

NEW HAVEN COMMUNITY SCHOOLS



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STUDENT/PARENT HANDBOOK

School Year 2022-2023

Property of: _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

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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 or 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.

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and mis-understanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school principal, whose phone number you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. This handbook will be available at the New Haven Community Schools Website electronically for easy reference.

[See <http://newhaven.misd.net/HighSchool.cfm?master=7178&cfm=end>]

NEW HAVEN COMMUNITY SCHOOLS VISION STATEMENT

Empowering students to change the world.

NEW HAVEN COMMUNITY SCHOOLS MISSION STATEMENT

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

BELIEF STATEMENTS:

Our students are not just numbers. They are given individual attention.

Our student body is close-knit, accepting and compassionate.

Our students learn best when they are actively engaged in the learning process.

Our students learn best when they link new information with existing knowledge in meaningful ways.

Our students learn best when our staff maintains high expectation for learning.

Our staff must focus on a shared vision, goals, and actions to improve student performance.

Our teachers, administrators, parents, and the community share the responsibility for helping students learn.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, sexuality/sexual preference or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Ms. Michele Taylor and Ms. Danielle Rataczyk

New Haven Community Schools

Phone: (586) 749-5123

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 teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

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

Teachers at New Haven Community Schools are required to post their lesson plans every week by Monday morning including the daily objective, the strategy for teaching and learning of that objective, and the method for assessment of mastery of that objective.

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 New Haven (note: the space after app313. No space between New and Haven) (3) you will receive a confirmation text. Reply "Yes."

Parent Engagement is absolutely key to any child's success in school and in his or her future. We need every child to have a parent represent them at orientation, at parent conferences, and as engaged parents for at least ten hours of volunteer participation in support of your child's learning.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the high school guidance counselor, social worker assistant principal or principal.

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

STUDENT WELL-BEING – EMERGENCY INFORMATION

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

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 submit those needs, in writing and with proper documentation by a physician, to the School office. All medications, prescribed and non-prescribed, are to be delivered to the high school office and taken only with adult supervision. The high school principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

USE OF MEDICATIONS

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

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

The Medication Request and Authorization Form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours. **All medications must be registered with the principal's office.**

Medication that is brought to the office will be properly secured. A student, however, may carry an inhaler to alleviate asthmatic conditions; a copy of written approval from a physician is to be turned in to the office. Medication will be brought to school directly by the parent. 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, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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.

The parents have sole responsibility to instruct their child to take the medication at the scheduled time and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. This is not a responsibility of school personnel.

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 request and the parent's written release. No staff member will be permitted to dispense nonprescription, over-the-counter medication to any student.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If a minor injury, 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 from the teacher to go to the office. 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. **Under no circumstances are students to leave the school or go home without permission from the High School Office.** Leaving school without permission is considered truancy and will result in a one (1) day suspension from school.

SECTION I - GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs, Educational Development Plan, and available class space. Any changes in a student's schedule should be handled through the guidance counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be approved in advance with the guidance counselor, or school office, and proper schedule changes approved.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from New Haven Community Schools, 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 immediately if the transfer is not properly completed. Parents are encouraged to contact the high school principal for specific details at a pre-exit meeting scheduled with the principal

WITHDRAWAL FROM SCHOOL

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

Each student should have **the immunizations required by law or have an authorized waiver.** If a student does not have the necessary immunizations 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 school office secretary.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure 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, HIV (Human-immunodeficiency), Hepatitis B, 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.

SPECIAL EDUCATION

New Haven Community Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Coordinator at 749-9535.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A) requires the School to ensure 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.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Special Education Coordinator at 749-9535.

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal. Directory information includes a student's name; address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent.

Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the high school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES AND CHARGES

New Haven High School charges specific fees for the following 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.

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

Damage to the book above normal wear and tear will be charged against the student's book deposit. Students will be responsible for the exact textbook that they are issued. The decal must not be written on or destroyed. A textbook without the decal or with the decal marked to destroy identification will not be accepted and a student turning in such a book will be charged for a lost book. If a book is lost at any time throughout the school year, the student will be charged for a list book, his deposit fee will be reduced in accordance with the value of the lost book/books and a new deposit will be required to reflect the value of the replacement book(s). If this becomes a frequent occurrence, a telephone call or letter to the parents requesting a conference regarding this matter will occur.

All books should be kept covered. 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 during the time the student attends NHHS will result in denial of privileges, including but not limited to participation in commencement. Transcripts or records will not be forwarded immediately if a student is delinquent in paying any of the above charges. Charges should be paid promptly, but if not, will be carried through to graduation and beyond.

REVIEW OF INSTRUCTIONAL MATERIALS

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 should contact the principal prior to coming to the school.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students daily. Prices are announced in the New Haven School website. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the School's Free and Reduced Priced Meal program are available to all students. If a student believes that s/he is eligible, a form is available in the office or you can contact the Food Service Director at 749-9810.

Students are expected to abide by the following rules during morning break and during lunchtime:

1. No cutting in line, pushing or shoving.
2. Eat in a quiet, orderly manner.
3. Return your tray, dishes and paper to the proper place in the cafeteria.
4. Clean up the table when you leave your seat, even though some of it may not be yours.
5. Failure to keep above rules may result in the cancellation of break privileges.
6. All beverages are to be kept in the cafeteria.
7. Do not wear coat(s) in cafeteria line.
8. Snack/Vending Machines will be used only after school.

FIRE, TORNADO, AND LOCK-DOWN PROCEDURES

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 fire warning is one continuous tone from the fire bell. Windows are to be closed and the building is to be evacuated immediately.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. When a tornado drill is activated the principal or his/her designee announces it over the PA system. The students & teachers are to stop their work & immediately begin to seek shelter in the designated area. Specific instructions are posted in classrooms.

Lock-down procedures take place school wide to provide safety to all students. Students are to move to a non-visible part of the classroom as seen from the hallway. Teachers are to secure the room and keep the class quiet until further notice is given by the principal. Specific instructions are posted in each room of the building.

VISITORS

No student visitors are allowed at New Haven Community Schools at any time **without the principal's permission**. All other visitors must report to the high school office upon entering the building and receive a visitor's pass. The pass should be worn and be visible while in the building.

CAMERA

The only entrance to the school building after the start of the school day is the main front lobby entrance. There is a camera and buzzer system in place at the front entrance for visitors or late students to gain entrance. All other doors are secured and nobody may allow entrance by opening a door.

Students should be aware that the building now is equipped with security cameras and that the doors are monitored. Students who allow visitors or fellow students to enter a locked door will be disciplined. Only the front doors may be used for entrance during the day.

LUNCH HOUR:

Students must recognize that there are classes in session during their own lunch period. For this reason, students are required to remain in the cafeteria during their lunch. There is access to the plaza across from the gym for the school store or café and for use of rest rooms. Students may not be in the hallways or library during their lunch period because this can be a distraction to classes that are in session.

USE OF THE MEDIA CENTER

Students are expected to follow the rules for use of the Media Center and technology acceptable use policy as outlined by the Media Coordinator. Liquids should never be brought near the computers because of the risk of expensive damage if anything is accidentally spilled.

USE OF THE 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 safekeeping of any equipment or facility they are allowed to use.

BUILDING USE FORM AND PUBLICATIONS

All activities requested must be approved by the principal. A building use form must be filled out, approved, and on file in the principal's office. Any posters or publications may not be displayed or distributed without permission of the principal.

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 will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. If the student must have it at school, it should be locked-up.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement, which defines the conditions under which the student may participate. This agreement may determine a student's ability to enroll in particular classes. Failure to abide by all of the terms of the agreement may lead to termination of the student's access to district computers and disciplinary action up to and including suspension or expulsion from school or referral to law enforcement authorities.

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.

STUDENT SALES

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

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Also, there will be only one (1) fund-raiser permitted at a time during the school day, and all fund-raisers must be approved in advance by the principal. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the group's advisor.
3. No student may participate in fund-raising activities off school property without written parental consent.
4. No house-to-house canvassing is allowed by any student in any fund-raising activity.
5. Any fund-raiser that requires students to exert themselves physically beyond their normal patterns of activity, such as "runs for ...," will be monitored by a staff member in order to prevent a student from over-exerting himself/herself to the point of potential harm.
6. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the building principal.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the advance approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

The school has a central bulletin board located in the lobby and the cafeteria, which may be used for posting notices after receiving permission from the principal.

EIGHTEEN-YEAR-OLDS

Eighteen-year-old students are legally recognized as adults, but are required to follow all school rules.

Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:

1. Students 18 years and older may have the same privilege as the parents/guardians as it relates to access to their student records.
2. Students 18 years and older may sign themselves in and out of school and may verify their own absences as long as a signed release by the student's parent is on file in the main office.

NOTE: All school attendance standards continue to apply to students regardless of their age. **Students may not sign themselves out for lunch.**

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

NOTE: Even though an 18-year-old requests that his/her records not be sent to the parent/guardian, the school may disregard such a request if the student is claimed on his/her parent's income tax. Parents will be notified of student declaration.

SECTION II – CURRICULUM

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 extra-curricular 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 or teacher approval.

GRADES

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

Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

QUARTER /SEMESTER GRADE SCALE

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

I = Incomplete

CR = Credit

NC = No Credit

(.5+% will be rounded up; .1-.4% will be rounded down)

Semester Grade Formula:

$$\text{Semester \%} = (1^{\text{st}} \text{ Marking \%})(0.4) + (2^{\text{nd}} \text{ Marking \%})(0.4) + (\text{Exam \%})(0.2)$$

Example calculation:

1st marking grade = 82%

2nd marking grade = 89%

Semester final exam grade = 80%

$$\text{Semester \%} = (82) \times (0.4) + (89) \times (0.4) + (80) \times (0.2) = 82.4\%$$

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.

GRADING POLICY

It is in every students' best interest that a clear correlation exist between the grades in courses calculated by the GPA (Grade Point Average) and the scores earned on the SAT/M-STEP state mandated testing
Each semester final grade will be calculated by using the following percentage weights.

<u>New Haven High School</u>	
First Quarter of the Semester:	40%
Second Quarter of the Semester:	40%
Cumulative Semester Exam:	20%

We use formative assessments to prepare students to master the standards required for the quarter. 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 or beginning in 2014 on the Smarter Balance core curriculum. For electives the standards represented by the career areas or Performance Arts are used for summative assessments.

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

CALCULATING THE HIGH SCHOOL TOP TEN STUDENTS

SAT score multiplied by .625; GPA multiplied by 250; then add these together.
Example – 1600 SAT score x .625 = 1,000; 4.0 GPA x 250 = 1,000. The maximum points is 2,000.

Parents are able to access student grades 24/7 by using their access code in PowerSchool. If the parent clicks on the student's grade, the parent can see what the assignment was for that grade. By using the school website, parents and students can see the teachers' lesson plans posted weekly giving the learning objectives for the week, the strategies used to teach or learn these objectives, and the method of assessment. Below are several internet websites to assist in their learning.

www.khanacademy.org

www.teachertube.com

www.unitedstreaming.com

www.wolframalpha.com

EXAMS

All high school students will be required to take final exams. 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 in excess of nine absences in a semester must earn an 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 and showing up. The value of good attendance and formative practice all term is that students are almost always more likely to learn by doing so; however, LEARNING and the RETENTION of that learning are always the primary goal of schooling.

All semester examinations must be cumulative of the learning of the two quarters of that semester.

GRADING PERIODS

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

Because parents are able to access a student's grades 24/7 on PowerSchool, the grading periods are easily communicated to parents online. If a parent does not have access to a computer with Internet capability and cannot visit our school media center or the local library to gain such access, the parent could have the student obtain a hard copy of the report to bring home to the parent. This can be done daily, weekly, or monthly at the parent's request. If a parent has a concern about a student's grade in any course that cannot be explained easily by the student, parents can access an email connection to the teacher for correspondence or can call the school and request that the teacher contact them to discuss the grade or performance in class (all teachers' email address are their first initial and last name @ newhaven.misd.net). To call and leave a message for a teacher to contact the parent call 586-749-5104 and spell out the name and phone number clearly and indicate which teacher you wish to communicate with you. Be sure you pronounce your name and phone number clearly and leave the best time for contacting you by phone or by email.

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.

HIGH SCHOOL PROMOTION, PLACEMENT, AND RETENTION

A high school student's progress toward graduation and receiving a diploma is determined by completing required course work and earning the necessary credits. 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 (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Students in the freshman class do not become sophomores unless they have earned six credits prior to September of their second year.

Sophomores become juniors only if they have earned 12 credits by September of their third year.

Juniors become seniors only if they have earned 18 credits by September of their fourth year.

Students lockers and seating at assemblies and any other privileges connected to grade level attainment are based on number of credits earned. Students behind in credits can recover credit by doing online courses, adult education courses, or testing out on a Saturday test date earning "credit-by-examination" with an 77% or better on a cumulative examination in courses for which testing out is available.

All students must be enrolled for seven (7) class hours per semester in order to attend New Haven High School.

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 post in the announcements Saturday 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 attempt once 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 will be earned and recorded on the transcript. It will be noted with a grade of "CR" recorded on the transcript for "credit by examination." A minimum of 24 credits is required for graduation.

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

CREDIT CLASSIFICATION

Grade Status	Credits Earned
9th grade	0 - 6 credits
10th grade	6 - 12 credits
11th grade	12 - 18 credits
12th grade	18 - 24 credits

Note: Grade status is established at the beginning of the year.

ADULT EDUCATION CLASSES/CORRESPONDENCE CLASSES/SUMMER SCHOOL

High school students will not be allowed to take Adult Education courses. Adult Education is intended for adult students, 18 years or older. High school students, 18 years old or older, who have extreme problems, such as illness, may be allowed to enroll in Adult Education classes if approved in advance by the High School Principal. G.E.D. tests are not acceptable for students currently enrolled in high school. Students who are seniors and fail courses will not be allowed to take Adult Education courses during the school year. **A maximum of three (3) credits from Adult Education, correspondence courses/summer school will be allowed to count toward graduation requirements.**

Adult Education, Summer School and Correspondence classes must be approved in advance by the principal or counselor. Acceptable classes to be taken, either through Adult Education, Summer School or a Correspondence Course, are those which a student has taken and failed.

GRADUATION REQUIREMENTS

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. All students will be required to attend seven (7) class hours each day. Each student must make a legitimate effort to pass the school-administered standardized test, the Michigan Merit Exam to graduate.

A student's anticipated graduation date is four years from the year he/she enters ninth grade. To participate in the graduation ceremony, a student must be carrying enough credits during the second semester of his/her senior year to successfully complete all requirements by the date of graduation.

The administration has the right to deny a student's participation in graduation ceremonies if he/she has violated any of the guidelines detailed in this handbook, provided that the gravity and timing of the offense makes it that the normal punishment for that offense cannot be served prior to the ceremony.

No student may walk the stage at graduation unless all credit requirements have been satisfied to meet the expectations of the Michigan Merit Requirements. Students who are continuing on to earn the associates degree but have completed M-STEP requirements for the diploma may walk at graduation but delay the diploma in order to earn the associates degree through the collaboration of New Haven High School and Macomb Community College.

Specific course requirements are:

	College Preparatory Expected Credits	General Education Required Credits
English	4 credits	4 credits

All students must take a sequence of English 9, 10, 11, and 12 and may not combine these in one year. Each grade level of English is a requirement for the next grade level. Students who earn a "B" or better in a course on "writing conventions may waive grade twelve English with a strong recommendation to take "Research and Literature" or composition I at Macomb Community College as a senior year elective in preparation for college success.

Physical Education .5 credit .5 credit

Health .5 credit .5 credit

PE and Health credits can be earned by assessment quarterly between grades seven and eleven with evidence to prove that the student is becoming more and more fit and healthy along with the 80% or better on the health exam on the Michigan Model components.

Mathematics 4 credits 3 credits

All students must have Algebra 1, Geometry, and Algebra II plus a fourth year of math. Career courses such as Medical Careers, Auto IV, Finance, Mgt Marketing, and several courses available at the Career Technical Center at Pankow or college level math courses can be taken as the fourth year math credit. Students in grade seven and eight who can earn an 77% or better on the common assessment used at the high school can earn high school credit for Algebra I and possibly for Geometry at the time of enrollment at New Haven High School

Science 4 credits 3 credits

All students must have Biology, Chemistry and/or Physics and one other science course which is usually physics or anatomy and physiology. Students who complete these requirements prior to senior year have the option of earning a senior year credit at Macomb Community College for science if students are grade level proficient going into their senior year.

Social Studies 4 credits 3 credits

All students must have American History, World History, Economics, and Civics.

Computer Technology 1 credit 1 credit

Is incorporated into the high school curriculum.

Foreign Language 2 credits 2 credits

Visual Performing Applied Arts 1 credit 1 credit

Electives 4 credits 8.5 credits

It is recommended that students explore the possibilities for the study of career certification programs at Pankow and the options for earning college credit through Macomb Community College and Lawrence Technological University partnership with New Haven.

Total 24 credits 24 credits

PLEASE NOTE: 24 credits are required for graduation.

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. Spanish from grade eight are assigned credit provided the students have used the same semester exams and have mastered the same curriculum as the high school Spanish I course.

Algebra I at the Endeavour Middle School will use the same content expectations and semester exams used in Algebra I at the high school. This will enable the student to earn one full credit at the time of enrollment in high school.

EARLY COLLEGE

Students in grades 9-12 at New Haven High School are allowed to take college courses through the partnership with Macomb Community College based on the MCCC entrance exam. Credits can be earned as "dual enrollment" giving students both high school and college credit and the Certification for Renewable Energy Technician. Students could also 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 districts expense.

HIGH SCHOOL DIPLOMA REQUIREMENT

	Required Credits	Grade	Course Sequence	
English Language Arts	4	9	English 9	
		10	English 10	
		11	English 11	
		12	English 12	
Math	4	9	Algebra I	Geometry
		10	Geometry	Algebra II
		11	Algebra II	Pre-Calculus
		12	Pre-Calculus Or Math	Calculus Or Math
Science	3	9	Biology	
		10	Physics	

		11 or 12	Elective	
Social Studies	3	9	US History and Geography	
		10	World History and Geography	
		11	Civics/Economics	
Physical Education And Health	1	9	PE/Health	
Visual, Performing and Applied Arts	1	9-12		
Online Learning Experience				
	16 Credits			
New Haven Community Schools <i>also require:</i>				
	1	9-12	Computer Technology	
	7	9-12	Electives	
	24 Credits			
PLEASE NOTE: 24 credits are required to graduate. * 16 of the 24 credits must be core credits				

ON-LINE COURSES

As part of the Michigan Merit Curriculum, all students must accumulate twenty (20) hours on on-line experience before graduating. Each student, through their normal course of study in classes taken, grades 6 through 12, will satisfy this requirement.

PERSONAL CURRICULUM

A parent, legal guardian or emancipated student can request a *Personal Curriculum*, under extreme circumstances, when a student is not able to complete portions of the Michigan Merit Curriculum. **General Education Students** may request a *Personal Curriculum* if he or she wishes 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 his/her disability. A **new transfer student** (from out-of-state or a non-public school) may request to modify his or her requirements if he or she has successfully completed the equivalence of two years of high school prior to entering New Haven High School.

DUAL ENROLLMENT (POST SECONDARY ENROLLMENT)

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. Please see the guidance counselor for the cut scores requirements on qualifying assessments for dual enrollment qualification criteria. Students also qualify for dual enrollment if they attempt all parts of the state assessment. Finally, a student cannot dual enroll for a course that our district offers as an Advanced Placement class. Interested students should see the high school guidance counselor or administrator by May 1st for further assistance.

HIGH SCHOOL REQUIRED COMMUNITY SERVICE:

All students at New Haven High School are required to verify their community service annually. Forms are available online at the New Haven High School website for verification with a signature of approval by a sponsor. 40 hours of community service are required in order to participate in graduation ceremonies (10 per year of enrollment).

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 and other school staff.

Honor Roll(s)

- * Marking Period Honor Roll
- * Student Of The Month Honors/Star Students
- * Awards Convocation

After each marking period, an honor roll is published. To appear on the honor roll, the student must have earned a 3.00 or better in all academic subjects. Example: for each "C" the student must have an "A" to equal a "B." If there is a "D" or an "I", "NC", "CR" "N" or "U" for the marking period, this disqualifies a student for the honor roll for that six-week period. All students are eligible to be included on the honor roll.

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 the spring.

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 the activities of their choosing, as long as they meet the eligibility requirements which are listed in the athletic portion of the handbook.

All students are also urged to participate in all of their class activities. Money raised from school projects **cannot** be refunded to the student if it is not used during the year. The monies go into the general fund of the class if the student drops out and/or does not use his/her accumulated funds.

Students must be present in school at least one-half day (4-hours) to participate in any extra-curricular activity that day. For weekend events or events scheduled when school is not in session, students must have been present in school at least one-half day (4-hours) on the last day when school was in session. Pre-arranged absences are exempted from this requirement.

BUSINESS PROFESSIONALS OF AMERICA

Students interested in a business career may join BPA. The main focus of the organization is to compete in business related contests at the regional, state and national levels. Many people who read resumes have been members of this organization and they recognize BPA accomplishments.

NATIONAL HONOR SOCIETY

The New Haven Chapter of the National Honor Society of Secondary Schools is an organization to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. Membership is an honor bestowed upon students in grades 10-12 who meet national criteria. Selection to membership is by the faculty. The potential members are evaluated on outstanding scholarship, character, leadership, and service. Once selected, members must maintain eligibility as required by national standards and must continue to demonstrate the qualities of scholarship, character, leadership, and service.

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

NEWSPAPER STAFF

Students interested in journalism may participate in publishing the student newspaper. Publishing a newspaper requires a variety of skills. Creative writing, reporting, and computer operating are among the most important responsibilities. The student newspaper is supervised by a faculty member and must be approved by the principal.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)

The organization of Students Against Destructive Decisions sponsors activities at the high school that help students make responsible decisions about drinking and drugs and promotes responsible decision-making in all aspects of a high school student's life. There are three promises a person must make to be a member of SADD:

- I will not drink and drive
- I will not ride in a car with a driver who has been drinking
- I will help my friends do the same
- The S.A.D.D. club has member representation at the Bay Haven Coalition for Healthy Communities and on the Coordinated School Health Council.

STUDENT COUNCIL

The Student Council is the organization which represents the student body in all school policy matters and with other school problems. Another function of the Student Council is to act as the clearinghouse to schedule and/or approve all social and moneymaking activities for the classes. The Student Council is responsible for planning and coordinating homecoming activities which include the homecoming parade and dance. Special service projects such as the food drive and mitten drive are also completed.

The Student Council encourages its members to become active and aware citizens by giving them the opportunity to lead and to serve. Members must maintain the standards of the Student Council Constitution, which **include a minimum 2.0 GPA**, a maximum of one "N" and no "U's" in department. Continuing eligibility also requires that members attend meetings and participate in functions. Each class is responsible for electing three representatives and grades 6-11 elect officers each spring. Eligibility requirements for officers include having served a minimum of one year as a representative. The president must have served 2 years as either a representative or an officer. All class elections will follow the student council guidelines and will be conducted by the student council.

Class officers for each class must meet the same criteria as student council members. Grades will be checked each marking period. If a class officer or a student council member is failing a class, or receives more than one "N" or a "U" s/he will be on probation for one marking period to allow time for the grade or department to be raised. If that person fails to correct the problem, s/he will be removed from his/her class officer position or the student council.

Any member of the Student Council or class officer will be removed if it is deemed there has been improper conduct, failure to meet obligations as an officer or representative of the Student Council or of his/her class, or if a long-term school suspension (three or more consecutive days) has been assigned to the student.

HIGH SCHOOL VARSITY CLUB

This club is for any athlete who successfully competes and earns a letter in a varsity sport. For a person to stay eligible he/she must be participating in a varsity level sport and performing academically.

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 application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, 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 non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed 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, or for answers to questions about work permits, please see a secretary in the high school office.

SECTION IV - STUDENT CONDUCT

CODE OF CONDUCT

A major component of the educational program at New Haven High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The code of conduct is in effect for virtual students as applicable and 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 shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and 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 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 the school; and
- commit to **becoming the change** that will make New Haven Community Schools the kind of learning center where all students can be successful.

ATTENDANCE POLICY

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to hear and participate in class instruction, discussions and other related learning experiences cannot be replaced. Attendance is one of the essential components (performance, attendance, and promptness) in determining whether a student has earned credit toward graduation. A student could be passing a class through his/her performance but credit will not be earned in the case of excessive absenteeism; attendance is also viewed as an essential.

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. Whenever a student is absent from school, a parent must notify the NHHS Attendance Office (586) 749-5104 within 72 hours. Failure to do so will result in an unexcused absence. Parents will be notified every 10 weeks of a child's attendance records when report cards are issued. The Michigan Compulsory Attendance Law (MCL 380.1147) requires students 16 years of age and under to attend school. Chronic, prolonged, or excessive absenteeism may be referred to the Macomb County Truant Officer.

Only nine (9) absences in any class per semester are allowed:

- Absences will be recorded as "unverified" or "verified." However, any time a student is absent from a class (UNV) unverified or (VER) verified, it will be recorded as an absence that will count in the total of 9 allowable absences per semester. Vacation days will count toward the 9 allowable days of 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 on the whereabouts of the student. All absences that are not excused by a parent/guardian within 72 hours are deemed (UNV) unverified. Leaving the building, leaving the classroom, bogus phone calls, unconfirmed absences, and being over 5 minutes late to class (10 minutes for 1st hour), all without advanced administration approval, may bring disciplinary action and cause the absence to be declared unexcused. Being over 5 minutes late to class or the unauthorized leaving of class early are considered unexcused absences and acts of truancy.
- Upon receiving a fourth (4th) tardy in any class, a student will receive one (1) unverified absence. Upon receiving an eighth (8th) tardy in any class, a student will receive one (1) additional unverified absence. Subsequently, every additional fourth (4th) tardy will count as one (1) additional unexcused absence.
- Notification: Parents will be notified of the student's attendance status by the Attendance Office in the following manner:
 - Upon accumulating four (4) absences in any one class, a phone call will be made by the office staff to the parents or guardian informing them of this fact and explaining this policy with a notification of other classes that may have four (4) absences.
 - Upon accumulating eight (8) absences in any class, a letter will be sent to the parents or guardian informing them that the student may not earn credit/grade reduction if he/she exceeds nine (9) absences in any class. A print out will be sent showing other classes that may also have eight (8) absences.
 - Upon accumulating more than nine (9) absences, or with the tenth (10th) absence in any class, a letter will be sent to the parent/guardians informing them that a grade reduction will be made as a result of their excessive absences. It is the responsibility of the student to continue to do the classroom work and try to improve his/her attendance. 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) 11 consecutive days' absences, and the school has received no explanation for the absences, the student will be considered to have withdrawn from school and will be dropped from the school records.
- 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 an unexcused absence. Otherwise, reasonable consideration will be given to students requiring make-up work.

- The transferring student's attendance record will be reviewed to determine whether credit can be issued for the student.

TRUANCY

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen (18). Students, who do not maintain good attendance will be considered truant and they and their parents will be referred to the Macomb County Attendance Officer for court proceedings. Students may fail to earn credit, lose certain privileges, and/or have their parents taken to court.

ATTENDANCE: EXEMPTED ABSENCES

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

1. **Medical (DOC)** must be accompanied by a physician's note that specifies extreme illness, disabling accident, or communicable disease that attests to the length of the disability and that the student is incapacitated. Time, date, and days excused must be specified on the note; the note must be confirmed by telephone. Documentation must be given to the Attendance Office within 48 hours of the student's return. All other doctor appointments are taken from the nine (9) allowable days.
2. **Funeral (DOC)** days are granted for a death in immediate family or extended family, based on administrative approval. Three (3) days will be allowed. Any variance from the allowable three funeral days for immediate family members may be considered by the administration. The parent(s) or guardian(s) must contact the attendance office in advance to the request for an extension. All other funeral days must be used from the nine (9) allowable absences.
3. **Court (DOC)** appearances will not be counted as absences if approved and verified by the administration. The student must be able to provide documentation prior to the absence before being granted this variance.
4. **At Home Suspension (AHS)** from school will not be counted as absences.
5. **In House Suspensions (IHS)** will not be counted as absences.
6. **School Business (SB)** will not be counted as absences. These are absences for pre-approved school sponsored activities supervised by a school employee or designee.
7. **Administration and Guidance (SB)** absences will not be counted if it is established that an administrator and/or guidance counselor requested the student. An administrator may exempt an absence due to an emergency.
8. **Treatment Center, Homebound (HB), and Youth Home (YH)** absences are not counted in the nine allowable days.
9. **Religious Holidays (DOC)** may be exempted from the allowable absences when they are pre-approved.
10. **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 will be 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 college/university verifying their visit.

ATTENDANCE: NOT EARNED/REDUCED

Upon receiving his/her tenth (10th) 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 (10) absences. If the student should significantly improve his/her attendance and continue the regular classroom work after receiving the 10th absence, the student will have the right to appeal to an Attendance Review Committee at the end of each semester.

1. Attendance Review Committee meetings will be scheduled at the end of each semester. Parents and students will be notified before exam week. The parent may schedule an appointment at that time. All pertinent documents must be presented at this meeting.

2. 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 this 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 a higher grade in the class. The decision of the Attendance Review Committee regarding the credit is final.

ATTENDANCE: TARDINESS

Punctuality is a lifetime habit which students should develop. Attendance is taken every hour and there is a 4 minute passing period between classes. If a student is not in class at the designated start time, they will be considered tardy. Students arriving tardy may not be allowed to make up missed work. Any student who reports to class up to five (5) minutes late in periods two through seven (2-7) and up to ten (10) minutes late in period one (1), without an excused pass, will be considered tardy. Students who are more than five (5) minutes late in periods two through seven (2-7) and more than ten (10) minutes late without an excused pass will receive an unverified absence. The unauthorized leaving of class early is considered an unverified absence and an act of truancy. The Attendance Office will notify parents of the student's tardy status in the following manner:

1. Upon accumulating 4 (four) tardies in any one class, a student will receive a detention and parents will be notified of policy regarding loss of credit and discipline. (4 tardies = 1 unverified absence)
2. Upon accumulating 8 (eight) tardies in any one class, the student will receive another detention and parents will be notified of possible loss of credit and discipline. (8 tardies = 2 unverified absences)
3. Upon accumulating each tardy in excess of 8 (eight), the student will receive a detention and parents will be notified of possible grade reduction and discipline. Parent conference may be requested.

UNVERIFIED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State and school discipline.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school attendance office and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unverified and the student will be considered truant.

An verified absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The skipping of classes or any part of the school day is considered an unverified absence and no make-up of class work will be permitted. Disciplinary action will follow.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location.

CUTTING CLASS OR SKIPPING SCHOOL

Cutting of classes and/or leaving school without parents and school office permission will be considered an unverified absence and result in a one (1) - three (3) day suspension*. These days will count toward the nine-day limit for failure to earn credit. The cutting of class and the suspension will count toward the nine (9) day limit and the student will not earn credit in the class or classes.

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 an administrator and the student's teacher(s) 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 OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed for full credit. **Students with excused absences will be given the number of days of excused absence within which to make up work.**

If a student misses a teacher's test due to an excused absence, s/he must make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the office staff to arrange for taking the test.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to himself/herself or others, he/she may be removed from the educational setting and asked to change clothes, wear school provided shirt/pants over clothing, or remain in School Suspension room until clothing can be provided by a parent. This is at the discretion of the principal or assistant principal.

PERSONAL GROOMING

1. All students attending New Haven Community Schools shall be clean, neat, and well groomed.
2. Hair shall be clean and well groomed. **NO HAIR CURLERS OR PICS** (all genders).
3. Personal grooming shall be completed prior to entering the classroom.
4. Shoes shall be worn at all time on school premises.

CLOTHING

1. Attire having potential harm to wearer or school property shall not be worn (i.e. heel plates, spikes, cleats, chains, etc.).
2. All clothing shall be neat and clean. Slogans and designs shall be in good taste. Clothing will be considered to be in poor taste if it: (1) is obscene to minors, libelous, indecent, or vulgar; (2) advertises any product or service not permitted to minors by law; (3) intends to be insulting or harassing; (4) intends to incite fighting or presents a likelihood of disrupting school or a school event; and may not be worn to school; or (5) Pants worn below hips.
3. The following attire is **NOT TO BE WORN IN SCHOOL**:
 - a) midriffs
 - b) see-through shirts or low cut shirts
 - c) any top not covering the shoulders - shoulder straps must be at least 2 inches wide (3 fingers width). Tank tops must not show any undergarments. Low-cut tank tops, that are those with low-cut necklines or low-cut armholes, are not allowed.
 - d) sunglasses (non-prescription)
 - e) there will be no hats or head wear worn in school at any time
 - f) halters
 - g) visors
 - h) gloves or any hand covering
 - i) bandannas
 - j) Pajamas
 - k) Backpacks, purses or large bag during the school day.
4. Students officially representing NHCS in outside activities or events shall always dress with current best standards.
 - a) Athletic teams - athletic handbook.
 - b) Co-op student's - employer's wishes shall prevail.
 - c) Other student activities - as directed by staff.
5. Violators may be reported by any student, teacher, administrator or the principal.
6. Mini skirts or shorts when worn may not be shorter than the end of your index finger when hands are extended down your side or if they distract the learning environment. (middle school at knee length) Pants with holes may not be shorter than the end of your index finger when hands are extended down your side or if they distract the learning environment.
7. To cover other situations, if not covered by the above guidelines, the following policy will be used: Attire which has the potential to distract from the teaching and/or learning situation of the student shall not be allowed.

Students who are representing New Haven Community Schools at an official function or public event will be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands and other such groups.

DISRUPTIVE ITEMS AND SYMBOLS

Electronic equipment (iPods, cell phones, etc.) are expensive and easily stolen if left unattended. If you choose to bring these to school, you are doing so at your own risk. Display of symbols that are disruptive or offensive are prohibited in school and on school grounds (confederate flag, swastika, etc.). Display of drug/alcohol symbols or slogans along with slogans that are sexually suggestive in nature are also prohibited.

PROGRESSIVE DISCIPLINE POLICY

The consequences for behavior prohibited by law and/or Board of Education policies are specified for each offense and are increased progressively for repeat offenses.

The staff also recognizes that a rapport between students and staff is essential in preventing disciplinary problems. Each member of the staff has a responsibility to nurture students, to develop self-discipline, and to teach those qualities that characterize mature adults.

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 maintain order. In all cases, the school shall attempt to make consequences 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: writing assignments, required change of seating or class assignment, change of assigned lunchtime, after school detention, in-school restrictions, loss of extra-curricular privileges, and loss of privilege of attending extra-curricular activities. A student may be detained after school, after giving the student and his/her parents one day's notice. The student or his/her parents 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. This may include emergency removal for up to 10 days, suspension for up to 180 school days, 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 suspension or expulsion may not be appealed. Suspensions longer than 10 days and expulsion can be appealed.

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

Parents may appeal a suspension in writing to the building principal within 5 days of the suspension. Suspensions of three (3) days or less may not be appealed beyond the building principal. If a student is suspended for more than three days, the parents may further appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held. During the appeal process the student will not return to school until the decision on the appeal is made final.

Appeal: Suspensions of one (1) school day or less will not be subjected to appeal. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, the superintendent shall consider the following factors:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices that emphasize repairing the harm to the victim and school community caused by the student's misconduct.

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 be present. 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 appeal can be made up for full credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. Suspension from co-curricular and extra-curricular activities may not be appealed.

DAMAGE OF PROPERTY

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

CARE OF PROPERTY

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

STUDENT CODE OF CONDUCT

The ultimate goal with student discipline is to instill self-discipline and to help students develop the inner controls that will enable them to be successful productive citizens. Members of the staff will, therefore, endeavor to help students acquire the skills of dealing with conflict and anti-social behavior. The school counselor will play a special role in working with the more chronic or severe cases. The school counselor will also use intervention strategies with students returning from suspensions and help students' process their experience and learn ways of avoiding future similar incidents.

The Board of Education has adopted the following Student Discipline Code. The Code includes many of the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly and supportive learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". 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.

The following list outlines the major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

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

EXPLANATION OF TERMS APPLYING TO STUDENT DISCIPLINE CODE

1. USE/POSSESSION OF DRUGS/DRUG PARAPHERNALIA

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - possession, sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Student will be suspended and law enforcement officials will be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

Students who are found in possession of the above mentioned substances will be subject to the following discipline.

- a) First offense – 10 days suspension
- b) Second Offense – 180 days expulsion
- c) Third offense – Hearing before the Board of Education and student will be expelled from the school district.

With the approval of the superintendent, the principal 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 systemically. Failure to follow through with the intervention would result in the imposition of the consequences as stated above along with a referral for alternative school.

STERIOD POLICY

The Board of Education recognizes that the use of dietary supplements that contain performance – enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students. Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g. anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties.

Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance- enhancing drug by a student with whom she/he has contact as part of his/her duties. Use of a performance –enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board of Education. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.

BANNED DRUGS

Ephedra or Ma Huang, Epitonin or sida cordifolia
Brand supplements containing Ephedra
Herbal Ecstasy
Shape-Fast Plus
Thermogen Tea
Metabolife 356
Ultimate Orange
Diet Fuel
Herbal Rush
Energy Rush
Xenadrine
Biodrine
Ripped Fuel
Androstenedione, Norando, DHEA, DHT, and Tribulus terrestris
Brand supplements containing 19 Norandrostenedione, Androstenediol and Dehydroepiandrosterone (DHEA):
3-andro Xtreme
Andro-Gen
Andro-Stack
Androstat
Animal Stak
Nor Andro Ripped Fuel
Nor-Stak
Nor-Tek
GHB/GBL – Gamma Hydroxy Butyrate or Gamma Butyrolactone
Supplements containing GHB/GBL include:
Rest-EZE
Blue Nitro
Revivarant G
GH revitalizier
GHR
Remforce
Synephrine or citrus aurantium or zhi shi
Supplements containing synephrine
Thermo-Lift
Herbal Thermotabs
Gracinia cambogia
Supplements containing garcinia cambogia:
Hydroxycitrate
Hydroxycut
Citrimax

The Department of Community Health shall base the list on the list of banned drugs contained in bylaw 31.2.3.1 of the bylaws of the national collegiate athletic association.

The following is an additional list of banned-drug classes with examples of substances under each class:

amiphenazole	methylenedioxymethamphetamine
amphetamine	(MDMA, ecstasy)

Banned-drug classes continued:

bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylpropanolimine (ppa)
diethylpropion	picotoxine
dimethylamphetamine	pipradol
doxapram	prolintane
ephedrine (ephedra, ma huang)	strychnine,
synephrine (citrus aurantium zhi shi,	bitter orange
ethamivan	
ethylamphetamine	and related compounds.
Fencamfamine	
Electronic Cigarettes	
Cinnamon Challenge	

The following stimulants are also banned:

Meclofenoxate	phenylephrine
Methamphetamine	pseudoephedrine
Anabolic Agents:	
Anabolic steroids	
Androstenediol	methyltestosterone
Androstenedione	nandrolone
Boldenone	norandrostenediol
Clostebol	norandrostenedione
Dehydrochlormethyl-	norethandrolone
Testosterone	oxandrolone
Dehydroepiandro-	oxymesterone
Sterone (DHEA)	oxymetholone
Dihydrotestosterone	stanozolol
(DHT)	testosterone
Dromostanolone	tetrahydrogestrinone (THG)
Epitrenbolone	trenbolone
Fluoxymesterone	and related compounds
Gestrinone	
Mesterolone	

Other anabolic agents

Methandienone	methenolone	clenbuterol
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Substances Banned for Specific Sports:

Alcohol	pindolol
Atenolol	propranolol
Metoprolol	timolol
Nadolol	and related compounds

Diuretics:

Acetazolamide	hydrochlorothiazide
Bendroflumethiazide	hydroflumethiazide
Benzhiazide	methylclothiazide
Bumetanide	metolazone
Chlorothiazide	polythiazide
Chlorthalidone	quinethazone
Ethacrynic acid	spironolactone (canrenone)
Flumethiazide	triamterene
Furosemide	trichlormethiazide

Street Drugs: And related compounds

Heroin	tetrahydrocannabinol
Marijuana	(THC)

Peptide Hormones and Analogues:

Corticotrophin (ACTH)
Human chorionic gonadotrophin (hCG)
Luteinizing hormone (LH)
Growth hormone (HGH, somatotrophin)
Insulin like growth hormone (IGF-1)

Any object that can be used to threaten or harm another may be considered a weapon. This violation will also subject a student to suspension or expulsion. Intentional injury to another can be a felony and/or a cause for Civil action. This is not limited to but can include: knife with a blade of 3 inches or less, razor blades, boxcutters, toy guns, pencils, pens, classroom scissors, etc.

7. PURPOSELY SETTING A FIRE

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. Proper authorities will be contacted.

8. PHYSICAL ASSAULT (FIGHTING) TO STUDENT/PERSON

Physical assault or the indication of an assault on another student or person associated with the district, 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. However, the principal may recommend expulsion of the student to the superintendent and Board of Education.

- a) 1st Offense - 5 day suspension, Student calls parent, student completes Reflection Form, and Restorative Justice conference referral.
- b) 2nd Offense - 10 days suspension, student calls parent, student completes Reflection Form, and restorative justice conference call.
- c) 3rd Offense – 15-180 days suspension with possible expulsion, parent conference, student completes Reflection Form, and Restorative Justice conference call.

9. PHYSICAL ASSAULT OF EMPLOYEE/VOLUNTEER/CONTRACTOR

Physical assault or the indication of an assault on a staff member or other person associated with the district, 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. However, the principal may recommend expulsion of the student to the Superintendent and Board of Education.

- 1st Offense - 10-180 days suspension with 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 shall also expel a student grade 6 or above who physically assaults another student for up to 180 days.

10. MAJOR BATTERY

Major Battery is the physical attack or intentional infliction of harm requiring medical attention on any student or Board of Education employee. The student will be suspended for 180 days. However, the Principal may recommend expulsion of the student to the superintendent and Board of Education.

Note: Public Act 104 requires the Board of Education to permanently expel any student grade 6 or above who physically assaults school employee, volunteer, or contractor. The Board shall also expel a student grade (six) 6 or above who **physically assaults another student**.

11. VERBAL ASSAULT

Students involved in verbal threats to a student, staff member, or any person associated with the district shall be subject to the following discipline:

- a) 1st Offense - One (1) day Suspension*, student calls parent, student completes Reflection Form and Peer Mediation conference referral
- b) 2nd Offense – Three (3) day Suspension*, student calls parent, student completes Reflection Form, Peer Mediation conference referral
- c) 3rd Offense – 10-180 days suspension* with possible expulsion, student calls parent, student completes Reflection Form, and Restorative Justice conference referral.

Note: Public Act 104 requires the Board of Education to expel any student grade six (6) or above who verbally assaults a school employee, volunteer, or contractor for a period of time up to 180 days. This does include verbal or written threats. Under this law assaults to school property (ex. Bomb threats) will be grounds for expulsion.

12. UNACCEPTABLE LANGUAGE

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

- a) 1st Offense – Verbal warning
- b) 2nd Offense - One (1) day detention and parent contact
- c) 3rd Offense – Two (2) day detention, parent contact, and Restorative Justice referral.

13. EXTORTION

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else and is against the law. Violations of this rule will result in suspension or expulsion after being reported to the police.

- a) 1st Offense – Five (5) day suspension plus proper authorities will be contacted. Parents will also be contacted.
- b) 2nd Offense – Ten (10) day suspension and meet with superintendent and/or Board of Education.

14. 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. Students suspected or involved in gambling on school property shall be subject to the following discipline:

- a) 1st Offense - One (1) day suspension*, proper authorities may be contacted. Parents will also be contacted.
- b) 2nd Offense – Three (3) day suspension*, proper authorities may be contacted. Parents will also be contacted.
- c) 3rd Offense – Five (5) day suspension*, parents are contacted, proper authorities may be contacted, meet with superintendent and/or Board of Education.

15. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Forgery of hall/bus passes, absence notes, and excuses as well as false I.D.'s are forms of lying and are not acceptable. Students found to be cheating on any assignment in any class will be dealt with in the following manner:

- a) 1st Offense: One (1) day detention, student will be given a zero (0) for the assignment. student calls parent. (Standard discipline for copying)
- b) 2nd Offense: One (1) day suspension, student will be given a zero (0) for the assignment, student calls parent.
- c) 3rd Offense: Three (3) day suspension, student will not be re-admitted to class until there is a conference between the student, parent, teacher, and principal.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

16. FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Students who turn in a false alarm or report will be referred to the local police and charges will be filed. Students will be suspended from school while the charges are pending, and referred to the Superintendent and Board of Education.

16. EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects are forbidden and dangerous. Violations of this rule will be treated the same as a student possessing a weapon on school property as an explosive could inflict bodily harm on others. **A student found in possession of an explosive device will be subject to permanent expulsion from school.**

Possession or use of smoke bombs will result in:

- a) 1st Offense – Five (5) day suspension, parents contacted.
- b) 2nd Offense – Ten (10) day suspension and parents contacted.

P.A. 104 requires the expulsion of a student for a bomb threat or similar threat.

17. 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 will result in police authorities being called and charges being filed.

18. THEFT

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring items of value or large sums of money to school. The School is not responsible for personal property. Theft will result in charges being filed with the local law enforcement. A student who is caught stealing is subject to the following discipline:

- a) 1st Offense – Three (3) days suspension*, student calls parents, Restorative Justice referral, and proper authorities may be contacted.
- b) 2nd Offense – Ten (10) days suspension*, student contacts parents, Restorative Justice referral, proper authorities may be contacted, and possible recommendation for expulsion.

19. DISOBEDIENCE OR DISRESPECT

Students must identify themselves by the correct name and grade when directed to do so by any staff member. Students must accompany any teacher, counselor, administrator, or other adult staff when directed to do so. Failure to fully comply with this policy, either by refusing, ignoring, arguing/challenging, or falsely identifying oneself, may result in suspension from school for insubordination. 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 will result in suspension.** Students who exhibit gross disrespect or disobedience for a member of the staff through comment or action will be subject to the following discipline:

- a) Discipline is at the discretion of administration and based upon the severity of the offense.

20. 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 such damage to the extent of the law except that students over 18 years of age shall also be liable for the damage they cause. Writing on desks is considered vandalism. Students guilty of damaging school property shall be subject to the following discipline:

- a) 1st Offense – Three (3) days suspension*, Restorative Justice referral, proper authorities may be contacted and student contacts parent.
- b) 2nd Offense – Five (5) days suspension plus proper authorities may be contacted, Restorative Justice referral, and student contact parents.
- c) 3rd Offense – Ten (10) days suspension*, student contacts parent, Restorative Justice referral, proper authorities may be contacted, and possible recommendation for expulsion.

21. 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 will be interpreted as trespassing on school property and will be reported to local authorities.

22. 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 will result in:

- a) 1st Offense- One (1) day suspension*, parent contact, and Restorative Justice referral.
- b) 2nd Offense- Two (2) days suspension*, students contact parent, and Restorative Justice referral.
- c) 3rd Offense - Five (5) days suspension*, students contact parent, Restorative Justice Referral and possible recommendation for expulsion.

23. 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. (This does not include anything defined as "criminal sexual conduct.")

- a) 1st Offense – Verbal warning
- b) All further violations will result in: One (1) day detention, student contacts parent, and Restorative Justice referral.

24. ELECTRONIC DEVICE POLICY

New Haven Community Schools recognizes that technology is constantly evolving and advancing and that many technology tools exist to help support students in their learning. New Haven Community Schools has long prided itself on the instructional technology it provides for its students, further exemplifying that commitment with the development of the 21st century classroom.

The use of electronic communication devices is prohibited in school. And, as always, per the school code of conduct, "The school prohibits the use of any video device in any restroom, locker room, or other location where students and staff 'have a reasonable expectation of privacy'."

In order to avoid classroom disruptions that may result in disciplinary issues for students, parents are still encouraged to communicate with their students by contacting the high school main office at 586-749-5104 or the middle school main office at 586-749-8067.

Using a device in an unauthorized manner, is a violation of this policy. This will result in disciplinary action. Minimally, the device will be confiscated temporarily or permanently. The use of picture taking capability of any device at any time will result in permanent confiscation of the device and disciplinary measures up to and including expulsion.

*Students, who refuse to surrender a device upon staff request, will be treated as disobedient or disrespectful and may be subject to suspension**

- a) 1st Offense – Staff members take device, device returned to student at end of class (MS – turned into office and returned at end of day)
- b) 2nd Offense – Staff member takes device and submits to office, device returned to student at end of the school day. (Parent contact)
- c) 3rd Offense – Staff member takes device and submits to office, device only returned to parent in the school office.

25. VIOLATION OF SCHOOL RULES/ AIDING OR ABETTING

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

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 the following:

- a) 1st Offense one-day Suspension & parents will be contacted.
- b) 2nd Offense - two-day suspension & parents will be contacted.
- c) 3rd Offense – three-day suspension, parents contacted, and upon returning a contact with the principal, teacher, student, and parent is mandatory.

Note: Teachers will use the assertive discipline policy before this policy goes in affect.

26. VIOLATION OF BUS RULES

Please refer to Section V on transportation for bus rules.

27. DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions or manner of dress that interferes with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. After the teacher has exhausted the assertive discipline policy the chronic or serious problems will be referred to the assistant principal and will be at the discretion of administration, and based upon the severity of the offense.

28. GANGS

The New Haven Community Schools has a Zero Tolerance policy toward gangs. Gang symbols, signs, colors, clothing or any paraphernalia will result in expulsion from school for up to one year.

29. HAZING

Hazing by any school group, club or team is not permitted. 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.

30. CHRONIC MISBEHAVIOR

After a student has accumulated six suspensions the parents and student will be asked to meet with the building administrator and counselor to formulate a plan to remediate the unacceptable behavior. Students who accumulate 10 detentions or any combination of detentions or suspensions totaling 10 may be recommended to the Board of Education for expulsion.

31. DUE PROCESS RIGHTS (31.5611)

Before a student may be suspended or expelled from school, the following procedures must be followed:

31.5611

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- A. Students subject to short-term suspension: A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.
- B. Students subject to long-term suspension and expulsion:
A student and his/her parent or guardian must be given written notice of the intention to or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

32. EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS (5610)

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law (Policy 5610.01). Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law and Policy 5610.01, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

The Superintendent may recommend to the Board a long-term suspension or that a student be expelled.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy 5611 must be observed. The Special Education Director shall check to make sure the student is not classified as disabled under Section 504.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or the student may be given a short-term suspension by the Superintendent or the principal. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

The Superintendent shall develop administrative guidelines to implement this policy which shall include:

- A. strategies for providing special assistance to students who are in danger of being expelled and are not achieving the academic outcomes of the District's core curriculum;
- B. promulgation of standards of behavior to all students in accordance with Board policy on student discipline;

- C. procedures that ensure due process;
- D. provision for make-up work at home, when appropriate.

M.C.L. 380.1301, 380.1309, 380.1311
20 U.S.C. 3351
State Board of Education, Resolution to Address School Discipline Issues
Impacting Student Outcomes, Adopted June 12, 2012

Revised 6/24/13

33. SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten days or less, the assistant principal will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the assistant principal will then provide the student the evidence supporting the charges. After that informal hearing, the assistant principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed to the principal within five days after receipt of the suspension notice. The request for an appeal must be in writing. If sustained by the principal, the suspension may be appealed to the superintendent within five days. The superintendent will notify parents within five days of his decision. The superintendent's decision is final.

During the appeal process, the student shall not be allowed in school until the decision is made final. Suspension from co-curricular and extra-curricular activities may not be appealed. The appeal shall be conducted in a private meeting, at the student or parents' request.

When a student is suspended, s/he may make up work missed, tests, or quizzes while on suspension. All assignments must be turned-in to the teacher within the number of days of the suspension, not to exceed 5 days, after the student returns to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up will also be reflected in the grades earned.

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

*Suspension may be in-school or out-of-school at the discretion of administration and based upon the severity of the offense.

34. EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians or counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

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

For the purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including but not limited to air guns and explosive devices. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy and Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the building principal's office. Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent, during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Secretary of the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

New Haven High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding a disciplinary action, he/she should contact the high school principal.

35. SEARCH AND SEIZURE

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. No padlocks are to be placed on student lockers without permission of the building principal.

No strip searches will be conducted by any employee of the District but may be conducted by law enforcement officials if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

36. STUDENTS RIGHTS OF EXPRESSION

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

- a) A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent or vulgar.
 2. advertises any product or service not permitted to minors by law.
 3. intends to be insulting or harassing.
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- b) Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

37. STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. Concerns regarding classroom activities should be first discussed with the classroom teacher before advancing to the building principal.

38. CUTTING CLASS OR SKIPPING SCHOOL

Cutting of classes and leaving school without parents and high school office permission will be considered an unexcused absence and result in:

- 1st Offense – One day suspension, parents contacts.
- 2nd offense – One day suspension parent contacted, one day classroom only opportunity.
- 3rd Offense – Three (3) day suspension, parent conference, and further disciplinary actions will be determined at parent conference.

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

39. SKIPPING 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 behavior incident. Students who do not report to a scheduled detention shall be subject to the following discipline:

- a) 1st Offense – Missed detention will be rescheduled.
- b) 2nd Offense – One (1) day of suspension and parent contact.

40. OUT OF CLASS WITHOUT PERMISSION/PASS

- a) Detention

41. BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (5517.01)

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.

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.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

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

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

Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 5/14/12

Revised 12/9/13

Revised 4/18/16

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**ANTI-BULLYING POLICY
BOARD OF EDUCATION STUDENTS NEW HAVEN COMMUNITY SCHOOL (5517.01/)**

PROHIBITION OF BULLYING BEHAVIOR

It is the policy of New Haven Community Schools to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying of a student is strictly prohibited. This prohibition includes written, verbal, physical, and emotional/psychological abuse, which cause or threaten to cause bodily harm, reasonable fear for personal safety or substantial emotional distress. This policy applies to all "at school" activities in New Haven Community Schools as defined by this policy.

NOTIFICATION

Notice of this policy will be annually distributed to students and families; posted in conspicuous locations in the New Haven Community School buildings and on the District's website, as well as incorporated into applicable student handbooks. 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), and 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.

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

PROCEDURE

Any student who believes he or she has been or is the victim of bullying should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or school staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that he or she believes to be bullying behavior directed toward a student. Reports shall be made to those identified above.

The Principal (or other administrator as designated by the Superintendent) shall promptly investigate and document all complaints about behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit. If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial action which may include disciplinary measures.

The administrator conducting the investigation shall document any reported prohibited activity and within a reasonable time frame, report all verified incidents of bullying as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent will submit a compiled report of verified incidents to the Board on an annual basis.

Retaliation or false allegations against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited.

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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is prohibited. Retaliation and intentionally false reports may result in disciplinary action.

IMPLEMENTATION

The Superintendent is responsible for implementing this policy, and may develop administrative guidelines, consistent 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, New Haven Community Schools reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

While not all conflict is bullying, if a student or other individual believes there has been bullying behavior, regardless of whether it fits a particular definition, he or she should report it immediately and allow the administration to determine the appropriate course of action.

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

"Bullying" is defined as any written or physical act (including electronic communication; i.e., internet, telephone or cell phone, personal digital assistant/PDA, or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and /or
- D. causing substantial disruption in or substantial interference with, the orderly operation of the school.

42. HARASSMENT

The School 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 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 oral sexual innuendoes, 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 graphic commentaries 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 at same, 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:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward fellow student, staff member, or other person associated with the District.

2. 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 the person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries 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 action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

MINOR VERBAL HARRASSMENT

Name calling, spreading hurtful/threatening rumors. Mean/hurtful name calling, spreading hurtful electronic messages. Exclusions: starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

1st Offense – Verbal warning and Restorative Justice referral Student will notify parent and written warning for student file.

2nd Offense – Classroom Only – One (1) day, parent contact, and Restorative Justice Referral.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:

If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

43. MINOR INTENTIONAL BODILY HARM

Is any roughhousing, pushing, tripping, shoving, shouldering, grabbing, bumping, slapping, and any other similar behaviors.

1st offense – Detention – One (1) day, and Restorative Justice

2nd Offense – Detention – Two (2) days. Student will notify parent, Restorative Justice referral.

3rd Offense – One (1) day suspension*, Parent contact, Restorative Justice.

This section adopted by the Board of Education Date: July 7, 1997

44. STUDENT CODE OF CONDUCT FOR TRANSPORTATION SERVICES (5500B)

Student conduct on school vehicles should be defined in either the student handbooks (see AG 5110) and/or in a transportation handbook.

New Haven Community Schools Transportation Handbook

**Student Code of Conduct
for transportation services**

(586) 749-3562

TRANSPORTATION TO & FROM SCHOOL

Bus Transportation -

Students and parents are advised of the following responsibilities as per the Michigan Regulations for School Busses, Bulletin #431. The right to a free public education does not necessarily include the right to transportation services. Appropriate behavior and conduct on school transportation is essential to ensure the safety of all students. This handbook pertains to the reasonable time a student spends at the bus stop in addition to the time actually riding the bus. Misbehavior on the way to the bus stop, while waiting at the bus stop, and on the way home from the bus stop within reasonable time limits can be governed by these guidelines.

Responsibility of the Parents:

1. To ascertain and ensure that their children arrive at the bus stop on time in the morning.
2. To ensure that their children do not loiter at the bus stop for excessive time before the pickup and after the drop off times.
3. To provide the necessary supervision for their children when going to and from the bus stops and when at the bus stop.
4. To be responsible for the proper conduct of their children on the way to and from the bus stops and while at the bus stop.
5. To make an effort to understand and cooperate with those responsible for pupil transportation.

Responsibility of the Students:

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To observe classroom conduct expectations (except for ordinary conversation) while getting on or off and while riding the bus.
3. To follow the driver's instructions and to report promptly to the school official when instructed to do so by the driver.
4. To be at the designated stop in the morning ready to board the bus at the scheduled pickup time. The driver is responsible for the maintaining their regular schedule and cannot wait for tardy students. To leave the bus at this same stop in the afternoon.
5. To stay off the traveled roadway at all times while waiting for a bus.
6. To wait until the bus has come to a full stop before attempting to get on or off.
7. To leave the bus only with the consent of the driver.
8. To enter or leave the bus only at the front door after the bus has come to a stop, except in case of emergency.
9. To cross the traveled highway, if necessary, after leaving the bus in the following manner:
 - a. Make certain the bus is stationary.
 - b. Go to front of bus within sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway.
 - d. Walk (not run) in front of the bus when crossing the highway.
10. To keep hands and head inside the bus at all times.
11. To inform the transportation department when absence is expected (if a single student stop).
12. To report to the driver at once any damage to the bus that is observed.
13. To help keep the bus clean, sanitary, and orderly.
14. Do not throw or place any items out of the bus windows or doors at any time.
15. Students may not place objects of any kind near the driver or in the aisles. Items must be able to be stored under seats or on the students lap.
16. Students are required to ride their assigned bus only.
17. Students will not bring animals/reptiles & insects on the bus.

Food on Busses -

Due to safety issues, absolutely no gum, food or drinks of any kind are to be consumed on the regular or activity busses at any time. Students should not be purchasing food from school to be consumed on the bus. In the event that the student has any food or drink items with them it should be out of sight in their backpack.

Cell Phones/Cameras –

A cell phone and/or camera will be confiscated by the bus driver if he/she determines that the cell phone and/or camera is distracting and affecting his/her ability to drive safely (i.e., playing ringtones or using the flash while taking pictures). The student will receive the confiscated item upon departure from the bus; consequences may follow.

Bus Conduct Reports -

Any behavior problems or code of conduct violations that occur on the bus will result in a Bus Conduct Report. These reports may be issued by the bus driver, transportation dept., or School Administration. Students will be asked to report their name to the driver during any suspected conduct problem. If the student fails to report the correct identifying information they will be subject to more severe consequences. Reporting this information allows the bus to continue its schedule and the incident will be processed after the run is complete.

The following is a list of corrective measures associated with each incident on the bus.

Step 1: parental notification (from Transportation Dept.) and verbal reprimand.

Step 2: parental notification (from Transportation Dept.), verbal reprimand, and assigned seat with a Bus Conduct Report issued (length of time is at the discretion of the driver, notification of report to school administration from the Supervisor).

Step 3: parental conference with transportation supervisor/bus driver (phone call and Bus Conduct Report issued), suspension of bus privileges for 1-3 days. (notification of report to school administration from the Supervisor).

Step 4: parental notification (phone call and Bus Conduct Report issued), suspension of bus privileges for 3-5 days, and possible suspension from school (at the discretion of school administration).

Step 5: parental notification, suspension of bus privileges for 5-10 days and suspension from school for 1-3 days (at the discretion of school administration).

Further incidents may result in the student's transportation privileges being revoked indefinitely.
*A student may be required to clean the bus/busses if appropriate with the offense.

School administration reserves the right to alter the aforementioned consequences depending upon severity of any bus related incident or circumstances with the individual student. Severe incidents may result in the student being placed on a higher step.

MDE Guidance on Pupil Transportation – “Frequently Asked Questions”

- **Isn't the school district required to transport my child?** School districts are NOT required by law to transport regular education children. Michigan Compiled Law (MCL) 380.1321 outlines the obligations of the school district IF its board of education elects to provide transportation. Under Article 3 of the Revised School Code, the school district is obligated to provide for the transportation of a special education student if the Individualized Educational Planning Committee (IEPC) has determined that the transportation is a specialized service which is included within and necessary to carry out the student's IEP.

- **My child is starting kindergarten. Will the bus pick my child up in front of my house?** There are no special laws or regulations for transporting regular education students enrolled in kindergarten. If your district provides transportation, it will be provided in accordance with the requirements of MCL 380.1321, Section 55 of the Pupil Transportation Act, and local district policy with regard to the placement of the bus stop.

- **Is there a law about how far my child has to walk to the bus stop?**
No law specifies the maximum distance a student may walk to the bus stop.

- **Is there a specified distance that must exist between school bus stops?**
The lights on a school bus which are used to notify other traffic of an upcoming stop must, by law, be activated 200 feet from the stop. Thus, bus stops must be at least 200 feet apart.

- **What other factors are involved in establishing where the school bus stops?**

There are many factors which should be taken into consideration when school administrators establish the placement of school bus stops. The basic legal factors are spelled out in MCL 257.1855, but the primary concern is visibility of the bus to other traffic and the consideration of stopping distances necessary for other motor vehicles in order to accomplish safe loading and unloading of the children. In general, state law requires 400 feet of clear and continuous visibility on a highway or roadway where the speed limit is more than 35 miles per hour, and 200 feet where the speed limit is less than 35 miles per hour. There is no state law which specifies a maximum distance between stops.

- What about the safety of my child getting to and from the bus stop? There are no sidewalks where we live and it's not very safe walking on the busy road we live on. It is the responsibility of the parent or legal guardian to see that a child gets safely to and from the bus stop. The school district provides transportation as a non-mandated service and establishes placement of the bus stops in accordance with the requirements of the law.

- Is there a law stating that an adult riding on a school bus for monitoring purposes be seated at a specific location on the bus? There are no laws pertaining to this issue. In most cases when adults are assigned to monitor students that are being transported on a bus, they are near the student or students who possess the greatest amount of supervisory need.

- My child spends over two hours a day just riding the bus to and from school. Is there a maximum riding time in the law? There is no maximum riding time in the law for children in kindergarten through grade twelve. Child care licensing regulations establish a maximum riding time of 60 continuous minutes for the transportation of preschool children.

BUS CAMERA

All of the New Haven buses are equipped with cameras. This allows our drivers to maintain their attention to the driving. Students who behave inappropriately on the bus as documented by the bus camera security system can be denied transportation or can be disciplined in other ways as stated in the code of conduct.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

HIGH SCHOOL STUDENT DRIVING TO SCHOOL

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students-a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

Driving to school 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 school district is not responsible for a vehicle if it is vandalized while parked in the school parking lot.

The Board will not permit the use of mini-bikes for travel to and from school. A student who does not possess a valid motorcycle certification on his/her driver's license will not be allowed to ride or park a motorcycle on school property.

The following guidelines shall be followed before a student is allowed to drive to and from school:
Students under age eighteen (18) are to have a note from their parents granting permission to drive to school.

Students shall complete the Student Vehicle Form and provide:

1. A valid driver's license;
2. Proof of insurance certificate;
3. Vehicle registration.

Parking lot speed limit is 15 mph.

When all required information is provided to the high school office, the student will be issued a parking permit and a numbered space will be assigned to him/her. Those students not assigned a parking space in the lot will not be permitted to drive automobiles to school. Only cars with parking permits will be permitted in the parking lot. Consideration to granting a parking permit will be given to students based upon a) the distance from the student's home to school, b) the inadequacy of other transportation, and c) the student's activity schedule. This 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 transportation is available through the school district, students shall not drive to school-sponsored activities in which they are participating, unless written permission is granted by their parents and approved by the building principal in advance.

Students may not drive to and from New Haven High School to off campus class locations (i.e. Pankow, field trips), or activities from which they will return to New Haven High School during the school day.

No other students will be allowed to be driven to a school-sponsored activity by a student driver without a note from the riders' parents granting this permission and approval is granted by the building principal in advance.

Speeding or reckless driving could result in the suspension of driving privileges for a semester.

SENIOR PARKING SPACE – addition to NHHS Student / Advisor Handbooks 7 SEP 2017

In an effort to increase creativity, and school spirit, while supporting individualism, students who have reached Senior status, by credit, will be given the opportunity to choose a reserved parking space, in a designated student-parking area, and paint an approved mural design in that space for their Senior year.

Class Advisors will help spearhead this project each year, with support from the Art Department. The following criteria must be met before painting a parking space:

- 1) Student must have successfully completed 3 years of high school and have enough credits to be considered a Senior for the upcoming Fall semester.
- 2) Student must have an approved Parking Permit Request on file with the Main Office.
- 3) Student must pay the \$50 Senior Parking Reserved Space fee.
 - Fee is non-refundable
 - Selection of space is first come, first serve after meeting above 3 criteria points
- 4) Student must submit their mural design idea to their Class Advisor for approval.
 - Design must cover the entire parking space

Once the above criteria has been met, students can paint their space, on their own time, during reasonable (daylight) off school hours. Painting cannot begin each summer prior to office staff returning in early August, so parking passes can be approved. Painting must be completed each year by Homecoming or the middle of October, whichever comes later. All expenses related to purchasing supplies, cleaning the space, etc. are at the sole responsibility of the student.

The following abuse of privileges will be considered destruction of property under school code of conduct violations, and disciplinary actions will be taken, up to, and including suspension and / or loss of parking privileges:

- 1) Painting without meeting any 1 or more of the above criteria
- 2) Defacing another student's artwork / parking space, including driving over wet paint where barricades / cones have been placed

The following are strictly prohibited:

- 1) Use of profanity, references to gangs, drugs, alcohol, sex or other symbols of intolerance in the student's design. Design approval is at the discretion of the Class Advisor and can be referred to the Administrative Staff.
- 2) Use of latex (oil-based) paints of any kind.
- 3) Painting beyond the defined parking space, parking lines must be visible, bare pavement (lines) will be considered parking lines in cases where painted lines are worn.
- 4) Use of spray paints / air-brushing should be minimal and done with extreme care, as direction and over-spray is not easily controlled. Any spray paint used must be water-based.

RECOMMENDATIONS FOR PAINTING A PARKING SPACE

- 1 gallon tintable satin acrylic (water-based) exterior paint as background color
- Pints or other small containers of tintable satin acrylic paint for other design colors needed
- Sidewalk chalk to draft design/outline
- Paint roller, brushes, paint tray, wipe cloths, wide painter's tape, stencils, yard stick
- Broom to sweep dirt from space before you begin
- **HAVE PATIENCE!** Remember to allow time for sufficient drying before painting layers, colors, parking on space. **HAVE FUN** and congratulations on reaching SENIOR YEAR.

Senior parking space Acknowledgement and Acceptance of Guidelines forms are available in the main office.

SECTION VI - STUDENT ATHLETIC POLICY

PHILOSOPHY OF THE DEPARTMENT OF INTERSCHOLASTIC ATHLETICS

New Haven Community Schools considers interscholastic athletics an integral part of the school. Its existence provides an opportunity for students, faculty, alumni and friends to share in the life of the school community. However, the priority of the school district is and will always remain the academic preparation of its students.

The Department of Interscholastic Athletics strives to achieve the same standards of excellence in its athletic program as exists within the school's teaching program.

The department embraces the concept that the student athlete is first and foremost, a student, possessing individual rights, academic abilities, personal interests and ambitions comparable to those of other members of the general student body.

NHCS is committed to Macomb Area Conference (M.A.C.) and Michigan High School Athletic Association (MHSAA) rules and regulations governing its interscholastic athletic endeavors.

NHCS acknowledges and upholds the concept of institutional control, requiring appropriate participation in the development and review of athletic policies by the superintendent, and the Board of Education.

NHCS charge is to provide equal opportunities for both boys and girls by developing and sustaining programs which help student athletes achieve their maximum potential, both academically and athletically.

NHCS is entrusted to operate its athletic program in a manner that does not detract from the student athlete's educational opportunities.

NHCS expects its student athletes to maintain academic as well as other NHCS standards.

Competent, clean, hard playing athletics have made a place for interscholastic athletics in the educational program of New Haven Community Schools. All students who are participating in interscholastic athletics are acting as ambassadors or representatives of the school system, and, as such, must be willing to conduct themselves in a fashion which reflects favorably upon not only the team, but the entire student body in the school system as well. All students and their parents should be aware that participating in interscholastic athletics at New Haven Community Schools is a privilege and not a right. This privilege is made available only to students on the condition that they comply with the rules and regulations established in these athletic policies.

ACADEMICS AND ATHLETIC ELIGIBILITY (ALSO PERTAINS TO ALL CO-CURRICULAR ACTIVITIES)

The following guidelines are meant to keep the student/athlete eligible for interscholastic competition:

1. ELIGIBILITY - During a semester, students participating in interscholastic sports will be listed and the athletic department will complete a weekly eligibility report on Friday of each week. If a student/athlete has a failing grade in any class he/she will be placed on probation to improve the failing grade. If a student-athlete has a failing grade in any class a 2nd time, he/she will be benched beginning on the Saturday after the eligibility report is run by the athletic department.

If a student-athlete is still fails ANY class a third time, the student-athlete is removed from the team. It is the responsibility of the athletic director to notify coaches of any probationary or ineligible student-athlete. It is also the responsibility of the athletic director to notify each player individually on that same day. A student must pass five (5) subjects to participate for any team competition for the succeeding semester. Eligibility weeks are cumulative not consecutive

2. CONDUCT - It is the responsibility of the classroom teacher to notify the athletic director of any problems concerning a student/athlete's department. (Middle school refer to the elimination policy)

3. INTERSCHOLASTIC ACTIVITIES - Students must be present in school ½ day (4 hours) to participate that day in interscholastic activity.

4. Students who take part in any outside sporting event during the sport's season, may not participate in a school-sponsored interscholastic sport (varsity or JV). The student/athlete will be suspended from the team for the remainder of the season.

5. Students will have school equipment loaned to them during their participation in a particular sport. A student/athlete is responsible for all equipment which has been issued to him/her. At the end of a sport, the student/athlete must account for that equipment. No student/athlete will participate in another sport until all of the equipment issued to him/her has been accounted for or the student/athlete has made restitution for missing equipment.

6. A student must also fill out and sign a student physical card, have a parent or guardian give written permission on the physical card, and be examined by a physician each year and found physically fit. The signature of the physician must be on the physical card and on file in the athletic office before the athlete may participate, **even in practice.**

7 Smoking (including electronic cigarettes), chewing of tobacco, drinking of alcoholic beverages, and drug abuse have been scientifically proven to be detrimental to athletic performance. Therefore, possession/use of any of these substances is prohibited among athletes at any time during their school career. These rules apply regardless of age. If athletes break the training rules, on or off campus (the use of any substance), the discipline guidelines for supervision will be applied to participation in sports and also subject to disciplinary action as outlined in the Student Code of Conduct. Violations are cumulative over the student athlete's entire enrollment at New Haven Community School.

1st Offense - The athlete will be suspended from the team for 30% of the total scheduled games for the season. The suspension from the team can include post-season games. An athlete will not practice with the team during a competition suspension and may sit on the bench, in street clothes, during the contest. During the suspension, an athlete may not dress (in uniform) for any competition.

2nd Offense - The athlete will be suspended from the team for the remainder of the current season. He/she must show proof of rehabilitation if alcohol or drug related. This can be an in-school group or professional counseling. The athlete must meet with the athletic director before reinstatement to the athletic program.

3rd Offense - The athlete will not be allowed to participate in any athletic program for one calendar year from the time of the offense. After one year, he/she must show proof of professional counseling prior to appearing before the athletic director for possible reinstatement.

ADDITIONAL OFFENSES WILL RESULT IN SUSPENSION FROM ALL ATHLETIC PROGRAMS FOR THE REMAINDER OF THE STUDENT ATHLETE'S HIGH SCHOOL CAREER.

8. Any student/athlete found by any school employee/representative, or police involved in illegal possession, use, or sale of drugs will be ineligible to participate in sports for the rest of the school year. Each athlete so accused will have the right to present his/her version of the incident. This meeting will take place with the coach, the person making the accusation, and the athletic director. This applies to athletes on and off the school grounds.

9. DROPPING A SPORT - If a student/athlete quits or is suspended from a sport for unexcused reasons, that athlete may not practice or participate in another sport until the end of that season.

10 DUE PROCESS - the student/athlete will be notified of the alleged charge. In each offense, any student athlete so accused will notified of any accusations and will have the right to present his/her version of the incident. A meeting will take place between the team coach, the athletic director, and the building principal, with the student and parent/guardian (if desired) present. The decision of this committee is final and is not appealable. This applies to all student athletes, both on and off school grounds. School officials may gain information applicable to the violation from all Internet resources (i.e. Myspace or Facebook).

11. A student/athlete is not done with a season until after the team awards night. If the student/athlete does not attend and does not contact the coach it will be treated as an unexcused practice. This will be handled by the athletic director and the coach. If this were the last violation of the attendance policy the student/athlete would forfeit all awards. Student/athlete's should be dressed appropriately while in attendance.

12. VARSITY AWARDS - First letter is to be issued by the coach in which that letter is won. Coaches send requirements to the athletic director and principal for approval and then make it known to the players. Coaches reserve the right to issue a letter on special occasions (i.e. managers). Athletes must have permission to participate in more than one sport per season. The student/athlete parents are the only ones that may transport the student/athlete from one event to another

13. SCHOOL CLOSURE - In the event that school is closed due to inclement weather, or some other "act of God," all athletic practices are canceled. In the case of an athletic contest, the decision as to whether or not a contest takes place is the athletic director's, in consultation with the high school principal and the superintendent. The administration reserves the right to modify this position when post-season play is involved.

14. WEEKLY ELIGIBILITY - If a student is on the weekly eligibility list for three times during a season then he/she will be dismissed from the team for the rest of the season. The three times do not have to be in a row, this just means three times total. This is to help the student/athlete focus in on the schoolwork that he/she seems to be having difficulty with. If everything is all right at the end of the season then he/she will be eligible for the following season.

15.TWO-SPORTS SEASON: Students with approval are allowed to participate in two sports during the same season.

ATHLETE'S RESPONSIBILITY

Athlete is defined to be athletic players, managers, cheerleaders and others as designated by the athletic director.

Daily practice: The following will be the penalty for having unexcused absence(s) from practice:

1st Offense - athlete will sit out ½ of the next game.

2nd Offense - athlete will sit out entire next game and will write a full-page summary of that game. This summary will be turned into the AD's office the next day. If the summary is not turned in the student/athlete will be suspended from the team, game and practice, until the AD has the summary.

3rd Offense - athlete will be suspended for the remainder of the season.

Unexcused practice - anytime the coach is not notified before practice begins. -- This must be done by the athlete or the athlete's parents only.

Exceptions - if the athlete's name is on the school absent list and she/he is not at school for the entire day, or for a family emergency. The coach will determine if the excuse is acceptable. Player and or parent may appeal and have a meeting with coach involved, the head coach, and the athletic director.

The following are also responsibilities of the student/athlete:

1. Athletes may have radios or tape players with headphones only on the school buses going to and from games. There will be **no** radios or tape players in the gym at practice or at games.
2. All athletes will ride the school buses to/from games/events. An athlete may ride home from a game with his/her parents only. The coach must receive a written request from the parents to ride home with the parents before the bus leaves New Haven.
3. Dress code for boys - Sweaters or shirts with ties and dress slacks are to be worn to school on the day of the game as well as to the game. Uniforms are to be worn properly. (Shirts are to be worn tucked into pants unless specifically designed to be worn out).
4. Dress code for girls - Dresses, skirts, or slack outfits are to be worn to school on game day as well as to the game. Uniforms are to be worn as designed.
5. Cheerleaders - Uniforms are to be worn properly. Only issued sweats, sweaters, and skirts are to be worn. Uniforms must be worn during the school day on game days and during both the JV and Varsity games.
6. Students found not following the dress code will be given an unexcused practice. This will be handled by the athletic director and the coach. If this were the final violation of the attendance policy the student/athlete would be suspended from the team immediately.
7. Jeans of any type will not be considered to be acceptable as dress slacks.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, the New Haven Community Schools has established the following guidelines concerning student records:

- a) The Superintendent of Schools is the District Records Officer and is ultimately responsible for the processing and maintenance of all student records. The office is located at: 58233 Gratiot Avenue; New Haven, MI 48048 and can be reached by calling (586) 749-5123.
- b) Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
- c) A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- d) The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within thirty (30) days from the date of this notification that s/he will not permit distribution of any or all of such information: name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- e) A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Superintendent of Schools at (586)749-5123.

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