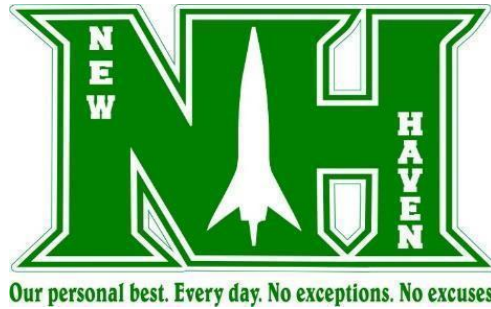


# New Haven Community Schools



## **STUDENT/PARENT HANDBOOK New Haven High School**

57700 Gratiot Ave.  
New Haven, MI 48048  
586-749-5104

**School Year 2026 - 2027**

### SCHOOL DAY

Full Day 7:15 AM - 2:15PM  
Early Release - 7:15 AM -12:15 PM  
Half Day 7:15 AM - 10:15 AM

*Welcome to New Haven High School. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

**Mrs. Cheryl Puzdrakiewicz, Superintendent of Schools / Title IX coordinator 586-749-5123**

**Mr. William Timmerman, HS Principal 586-749-5104**

**Ms. Jennifer Abate, HS Assistant Principal 586-749-5104**

**John McMahon, Athletic Director / Title IX coordinator 586-749-5104**

**Mr. Scott Verellen, Counselor 586-749-5104**

**Dr. Diana Wheatley, Social Worker 586-749-5104**

**Mrs. Dawn Vigneau, Career Technical Education Coordinator/ Co-Op Director 586-749-5104**

**Mrs. Daniela Pod, English Language Learners Coordinator 586-749-5104**

**Ms. Michele Taylor, Director of Special Education 586-749-9535**

**Mrs. Cheryl James, District Nurse 586-749-8067**

**Mark Raupp, Food Service Director 586-749-9810 or 586-749-5123**

**[ ] Adopted by the Board of Education August 2026**

**[ ] Discipline Code adopted by the Board August 2026**

## **NEW HAVEN COMMUNITY SCHOOLS VISION STATEMENT**

Empowering students to change the world.

### **MISSION OF THE SCHOOL**

Our personal best. Every day. No exceptions. No excuses.

### **BELIEF STATEMENTS:**

- We believe every student deserves individual attention and should never be reduced to a number.
- We believe in nurturing a school community that is welcoming, supportive, and connected.
- We believe students learn best through active engagement in the learning process.
- We believe new learning is most effective when it connects to what students already know.
- We believe high expectations from staff drive academic achievement.
- We believe that shared vision, common goals, and coordinated actions are critical to school improvement.
- We believe student success is a collective responsibility involving teachers, administrators, families, and the community.

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. The handbook also contains information about student rights and responsibilities, so each student is responsible for knowing its contents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August, 2026.

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>NOTE:</b> | This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2026. If you have questions or would like more information about a specific issue or document, contact your school principal or or access the document on the District's website: <a href="https://newhaven.misd.net/">https://newhaven.misd.net/</a> by clicking on "SCHOOL BOARD: BOE Policies and Guidelines" and finding the specific policy or administrative guideline in the Table of Contents for that section. |
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## **NEW HAVEN BOARD OF EDUCATION**

### **STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW**

The New Haven Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the New Haven Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of otherwise be subjected to discrimination in any program or activity for which it is responsible or which it receives financial assistance from the U.S. Department of Education.

### **SCHOOL CALENDAR**

The Board of Education shall ensure that its school calendar complies with the common calendar adopted by the Macomb Intermediate School District (ISD), unless the District is statutorily exempt from this requirement or receives a waiver from the Superintendent of Public Instruction in compliance with State law. The common calendar will identify the specific dates for each school year when school will not be in session for at least a winter holiday break, and a spring break for at least the next five (5) school years, and may further describe them more generally for subsequent school years as long as the dates can be readily determined. This calendar shall be posted on the District's web site and distributed to the District's constituents. The calendar shall provide for the instructional program of the schools, for orderly educational planning, and for the efficient operation of the District.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer/Title IX Coordinator.

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**

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

For more information on this policy, refer to [Board Policy 9250](#).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Guidance Counselor, Social Worker, Assistant Principal or Principal.

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

You will also receive your access code to go to PowerSchool to find your child's grades, attendance, and discipline. By clicking on the grade, you can see what the assignment was for that grade. Email links are available in PowerSchool to enable you to email your child's teachers.

*You can join SCHOOL MESSENGER to get school closings or other important messages. (1) Open a new text message, in the "TO" type 368266; (2) In the message area type **app313 NewHaven** (note: there is space after app313, but no space between New and Haven) (3) you will receive a confirmation text. Reply "Yes."*

## **STUDENT WELL-BEING & EMERGENCY INFORMATION**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and 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 or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

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

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If a minor injury occurs, 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 or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **Homebound Instructions**

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

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

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

For information about Homebound services, please refer to [Board Policy 2412](#).

## **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.
- unless enrolling and paying tuition.

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

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

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

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

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

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

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

#### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. Students may be denied course enrollment due to a lack of available space or the need to meet prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

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

#### **EARLY DISMISSAL**

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

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

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from New Haven, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building 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 the student's parents.

### **IMMUNIZATIONS**

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

### **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 in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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

### **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. [The Medication Request and Authorization Form](#) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and EpiPens**

Students, with appropriate written permission from their physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EpiPen) 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**

Note: Legal counsel advises that a school district may not be protected by statutory immunity without a doctor's prescription or order allowing the student to take non-prescription medication at school. If the District wishes to retain governmental immunity, the student handbook should state that a physician's prescription or order is necessary to allow students to take non-prescription medication at school.

Secondary (Grades 9 to 12)

Parents may authorize the school to administer a non-prescribed medication using a [Request for Self-Possession form](#) which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- May self-administer the medication.
- May keep the medication in their possession.

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

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

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal or other chief administrator of the student's school.

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

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists. For more information see [Board Policy 5330.02](#)

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

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

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

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

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

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

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

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

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

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

## **INDIVIDUALS WITH DISABILITIES**

The 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 involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Office at 586-749-5123 X 3410 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the English Language Learner coordinator at 586-749-5104 to inquire about evaluation procedures and programs offered by New Haven Community Schools.

### **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:

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be in the School Board Policy Manual [Policy 8330](#).

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

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

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

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

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

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

- A. Political affiliations or beliefs of the student or 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
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

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

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

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

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

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

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

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

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

### **ARMED FORCES RECRUITING**

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

If a student or the parent/legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent/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 aged eighteen (18) or older that they are required to register for selective service.

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

New Haven Community Schools charges specific fees for the following non curricular activities and programs. Such 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 for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in students being prohibited from receiving school provided technology or walking at the graduation ceremony.

### **STUDENT FUNDRAISING**

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

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

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

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

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the district food director.

The school participates in the National School Lunch Program and makes breakfast and lunch available to students for free. Ala carte items are available for purchase. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

For information regarding meal charging procedures, see [Board Policy 8500](#)

### **FIRE, LOCKDOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a speaker informing students of a fire and the need to evacuate.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a speaker informing students of a tornado drill.

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 two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement and a bell alarm.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by sending out communications via email and social media.

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

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

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

### **VISITORS**

No student visitors are allowed at New Haven Community Schools at any time without the permission of the Principal. All other visitors must report to the office upon entering the building to receive a visitor's pass. The pass must be worn visibly while in the building.

The only entrance to the school building during the school day is through the main office entrance. There is a camera and buzzer in place for visitors or late students to contact the main office. All other doors are secured. Visitors will be asked to show proof of identification upon entering the building.

Students who allow visitors or students to enter locked doors will be disciplined.

### **USE OF THE MEDIA CENTER**

Books on the shelves may be checked out for a period of 2 weeks.

In order to avoid late fees, all materials checked out of the library must be returned to the main office within 2 weeks.

### **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. Any posters or publications may not be displayed without the approval of the Principal.

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

### **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.

### **LOST AND FOUND**

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

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

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, they and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

[Administrative Guideline 7540.03.](#)

## **ADVERTISING OUTSIDE ACTIVITIES**

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

The school has a central bulletin board located in the lobby which may be use for posting notices after receiving permission from the Principal.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

Courses and course descriptions can be found in the Course Guidebook located on our [high school website](#).

### **EARLY HIGH SCHOOL**

It is possible for a student enrolling at New Haven High School to earn credits applied from Endeavour Middle School in some areas. Students can earn credit in Spanish 1, American Sign Language I (ASL) or Algebra 1 as long as the students have used the same semester exams and have mastered the same curriculum as the high school students.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. All school rules apply to all field trips. Students must be passing all classes and have less than 10 absences to attend. Students may be denied participation in field trips based on previous disciplinary action.

### **GRADES**

New Haven Community Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation.

#### **General Grading Scale**

- 35% formative
- 65% summative

#### **AP/Honors Grading Scale** (Pre-Calculus and Calculus are considered honors.)

- 25% formative
- 75% summative

**Formative Assessments** may include: bellwork, homework, classwork, participation, quizzes.

**Summative Assessments** may include: quizzes, tests, projects, presentations, reports, papers, performances.

Late work policies vary by department.

| DEPARTMENT                     | POLICY                                                                                                                                                                                                                                              |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical Education and Health  | Each student will receive 2 passes for late homework per quarter. Work with passes will be given full credit but work must be turned in before the next summative assessment. No other late work will be accepted.                                  |
| World Language                 | Late work will be accepted up to 2 days late for 50% credit, after which no credit will be given.                                                                                                                                                   |
| Math                           | Late work will be accepted up to 2 days late for 50% credit, after which no credit will be given.                                                                                                                                                   |
| Career and Technical Education | Late work will be accepted up to 2 days late for 50% credit, after which no credit will be given.<br>Labs have make-up time of 2 days.                                                                                                              |
| Science                        | Full credit will be given until answers have been given in class, graded work has been returned and/or posted in the online classroom.<br>This date will be clearly outlined by the teacher.                                                        |
| English                        | 25% off up to 5 days late<br>50% off after 5 days late<br>Late work will be accepted until 1 week prior to the end of the quarter.                                                                                                                  |
| Social Studies                 | 25% off up to 5 days late<br>50% off after 5 days late<br>Late work will be accepted until 1 week prior to the end of the quarter.                                                                                                                  |
| Visual and Performing Arts     | Late work will be accepted until the end of the quarter/ performance.<br>Concerts often align with quarters, so for music it would be until the concert date.<br>Most work is class/participation-based, and art takes time to work on and improve. |

### **“C” or Better Program**

All students are expected and required to meet the content expectations of every core course to the level of at least a 70% or better. Students who earn a 69% or less for Semester grades will be required to retake the course. This includes all core credits required for graduation. With 28 credits offered and only 24 required for graduation, students have plenty of opportunities for excellence. Students with an IEP will be at the discretion of the caseload teacher.

The following classes apply to the “C” or better program:

|                           |                        |
|---------------------------|------------------------|
| English 9                 | Anatomy and Physiology |
| English 10                | Biology                |
| English 11                | Chemistry              |
| English 12                | Physics                |
| Algebra 1                 | US History             |
| Geometry                  | World History          |
| Algebra 2                 | Civics/Econ            |
| 4 <sup>th</sup> Year Math | Global Studies         |

### **Grade Point Average**

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

### **Grading Periods**

Students shall receive a report card at the end of each 10 week period indicating their grades for each course of study for that portion of the academic term.

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

Parents have access to grades through PowerSchool. If parents do not have access to technology, they can request a hard copy of a student’s grade report to be sent home. Parents can also contact teachers at any time via email or by calling the main office and requesting a teacher contact that parent.

### Quarter/Semester Grade Scale

|             |                                   |     |
|-------------|-----------------------------------|-----|
| 97%-100%    | A+ - Excellent Achievement        | 4.0 |
| 93%-96%     | A                                 | 4.0 |
| 90%-92%     | A-                                | 3.7 |
| 87%-89%     | B+ Good Achievement               | 3.3 |
| 83%-86%     | B                                 | 3.0 |
| 80%-82%     | B-                                | 2.7 |
| 77%-79%     | C+ Satisfactory Achievement       | 2.3 |
| 73%-76%     | C                                 | 2.0 |
| 70%-72%     | C-                                | 1.7 |
| 67%-69%     | D+ Minimum Acceptable Achievement | 1.3 |
| 63%-66%     | D                                 | 1.0 |
| 60%-62%     | D-                                | .7  |
| 59% - below | F                                 | 0   |

I = Incomplete  
CR = Credit  
NC = No Credit

### Grading Policy

Each semester final grade will be calculated by using the following percentage weights  
*New Haven High School*

Quarter 1 of the semester = 40%

Quarter 2 of the semester = 40%

Cumulative Semester exam = 20%

Semester grade formula:

Semester % = (1st marking %) $\times$ (0.4) + (2nd marking %) $\times$ (0.4) + (Exam %) $\times$ (0.2)

Example: Q1 = 82%  
Q2 = 89%

Semester final grade = 80%

Semester % = (82) $\times$ (0.4) + (89) $\times$ (0.4) + (80) $\times$ (0.2) = 84.4%  
(.5+ will be rounded up; .1-.4 will be rounded down)

No F grade may be received for a marking period unless the home has been contacted prior to the end of the marking period. If a student is receiving a C- or below at this point, the possibility exists that the student may fail the marking period. Exception: PE grades include 'dressing out', which may still affect a grade.

It is in every students' best interest that a clear correlation exists between the grades in courses calculated by the Grade Point Average (GPA) and the scores earned on the SAT/M-STEP state mandated testing.

We use formative assessments to prepare students for mastery of required standards. The exam for each course is a cumulative, SUMMATIVE exam that assesses the knowledge and skills established for the curriculum based on national and state standards for each course. The formative and summative assessments should focus on the expectations that are assessed by the SAT/MME. For electives the standards represent career areas or performance arts for summative assessments.

It is important that students understand what will be assessed so that grade point averages serve as indicators to parents of the mastery level that should be expected on the mandated state testing used for career placements and college acceptance.

### **Exams**

All high school students will be required to take final exams, which are cumulative of the learning of the two quarters of that semester.

High school seniors who score above state average on the SAT/M-STEP for a content area directly related to a course may apply the score to the exam grade for that course. The counselor will prepare a list of seniors who qualify for this benefit and name the course(s) in which the SAT/M-STEP score waived the exam.

High school students who have an **excess of nine absences** in a semester must earn a 77% or higher on a cumulative semester exam in order to earn 'credit-by-examination' in that course. The importance of this rule is to communicate clearly to students and parents that proving one's learning is our priority far more than only completing assignments. Learning and retention of that learning are the primary goals of schooling.

### **High School Testing Out Policy**

New Haven High School students may test out of classes. Students who wish to test out must sign up with the counselor prior to testing out. The counselor will announce dates for testing to earn 'credit-by-examination.' Students may not attempt to test out of a class they have previously failed. Students may only make one attempt to test out of any given class. In preparation for testing out, students are only entitled to the textbooks used and the course syllabus/outline used in class or a general list of testable subject areas. A score of 77% must be obtained in order to successfully test out of a class. If successful, a credit (CR) will be earned and recorded on the transcript. It will be noted on the transcript that the student earned a credit (CR) with the notation of 'credit-by-examination.'

### **Correspondence Classes and Summer School**

Correspondence and summer school classes must be approved in advance by the counselor or principal. Acceptable classes are those which a student has taken and failed.

**A maximum of three credits from correspondence or summer classes will be allowed to count toward graduation requirements.**

## **PROMOTION, PLACEMENT, AND RETENTION**

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

The following number of earned credits designate the grade in which the student will be registered:

Freshman = 0 - 5.9 Credits

Sophomore = 6 - 11.9 Credits

Junior = 12 - 17.9 Credits

Senior = 18 or more Credits

NOTE: grade status is established at the beginning of the school year.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

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

Specific course requirements are:

|                          |                |
|--------------------------|----------------|
| English                  | [4.0] credits  |
| Health                   | [0.5] credit   |
| Phys. Ed.                | [0.5] credit   |
| Mathematics              | [4.0] credits  |
| Science                  | [3.0] credits  |
| Social Studies           | [3.0] credits  |
| World Language           | [2.0] credits  |
| Visual & performing arts | [1.0] credit   |
| Computer Technology      | [1.0] credit   |
| Electives                | [5.0] credits  |
| Total                    | [24.0] credits |

### **Personal Curriculum**

A parent, legal guardian or emancipated student can request a Personal Curriculum, when a student is not able to complete portions of the Michigan Merit Curriculum. General education students may request a Personal Curriculum if they wish to modify the math requirements after completing two years of math. Special education students may request to modify any credit requirement, at any time, based on their disability. A transfer student (from out-of-state or a non-public school) may request to modify their requirements if they have successfully completed the equivalent of two years of high school prior to entering New Haven High School.

### **On-Line Requirement**

As part of the Michigan Merit Curriculum, all students must accumulate twenty hours of on-line experience before graduating. Each student, through their normal course of study in classes taken in grades 6-12 will satisfy this requirement.

### **High School Required Community Service**

All students at New Haven High School are required to verify their community service annually by having a sponsor signature for approval of hours. Forms are available online at the New Haven High School website. Forty hours of community service are required in order to participate in graduation ceremonies (Ten hours per year of enrollment).

### **Calculating the High School Top Ten Students**

SAT scored multiplied by .625, GPA multiplied by 250; then add these together  
Example:  $(1600)(.625) = 1,000$ ;  $(4.0)(250) = 1,000$ . The maximum points is 2,000

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

Dual enrollment is an opportunity for qualified 9-12 grade students to take classes and earn credit at a local college or university while still in high school. Any interested student should contact the school counselor to obtain the necessary information.

New Haven High School has a partnership with Lawrence Technological University and Macomb Community College (MCC). Credits can be earned as 'dual enrollment' giving students both high school and college credit. Students can also work toward and earn the Certification for Renewable Energy Technician through MCC. Students have the opportunity to take other college classes not offered at New Haven High School and earn additional credits up to earning their associates degree in their four years of high school at the school district's expense.

### **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 Principal.

### **Honor Roll**

After each marking period, an honor roll is published. To appear on the honor roll, the student must earn a 3.0 or better in all academic subjects.

### **High School Athletic Awards**

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. Awards are generally presented at the Athletic Award Dinners scheduled in the fall, winter and spring.

### **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the Scholastic Aptitude Test (SAT) will be administered to all high school juniors.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university.

The MME is made up of the WIN tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the WIN and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

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

Freshmen and Sophomores will have the opportunity to take the PSAT9/PSAT10. A preparatory assessment primarily used to help students prepare for the SAT. Taken in April during the freshmen and sophomore years.

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.

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

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

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

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

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

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

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

New Haven Community Schools 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.

All students are permitted to participate in activities of their choosing as long as they meet the eligibility requirements listed in the athletic portion of the handbook.

Students must be present in school at least four hours to participate in any extracurricular activity that day. For weekend events or events scheduled when school is not in session, students must have been present in school at least four hours on the last day when school was in session. Pre-arranged absences are exempted from this requirement.

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

National Honors Society, Student Council, Y.A.N.A, Drama club, and Varsity club.

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

#### **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, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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.

No non district-sponsored organization may use the name of the school or school mascot.

## **STUDENT EMPLOYMENT**

To get a work permit, please see the secretary in the high school office or click one of the following Links: [Work Permit - younger than 16](#) or [Work Permit 16-17 years old](#).

## **ATHLETICS**

New Haven Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

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

Student athletes must be passing 6 classes to be eligible for athletic competition. Two failing grades will deem a student ineligible for athletic competition for the week that grades are checked. (Two Ds will be equal to a failing grade).

A coach or supervising adult must be in attendance for all athletic practices. Student athletes must not be in the building unattended.

Upon completion of a practice or competition, coaches must remain until all students have been picked up.

For more information, see the [New Haven Athletic Code of Conduct](#)

## **SECTION IV - STUDENT CONDUCT**

A major component of the educational program at New Haven Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The consequences for violations include, among other actions, a parent phone call, parent meeting, forfeiture of the privilege to use district provided technology, or possible removal from the program.

### **Expected Behaviors**

Each student is 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 students
- Be prompt to school, actively engaged, and mindfully alert in class from bell to bell
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, sexuality, or ethnic background
- Demonstrate mastery of learning as a result of assigned tasks directed at learning
- Help maintain a school environment that is clean, safe, friendly, and productive

- Act at all times in a manner that reflects pride in self, family, and in school
- Commit to becoming the change that will make New Haven Community Schools the kind of learning environment where all students can be successful

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Learning and achieving is a result of active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is one of the essential components in determining whether a student has earned credit toward graduation. A student could be passing a class through their performance but credit will not be earned in the case of excessive absenteeism.

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 to come to work every day and on time. This is a habit that New Haven Community Schools want to help students develop as early as possible in their school careers.

Students earning the distinction of 'Perfect Attendance' will have zero absences. Students participating in regularly sanctioned school activities, under the supervision of a school staff member, shall not be considered absent from school. Absences in any other categories, including exempted absences will not constitute 'Perfect Attendance.'

Attendance is a parent's responsibility, as well as the student's. When a student is absent from school, a **parent must notify their child's school within 72 hours**. Failure to do so will result in an unexcused absence. Parents will be notified every ten weeks of a child's attendance records when report cards are issued.

The Michigan Compulsory Attendance Law (MCL 380.1147) requires students sixteen years of age and under to attend school. Chronic absenteeism may be referred to the Macomb County Truant Officer.

Only **nine** absences are allowed in any class per semester:

- Absences will be recorded as 'unverified' (UNV) or 'verified' (VER). However, any time a student is absent from a class it will be recorded as an absence that will count in the total of nine absences per semester. Vacation days will also count toward the nine allowable absences.
- Leaving the building, the classroom, and being over five minutes late (ten minutes for the first hour class) will result in an unverified absence.
- Upon receiving a fourth tardy in any class, a student will receive one unverified absence. Upon receiving an eighth tardy in any class, a student will receive one additional unverified absence. Subsequently, every additional fourth tardy will count as one additional unverified absence.
- Unverified absences are used to determine truancy, which may be dealt with through judicial action. Inquiry into an unexcused absence will allow the attendance secretary to check into the whereabouts of a student.

- Parents will be notified of the student's attendance status by the Attendance Office in the following manner:
  - Upon accumulation of four absences in any class, a phone call will be made by the office staff to parents/guardians informing them of this fact.
  - Upon accumulation of eight absences in any class, a letter will be sent to the parents/guardians informing them that the student may not earn credit or a grade reduction if they exceed nine absences in any class.
  - Upon accumulation of more than nine absences, or with the tenth absence in any class, a letter will be sent to parents/guardians informing them that a grade reduction will be made as a result of excessive absences. The parent/guardian will be informed of their right to appeal to the Attendance Review Committee at the end of the semester.
- When a student accumulates eleven consecutive days of absences and the school has not received an explanation, the student will be withdrawn from the school.
- Make-up Work: Many teachers have established that tests, quizzes, notes, and similar work cannot be made up if the absence has been established as unverified. Otherwise, reasonable considerations will be given to students requiring make-up work that have a verified absence.
- The transferring student's attendance records will be reviewed to determine if credit can be issued.

### **Truancy**

Attending school is both necessary and the law. State law requires attendance until the age of eighteen. Students who do not maintain good attendance will be considered truant and they and their parents/guardians will be referred to the Macomb County Attendance Officer for court proceedings. Students may fail to earn credit, lose certain privileges, and/or be taken to court.

### **Exempted Absences**

The following distinctions are not included in the total nine allowable absences. These exemptions are recorded and maintained in the attendance office.

- Medical (DOC) 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. The time, date, and days excused must be specified in the note. Documentation must be given to the attendance office within forty-eight hours of the student's return.
- Funeral (DOC) Three days are granted for a death in the immediate or extended family. The parents/guardians must contact the attendance office in advance to request an extension.
- Court (DOC) Appearances in court will not be counted as absences if approved by the administration. The student must provide documentation prior to the absence.
- At Home Suspension (AHS) If students are suspended at home, the days of suspension will not count toward absences.
- In House Suspension (ISS) Days of ISS will not count toward absences.

- School Business (SB) These are absences for pre-approved school sponsored activities supervised by a school employee and do not count towards absences.
- Administration and Guidance (SB) Absences will not be counted if it is established that an administrator or guidance counselor requested a student. An administrator may exempt an absence due to an emergency.
- Treatment Center, Homebound (HB), and Youth Home (YH) These absences are not counted in the nine allowable days.
- Religious Holidays (DOC) Students may be exempted from the allowable absences when holiday observations are pre-approved by administration.
- College Visitations/Post Secondary Visitations (SB) Seniors will be allowed to visit a college, university, technical school, or approved job shadowing two times during the year without being counted absent from school. Juniors are allowed two visits during their junior year. Students are responsible for making up all work missed during the visitations. Students will need to provide documentation from the visited institution verifying the visit.

### **Grade Reduction**

Upon receiving their tenth absence, the student will have a grade reduction in the class. A grade of no higher than 65% may be earned if the student exceeds ten absences. If the student should significantly improve their attendance and continue the regular classroom work after receiving the tenth absence, the student will have the right to appeal to the Attendance Review Committee at the end of each semester.

If the rulings of the Attendance Review Committee approved the appeal, this decision will stand and the grade for the class will be awarded as earned. If the committee should decide that the grade reduction will take place, a grade of no higher than 65% will be recorded even if the student has earned a higher grade in that class. The decision of the Attendance Review Committee regarding the credit is final.

### **Tardiness**

Punctuality is a lifetime habit that students are encouraged to learn in school. At the high school, students have four minutes passing time in between classes. If a student is not in class at the designated start time and does not have a SmartPass to class, they will be considered tardy. Being over the 5 minute limit on a SmartPass will be considered tardy. The consequences for excessive tardiness is as follows:

- Upon accumulating four tardies in any one class, parents will be notified and the student will be required to serve a detention.
- Upon accumulating eight tardies in any one class, parents will be notified, the student will be required to serve a detention, and the student will lose the right to have passes out of class for 10 school days.
- Upon accumulating twelve tardies in any one class, parents will be notified, the student will be required to serve a detention, the student will lose their right to have passes out of class for 10 school days, and the student will not be allowed to participate in any extracurricular activities for 10 school days.
- Upon accumulating thirteen tardies in any one class, parents will be notified, the student will be required to serve a detention, the student will lose their right to have passes out of class for 10 school days and the student will not be allowed to participate in any extracurricular activities for 10 school days.

- Every tardy after a student reaches 13 in one class will result in an after-school detention as well as the continuation of loss passes and exclusion from extra-curricular activities.

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

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Make-up School Work**

Only students with a verified absence from school will be given the opportunity to make up missed work for full credit. Students will be given the number of days verified within which to make up work.

### **Student Attendance at After School Events**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work 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, students elementary or middle school aged must be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

### **Dress Code**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessories, or hairstyles) that disrupts the educational process or poses a safety risk will not be permitted.

Personal expression is permitted within these general guidelines.

- Attire having potential harm to the wearer or school property shall not be worn (i.e., heel plates, spikes, cleats, chains)
  - Slogans and designs shall be in good taste. Prohibited materials include obscenities, advertisements for items not permitted to minors, and insulting or harassing language.
- If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

The following attire is prohibited:

- Coats, jackets, and vests (quilted, puffy, insulated, or multilayered)
- Backpacks, purses, or large bags
- Hats, hoods, or head coverings
- Halter tops and tube tops

- Crop tops that expose more than a palm-width of stomach between the bottom of the shirt and the top of the pants
- Blankets or blanket hoodies
- See-through clothing
- Sunglasses
- Low-cut shirts
- Short shorts or short skirts
- Pants with holes on the upper thigh or buttocks

*\*All clothing must provide full coverage of the chest and buttocks. No undergarments should be visible*

Students will be asked to sit in the office until they comply with the dress code for the first offense. Progressive disciplinary action will be taken for all other offenses.

Students representing New Haven Community Schools at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands, clubs, and other groups. Certain extracurricular activities or organizations may establish a specific dress code at certain times. Since participation in such organizations is voluntary, students will be required to dress in accordance with the organization's rules.

- Students out of dress code will be subject to the following disciplinary action:
  - 1st offense: Change of clothes to be in compliance or remain in the office and parent contact
  - 2nd offense: Change of clothes to be in compliance or remain in the office, detention, and parent contact
  - 3rd offense: Change of clothes to be in compliance or remain in the office, 1-day suspension, and parent contact.
  - Further offenses will require a parent meeting to determine further consequences

### **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. 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.

For unsatisfactory behavior not specifically mentioned in the discipline code, disciplinary measures will be administered based on best judgment.

For a summary of the discipline code you can view the [Behavioral Rubric](#).

## **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.

### **Use of Drugs**

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 school is 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, 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.
- Students found in possession of illegal substances will be subject to the following discipline:
  - 1st offense: 10 days suspension
  - 2nd offense: 180 days expulsion
  - 3rd offense: Hearing before the Board of Education to consider expulsion from the school district

The Principal, with the approval of the Superintendent, may opt to require a program of approved substance abuse interventions, a referral to the police, and an agreement of probation with juvenile court as a more effective intervention to eliminate the problem more systematically. Failure to follow through with the intervention would result in the imposition of the consequences as stated above along with a referral for an alternative school.

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

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

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If a student refuses to take the test, they 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/Vape Products**

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 electronic cigarettes 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. 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 that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices, 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.

Counseling will be available for those students who need or want help. Students suspected of the use of tobacco or vape products will be subject to the following discipline:

- 1st offense: 7 days of suspension (reduction to 5 days with completion of vaping awareness program), contact parent, suspension from  $\frac{1}{3}$  of games in a sport
- 2nd offense: 9 days of suspension (reduction to 7 days with completion of vaping cessation program), parent contact, suspension from all games in first scheduled chosen sport
- 3rd offense: 10 days suspension, parent contact, suspension from sports for one calendar year, possible recommendation for expulsion

### **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, they are 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**

The Board of Education defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a 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. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or a laser pointer used to cause harm.

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

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

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.

### **Use of an Object as a Weapon**

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.

### **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 Principal. Failure to report such knowledge may subject the student to discipline.

### **Arson**

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 and possible criminal charges.

### **Physically Assaulting a Student (fighting)**

Physical assault or the indication of an assault on another student which may or may not cause injury will result in suspension. Parents will be notified along with the local authorities. Anger management programs, counseling, and a behavior contract may be required to return to classes. However, the Principal may recommend expulsion of the student to the Superintendent and Board of Education.

- 1st offense: 5 days suspension, parent contact, restorative justice conference
- 2nd offense: 10 days suspension, parent contact, restorative justice conference
- 3rd offense: 15-180 days suspension with possible expulsion, parent conference, restorative justice conference

### **Physically Assaulting a Staff Member/Person Associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

- 1st offense: 10-180 days suspension with the possible recommendation to the Board of Education for expulsion

NOTE: Public Act 104 requires the Board of Education to permanently expel any student grade 6 or above who physically assaults a school employee, volunteer, or contractor. The Board of Education shall also expel a student grade 6 or above who physically assaults another student for up to 180 days.

### **Verbally Threatening a Staff Member/Student/Person Associated with the District**

Students involved in verbal threats or threats made on social media platforms to a students, staff member, or any person associated with the district shall be subject to the following disciplinary action:

- 1st offense: 1 day suspension, parent contact, restorative justice conference
- 2nd offense: 3 days suspension, parent contact, restorative justice conference
- 3rd offense: 10-180 days suspension with possibility of expulsion, parent contact, restorative justice conference

NOTE: Public Act 104 requires the Board of Education to expel any student grade 6 or above who verbally assaults a school employee, volunteer, or contractor for a period of time up to 180 days. This includes verbal or written threats. Under this law assaults on/to school property (ex. Bomb threats) will be grounds for 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 and possible criminal charges.

### **Trespassing**

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. Violations of this rule could result in suspension or expulsion.

### **Extortion**

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 will result in disciplinary action up to and including suspension or expulsion and being reported to the authorities.

- 1st offense: 5 days suspension, parent contact, and report to law enforcement
- 2nd offense: 10 days suspension, parent contact, meeting with Superintendent

### **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.

- 1st offense: 1 day suspension, parent contact, and reported to law enforcement
- 2nd offense: 3 days suspension, parent contact, reported to law enforcement
- 3rd offense: 5 days suspension, parent contact, reported to law enforcement, meeting with Superintendent

### **Hazing**

Hazing by any school group, club, or team is prohibited. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint. [Board Policy 5516](#)

### **Minor Intentional Bodily Contact**

Any roughhousing, pushing, tripping, shoving, shouldering, grabbing, bumping, slapping, or other similar behaviors.

- 1st offense: 1 detention, parent contact, restorative justice conference
- 2nd offense: 1 detention, parent contact, restorative justice conference
- 3rd offense: 1 day suspension, parent contact, restorative conference

### **Theft**

When a student is caught stealing school or someone's property, they 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 Principal. The school is not responsible for personal property. A student caught stealing is subject to the following discipline:

- 1st offense: 3 days suspension, parent contact, restorative justice conference, report to law enforcement
- 2nd offense: 10 days suspension, parent contact, restorative justice conference, report to law enforcement, possible recommendation for expulsion

### **Damaging Property**

Vandalism and disregard for school property will not be tolerated. In all cases restitution will be required. Parents shall be financially liable for damage to the fullest extent of the law, except students over 18 years of age shall be liable for damage they cause. Students guilty of damaging school property shall be subject to the following discipline:

- 1st offense: 3 days suspension, parent contact, replacement/repair of damage
- 2nd offense: 5 days suspension, parent contact, replacement/repair of damage
- 3rd offense: 10 days suspension, parent contact, replacement/repair of damage, report to law enforcement, possible recommendation for expulsion

### **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 or criminal charges.

### **Falsification of School Work, Identification, or Forgery**

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 subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

### **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

**Purpose:** New Haven Community Schools (NHCS) recognizes that Artificial Intelligence (AI) is a transformative tool that can support student learning, creativity, and future-readiness. This policy establishes clear expectations for responsible AI use by students, while promoting academic integrity, equity, and digital safety.

**Scope** This policy applies to all NHCS students using AI tools—district-issued or personally accessed—for school-related assignments, activities, or communication. It complements the District AI Use Policy and Acceptable Use Policy (AUP).

**Benefits of Student AI Use:** AI can support personalized learning by providing tailored feedback, translation, and accessibility supports. It also increases efficiency, helping students organize, edit, and plan work more effectively. When used responsibly, AI helps students develop critical thinking, media literacy, and responsible tech habits.

**Acceptable Use of AI:** Students may use AI tools in support of their learning, provided they follow the guidance of teachers and the rubric below, disclose and cite AI use appropriately, and revise and verify all AI-generated content to ensure understanding and originality.

Examples of acceptable uses include brainstorming or generating ideas, editing grammar, structure, or clarity in student-created work, reviewing academic concepts, and analyzing data under teacher supervision.

**Prohibited Use of AI:** Students are not permitted to use AI to complete entire assignments, essays, or projects without explicit permission. Submitting AI-generated content as their own without proper disclosure and citation, using AI to plagiarize, fabricate sources, or mislead, generating harmful, inappropriate, or discriminatory content, using AI to bypass district security settings or systems, or depending on AI in ways that hinder learning or academic growth is also prohibited.

Violations may result in disciplinary action as outlined in the NHCS Student Code of Conduct.

### AI Use Rubric for Students

| Category        | Use Case                                                    | Student Expectations                                                                    | Disclosure Requirement                      |
|-----------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------|
| No Use          | AI not permitted                                            | All work must be completed independently.                                               | No disclosure needed                        |
| Thought Partner | Brainstorming, outlining, questions                         | Use AI for idea generation only; all final work must be student-created.                | Disclose use + submit chat/transcript       |
| Editor          | Grammar checks, organization feedback                       | AI may revise student-generated writing for clarity, not create new content.            | Disclose use + submit chat/transcript       |
| Analyst         | Interpreting data, spotting trends                          | AI may assist in analysis, but students must complete and understand the final product. | Cite AI + submit with assignment            |
| Co-Creator      | AI contributes to part of the assignment with student input | Students must revise and demonstrate understanding of any AI-generated content.         | Cite AI + submit content in approved format |

*\*Adapted with permission from The Kinkaid School and the Ohio AI Toolkit*

**Student Responsibilities:** Students are expected to understand and follow this policy and the AUP, ask questions when unsure about appropriate AI use, always review and revise AI-generated content before submission, and use AI tools to support, not replace, critical thinking and learning.

**Staff Responsibilities:** Staff will provide clear expectations for AI use on assignments, educate students on ethical and responsible AI use, and monitor and address inappropriate or prohibited use.

**Generative AI and Academic Integrity:** Generative AI offers many valuable ways to support your education at New Haven High School. It can help you think through ideas, create study guides, draft practice problems, and better understand challenging concepts. When used responsibly, AI can be a helpful learning tool that complements your classroom experience.

However, using AI in ways that replace genuine effort or bypass the learning process goes against the purpose of education. New Haven High School is committed to helping each student grow their unique talents, build essential skills, and become thoughtful, capable learners. Relying on AI to do your thinking for you prevents that growth and undermines your own academic development.

This policy is not meant to be overly punitive; it is meant to ensure that you engage meaningfully with your schoolwork and build the knowledge you will need to succeed, both now and in your future career. AI is changing the world, and you will likely use it in your job someday. But first, it is important to master the skills your assignments are designed to teach.

With this in mind, remember that turning in work that you did not create, including content generated or heavily modified by AI, without permission or proper citation is considered academic dishonesty. Using AI in ways that go against your teacher's instructions or trying to shortcut the learning process will be treated as a violation of the school's academic integrity policy.

New Haven Community Schools is here to support you as you learn how to use technology responsibly, both now and in the future. If you are ever unsure about whether a specific use of AI is allowed, ask your teacher for clarification.

**Implementation and Oversight:** Teachers will include AI expectations in course syllabi or assignment instructions. Schools will offer digital citizenship and AI literacy lessons. Approved AI tools such as Canva and Typing Mind must be vetted by district technology staff. The policy will be reviewed annually by building leadership teams.

**Intellectual Property and Ethical Considerations:** Students must verify that AI-generated content is accurate, unbiased, and does not violate copyright or intellectual property laws. The district is not liable for misuse of AI-generated content that results in legal or ethical violations.

**Policy Review:** This policy will be evaluated and updated yearly to reflect evolving AI technology, educational needs, and district priorities.

### **Possession of Personal Communication Devices (PCDs)**

All personal technology devices, including, but not limited to, cell phones, headphones, earbuds, smart watches, smartglasses, or iPads, will remain in the students' lockers from the morning warning bell until the end of the school day. *(Exceptions may be made based on section 504 or IEP determinations).*

- 1st offense: Staff member takes the device, it remains in the office until the end of the day, 1 detention, parent contact
- 2nd offense: Staff member takes the device, it remains in the office until the end of the day, 1 day suspension, parent contact
- 3rd offense: Staff member takes the device, it remains in the office until the end of the day, 2 days suspension, parent contact
- Additional offenses will result in a parent meeting to determine further disciplinary action.

### **Inappropriate Use of Technology**

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to:

- (1) transmit material that is threatening, obscene, disruptive, or sexually explicit, or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and
- (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

### **Recording Devices**

Videotaping, recording and photography without student or staff permission is prohibited. Under no circumstances should cameras (including cell phone cameras) be used in locker rooms or bathrooms. Students are expected to comply with data privacy at all times. Those who record any violation of the student handbook (recording fighting, vaping, etc), will be treated as a participant of the violation and disciplinary actions will result.

### **Disobedience or Disrespect**

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. Failure to comply with this policy, either by refusing, ignoring, arguing/challenging, or falsely identifying oneself may result in suspension for insubordination. Discipline is at the discretion of administrators based upon the severity of the offense. See the [Behavioral Rubric](#) for more detailed information.

### **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 more severe discipline action such as suspension or expulsion.

- 1st offense: 1 day suspension, parent contact, restorative justice conference
- 2nd offense: 2 days suspension, parent contact, restorative justice conference
- 3rd offense: 5 days suspension, parent contact, restorative justice conference, possible recommendation for expulsion

### **Displays of Affection**

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. Such behavior may result in suspension from school or possibly expulsion.

- 1st offense: verbal warning
- All further violations: 1 detention, contact parents, restorative justice conference

### **Unacceptable Language**

Unacceptable Language is any language which is not directed at someone, which is profane or out-of-place in the school environment.

- 1st offense: Verbal Warning
- 2nd offense: 1 detention and parent contact
- 3rd offense: 2 detentions, parent contact, and restorative justice conference

### **Violation of Individual School/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 suspension or expulsion.

### **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.

### **Out of Class Without Permission or Pass**

Any student who leaves the class without permission and a SmartPass will be given detention.

### **Skippping Class/School or Leaving the School Building Without Permission**

Skippping school and/or leaving school without parental permission or the school office permission will be considered an unverified absence.

- 1st offense: 1 day suspension, parent contact
- 2nd offense: 1 day suspension, parent contact
- 3rd offense: 3 days suspension, parent contact (possible further disciplinary action after parent conference)

### **Skippping Detention**

Students are given options when choosing when to serve an assigned detention to fit differing schedules and availability. Detentions are offered before and after school and must be served within one week of the behavioral incident. Students who do not report to a scheduled detention shall be subject to the following discipline:

- 1st offense: An additional detention is assigned - resulting in two detentions, parent contact
- 2nd offense: 1 day suspension, parent contact, student's cell phone will be held in the office during school hours for 5 school days.
- 3rd offense: 1 day suspension, parent contact, student's cell phone will be held in the office during school hours for 10 school days.

### **Chronic Misbehavior**

After a student has accumulated six suspensions the parents and students will be asked to meet with the building administrator to formulate a plan to remediate the unacceptable behavior. Students who accumulate ten detentions or any combination of detentions or suspensions totaling ten may be recommended to the Board of Education for expulsion.

### **Bullying and Other Aggressive Behavior**

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

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

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

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

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

[Board Policy 5517.01](#)

### **Cyber Bullying**

Students who make use of electronic communication devices to harass others resulting in the bullying behavior escalating to a school issue are violating state law and can be prosecuted. In most cases, the electronic transmission of slander, insults, and threats can be traced by the police and can result in charges against the communicator. With the advancement of methods for communication comes a proportional responsibility to use these devices within sound principles of digital citizenship.

#### **Minor Verbal/Electronic Harassment**

Name calling, spreading rumors, or hurtful electronic messages are considered minor harassment. These actions will result in the following disciplinary actions

- 1st offense: verbal warning, restorative justice conference
- 2nd offense: 1 detention, parent contact, restorative justice conference

### **Harassment**

New Haven Community Schools believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone, cell phone, or computer) is subject to disciplinary action. 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. Harassment could result in suspension or expulsion from school. Conduct constituting harassment may take different forms, including but not limited to the following:

#### **Sexual Harassment**

##### **A. Verbal:**

The making of written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district

##### **B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphics in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. Physical contact

Threatening or causing unwanted touching, contact, or attempts, including patting, pinching, pushing the body or coerced sexual intercourse with a fellow student, staff member, or other person associated with the district.

**Gender/Ethnic/Religious/Disability Harassment**

A. Verbal:

Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, or disability toward a fellow student, staff member or other person associated with the district. Conducting a 'campaign of silence' toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with that person.

B. Nonverbal:

Placing objects, pictures, or graphics in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

C. Physical:

Any intimidating or disparaging actions such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student that believes they have been or is the victim of harassment or has witnessed such actions taken by another should immediately report the situation to the teacher, the principal or assistant principal.

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

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

**Notification**

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 and should be completed within three days after a report or complaint is made.

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

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

### **Non-Retaliation/False Reports**

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

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

For definition and instances that could possibly be construed as Harassment, see [Board Policy 5517](#);

[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](#)

### **Criminal Acts**

Any criminal acts committed at or related to the school will be reported to law enforcement. In addition, student violators will be given long-term suspensions or will be expelled from school. A threat to use weapons will be treated as a criminal offense even if the comment is made lightly or in jest. Students should expect both school and legal consequences from illegal actions.

### **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.

### **DISCIPLINE**

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

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

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include class writing assignments, required change of seating, change of assigned lunchtime, after school detention, in-school restrictions, loss of extracurricular privileges, and loss of privilege of attending extracurricular activities. A student may be detained after school or asked to come to school early to serve a detention. The student and parents/guardians will be given one day's notice and are responsible for transportation.

### **Formal Discipline**

Formal discipline removes the student from school or directs the student into a suspension program during the school day. It may include emergency removal for up to ten days, long-term suspension for up to 180 school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than ten school days without the possibility of expulsion may not be appealed. Suspension longer than ten days 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 them and given an opportunity to make a defense.

Parents may appeal a suspension in writing to the building Principal within five days of the suspension. A suspension of three days or less may not be appealed beyond the building Principal. If a student is suspended for more than three days, parents may appeal in writing to the superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.

### **Expulsion - Due Process**

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

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

If a student commits a crime while at school or a school-related event, they 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 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.

## **SEARCH AND SEIZURE**

Search of a student and their 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 the 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 the student is in violation of the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of the law or school rules 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 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 material cannot be displayed if it:

- Is obscene to minors, libelous, indecent and pervasively or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- 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.

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 the Principal 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, they should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student council.

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 council.

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

## **SECTION V - BUS TRANSPORTATION TO SCHOOL**

### **BUS CONDUCT**

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

Detailed information about student code of conduct on school transportation can be found in the [Transportation Handbook](#).

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

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

The following rules shall apply:

Students under the age of 18 are to have a signed note from a parent granting permission to drive to school

Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:

- Driver's license;
- Insurance certificate;
- Vehicle registration.

Parking lot speed limit is 10 mph.

The student must obtain a permit from the high school office which is to be returned at the end of the school year. Any lost parking pass will incur a fee of \$5 for replacement. Only cars with parking permits will be permitted in the parking lot. The permit will be effective as long as the rules are followed and the student displays a regard for driving rules and the safety of others.

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

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.

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

Students may park in the designated student parking lot which is located at the north side of the building. Students are not permitted to park in visitor parking, staff parking, or the parking designated for the auto shop. Students who park in prohibited areas may have their parking privileges revoked.

**NOTE: Be advised that the following forms must be 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 Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **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**