

have higher grades, test scores, and graduation rates; better school attendance; increased motivation, better self-esteem; lower rates of suspension; decreased use of drugs and alcohol; and fewer instances of violent behavior.

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

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

**Communication between home and school is regular, two-way, and meaningful.**

- Use a variety of communication tools on a regular basis including email and the web.
- Establish opportunities for parents and educators to share information regarding student strengths and learning preferences.
- Provide clear information regarding course expectations, student placement, activities, services, and optional programs.
- Mail report cards and regular progress reports.
- Communicate with parents regarding positive student behavior.
- Provide opportunities for informal interaction between parents and staff.
- Conduct an annual parent survey to determine parent attitudes and concerns regarding the schools including barriers to involvement, level of parent involvement, and strategies to increase involvement.

**Parenting skills are promoted and supported.**

- Support the strengths and needs of all parents.
- Recognize the roles and responsibilities of parents in the schools.

**Parents play an integral role in assisting student learning.**

- Encourage parents to help in the learning process at home.
- Help parents connect to their child's learning.
- Provide opportunities for parents to join committees, contribute their specialized skills, advocate for their children.
- Educate parents on State academic content standards, state and local assessments, requirements of Title I, Part A.
- Provide parents with materials and training to help them work with their children on academic achievement.

- Educate staff on how to reach out to, communicate with, and involve parents as equal partners.
- Coordinate parental involvement with other programs.
- Provide information for parents in understandable and uniform format.

**Parents are welcome in the school, and their support and assistance are sought.**

- Provide a variety of meaningful and valuable volunteer opportunities for parents to volunteer (flexible for those not available during school hours).
- Involve parents in the development of the 31a and/or Title I, Part A planning process.
- Coordinate parental opportunities with other programs such as Head Start, Adult Ed, Open Door, preschool, STAR, HOST, STRIVE, career prep and Junior Achievement.

**Parents are full partners in the decisions that affect children and families.**

- Involve parents in decision-making and advocacy.
- Enlist the participation of all parents.
- Involve parents in the school improvement process.
- Coordinate technical assistance and other support for schools through the district website by including classroom projects, academic standards, and grade level curriculum brochures.

**Community resources are used to strengthen schools, families, and student learning.**

- Provide easy access for parents to community resources.
- Establish school-business partnerships.
- Involve students in service learning projects.

**Homeless Children and Youth**

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

Grand Haven Area Public Schools will:

- immediately enroll homeless children and youth regardless of whether school or immunization records and proof of residency are available at the time of enrollment,
- provide school choice so students can stay in their school of origin, if feasible,
- post the educational rights of homeless children and youth in each school building, and
- provide transportation for the homeless student to ensure access to school.
- The term "homeless children and youth"
- (A) means individuals who lack a fixed, regular, and adequate nighttime residence; and
- (B) Includes -
- (i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
- (ii) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...
- (iii) Children and youths who are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).