SOUTH HAVEN HIGH SCHOOL
STUDENT/PARENT HANDBOOK

MICHIGAN SCHOOL DISTRICTS

2026 - 2027 School Year

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

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

Student/Parent Handbook

for

SOUTH HAVEN HIGH SCHOOL

www.shps.org

269-637-0502

Welcome to South Haven High School. On behalf of the entire South Haven High School staff, I would like to welcome you to the 2026-27 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience.

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

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

Ms. Amy Cockburn, Principal (269) 637-0509
Mr. Adam Verseput, Assistant Principal (269) 637-0508

Mrs. Pam Latus, School Counselor, *Last name beginning A - K* (269) 637-0507
Mr. Michael Teekamp, School Counselor, *Last name beginning* L - Z (269) 637-0594

Mr. Chris Gerlach, Athletic Director (269) 637-0503

Mrs. Ana Aleman-Putman, Superintendent of Schools (269) 637-0500

South Haven High School Mascot: RAMS

South Haven High School Colors: Purple and Gold

South Haven High School's Fight Song:

Fighting for old South Haven
Fighting for our old High
Our teams are fighting
And we are shouting
Their praises to the sky!

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

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CONTACT INFORMATION

OFFICE STAFF

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STUDENT SERVICES

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(269) 637-0593

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(269) 637-0507

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Chris Gerlach, *Athletic Director*
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(269) 637-0503

TEACHING STAFF

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Trevor Smiley	Tsmiley@shps.org

BOARD OF EDUCATION

Member	***Term Expires***
Shawn Olney - President solney@shps.org	2026
Claire Bodtke - Vice President cbodtke@shps.org	2026
Grassflower - Secretary grassflower@shps.org	2026
Doug Ransom - Treasurer dransom@shps.org	2028
Malissa Acosta - Trustee macosta@shps.org	2028
Justin Ingraham - Trustee justin.ingraham@shps.org	2028
Theressa Ruppert - Trustee truppert@shps.org	2026

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2026**.** If you have questions or would like more information about a specific issue or document, contact your school Principal or assistant principal, or access the document on the District's website: http://www.shps.org/ by clicking on "school board" tab and then "SHPS bylaws & Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section. *All students are bound to the contents within the handbook and must comply with the regulations herein.*

SECTION I: GENERAL INFORMATION

FOREWORD

This Student Handbook is intended to provide students and families with general information regarding school programs, services, expectations, and procedures. The contents of this handbook do not create a contract, expressed or implied, between the District and any student, parent/guardian, employee, or other person.

The Board of Education reserves the right to amend, revise, suspend, interpret, or eliminate any provision of this handbook at any time, consistent with applicable law and Board policy. In the event of a conflict between this handbook and Board policy, applicable law, administrative guidelines, collective bargaining agreements, or state or federal regulations, those authorities shall control.

The District reserves the right to take disciplinary or administrative action as necessary to maintain a safe, orderly, and effective educational environment, even when specific conduct is not expressly addressed in this handbook.

Students and families are encouraged to review Board policies and District communications for the most current information. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2026. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2026 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

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

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. South Haven High School is committed to fostering a safe, respectful, inclusive, and supportive learning environment where every student is valued and encouraged to achieve their fullest potential.

Any person who believes that they have been discriminated against based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Carey Frost	Seth Siuda
Administration	Maple Grove Elementary
554 Green Street	72399 12th Ave.
South Haven, MI 49090	South Haven, MI 49090
(269) 637-0545	(269) 637-0551
cfrost@shps.org	ssiuda@shps.org

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

PARENT INVOLVEMENT

Parent Involvement in the School Program - Policy 2112

The South Haven Public Schools Board of Education recognizes that parents, guardians, and families play a vital role in every student's education. We encourage strong partnerships between home and school to support academic success, positive behavior, and regular attendance. Families are invited to stay informed, communicate regularly with school staff, participate in school activities and decision-making opportunities, volunteer when possible, and support learning at home. Our schools are committed to providing welcoming environments, meaningful communication, and opportunities for all families to be actively engaged in their child's educational experience.

Implementation

The District is committed to partnering with parents, families, and the community to support student achievement and continuous improvement. Parent and family engagement plans will be shared with families, reviewed regularly, and updated as needed. Title I schools will maintain a school-parent compact that outlines the shared responsibilities of families, students, and staff in promoting academic success.

SCHOOL DAY

Office Hours:

7:15am – 3:15pm (Monday through Friday)

Daily Schedule:

0 Hour	6:40 AM – 7:25 AM
1st Period	7:30 AM – 8:25 AM
2nd Period	8:30 AM – 9:25 AM
3rd Period	9:30 AM – 10:25 AM
Ram Period	10:30 AM -- 10:55 AM
Gold 4th Period	11:00 AM -- 11:55 AM
Second Lunch	11:55 AM – 12:20 PM
First Lunch	10:55 AM – 11:20 AM
Purple 4th Period	11:25 AM – 12:20 PM
5th Period	12:25 PM – 1:20 PM
6th Period	1:25 PM – 2:19 PM

Early Release (Half-Day) Schedule:

0 Hour	6:40 AM – 7:25 AM
1st Period	7:30 AM – 8:02 AM
2nd Period	8:07 AM – 8:39 AM
3rd Period	8:44 AM – 9:16 AM
4th Period	9:21 AM -- 9:53 AM
5th Period	9:58 AM -- 10:30 AM
6th Period	10:35 AM – 11:05 AM

STUDENT RIGHTS AND RESPONSIBILITIES

At South Haven High School, we are committed to creating a welcoming, inclusive, and supportive learning environment where every student can learn, grow, and thrive. Our school rules and procedures are designed to promote safety, respect, responsibility, and academic success for all members of our school community. Students can expect to be treated fairly and with respect and to have opportunities for self-expression and involvement in school activities. Students also have the right to learn in an environment that is safe, orderly, and focused on academic success. To support their own learning and the learning of others, students are expected to attend school regularly, arrive on time, come prepared to learn, and actively participate in the educational program. Consistent attendance and engagement are important parts of achieving personal success and making the most of the opportunities available at South Haven High School.

When concerns arise, disciplinary procedures are intended to be fair, educational, and restorative whenever possible. Students will be provided due process and an opportunity to be heard before disciplinary consequences are assigned.

Parents/guardians are valued partners in their child's education. Families have the right to receive information about their child's academic progress, attendance, behavior, and overall success in school. Communication may be provided through students, electronic communication, mail, phone calls, or other appropriate methods to ensure families remain informed. We encourage parents/guardians to maintain open, two-way communication with teachers, counselors, and support staff. By sharing questions, concerns, and insights, families and school staff can work together to support each student's educational goals and create the best possible learning experience.

Adult students (18 years of age or older) enjoy the rights and responsibilities that come with their status and are expected to follow all school rules, policies, and expectations. South Haven High School encourages adult students who reside with their parents/guardians to maintain open communication and involve their families in their educational journey. A strong partnership between students, families, and school staff can provide valuable support and contribute to student success.

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents/guardians should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

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

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

The District shall enroll students experiencing homelessness in accordance with the McKinney-Vento Homeless Assistance Act. Lack of normally required enrollment documentation shall not be a barrier to immediate enrollment and participation.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the

period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

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

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

EARLY DISMISSAL

Student release procedures are intended to ensure student safety and accurate attendance reporting. Students may be released during the school day only in accordance with established school procedures.No student (regardless of age) will be allowed to leave school prior to dismissal time without authorization by the parent, guardian, a person whose signature is on file in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without permission signed by the custodial parent/guardian.

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parent/guardian.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

Parents/guardians, students, and school personnel share responsibility for supporting safe medication administration consistent with physician orders and District procedures. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the Student Success Center.

D. Medication that is brought to the office will be properly secured.

- Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent/guardian's written permission release.

Asthma Inhalers and Epi-Pens

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

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

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

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

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

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

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

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

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

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES
The District shall comply with all applicable federal and state public health requirements regarding communicable diseases. Student privacy, confidentiality, and nondiscrimination rights shall be protected in accordance with law.

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

A student can access special education services through the proper evaluation procedures. Parent/Guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Suanne Nolan, Sp. Ed. Director at 269-637-0523 to inquire about evaluation procedures and programs. Students who may qualify for protections under Section 504 of the Rehabilitation Act should contact the District Section 504 Coordinator

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents/Guardians should contact the administrative office at (269) 637-0500 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

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

Directory information includes:

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

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent/guardian. Parents/Guardians may refuse to

allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at SHPS.org.

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

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

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

Parents/guardians and eligible students have the right to request correction of records they believe are inaccurate, misleading, or in violation of privacy rights. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
www.ed.gov/offices/OM/fpco

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

FERPA@ED.Gov and PPRA@ED.Gov

ARMED FORCES RECRUITING

Federal law requires individuals designated by law to register with the Selective Service System. Information regarding registration requirements will be provided annually.The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

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

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

STUDENT FEES, FINES, AND SUPPLIES

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

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

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

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

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

The District may pursue reasonable methods to recover unpaid fines or fees consistent with state and federal law. Academic grades and earned credit shall not be withheld solely due to unpaid fees

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

The District shall provide the opportunity for parents to review curriculum and instructional materials and to visit the school to observe the instructional process, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents'/Guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents/Guardians interested in being involved should contact Joshua Conrad, Food & Nutrition Service Director, at 269-637-0590.

The school participates in the National School Lunch Program and makes lunches available to students free of charge. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

No student shall be allowed to leave school premises without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Price Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact Joshua Conrad, Food & Nutrition Services Director.

SAFETY DRILL PROCEDURES AND CONDUCT
The school complies with all fire safety laws and will conduct (5) five fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building

Tornado drills will be conducted (2) two times during the school year using the procedures provided by the State, with one drill taking place during the month of March.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of (3) three times each school year.

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

Mid-West Family Broadcasting (all local radio stations)
WKZO Channel 3 WWMT Channel 8 Wood TV-8

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

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

VISITORS
South Haven High School encourages meaningful family and community engagement. Visitors, particularly parents/guardians, are welcome and are asked to follow established visitor procedures designed to maintain a safe, secure, and productive learning environment for all students and staff. All visitors, including parents/guardians and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

To help maintain a safe and secure learning environment, all visitors must sign in at the main office and provide their name, the date and time of arrival, and the classroom, office, or location they will be visiting. Approved visitors will receive a visitor badge lanyard that must be worn and clearly visible at all times while on school grounds. Any visitor found in the building without a tag shall be reported to the administration. Visitors are required to proceed immediately to their location in a quiet manner. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming

to the School, in order to schedule a mutually convenient time. All visitors must return to the main office, return the visitor badge lanyard and sign out before leaving the school.

A visitor who conducts themself in an inappropriate or disruptive manner may be asked to leave school property and may be subject to applicable legal consequences.

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

USE OF THE INTEGRATED LEARNING CENTER (ILC)

The ILC serves as a space for Chromebook check-in/check-out, virtual learning courses, and various school-sponsored activities, meetings, and presentations. Individuals wishing to use the ILC must obtain approval from the building principal. Students utilizing the ILC are expected to follow all school rules and expectations.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

STUDENT SALES

To help maintain a safe, organized, and equitable learning environment, students may not sell items, collect money, or promote services on school property without prior approval from the principal. This expectation helps ensure that school activities remain focused on learning and that all fundraising and sales activities comply with school guidelines. Students interested in conducting a sale or fundraiser are encouraged to seek approval in advance. Failure to obtain approval may result in disciplinary action.

USE OF OFFICE TELEPHONES

Office telephones are available for student use when necessary during the school day, including emergencies. To minimize classroom disruptions, students will not ordinarily be called from class to receive phone calls except in emergency situations. Any request for a student to leave school during the school day must be coordinated through the main office, and office personnel will contact the parent/guardian to verify permission before the student is released.

ADVERTISING OUTSIDE ACTIVITIES

Students are encouraged to share information about activities and opportunities with the school community. To ensure posted materials are appropriate and aligned with school expectations, announcements, advertisements, and other materials must receive administrative approval before being displayed on school property. Approved materials may be posted in designated areas throughout the school.

SECTION II - ACADEMICS

COURSE OFFERINGS

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

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. Students must have required parent/guardian permission forms completed before participating in school-sponsored field trips Attendance rules apply to all field trips.

GRADES

Grades communicate a student's progress toward meeting course learning goals and standards and reflect what the student knows and is able to do. They provide meaningful feedback, recognize achievement, guide improvement, and document academic growth. Teachers are responsible for assigning grades based on established course expectations and district grading practices, with changes made only in accordance with district policy.

Students and families are encouraged to regularly monitor academic progress and communicate with teachers when questions arise regarding grades, assignments, or course expectations.

For specific academic information, please refer to the Curriculum Guide.

Grading Periods

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

Parents/guardians are encouraged to regularly monitor their student's academic progress through PowerSchool, where grades and attendance are updated throughout the school year. If concerns arise regarding a student's performance, families should communicate with the teacher to discuss strategies and support for improvement.

The school uses the following grading system:

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

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

F = Failure P = Acceptable achievement

I = Incomplete CR = Credit

Grade Point Average

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

PROMOTION, PLACEMENT, AND RETENTION

Please see the curriculum guide for specific information regarding credits for classification, graduation requirements, and learning program options.

GRADUATION REQUIREMENT

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. Graduation requirements may be modified for individual students through an approved Personal Curriculum (PC) or Individualized Education Program (IEP) as permitted by Michigan law For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at lcmohr.shps.org or in the Student Success Center. Students and families are encouraged to meet annually with their school counselor to review graduation progress, postsecondary goals, and available support.

Specific course requirements are:

- 4 Credits of English Language Arts
    - 1 Credit in English 9 or Honors English 9
    - 1 Credit in English 10 or Honors English 10
    - 1 Credit in English 11 or Honors English 11
    - 1 Credit in English 12 or Honors English 12
        - May earn credit through English dual enrollment
- 4 Credits of Mathematics
    - 1 Credit in Algebra 1
    - 1 Credit in Geometry or Honors Geometry
    - 1 Credit in Algebra 2 or Honors Algebra 2
    - 1 Credit in 4th Year Math
        - Business Math/Personal Finance, Pre-Calculus, AP Calculus, Honors Physics, Design & Create, Game Design & Coding, Robotics Engineering, Architectural Design, Some Tech Center Programs
- 3 Credits of Science
    - 1 Credit in Biology or Honors Biology
    - 1 Credit in Chemistry or Honors Chemistry
    - 1 Credit in 3rd Year Science
        - Fundamentals of Organic Chemistry, AP Chemistry, Honors Physics, Physical Science, Some Tech Center Programs
- 3 Credits of Social Studies

    - 1 Credit in US History & Geography or Honors US History & Geography
    - 1 Credit in World History & Geography or AP US History & Geography
    - 0.5 Credit in Government/Civics + 0.5 Credit Economics
- 0.5 Credit of Health
- 0.5 Credit of P.E.
    - Lifetime Fitness, Team Sports, Varsity Conditioning, Weight Training, Women's Fitness, Swimming, Season of Marching Band, Season of School Sport
- 1 Credit of Visual Performing Arts (VPA)
    - Art 1, Intro to Theater, Band/Orchestra, Chorus/Choir, Yearbook, Design & Create, Some Tech Center Programs
- 2 Credits of World/Foreign Language
    - 1 Credit in Spanish 1
    - 1 Credit in Spanish 2 or an Extra VPA credit or Tech Center Program
- 4 Credits of Electives
- Personal Finance

➢ *Total 22 credits*

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

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

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

ONLINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in online courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents/guardians aware of this program. Please refer to district policy and the curriculum guide for specific information.

RECOGNITION OF STUDENT ACHIEVEMENT

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

Special Awards

- **Athletic:** Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.
    - A letter is given to members of various athletic teams who have met the requirements of each team.

- **Music:** A letter is given to members of various music groups who have met the requirements set forth in the handbook of each group.
- **Board of Education Awards:** Sophomores, juniors and seniors who maintained a 3.2 or above grade point average (GPA) for their previous school year, are eligible to receive an academic letter and/or silver or gold bar depending on their previous year's GPA. If juniors or seniors previously earned an academic letter their sophomore year (for 9th grade), they are eligible to receive a silver bar (GPA's of 3.200 to 3.499) or a gold bar (GPA's of 3.500 and above). Seniors are awarded Board of Education awards for their senior year based on the first semester only. This particular Board of Education award will be presented to them at their Senior Awards Ceremony usually held the week before graduation.
- **Honor Cords:** Students who maintain a 3.75 cumulative GPA their entire high school career are entitled to wear Honor Cords at graduation.
- **Dale Patterson and Jan Holmes Sportsmanship Awards:** The All-Sports Award is presented to the student athletes who display the best sportsmanship.
- **Critic Cup:** The best all-around student of the year is awarded the Critic Cup. The critic cup nominees and overall winner are determined by the staff at South Haven High School.

HOMEWORK

Homework may be assigned to extend learning, reinforce classroom instruction, provide opportunities for practice, and help students develop responsibility and time-management skills. Students are expected to complete assigned work in a timely manner, and coursework completed outside of class may contribute to a student's overall grade in accordance with course expectations.

Homework is intended to support student learning and academic growth, including preparation for assessments, future coursework, graduation requirements, and postsecondary opportunities. Homework will not be assigned as a form of punishment, but rather as a meaningful extension of the learning process.

COMPUTER TECHNOLOGY AND NETWORKS

The District is committed to teaching responsible, ethical, and safe use of technology. Students are expected to demonstrate digital citizenship both on and off campus when conduct substantially affects the school environment. Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to

District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

District technology resources are school property. Users should not expect privacy in information stored, transmitted, or accessed using District-owned systems, except as otherwise provided by law.

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

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

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

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

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

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

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

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

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

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Non-Instructional Services as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
47 C.F.R. 54.500 – 54.523

STUDENT ASSESSMENT

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

- College Board SAT
- Win Work Readiness Assessment
- M-STEP Science and Social Studies

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

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

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

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

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

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

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

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

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED EXTRACURRICULARS

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

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

Extracurricular activities complement the educational experience by providing students with opportunities to explore interests, develop skills, and participate in enriching experiences such as athletics, performing arts, clubs, and other school-sponsored programs beyond the regular curriculum.

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

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

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

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the Principal.

The applicant must verify that the activity is being initiated by students, that attendance is voluntary, no agent or employee of the District will promote, lead, or participate in the meeting, the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school, and non-school persons do not direct, conduct, control, or regularly attend the activity. All school rules will still apply regarding behavior and equal opportunity to participate. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity, but shall not participate in the activity.
Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

ATHLETICS

South Haven High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, please refer to the South Haven Public Schools Athletic Handbook or contact Chris Gerlach, the Athletic Director, at 269-637-0503.

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

ATHLETIC RULES AND CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in athletics.

For athletic rules and code of conduct policies and procedures, please see the South Haven High School Athletic Handbook. This handbook is available in the high school athletic office or online at https://5il.co/2ueaf.

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

STUDENT EMPLOYMENT

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Attendance Philosophy

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

- Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is their dependability in coming

to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.
- The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day that they are capable of attending.

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

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

- The building principal is charged with the responsibility and given the authority to interpret and enforce district Attendance Policy 5200.
- The building principal may suspend or remove a student for violations of District Attendance Policy 5200. Students and their parents/guardians have the right to appeal such decisions in accordance with Board of Education policy and established procedures.

A student who is absent more than ten (10) days (excluding Medical or Documented absences) in a class during a semester will be considered "frequently absent." Consequences for "frequently absent" students may include lunch detentions or after school detentions. This also may involve outside agencies such as the School Resource Officer (SRO), ISD truancy officer or Community Mental Health. When all resources have been exhausted, and there is no improvement in a student's attendance, SHHS administration will begin the process of filing truancy.

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

ATTENDANCE DEFINITIONS

Excused Absenses
Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Superintendent
- College visits (limit of two junior and senior year)

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. Parents must notify the school within two days (48 hours) of the absence by calling (269) 637-0502 and explaining the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by an administrator, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed school work.

Students who are excusably absent for more than 10 days, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

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

Suspension from School

Students who are serving an In-School Suspension (ISS) or an Out-of-School Suspension (OSS) will NOT accumulate in total absences used for Truancy monitoring. An out-of-school suspended student is not to be on school grounds or at any school-sponsored events, for any reason during the time of the suspension, unless given permission by school administration. This rule applies to athletes and practices as well as for all school sponsored clubs.

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

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

Unexcused Absence

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy. If a student, under the age of eighteen (18), is truant for more than ten(10) total days of truancy, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

Notification of Absence

If a student is going to be absent, the parents must contact the school (269) 637-0502 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Make up of tests and other school work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. It is the student's responsibility to contact teachers for assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. For each day of an excused absence, students will have one school day upon their return to make up missed assignments, unless otherwise determined by the teacher due to the nature of the assignment or extenuating circumstances. Teachers have the right to set absolute due dates for long-term assignments and projects. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the counselors will contact the student with information on the make-up exam.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes for any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action may follow.

TRUANCY

The purpose of this policy is to address the problem of truancy and absenteeism in Van Buren County in a more uniform fashion. The policy would be uniform for all school districts in the Van Buren Intermediate School District area, and all schools would be consistent with their handling of complaints Truants would be held accountable for their abuse of absenteeism or truancy, as would the parents for their role in educational neglect.

Truancy is defined as the act of staying away from school without permission. The State of Michigan defines "chronically absent" or "frequently absent" as a pupil who is absent (regardless of excused or unexcused) for at least 10% of the scheduled school days in a year.

Truancy Procedure:

1) At 5 unexcused absences or suspected truancies, the school shall meet with the student and discuss the attendance problem and alternatives in dealing with the problem. The student will also be informed of repercussions if the problem continues. The school will send the parent/guardian a notification at this phase, advising them of the problem and the consequences if the problem continues and is not resolved.

2) If it is found that assistance is needed to correct the attendance problem, the school shall offer school social work or school counseling services or assistance to the student or the parent/guardian, or both. Educational counseling of the student must be done.

3) If this fails, and the student reaches 10 days of unexcused or suspected truancies, a second warning notification will be sent by the school to the parent/guardian advising them that their child has missed further days. The school will also meet with the student to further assess the student's reasons for accumulating more unexcused absences.

4) If the unexcused absences continue and reach 12 total days a third warning notification will be sent to the parent/guardian by the school advising the parent/guardian that if further absences occur a truancy referral will be sent to the Van Buren County Truant Officer.

5) If the student accumulates any further absences the school will e-mail a completed typed truancy/incorrigible referral form to the truancy officer and a formal complaint will be initiated. The

Truant Officer will contact the school by e-mail or by phone requesting what action the school would like to take as in a school meeting which would include a school official, student, parent/guardian and Truant Officer or have the Truant Officer serve the parent/guardian a truancy warning letter in person.

6) If the student continues to be truant after the above actions have taken place the Truant Officer, with the consent of the school, will complete the truancy referral and add any necessary information to the report and submit the completed report to the Van Buren County Prosecutor's Office for review and issuance of petition(s) for the student of warrant(s) for the parent/guardian.

Any student with twelve or more (10+) school day absences in a semester may not be allowed to attend or participate in any extracurricular or co-curricular activities associated with that semester. This includes all undocumented and parent/guardian phone-in absences.

Students with twelve or more (10+) school day absences in a semester may be assigned to an alternative placement.

TARDY POLICY

Instruction begins promptly when the bell rings, and attendance is taken at the start of each class period. To minimize disruptions and maximize learning, students are expected to be in their assigned classroom and ready to learn before the bell rings. A student is considered tardy if they arrive after the bell has rung. Students who arrive at school or class more than 10 minutes late without an approved excuse will be recorded as having an unexcused absence for that class period.

Students who are tardy to class or school during a marking period shall be disciplined as follows:

- 1st/2nd Tardy = Verbal Warning
- 3rd/4th Tardy = Documented Verbal Warning and notification to parent/guardian
- 5th/6th Tardy = Documented Lunch Detention and notification to parent/guardian
- 7th Tardy = After School Detention
- 8th Tardy = Friday Night School
- 9th Tardy = 1 Day ISS
- 10th and beyond = 1 DAY OSS/consider supportive interventions

Prearranged Absences

The District encourages families to schedule vacations and other discretionary travel during school breaks whenever possible. Regular attendance is essential to student learning, and absences for vacation may result in missed instruction, classroom discussions, assessments, and activities that cannot be fully recreated through make-up work.

If a family anticipates a planned absence, parents/guardians should notify the school office in advance and communicate with teachers regarding missed assignments and coursework. Advance notice does not automatically make the absence excused.

Students are responsible for completing all missed assignments and assessments within the timelines established by their teachers. Teachers are not required to provide assignments before a planned absence or to recreate instructional experiences missed during the absence.

Excessive absences due to vacation or other discretionary travel may be considered unexcused and may be subject to the District's attendance procedures and interventions.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

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

DRESS AND GROOMING

South Haven High School expects students to dress in a manner that supports a safe, respectful, and productive learning environment. Clothing should be clean, appropriate for the school setting, and suitable for the weather and activities of the day. The dress code may be partially set aside for special activity days only with the approval of the administration.

A student’s clothing, hairstyle, makeup, hygiene, or overall appearance may not create a safety or health concern, violate Board policy or the school dress code, or substantially disrupt the educational process. Building administrators have the authority to determine whether attire is appropriate and to make final decisions regarding dress code concerns.

If a student’s attire does not meet these expectations, the student will be required to correct the issue before returning to class. This may include changing into appropriate clothing, using clothing provided by the school when available, or having a parent or guardian bring suitable attire. In some cases, a student may be required to return home to change. Repeated violations of the dress code may result in additional interventions or disciplinary action.

Dress Code

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Reveals private body parts or exposes undergarments, except for visible waistbands or straps that do not create a disruption or safety concern.

Additional Expectations:

- Accessories that are worn may not pose a safety threat. (i.e. wallet chains, studded or spiked jewelry)
- Teachers, including substitute staff, have the right to enforce a no hat/hood policy while students are in their rooms. If students are requested to remove hats/hoods for any reason by any staff or substitute staff, students must comply.
- Footwear and clothing must afford appropriate protection in the event that a student must evacuate the building at any time of the year.
- Leave costumes/accessories that distract from learning at home. This includes but is not limited to blankets and capes, non-medical masks, face paint, ears, tails, or other objects that distract from the learning environment.
- Athletic uniforms that are worn during the school day must adhere to school dress code.
- No sunglasses are to be worn in school.
- Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

The above list is not all-inclusive; and the building administration reserves the right to determine the appropriateness and acceptability to create the best learning environment possible.

The dress code may be partially set aside for special activity days only with the approval of the administration.

PASS SYSTEM

Every student must use a pass to use the bathroom. South Haven High School uses a digital hall pass system. Passes will not be allowed during the first ten minutes or last ten minutes of class. A pass must be started when leaving the room and must be ended upon return. Interruption of instructional time must be avoided as much as possible. This helps increase safety and security of the school as well. Only one student at a time may leave.

In the case of an emergency, teachers may use their discretion if a second student needs to use the restroom. Every classroom will have a backup lanyard for these circumstances.

Students found in violation of this policy will be subject to tiered disciplinary action

MULTIPLE PEOPLE IN A BATHROOM STALL

There is no appropriate reason for more than 1 individual to be in a stall at a time. Anytime more than 1 individual is in a stall there will be progressive disciplinary action as follows unless there are circumstances that require different disciplinary action.

GANGS

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

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

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

CARE OF PROPERTY

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

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

STUDENT DISCIPLINE CODE

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

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

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

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

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

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

Factors To Be Considered Before Suspending or Expelling a Student

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

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

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

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

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

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

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

The following is a general guide to the action that will be taken. Offenses that are not listed and other factors will be at the discretion of the administrator handling the situation. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered. Willful abuse of school property, such as desks, lockers, doors, and bleachers, will result in disciplinary action. In cases of theft or vandalism, the student will be required to make restitution. Where state or federal laws have been violated, the law enforcement authorities may become involved. Detentions that are not served within one week may result in suspension.
Potential disciplinary measures include, without limitation, any of the following measures:

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

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

Use of Drugs - Police notification is required.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, non alcoholic beers, and wines, fake drugs, steroids, inhalants, or look-alike drugs is

prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wine, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of Breath-Test Instruments

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

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

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

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

Use of Tobacco - Police notification is required.

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or smoking/vaping related products or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of tobacco products includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco,

chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY”, “BREEZE”, “Puff Bar”, etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

Student disorder/demonstration

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

Possession of a Weapon - Police notification is required.

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student’s knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

Physical Assault and Verbally Threaten

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

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

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

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

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

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

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

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

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

Knowledge of Dangerous Weapons or Threats of Violence

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

Purposely setting a Fire - Police notification is required.

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

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

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

Extortion - Police notification is required.

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

Gambling

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

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

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

Plagiarism and cheating are also forms of falsification and dishonest behavior, and may subject the student to academic penalties as well as disciplinary action. PLAGIARISM - Plagiarism is presenting

work or ideas from another source as your own without clearly acknowledging the source of that information. Material generated wholly or in part through the use of artificial intelligence without prior authorization that is presented falls under plagiarism. Allowing someone to copy your work and present it as their own falls under plagiarism. To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawings or any piece(s) of information that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrase of another person's spoken or written words

Violations of academic dishonesty could result in discipline up to and including suspension or expulsion.

False alarms, false reports, and bomb threats

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

Explosives - Police notification may result.

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

Trespassing - Police notification may result.

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

Theft - Police notification may result.

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

Insubordination/Disobedience

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

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

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

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

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

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

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

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

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

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

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

South Haven Public Schools takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school sponsored event, any person(s) who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined, which could include suspension depending on the severity of the altercation, the students' school discipline history, or whether the violation of the recording by the student threatened the safety of any student or staff member. Other circumstances, which may warrant a more severe consequence may

include whether or not the recording was forwarded to others, and/or the video being posted to social media websites.

Possession and Use of Cell Phones

The South Haven Board of Education has made a decision to keep cell phones out of classrooms. This is to limit student distraction, and to minimize the negative effects that often accompany cell phones in schools (unauthorized picture taking, cyber bullying, etc.)

During school hours, cell phone use is allowed before school, during passing time, during lunch and after school. Cell phones are to be turned off and put away in the student's locker before entering any class. Violation of this will result in the teacher asking for the cell phone. Refusal to turn over the device when asked will be considered insubordination. Per Board policy, the unauthorized use of cell phones, portable media players, or other PCDs in school, on school property, at after school activities and at school-related functions may be subject to disciplinary action.

Cell phones and other personal communication devices (referred to collectively in this policy as cell phones) are allowed in specific circumstances. A student may possess a cell phone in school, on school property, at after-school activities and events, and on school vehicles provided that its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.

South Haven High School recognizes the importance of communication with parents/guardians. Accordingly, students have access to a phone in the office which can be used to communicate with parents/guardians if the need arises. Parents/guardians may also contact the SHHS office (269) 637-0502 to communicate messages to their student(s).

Video/Photography Policy:

- Use of any video/photography device in any restroom, locker room, or other location where students and staff have a reasonable expectation of privacy is prohibited.
- Taking or transmitting images or messages during testing is prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and/or be suspended. The student also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Sexting Policy:

Sexting is defined as the act of sending, receiving, or sharing sexually explicit messages, images, or videos via cell phones, computers, or any other digital devices. It is strictly prohibited. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to school discipline and possible confiscation of the cell phone or other device. Violations will also be reviewed by the School Resource Officer and/or shared with law enforcement if warranted.

Reasonable suspicion that a cell phone or other device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the cell phone or other device being confiscated and further student discipline as warranted.

Violation of individual classroom rules

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

Disruption of the educational process

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

Harassment

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

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

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

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

Carey Frost
Curriculum Director
269-637-0545
554 Green Street
South Haven, MI 49090
cfrost@shps.org

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

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

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

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

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

B. Sexual Harassment, may include, but is not limited to:
    a. verbal harassment or abuse;
    b. pressure for sexual activity;
    c. repeated remarks with sexual or demeaning implications;
    d. unwelcome touching;
    e. sexual jokes, posters, cartoons, etc.;
    f. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
    g. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
    h. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

Hazing

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

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

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

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

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

Bullying and Other Aggressive Behavior

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

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

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

<u>Definitions</u>

A. "Bullying" is unwanted behavior among school aged children that involves a real or perceived power imbalance. Bullying is when an individual or a group of people use their real or perceived power, repeatedly and intentionally to cause hurt, harm, or to control another person or group of people who feel helpless to respond. It is this imbalance of power and helplessness that distinguishes bullying from conflict. Bullying is further defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or personal communication device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

   a. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
   b. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
   c. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
   d. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
      i. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
         1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
         2. Verbal – taunting, malicious teasing, insulting, name calling, making threats
         3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
      ii. What is not bullying:
         1. single episodes of social rejection or dislike
         2. single episode acts of nastiness or spite
         3. random acts of aggression or intimidation
         4. mutual arguments, disagreements or fights

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

C. "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

D. "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

Notifications

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

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

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

Implementation

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

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

Procedure

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge

for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

Non-Retaliation/False Reports

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

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

Further definition and instances that could possibly be construed as:
Bully and Other Aggressive Behavior, see Policy 5517.01

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

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

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

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

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

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

explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.
Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

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

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

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

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

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

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

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

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

Profanity

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

DISCIPLINE

Discipline is intended to teach appropriate behavior, restore relationships, and maintain a safe learning environment.

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

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

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules. Students who serve Friday Night School may be prohibited from participating in the next extracurricular game/activity.

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

Discipline Matrix

The following discipline matrix provides consistency while preserving flexibility for building administrators to respond to individual circumstances. Interventions should be progressive, with increasing levels of support and accountability when behaviors are repeated. Restorative practices, reflection, and problem-solving should be considered before exclusionary discipline whenever appropriate.

The severity of the behavior, student age, intent, disciplinary history, and safety concerns may warrant bypassing progressive steps.

Nothing in this matrix limits the authority of school administrators to impose more serious consequences when required by Board policy, state law, or the nature of the offense.

Level	Typical Behaviors	Possible Interventions/Consequences
Level 1: Classroom Redirection	Minor disruption, first tardy, off-task behavior, dress code issue, minor technology misuse	Verbal redirection, reteaching expectations, restorative conversation, teacher conference, seat change, warning, parent communication, reflection activity

Level 2: Teacher Intervention	Repeated level 1 violations, repeated tardiness, refusal to follow classroom procedures, minor academic dishonesty, inappropriate language	Parent contact, lunch detention, restorative conference, behavior reflection, teacher-assigned detention, loss of classroom privilege, make-up/restorative assignment
Level 3: Administrative Intervention	Repeated 1 or 2 Level Violations, Continued misconduct after teacher interventions, skipping class, repeated dress code violations, misuse of technology, forgery, moderate insubordination	Administrative conference, parent meeting, behavior contract, after-school detention, Friday Night Detention, restorative circle, attendance intervention plan, temporary loss of privileges, in-school intervention
Level 4: Significant Misconduct	Fighting without serious injury, bullying, harassment, vandalism, repeated academic dishonesty, theft, vaping/tobacco, threats, repeated defiance	In-school suspension (ISS), restorative conference, restitution when applicable, counseling referral, safety plan, extracurricular restrictions, behavior improvement plan
Level 5: Serious or Dangerous Misconduct	Assault, possession of weapons, drugs or alcohol, serious threats, repeated major violations, severe harassment, conduct creating safety risks	Out-of-school suspension (OSS), law enforcement notification when appropriate, threat assessment, recommendation for long-term suspension or expulsion, alternative placement, reentry meeting

Informal Discipline

Detentions

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

Friday Night School (FNS)

A student may be assigned a Friday Night Detention. Parents/Guardians will be notified at least one day in advance. The student or the student's parents/guardians are responsible for transportation. Students who participate in extracurricular/athletic activities, may not be eligible to participate in the next game/activity.

In-School Suspension (ISS)

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

The following rules shall apply to detentions, Friday Night School, and In-School Suspensions:

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

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

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

Formal Discipline

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

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

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

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

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

Discipline of Students with Disabilities

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

Due Process Rights

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

Suspension from School

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

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

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

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

Long-term suspension or expulsion from school

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

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

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

Within five days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be

formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent/guardian or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

Discipline of Students with Disabilities

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

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing,

insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasive or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting Dave Johnson, Transportation Director at 269-637-0570 or djohnson02@shps.org.

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

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

BUS CONDUCT

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

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

Students must comply with the following basic safety rules:

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

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

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

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

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

PENALTIES FOR INFRACTIONS

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

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

- Students may be required to complete the NEOLA Student Vehicle Form 5514 F1.
- Parking lot speed limit is 15 mph.
- The student may be required to obtain a parking permit from the high school office and pay a fee for the permit to be valid for the current school year.

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

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

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

USE OF MOTORIZED UTILITY VEHICLES

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

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

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a

- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c

- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2

- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13

- Parent Notification Regarding Student Records. Form 8330F9

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