

**2008-2009  
STUDENT HANDBOOK AND PLANNER**

**THIS PLANNER BELONGS TO:**

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**GRANDVILLE HIGH SCHOOL  
4700 CANAL SW  
GRANDVILLE, MICHIGAN 49418  
WWW.GRANDVILLE.K12.MI.US**

**ADMINISTRATION OFFICE.....616-254-6430  
ATHLETIC OFFICE..... 616-254-6436  
ATTENDANCE OFFICE..... 616-254-6440  
COUNSELING OFFICE.....616-254-6438**

**ADMINISTRATORS**

**DR. RANDALL C. MORRIS, PRINCIPAL  
MR. SCOTT JOSEPH, ASSISTANT PRINCIPAL  
MR. BRAD LUSK, ASSISTANT PRINCIPAL  
MR. BRIAN PARSONS, DIRECTOR OF ATHLETICS  
MR. MICHAEL PORCO, DEAN OF STUDENTS  
MS. KIMBERLY THORNTON, DEAN OF STUDENTS**

**GRANDVILLE HIGH SCHOOL**  
**Student Handbook/Planner**

Welcome to Grandville High School and the 2008-2009 school year. This handbook/planner defines our policies and procedures.

**It is the expectation of Grandville High School that students will review the handbook section of this planner, with their parents, prior to the first day of school.**

**Students must sign an acknowledgment form indicating they have read this page before being issued a planner. All students are expected to adhere to the policies and procedures as stated in the handbook.**

Parents and students who have questions regarding the policies and information contained within this handbook are encouraged to call the high school office at 254-6430. Your questions can be directed to the appropriate person or department.

This handbook also includes a student planner. We encourage our students to use the planner to assist in their organizational skills. The replacement cost of this handbook/planner is \$5.00. Replacement planners are available in the first floor administration offices.

GRANDVILLE HIGH SCHOOL  
2008-2009  
Student Planner and Handbook  
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**Grandville Public Schools  
Statement of Non-Discrimination**

*Grandville Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504.*

*Any person believing that the Grandville Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Tim Purkey, the local Coordinator at the following address: 3131 Barrett Ave. SW, Grandville, MI 49418. Phone (616) 254-6558.*

## 2008-2009 GRANDVILLE HIGH SCHOOL ACTIVITY CALENDAR

\*NOTE: Dates and times listed in the school calendar are subject to change. Updates to the calendar will be in the quarterly newsletter and on the GHS web page.

### August

- 18 Registration & Pictures for High School seniors 8:30-11, 1-3PM
- 19 Registration & Pictures for High School juniors 8:30-11, 1-3PM
- 20 Registration & Pictures - High School sophomores 8:30-11, 1-3PM
- 20 Smart Start (Freshman Orientation) 3:30PM – 6:30PM

### September

- 2 First Day of School
- 4 Picture Make-Up Date 7:00AM-1:00PM (280)
- 5 Peer Leader Breakfast 1<sup>st</sup> Hour (Cafeteria)
- 6 Band Pictures – 2:00 PM (Stadium)
- 8-19 PSAT/NMSQT Registration Period
- 9 Registration Deadline/Oct. SAT
- 10 Senior Class Mtg. 9:25 – 10:10AM (Auditorium)
- 11 NHS Kickoff 7:15AM – H.S. Auditorium
- 11 New Student & Peer Leader Luncheon
- 15 Open House 7:00 PM – 9:30 PM
- 19 Executive Board and Student Council Planning 7:50-10:51 AM
- 19 Registration Deadline/Oct. ACT
- 26 Registration Deadline/Nov. SAT
- 27 Race for the Cure, restricted access to GHS in the morning
- 29 NHS Parent Mtg. – Project Room 290
- 29-30 Start of Homecoming Week

### October

- 1-4 Homecoming Week
- 3 Homecoming Day
- 4 Homecoming Dance 8:00-11:00
- 4 SAT Test
- 9 Picture Retakes 7:00AM-1:00PM
- 10 Stratford Trip
- 11 Marching Band Invitational
- 13 Parent Teacher Conferences 4:00 – 7:00 PM
- 14 Choir Concert – 8:00 PM
- 14-16 PSAT Lunch Review in room 290
- 15 Parent Teacher Conferences 4:00 – 7:00 PM
- 18 Harvest-Fest
- 18 PSAT/NMSQT Test at Grandville High School
- 21 Freshman Orchestra Concert 7:00 PM – H.S. Auditorium
- 22 Powder Puff Mtg. 7:15AM in Auditorium
- 23 9<sup>th</sup> MEAP Social Studies Test, 10<sup>th</sup> PLAN, 11<sup>th</sup> Work Keys
- 24 German Students to Chicago, Interactive Language
- 24 Spirit Committee Dance after Football Game until 11:00 PM
- 25 FIRST Robotics Competition
- 25 ACT Test
- 28 Make-up test day for 9<sup>th</sup> Grade MEAP Social Studies
- 28 Philharmonic & Symphony Orchestra Concert 7:00 PM – H.S. Auditorium
- 29 Powder Puff Mtg. 7:15AM Auditorium
- 29 Powder Puff Game at 7:00PM
- 30 NHS Induction Ceremony 7:00 PM – H.S. Auditorium
- 31 End of 1<sup>st</sup> Marking Period

November

1 SAT Test  
1 Band to MCBA State Finals  
5 Registration Deadline/Dec. SAT  
7 Registration Deadline/Dec. ACT  
13,14,15 Fall Drama Production 7:00 PM – H.S. Auditorium  
18 Choir Concert  
19 Fall Athletic Awards Night - Auditorium 7:00 PM  
21 Blood Drive  
25 Junior Class Mtg. 9:25 – 9:49 (Auditorium)  
26 – 28 Thanksgiving Vacation

December

4 Choir Concert 8: 00 PM – H.S. Auditorium  
6 SAT Test  
9 Freshman Orchestra Concert 7:00 PM – H.S. Auditorium  
11 Philharmonic & Symphony Orchestra Concert 7:00 PM – H.S. Auditorium  
13 ACT Test  
14 Band Concert 2:00 PM – H.S. Auditorium  
22-31 No School  
26 Registration Deadline/Jan. SAT

January

1-4 No School  
6 Registration Deadline/Feb. ACT  
14 Financial Aid Meeting – 7:00 PM  
14-16 Exams (See Exam Schedule)  
16 End of 2nd Marking Period/Semester  
19 No School (Teacher In-Service)  
22 Sophomore Class Meeting – 9:25 AM – 9:49 AM  
23 Spirit Committee Dance after Boy's Basketball Game until 11:00 PM  
24 SAT Test  
29-31 Drama Production 7:00 PM – H.S. Auditorium

February

6 GHS Talent Rock 7:00 PM – H.S. Auditorium  
7 ACT Test  
10 Registration SAT/ March Test  
10 Freshman Orchestra Concert 7:00 PM – H.S. Auditorium  
12 Junior Class Meeting – MME/ACT 9:25 – 9:49 – H.S. Auditorium  
12 Freshman Class Meeting 9:25 – 9:49 – H.S. East Gym  
12 GHS & GMS Choir Concert 7:00PM – H.S. Auditorium  
12 Forensics Festival  
16-17 No School  
21 TWIRP Dance 8:00 PM – 11:00 PM – H.S. Cafeteria  
22 Band Concert – 2:00 PM  
23 Parent Teacher Conferences 4:00 – 7:00 PM  
24 Philharmonic & Symphony Orchestra Concert 7:00 PM – H.S. Auditorium  
25 Parent Teacher Conferences 4:00 – 7:00 PM  
26 District Band Festival  
27 District Orchestra Festival  
27 Registration Deadline/Apr. ACT

March	
2	Taste of Grandville
4	District Orchestra Festival
6	Aftershave 3-9PM, Both Gyms
10-12	ACT/MME, Work Keys, CPR (Alternate Schedule)
14	SAT Test
17	Winter Athletic Awards Night – 7:00 PM
20	End of 3rd Marking Period
24 - 26	Make-ups for ACT/MME & Work Keys (280)
26	Mr. GHS 7:00 PM – H.S. Auditorium
27	Chamber Music Concert 7:00 PM
31	Registration Deadline/May SAT
April	
3-12	No School – Spring Break
4	ACT Test
17	NHS Blood Drive
23-25	Spring Musical Production 7:00 PM – H.S. Auditorium
30	Sophomore/Junior Academic Honors Breakfast – 8:00 AM
30	Senior Mock Awards Night 7:00PM – H.S. Auditorium
May	
2	PROM - Pinnacle Center, Hudsonville – 7:00 PM – 11:00 PM
2	SAT Test
3	Band Concert – 2:00 PM
3	Fine Arts Festival – 1:00 PM – 3:00 PM (280)
4-14	Advanced Placement Testing
5	Registration Deadline/June SAT
7	Senior Academic Honors Program 7:00 PM – H.S. Aud. (Practice 1 <sup>st</sup> hour)
8	Canal Street Jazz Café (Jazz Band Concert) 7:00PM – H.S. Cafeteria
8	Registration Deadline/June ACT
12	Choir Concert 7:00 PM – H.S. Auditorium
14	Freshman Orchestra Concert 7:00 PM – H.S. Auditorium
15	Vinny Awards 7:00 PM – H.S. Auditorium
17	Band Concert 1:00PM – H.S. Auditorium
17	Baccalaureate 4:00 PM – First Assembly Church
19	Philharmonic & Symphony Orchestra 7:00 PM - Auditorium
21	Last Day for seniors
22-25	No School
28	Senior Assembly 8:30 AM – East Gym
28	Graduation 7:30 PM – Resurrection Life
June	
1	Spring Athletic Awards Night 7:00 PM – H.S. Auditorium
3-5	Exams (See Exam Schedule)
5	End of 4th Marking Period, Last day of school
6	SAT Test
13	ACT Test

- Lunch will not be served on half-days or exam days.
- On exam days students are permitted to leave the building at 10:50 AM. Transportation on these days will be provided at 10:55 AM only. NO BUSES WILL RUN AT 2:39 PM.

**GRANDVILLE HIGH SCHOOL 2008-2009**

**Regular School Day Schedule**

Hour	Time		
1A	6:49	-	7:45
1	7:50	-	8:47
2	8:52	-	9:49
3	9:54	-	10:51
4*	10:56	-	12:27
5	12:32	-	1:37
6	1:42	-	2:39

with announcements

**\*Lunch Schedule**

'A' Lunch	10:56	-	11:24
Class	11:30	-	12:27
Class	10:56	-	11:24
'B' Lunch	11:24	-	11:53
Class	11:58	-	12:27
Class	10:56	-	11:53
'C' Lunch	11:58	-	12:27

**Half-Day Schedule**

1A	Determined by teacher		
1	7:50	-	8:13
2	8:18	-	8:41
3	8:46	-	9:09
4	9:14	-	9:37
5	9:42	-	10:12
6	10:17	-	10:40

with announcements

**Exam Day Schedule**

Exam period 1	7:50	-	9:15
Exam period 2	9:25	-	10:50

\* High School buses will run at 10:50. There will not be a bus run at 2:39 for high school students on exam days.

**2-Hour Delay Schedule**

1	9:50	-	10:18
2	10:23	-	10:51
4	10:56	-	12:27
3	12:32	-	1:09
5	1:14	-	1:57
6	2:02	-	2:39

**Kent Career/Technical Center (KCTC) Schedule and Kent Transition Center (KTC) Schedule**

Session I: 6:55 AM - 9:10 AM Bus Departs HS 6:15 - Bus Returns HS 9:45  
 Session II: 9:15 AM - 11:30 AM Bus Departs HS 8:45 - Bus Returns HS 12:10  
 Session III: 11:50 AM - 2:05 PM Bus Departs HS 11:13 - Bus Returns HS 2:25

**GRANDVILLE HIGH SCHOOL**  
**2008-2009**  
**Student Handbook**

**GRANDVILLE PUBLIC SCHOOLS' MISSION STATEMENT**  
**A STATE OF MICHIGAN BLUE RIBBON SCHOOL**

**Lead to Learn, Learn to Lead**

**GRANDVILLE PUBLIC SCHOOLS' STANDARDS FOR**  
**EXCELLENCE**

We will know we are accomplishing our mission to create lifelong learners when all of our students:

- Use a variety of communication skills effectively
- Use appropriate social, citizenship, and leadership skills through personal responsibility, initiative, and involvement
- Solve problems in self-directed and cooperative situations to achieve individual and/or common goals
- Analyze the interdependence of people and their environment
- Show an appreciation of the fine and performing arts
- Utilize and apply changing technology
- Pursue career options and utilize employability skills
- Understand and accept individuals in a world of diversity
- Incorporate physical and emotional well-being in daily life

### **General Expectations**

The staff at Grandville High School is committed to providing each of our students with the best educational opportunity possible. We have high expectations for our students in the areas of academic performance, attendance, and behavior. In order to maximize their educational opportunity, students are expected to meet the following expectations:

1. Attend class regularly, on time, with the necessary supplies and materials.
2. Complete homework and assignments in a timely, responsible manner.
3. Be courteous, polite and cooperative with staff members and other students.
4. Accept responsibility for behavior and decisions made relative to conduct, effort, performance, and attendance.
5. Know and adhere to general school rules as outlined in this handbook.
6. Know and adhere to specific teacher and course requirements, rules, and regulations.
7. Become familiar with the student discipline regulations as stated in this handbook and act accordingly.

Certain behaviors are unacceptable because they prevent students from reaching their full potential. Students are expected to refrain from the following behaviors:

8. No disruptions to the classroom-learning environment.
  9. Do not challenge the authority, either verbally or physically, of staff members who are acting in their capacity as teachers, support staff, or other school employees.
  10. Do not interfere with a teacher's ability to teach or other students' ability to learn by being rude, disruptive, or uncooperative.
  11. Do not waste class time, teacher time, or student time during the school day.
- Students who do not adhere to the general expectations of Grandville High School will be subject to disciplinary actions outlined in the Student Conduct Code on page 33.

### **Academic/Classroom Concerns**

Students or parents who have concerns regarding a teacher, counselor, or dean of students should first communicate the concerns to the teacher, counselor, or dean. If a resolution or understanding cannot be reached, the concern should then be addressed to the Assistant Principal or Principal.

### **Communication to and from Grandville High School**

Grandville High School recognizes the importance of regular communication of information to students and parents. Several avenues of communication are open to students and parents and include things such as:

- Hosting an open house in the fall
- Holding parent teacher conferences two times per year
- Publishing a quarterly newsletter
- Maintaining and update the high school section of the GHS web page at [www.grandville.k12.mi.us](http://www.grandville.k12.mi.us).
- Placing relevant information on the voice mail system (254-6430)
- Checking and updating Infinite Campus Portal at <https://www.icampus.grandville.k12.mi.us/campus/portal/grandville.jsp>

### **Voice Mail Numbers**

All staff members have voice mail extensions. These are provided to enhance the communication between the home and school. These numbers can be found on the GHS website at <http://www.grandville.k12.mi.us> and in the fall newsletter.

Each teacher is encouraged to regularly communicate with parents through phone contacts, progress reports, by keeping Infinite Campus information up-to-date, and other means of communication. Parents are encouraged to call the main office to contact or leave messages for teachers, counselors, or administrators regarding academic and behavioral questions or concerns as well as check the Infinite Campus Portal regularly.

**E-mail for All Building Staff (Teachers, Administrators, Secretaries)**

All staff members have e-mail addresses that are accessible from the Internet. The format for the address is the first letter of the staff member's first name, their complete last name, and the extension @gpsk12.net. For example, the email address for Dr. Randall Morris is rmorris@gpsk12.net. This e-mail should be used only for school related and business communications.

**ACADEMIC INFORMATION**

**Credit Policy**

In 2007, Grandville High School adopted a new way of determining credits. In the past, each semester class counted for 2 credits. With this revised system, each semester class will count for a half (.5) of a credit. Therefore, a year-long course will count for 1 credit instead of 4 as in years prior to 2007.

**Graduation Requirements**

A minimum of 22 credits must be earned, including credit in a number of required classes and successful completion of several performance requirements in order to graduate (earn a high school diploma) from Grandville High School. GHS students are also required to take state tests as a requirement for graduation.

Complete details of the specific requirements are listed in the GHS Curriculum Guide, which is distributed to students and available in the guidance counseling office. All students must be enrolled in a school approved educational program for EIGHT (8) semesters and must be enrolled in SIX (6) classes or the equivalent each semester unless there are extenuating circumstances. Superintendent of Schools may only grant waivers for early graduation. Only those seniors who have satisfactorily completed all academic requirements prior to the day of commencement may participate in the graduation ceremony. The only exceptions would be extenuating circumstances such as illness, accident, or some excusable emergency.

**Participation in Graduation Ceremony**

During a student's senior year, incomplete grades and/or failures, which result in a student lacking full credit, will immediately disqualify the student from participation in the graduation ceremony. Seniors may not participate in the graduation ceremony if they fail to attend all classes on a regular basis. See the attendance policy on page 29 for more information. Seniors must have met all financial obligations to any class, school organization, or to the school as well as have served any disciplinary actions for behavior and attendance violations before they take part in the graduation ceremony. Participation in the graduation ceremony is a privilege, not a right. In certain disciplinary and attendance instances, contracts may be written for students. Failure to meet school expectations may remove the opportunity to participate in the graduation ceremony as a consequence for violation of the contract or behavior codes. Students should check with their counselor for detailed graduation requirements and carefully read the registration materials, Student Handbook, and senior mailings distributed each year.

**State Testing**

Students in grades 9 and 11 are required to take state mandated assessments. Students are placed in grades by the number of years in high school.

**Academic Progress**

Students not making adequate progress toward graduation will be placed on a contract and/or requested to seek an alternative plan. Students who fail to attend class regularly may also be asked to seek education elsewhere.

**Dual Enrollment**

The State of Michigan established a dual enrollment program to allow students in grades 11 or 12 an opportunity to take classes at local colleges. The school district assists students in paying tuition (up to a limited amount determined by the Grandville Public Schools Business Office) for courses at Michigan public or private colleges or universities. Students/Parents are responsible for paying tuition, fees and other expenses that exceed the allowable maximum.

Students are required to take all subject area tests of the Michigan Merit Exam/ ACT prior to being permitted to dual enroll. The college class must be an academic class not available at the high school and taken during the school year.

Students must notify their counselors of their intent to take dual enrollment classes by May 1 for the fall semester and November 1 for the winter semester of each year. Students are expected to attend and complete the dual enrollment classes. Dual enrollment classes that are dropped by a student violate the required SIX (6)-class enrollment policy and may result in penalties to the student, plus the tuition fees will not be reimbursed. Additional information on dual enrollment is available in the Counseling Office.

**Suggested Grade Classification**

Suggested grade placement is determined at the beginning of the academic year (September).

Grade	Minimum Credits	Good Standing
10	5 credits	5 – 6 credits
11	10 credits	11 – 12 credits
12	*16 credits	17 – 18 credits

Students are placed in a “cohort” group when they arrive in the 9<sup>th</sup> grade. Student testing and grade classification is based on their cohort year, not the number of credits a student has earned.

Students are expected to earn credits at a pace that will permit them to graduate in 4 years. Students who fall behind significantly in the earning of credit will be recommended for opportunities to earn credit during the summer and/or outside of the regular school day. Chronic failure resulting in no credit being awarded may result in the requirement to pursue alternative academic options. This decision will be administered through academic performance contracts.

\*Any 4<sup>th</sup> year student who has less than 16 credits must meet with his/her counselor in September to develop an academic performance contract for Graduation.

**Grading**

A student's grades are an evaluation of how well the student has met the objectives for a course. The method and system of grading may vary from course to course because of differences in class objectives and methods of teaching. Students will receive a course syllabus for each class in which they are enrolled. The syllabus will include the requirements for the course. The grading methods will list the kinds of items that will be used in grading a student (written and oral assessments, class work, lab safety, class participation, projects, etc.) and will indicate the approximate weight that will be assigned to each item. The exact number of grades for each class may not be listed.

**Incompletes**

In cases where unusual circumstances prevent a student from completing all the work for a class by the end of the grading period, the teacher may award an incomplete (I) grade. This is a temporary grade that must be resolved within two weeks of the end of the marking period for which the "I" was given. It is the student's responsibility to make arrangements with the teacher to complete the work and resolve the grade. An "I" that is unresolved at the end of the two-week time period will become an "F."

**Homebound Instruction**

In cases of medical hardship where a student may be absent from school for a significant amount of time, it may be possible to obtain homebound instructional services (bi-weekly home visitations by a certified teacher). Please contact a guidance counselor at 254-6438 at the time you believe you may qualify. The decision to initiate and sustain these services will be made by the high school administration in accordance with the district policy. Medical documentation stating that the student is confined to the home will be required.

**Home Schooling and Home School Transfer Credit**

The Grandville Public Schools Board of Education has a written policy regarding the issuing of credit for home school courses. Please contact your high school guidance counselor at 254-6438 if you would like a copy of this policy or if you are considering home schooling.

**Independent Study**

Independent study is available on a very limited basis and must have administrative approval. Students approved for an independent study must report daily to the advisor for attendance and remain in the classroom with the advisor throughout the semester during the designated independent study hour. The completed application must be submitted by the end of the first week of the semester to the Counseling Office. All independent study classes require an administrative signature/ approval. Grading is on a Pass/Fail basis.

**Library Media Center**

Library hours are from 7:00 A.M. to 3:30 P.M. Monday through Friday. Most library materials, except for magazines, reference books, and videos, may be checked out for one month and are due on the date stamped inside the book. A student who has two or more books overdue or fines totaling \$1.00 or more are not permitted to check out any additional material until all overdue items have been returned and fines paid. Students are required to have a signed pass from the library in order to take semester exams if they have overdue material or fines. The library provides many services such as automated catalog searches, automated magazine indexes, Internet access, multimedia production facilities, and extensive video and CD ROM collections. Students who wish to use the library during their lunch period must have a signed pass from their teacher that they have obtained in advance. No food or drink is permitted in the library media center.

**Pass-Fail**

Students may select a maximum of eight credits in grades nine through twelve to be graded on a pass-fail basis. The student will receive credit for the course but will not receive a grade, which will affect the grade point average. A "D" grade will be required to earn a passing (P) grade. A failure will be recorded as an "F" and will be used in determining the grade point average. Pass-fail credit may not be used in required classes.

The student must sign up for pass-fail prior to the fourth week of semester courses and prior to the fourth week of the first semester of yearlong courses. Teacher and parental approval is necessary PRIOR to signing up for pass-fail. NCAA has specific guidelines for pass-fail options. Consult your counselor with questions.

**Schedule Changes**

Students should be sure they want to take the classes for which they register. The master schedule is determined by student requests each year. Therefore, the availability to change classes is very limited. Arrangements to change schedules must be made with the counselor during the scheduled drop/add days in August or prior to the start of the second semester. Students must be enrolled in six (6) classes or the equivalent. Schedule changes after the beginning of the semester are permitted ONLY within the first five days of class, only with administrative and parent approval, and only in extraordinary circumstances.

**School Materials and Textbooks**

The school will furnish textbooks for all students. However, any student may purchase his or her own books. The condition of the materials will be recorded at the time of distribution and evaluated at the time of collection. Excessive wear will be fined in accordance with the amount of damage, age of the book, type of damage, and estimated repair or replacement cost. The cost of lost or damaged textbooks, lost or damaged library materials, and other fines incurred while at GHS will be billed to the parent. **Failure to pay all fees and fines at the end of each school year will result in no schedule being issued to the student at the time of registration for the next academic school year. Seniors with an outstanding balance may lose off campus and driving privileges. Seniors who do not pay all fees and fines prior to graduation will not be permitted to participate in the graduation ceremony.**

**Standardized Achievement Testing**

The State of Michigan requires that all high school juniors take the Michigan Merit Exam/ACT/Work Keys assessments. Due to this requirement, students must have taken all parts of the MME to be eligible for graduation. These tests can be re-taken by seniors who did not demonstrate proficiency in any of the subtest areas during their junior year. The test will be given in the spring on the dates that are set by the State. Grandville High School also administers the PLAN test to all sophomores during the fall. This test is also used to help prepare for the ACT. All freshman are required to take the Social Studies portion of the MEAP test in October. Students who do not take the test in a serious manner or intentionally skip the testing period will be subject to disciplinary action.

**Career Readiness Certificate**

Each student at Grandville High School will have the opportunity to earn a Career Readiness Certificate (CRC) by taking 3 sections of the Work Keys test. The CRC is a certificate showing that a student is ready for the work world, and the certificate has three levels: bronze, silver, and gold. Some employers in Michigan are looking at the CRC as a determining factor to see if that student is able to work in the given company.

Students must earn a 3 or better on all 3 tests to receive a bronze certificate, a 4 or better to receive a silver certificate, and a 5 or better to receive a gold certificate. Students will take one part of test in the fall of their junior or senior year, and the other two parts are incorporated into the Michigan Merit Exam, which is a graduation requirement.

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is for college bound juniors and measures mathematical reasoning and verbal abilities. One purpose of this test is to compete for national scholarships from the

National Merit Corporation. The test date is in mid-October at Grandville High School. A registration fee must be paid to the counseling office by late September. Specific dates can be found on pages 4 – 6.

#### **Testing Out Policy**

The Board of Education of the Grandville Public School District acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Sections 1279 b and e of the School Code of Michigan have been amended to allow such students to request an opportunity to demonstrate such mastery, either through a written examination, written papers, projects, portfolios, or other comparable forms. Students may request to test out of only those classes they have not already taken (regardless of the grade earned). In order to Test Out, the student must receive a final grade of 77% or higher. Further information on testing out of specific courses is available from the Counseling Office. The deadline to sign up for testing out is March 15<sup>th</sup>.

#### **Transfer Students**

If a student transfers to GHS from another high school, the transcript from the other high school is evaluated in terms of credit and time in class. A calculation of earned credit is then made and noted on the transcript. A maximum of 24 credits per year will be granted with additional credit being awarded for summer school. To receive a Grandville High School diploma, transfer students must earn a minimum of 24 credits from Grandville High School and complete ALL graduation requirements. To be considered to be in the top 10, or top 10% of the class, transfer students must be enrolled at GHS for their last 4 semesters.

#### **Withdrawing from Grandville High School**

Any student wishing to withdraw from Grandville High School must first meet with their guidance counselor to discuss the reasons for the withdrawal. A written statement signed by a parent or guardian indicating the reason for the withdrawal or transfer is required. Students who are under 16 years of age and are not transferring to another approved educational program or placement will not be permitted to withdraw per the Revised School Code. Parents or guardians will be contacted and must sign the withdrawal form giving their consent. The student must return all materials to each teacher and obtain the teacher's signature and exit grade on the withdraw form. The student must return all checked-out materials to the media center and obtain the signature of the media specialist. Finally, the student must obtain the signature of an assistant principal. In some instances, the assistant principal may require a meeting with the student and the parent to discuss the withdrawal. The withdrawal form is then filed with the guidance counselor.

## **Academic Honors**

### **Academic Achievement Awards**

Each year Grandville High School recognizes outstanding academic achievement in the following ways:

1. **ACADEMIC LETTER**
  - a. Must attend Grandville High School for 3 semesters.
  - b. Sophomore – 7.5 credits, composite GPA 3.800 after 3 semesters of high school.
  - c. Junior – 12.5 credits, composite GPA 3.650 after 5 semesters of high school.
  - d. Senior – 17.5 credits, composite GPA 3.500 after 7 semesters of high school.
  
2. **DEPARTMENTAL AWARDS**

Each academic department will annually select a student(s) to be recognized for effort, attitude and performance. Department award winners will receive engraved medals.
  
3. **LOCAL SCHOLARSHIPS**

A number of local scholarships are available to students of Grandville High School. Students should see their guidance counselor for a list of available scholarships.
  
4. **HONOR GRADUATES**

The top ten students by GPA will receive gold cords, and the remainder of the top ten percent will receive silver cords. The GPA and class rank will be determined at the end of the 7th semester.
  
5. **NATIONAL MERIT AWARDS**

Students who are identified as National Merit Scholarship Finalists, Semifinalists, and Commended Scholars will be recognized.

**\*\*NOTE:** An academic awards program will be held each spring to honor those students who are recipients of these awards. In addition, top-ten students, departmental award winners, and National Merit Scholarship finalists and semifinalists will be listed on a plaque placed on the Academic Wall of Fame in the high school.

### **Honor Roll**

The academic honor roll is determined by a student's current grade point average. To be eligible, the student must achieve at least a 3.00 GPA for the marking period.

### **National Honor Society**

The National Honor Society recognizes juniors and seniors who display outstanding characteristics of scholarship, leadership, service and character. The Grandville High School chapter of the NHS is bound by the rules and regulations of the national NHS organization.

The National Honor Society candidate information sheets will be distributed to all students who qualify with a 3.5 GPA or higher and Junior or Senior standing. This will be done in October. Once the information sheets are reviewed and new members are selected, the induction ceremony will occur in November.

In order to become a member of the Grandville High School chapter of the NHS, students must have completed four semesters of attendance, and meet a minimum standard in each of four criteria: scholarship (3.5 GPA or greater), leadership, service to school or community, and character. Students will be invited to be a candidate for membership by a letter sent to their home. The invitation for membership will be extended to students who meet the minimum academic requirement. Candidates will prepare a list of school and community activities and briefly state their particular qualifications for membership in the NHS. The character component is evaluated based on faculty input. Incidents of cheating, disciplinary action, and poor attendance will be taken into consideration as a part of a student's character. A faculty committee reviews the information sheets from the candidates and votes on approval for membership. Filling out an information sheet does not guarantee selection. Students who are accepted will be held accountable to a service requirement, a meeting attendance requirement, an academic requirement, and upholding the student code of conduct. Students who fail to adhere to the GHS policies and the NHS policies will be placed on probation or will be removed from the NHS. In any instance of disciplinary action taken against an NHS member, the NHS constitution and due process will be followed. Written notice of any action will be sent to the parents and the member. NHS membership from other schools is transferable for students who transfer to GHS during their 11th or 12th grade year. These members will be held to the local chapter membership requirements.

## **School-To-Career**

### **Career Pathways**

To reach your goal you must establish a pathway to get there. This is a hard and fast strategy for any goal setting. When it comes to finding a career, this same format is applied. The State of Michigan has put together six pathways: (1) Arts and Communication (2) Business, Management, Marketing, and Technology (3) Engineering/Manufacturing and Industrial Technology (4) Health Sciences (5) Human Services (6) Natural Resources and Agriscience. Within each of these areas, students can explore the common characteristics found in professions that lie in the specific pathway. Pathways can open up varied experiences for students, so that looking for a career does not become an overwhelming task. Grandville Public Schools will be adopting the six career pathways approved by the Michigan Department of Career Development in order to provide structure for making meaningful and powerful connections between education and the world of work.

### **Educational Development Plans (EDP)**

An EDP is a plan of action in which a learner records a career goal and an educational path to achieve it. This enables each learner to develop a unique, ongoing record of career planning based on thoughtfully selected and attainable career goals and educational options that provide guidance in taking effective steps to enter a career of choice. An EDP allows students to answer questions about their interests, skills, and abilities. Educators then have the ability to assist students in determining what courses and other experiences would help them to pursue and reach their career goals. In 2004, Grandville Public Schools adopted the use of an EDP for students in 8th through 12th grade. This EDP will assist students in developing long-range plans for career development.

Grandville Public Schools has adopted Michigan's six career pathways, and has developed a plan for helping students explore, plan and apply what they have learned toward a variety of career options. Our goal is to excite students about their future employment. Grandville High School currently uses a program called Career Cruising to help students explore various career pathways.

### **Career Cruising™**

Career Cruising is a great starting point for individuals who want to find careers that suit their interests. Users can go through an interactive survey to find out how different careers match up with interests. Career cruising will also provide the user with job descriptions, working conditions, earnings, education, training requirements and related jobs. Test scores and other information can also be entered so that a complete career portfolio can be created. The user is able to save all information and refer back to the profile at a later date.

The portfolio tool will allow the user to do many things. Some examples include creating a high school course plan, goal setting, documentation of extra-curricular activities, log of work experiences, letters of reference, scanned copies of work, and other options. Career Cruising can be accessed through the following website:  
www.careercruising.com      Username: Grandville      Password: gps

If a student has lost their login or password to work on the Educational Development Plan, he/she should see a Media Center representative.

### **Guidance Counseling Department**

Students are assigned to guidance counselors by the first letter of their last names and remain with the same counselor throughout their four years of high school. Counselors will assist students in the areas listed below.

Counselor assignments are based on student last names. Each student will be assigned one counselor who will monitor their progress during their four years of high school. Students and parents are encouraged to contact and meet with counselors at any time. Counselors will be responsible for scheduling student classes, discussing test results, etc. The Grandville High School Counselors are as follows:

Ms. Sue Mattice - (254-6443)  
Ms. Chris MacDonald - (254-6444)  
Ms. Kay Barna - (254-6474)  
Ms. Chloeanne VanSchoick-Fisher - (254-6442)  
Mr. Lucas Inman – (254-6445)

### **Academic Counseling**

Counselors will meet with each student to help the student choose courses that will meet graduation requirements and prepare the student for his/her future. The counselors also meet with students regarding academic concerns and with teachers and parents regarding student progress. In addition, counselors coordinate and administer the standardized test.

### **Career and College Information**

Each counselor is willing to help students explore their interests and abilities. The counselors provide career and vocational information, college admission information and financial aid information. Counselors will also coordinate college and university visits allowing students to have the opportunity to meet with a college admissions officers and representatives.

**Individual and Personal Counseling**

Each counselor is willing to help a student work through many of the problems that typically face high school students. These include family and personal relationship problems, study problems, and any other issue a student may want to discuss. Counselors may also assist families with information related to counseling services available outside of the school.

At times, the counselors, school psychologist, or school social worker may be asked to deal with student issues related to discipline. The administration may refer students with social, emotional, or behavioral problems to the counselors, psychologist, or social worker as needed.

**NCAA Athletic Eligibility**

In order to practice and play as a freshman at an NCAA Division I or Division II college, the student-athlete must satisfy the requirements of NCAA Bylaw 14.3.

Student-athletes first entering a collegiate institution will have eligibility for practice and competition in the freshman year certified by the NCAA Initial-Eligibility Clearinghouse. Informational brochures and forms have been made available to every high school. It is the responsibility of the student to meet with GHS counseling staff and verify academic requirements for NCAA eligibility. Please refer to the athletic policy printed in this handbook for more information.

**Police School Liaison Officer (PSLO)**

In January of 2000, the Grandville Public Schools and the City of Grandville Police Department formed a partnership and established the Police School Liaison Officer (PSLO) position. The duties of the police liaison officer are centered primarily on the prevention of problems and maintaining a safe environment for students rather than apprehension of juvenile offenders. The full time police officer's daily routine may take a variety of avenues, including - but not limited to - the educational professionals and agency representatives, formal classroom presentations and investigation of various activities. Establishing rapport with students, faculty, parents and the community to help students to grow and develop into well-rounded citizens is the goal of the PSLO program. The benefits of the PSLO program translate into the individual student being assured that not only will he or she receive fair and impartial treatment, but that their birthright to learning and growing in a safe, healthy, and concerned environment is being protected. The PSLO office is located in the first floor administrative office in the Grandville High School.

Beginning in January of 2000, Michigan Public Act 104 requires the exchange of information regarding law violations by students from the police and courts to the schools and the reporting of various incidents and school violations to law enforcement officials. The PSLO assists in the coordination and reporting of this information.

**Driver Education Requirements**

Driver Education is offered at the high school. All participants must meet an academic eligibility requirement. Students must be passing 5 out of 6 classes at the end of the 3rd marking period.

Students must be 14 years 9 months old by the first day of the driver education class in which they are enrolled. Openings for the program will be filled by date of birth with

the oldest applicants being placed first into the program until all openings are filled. It is understood that signing up for the program does not guarantee a student will be enrolled in the program. The Board of Education will establish a fee to participate in the Driver Education Program.

### **Summer School Program**

Each summer Grandville High School offers a summer school program where students (in-district and out-of-district) may take classes in order to earn credit that was not earned during the year or to take classes to earn credit to get ahead. A limited number of classes are offered (primarily those that meet graduation requirements) in a format of two sessions. Each session is approximately three weeks in length and runs for about 4 hours per day M-F. A student may take one class each session. Each class will earn the equivalent of one semester of credit.

Registration information for summer school is available in the guidance office and administration office beginning in April. There is a fee for taking these classes. Financial assistance is available for those in-district students who qualify and sign-up for the free or reduced lunch prior to registration.

### **Student Government**

#### **Class Executive Boards**

At the end of the school year, the class advisors to the freshman, sophomore, and junior classes will accept applications from students desiring to serve on the executive boards for each class for the following year. Students must meet the written requirements, receive satisfactory teacher recommendations, and sign the commitment form to be considered for the executive boards. An election will be held in the Spring of the school year to elect 20 executive board members for each class. Students may serve on the Student Council or the class executive board, but not on both. Members must adhere to the by-laws and policies adopted by the boards. Failure to do so may result in dismissal from the executive board. The administration reserves the right to refuse admittance into any student group based upon disciplinary records or student behavior. Students are permitted to volunteer to the board for their class if they are not elected.

#### **Student Council**

Members of the Student Council are elected by the student body to serve for one year. Elections are held in the spring, and any student who meets the qualifications set forth by the Student Council may run. Any student may volunteer to serve as a non-voting member of the student council without being elected. Members and volunteers must adhere to the rules and adopted constitution of the Student Council. Failure to do so will result in dismissal from the council.

### **Co-Curricular and Extra-Curricular Programs**

The programs listed below include clubs and student interest groups. Anyone interested in starting a club or student interest group are required to meet with an Assistant Principal. Approval for the proposed group must be granted prior to holding an organized meeting.

Grandville High School offers an extensive number of programs and activities for students to get involved in the life of the high school. We encourage all students to find programs that appeal to their specific interests. Each of the programs listed below have requirements and rules for membership. See the administration or counselor for

any program you would like any additional information on. Participation in these programs is a privilege and not a right. Students may be subject to removal from a program based on a violation of the club/activity policies or a violation of school policies. In any instance of removal, due process procedures will be followed.

#### **CO-CURRICULAR PROGRAMS**

Co-Curricular programs are clubs and organizations that supplement a course offered for credit in the high school through performance or competition. These require a commitment outside the hours of the regular school day.

**FORENSICS (Class)** – This class involves various competitions in public speaking. It is a year-round program with competitions in February and March (district, regional and state competitions).

**SCIENCE OLYMPIAD** – Students will be involved in various topics of science and engineering. Using problem solving skills and acquired knowledge, students will then go on to compete in against other students across the state. Competitions occur in the spring and include regional, state, and national level events.

#### **EXTRA-CURRICULAR PROGRAMS**

Extra-Curricular programs consist of clubs and organizations that exist with a specific purpose or mission outside of the academic curriculum. These require a commitment outside the hours of the regular school day.

#### **LEADERSHIP/SERVICE**

**STUDENT COUNCIL** – (Grades 9 – 12) This is a student body government, which plans student body activities such as homecoming. It is a year-round program, which includes weekly meetings with regional and state level conferences. (Students must be elected or they may volunteer.)

**CLASS EXECUTIVE BOARD (Grades 9 - 12)** – Executive Board organizes class activities such as prom, graduation, fundraisers, service projects, and orientation of transfer students. It is a year-round program and includes weekly meetings. (Students must be elected or they may volunteer.)

**NATIONAL HONOR SOCIETY** – NHS is a service organization for 11th and 12th grade students recognizing scholarship, leadership, character, and service. This is a year round program with a service requirement. Students must be invited and be selected. Students will be asked to pay a membership due each year they participate.

**INTERACT** – Interact is a year-round community service organization run in cooperation with Rotary. Interact coordinates fundraisers and service projects to benefit less fortunate individuals in the community and worldwide.

**STUDENT AMBASSADORS** – This is a leadership/mentoring opportunity for 11th and 12th grade students to help facilitate the transition of 9th graders and new students into the building. There is a summer commitment for this group and periodic school-year commitments by arrangement.

**STUDENT AMBASSADOR PEER LEADERS** - Members of the Student Ambassadors who have received additional training to be peer leaders will be assigned to individuals who request a mentor, or to students who demonstrate the need for additional support for academic, attendance, or behavior reasons.

## **COMPETITIVE**

**CHESS CLUB** – Chess Club has weekly matches after school with occasional opportunities to play other schools with chess clubs. This club will meet on Thursdays after school from late November until April.

**FIRST ROBOTICS** –This club is run in cooperation with an industry sponsor. Members of the team will design and build a robot to compete in regional and national competitions. The club will meet weekly throughout the year with an emphasis on meetings during the winter season. Building and design sessions will begin in the winter and meetings will take place 4-5 times per week. Students are not required to attend every meeting but each student will have very specific responsibilities during the build season. Students have the opportunity to travel to Regional and National competitions. There is a membership participation fee and membership requirements for this club including academic eligibility.

**INTRAMURAL SPORTS** – This is a year-round program with three seasons of competition in sports like softball, basketball, volleyball, etc. This may require an entry fee and it is based on student interest.

**EQUESTRIAN** – This is an interscholastic competitive team governed by the Michigan Interscholastic horsemanship Association ([www.miha.org](http://www.miha.org)). Emphasis is placed on teamwork and promoting good horsemanship. This group meets during the summer and competitive horse shows are held in September, with an opportunity to advance to the regional and state level.

**FORENSICS** - See Co-Curricular Programs

**SCIENCE OLYMPIAD** - See Co-Curricular Programs

## **SPECIAL INTEREST**

**ASIAN-AMERICAN CLUB** – This club is open to all students of 9th - 12th grade with the mission of educating others about Asian cultures. It organizes events, activities, and service projects with a focus on Asian Culture.

**CLOSE-UP** – Close-up is based on student interest. It is a national organization where students spend a week in Washington DC in April learning about federal government. Fundraisers are conducted throughout the year.

**DRAMA/MUSICAL** – This group is responsible for putting on school theater productions in November, February and May. Rehearsals are each night during production. Students must try out. Additional positions are available such as stage crew and technical help. This group may require an entry fee or participation in a fund raising program.

**MATH CLUB** – This club is for students who enjoy math and like to think “outside the box.” This group meets weekly after school throughout the year. Members participate in the Mandelbrot competition.

**MULTI-CULTURAL CLUB** – This club helps students understand diversity and offer support to minority students. The group will meet on a bi-weekly basis and will organize various activities to celebrate diversity. This club meets from September to May.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD) – SADD advocates students to refrain from drinking and driving and other destructive choices. SADD organizes activities and programs around this mission. It is a year-round program with monthly meetings.

WORLD LANGUAGES CLUB - Students and advisors with a common interest in different languages spoken around the world meets once a month throughout the school-year to discuss languages, plan activities, and plan dinner visits to various ethnic restaurants. This club is open to anyone who speaks a foreign language or is studying a foreign language.

CONSERVATION CLUB – This is a club dedicated to discussions and involvement in recycling, environmental awareness, etc. Some community service is involved.

POLITICAL CLUB – This is a club that assembles to discuss current political events and election information.

SPIRIT CLUB – This is a club that works with the athletic department to attend and support various athletic events and contests. Students are involved in ordering spirit attire, organizing poster creation, attending events and more.

MOCK TRIAL CLUB – This club allows students to interact in a real courtroom environment while simulating both civil and criminal cases. This experience gives students:

- A better understanding of the law, court procedures, and the legal system
- An opportunity to communicate and cooperate with members of the legal profession
- An opportunity to improve their proficiency in basic life skills such as listening, speaking, reading and reasoning
- A heightened appreciation for academic studies and stimulated interest in law and related careers

*Clubs and activities offerings are subject to change based on student interest.*

#### **PROPOSING A NEW CLUB OR STUDENT GROUP**

Based on student interest, new clubs and student groups may be proposed to the assistant principal for consideration as a school sponsored club, group, or activity. Basic requirements include having an adult, on-staff advisor, sufficient student interest, and a mission consistent with the aims of Grandville High School.

## Athletic Programs

Fall		Winter		Spring	
Boys	Girls	Boys	Girls	Boys	Girls
Cross Country	Cheerleading	Basketball	Basketball	Baseball	Soccer
Football	Cross Country	Bowling	Bowling	Golf	Softball
Soccer	Golf	Hockey	Cheerleading (Comp)	Rugby	Tennis
Tennis	Swimming/ Diving	Swimming/ Diving	Cheerleading (Sideline)	Track	Track
Water Polo	Volleyball	Wrestling	Dance		Water Polo

Various age levels exist for each sport. Student athletes should check with the athletic office for specific dates for physicals, tryouts, and the beginning practice dates for each season. Students may also participate in the athletic trainer assistant program. Contact the athletic department for details.

### Grandville High School Athletic Policy

#### Grandville High School Academic Eligibility

- Athletes must have passed five (5) classes the previous semester. Athletes who fail to meet the semester eligibility standard will be ineligible for participation for one full semester.
- Athletes must be currently passing five (5) classes. The grade will be determined as a cumulative semester grade. An athlete who fails to meet the weekly standards will not participate in the following week's athletic contest(s) (Mon. – Sun.). He/she will be expected to practice and will be subject to all team rules and regulations.
- Athletes must maintain a level of citizenship within school and at school functions. An athlete who fails to meet the weekly standards will not participate in the following week's athletic contest(s) (Mon. – Sun.). He/she will be expected to practice and will be subject to all team rules and regulations.

#### Grandville High School Attendance Eligibility

- Attendance at all practices and contests is expected.
- An athlete must be in attendance four class periods during the day (not including their lunch period) of the contests/practice, except as excused by the athletic director at least one (1) day prior to the absence. The athletic director may waive this rule in cases of unusual circumstances.
- During the season, any student athlete who is charged with an unexcused absence (skipping) from one or more classes on a particular day will be suspended from the next contest. No Warning!
- Penalty for Each Offense: Suspension from the scheduled athletic contest(s) or scheduled participation on that date.

\*\* Practice sites may be off site and require personal transportation.\*\*

## Grandville High School Athletic Code

**Student Handbook** - All Grandville Public Schools students are responsible for complying with the rules in the Student Handbook.

### Penalty

If a student athlete is disciplined for a violation of the Student Handbook the Athletic Director,

- Is notified in writing, a conference between the Athletic Director and student will be conducted to determine appropriate discipline. The following items will be discussed:
  - The Athletic Code violation
  - The appropriate penalty

**Illegal Actions** – Use, possession of, sale of, or distribution of alcohol, drugs, tobacco or and steroids in any form; possession, sale of, or distribution of any substance or item that is represented to be a controlled substance; consumption, possession or under the **influence of alcoholic beverages; to steal/shoplift** or be an accomplice to the act of stealing/shoplifting; to destroy **or deface school property**; use, possession or under the influence of a controlled substance (illegal or prescription) other than as prescribed by a physician.

### Penalty

- **First Offense:** Immediate suspension from the competition and/or practice for 50% of the athletic contests in the sport, which the athlete is participating. If the violation occurs at the midway/ half way point of the regular season schedule or any time after the mid way/half way point in the regular season schedule the athlete will be suspended for the remainder of the season, including the entire post season tournament. If the infraction/violation occurs out of season the penalty will be assessed during the next season/sport the athlete participates in. The suspension will not be considered complete until the student/athlete has completed an acceptable prevention program. An “acceptable program” must be approved by the athletic director or his designee and would include a variety of counseling options. Attendance at counseling sessions/meetings must be documented to the athletic director.
- **Second Offense:** Suspension from all athletics for a period of twelve (12) months from the date of suspension.
- **Third Offense:** At any time during the student's four-year enrollment will result in permanent barring of the athlete from participation in athletics for the remainder of his/her high school years/career.

### **Performance-Enhancing Substances**

Use of a performance-enhancing substance by a student, no matter their source, is a violation that will affect a student's athletic eligibility and extra-curricular participation. **The list of banned substances for the 2008-2009 school year include:** Herbal Ecstasy, Shape-Fast Plus, Thermogen Tea, Metabolife 356, Ultimate Orange, Diet Fuel, Herbal Rush, Energy Rush, Xenadrine, Biodrine, Ripped Fuel, 3-Andro Xtreme, Adipokinetix, Animal Cuts, BetaLean, Dyma-Burn Xtreme, Dymetadrine Xtreme, Energel, Metacuts, Thermo Speed, Yellow Jacket, Ripped Force, 3-andro Xtreme, Andor-Gen, Andro-Stack, Androstat, Animal Stak, Nor Andro Ripped Fuel, Nor-Stak, Nor-Tek, Rest-EZE, Blue Nitro, Revivarant G, GH revitalizier, GHR, Remforce, Renewtrient, Gamma G, IsomaX, Firewater, Invigorate, Somoatomax-PM, Thermo-Lift, Herbal Thermotabs, Hydroxycitrate, Hydroxycut, and Citrimax.

**Gross Misconduct** – Gross misconduct is defined as cheating, fighting, hazing (see student code-of-conduct) or to be an accomplice to the act of hazing (see student code-of-conduct), violation of a civil or criminal law or any socially unacceptable behavior that brings discredit to the athlete, parents, school or team.

**Penalty**

- Suspension from 10% - 100% of the scheduled dates of the season during which the violation occurred, possible removal of the privilege of being a team captain, possible suspension from the team for the remainder of the season or seasons and/or possible suspension from athletic participation for up to one calendar year. Police referrals will be made in instances of law violations. Punishment will be dependent upon the severity of the offense.

**Reporting Violation**

- A written report will be given to the Director of Athletics telling of the infraction. These reports may come via a reporter warning of an infraction, report by an adult, police report, court decisions or public information vehicles (papers, magazines, etc.)
- Director of Athletics shall notify the athlete of reported violation after receiving the report or learning of the violation.
- Written report of the charges and penalty to parents/guardian from Director of Athletics.

**Duration** – The athlete must abide by this athletic code effective the first day of practice/tryouts of his/her first sport participated in at Grandville High School. Transfer/new students must abide by this athletic code from their first day of practice/tryouts of the first sport they participate in at Grandville High School. After the first day of practice, the Grandville Athletic code is in effect at all times throughout the **entire calendar year (365 days)** for the remainder of the student’s high school career at Grandville High School.

**MHSAA Eligibility**

The Michigan High School Athletic Association (MHSAA) has been the governing body of high school athletics in our state since 1924, and Grandville Public Schools is part of the 701 public, parochial and private schools that have agreed to follow the rules and regulations MHSAA helps enact. The following is a summary of the MHSAA Ten-Point Checklist for Student eligibility:

**Age**

High school students become ineligible if they reach their nineteenth birthday before September 1 of a current school year.

**Undergraduate Standing**

Students involved with high school sports are NOT to be a high school graduate.

**Physical Examination**

Students must have on file, in the athletic office, a physician’s statement for the current school year (dated after April 15) certifying that he/she is physically able to compete in athletic practices and contests.

**Enrollment**

Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.

**Semesters of Enrollment**

Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four-second semesters of competition and cannot compete if they have graduated from high school.

**Transfer Students**

A student in grades nine through twelve who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of thirteen exceptions published by the MHSAA.

**Undue Influence**

The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes will cause the student to become ineligible for a minimum of one semester.

**Limited Team Membership**

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.

**All - Star Competition**

Students shall not compete at any time in any sport under MHSAA jurisdiction in All - Star Contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

**Awards and Amateurism**

Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the handbook. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award, which does not have a value over \$25.00. Banquets, luncheons, dinners, trips and admission to camps or events, are permitted if accepted "in kind". Awards in the form of cash merchandise, certificates, or any other negotiable document are not allowed.

Any other specific rules or regulations can be found in the athletic office.

## **Complaint Procedure and Guidelines**

**Parents and Athletes**

Unfortunately, complaints do occur in the coaching profession. Most are mere misunderstandings. They are usually resolved with communication between the two individuals involved. However, there are times when the complaint cannot be resolved at this level. Then, the complaining party should begin Step #2 in the process. Keep in mind when going through the process, whether the complaint is small or large, the

mediation process is very important and will be handled in a manner, which treats the individual with fairness and concern. No coach shall treat an athlete differently as a result of a parent's complaint, opinion, or action.

When a complaint is brought to any level of the administration, it shall be processed in the following manner:

Step 1

The individual with the complaint shall be directed to discuss their concern with whomever they have a complaint.

Step 2

If the complaint is not satisfactorily resolved, the Director of Athletics shall investigate the complaint.

Step 3

If the complaint is not satisfactorily resolved, at the Director of Athletics level, the building principal or their designee shall investigate the complaint.

Step 4

If the complaint is not satisfactorily resolved at this level, the superintendent of schools or designee may hear the complaint and take whatever action is determined to be prudent.

**Inappropriate Issues for Parents to Discuss with the Coaching Staff**

Playing Time, Team Strategy, Play Calling, Other Student Athletes

## **Grandville High School Award Requirements**

Varsity awards are given to those athletes who meet the requirements designated by each sport. (Requirements to win a varsity letter are determined by the head coach of each sport.) Awards are given to the Most Valuable Player for each sport. A list of award winners must be given to the athletic office before the athletic boosters' banquet so that awards can be ordered.

## **NCAA Eligibility Rules**

For complete information and registration, visit the NCAA web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

**NCAA COLLEGE ATHLETIC ELIGIBILITY:** Student athletes who wish to participate in athletics at Division I or Division II colleges, must be certified by the NCAA Initial-Eligibility Clearinghouse. To be certified students must submit the Student Release Form, a transcript of grades, test scores, and the filing fee to the Clearinghouse. Test scores must be submitted from the testing agency.

The NCAA has adopted new legislation that will require prospects who intend to enroll at NCAA Division I and Division II institutions to supply ACT or SAT scores to the Clearinghouse directly from the testing agencies. **Test scores on an official high school transcript will no longer be usable for NCAA purposes.** All prospective student-athletes intending to enroll in an NCAA Division I or II institution for the first time on or after August 1, 2007 must complete the NCAA Amateurism Certification questionnaire.

Note: Courses taken at the eighth grade level cannot satisfy core-course requirements. Courses taken as Pass/Fail, shall be assigned the lowest passing grade (D-) in calculating the core GPA.

For Division I: Students must successfully complete 16 approved-core courses including:

- English: 4 years
- Math: 3 years, must include Advanced Algebra
- Science: 2 years, at least one LAB science
- Additional English, Math, Science: 1 year
- Social Studies: 2 years
- Additional approved core courses: 4 years
- AND have a core-course grade point average and combined ACT/SAT score according to the NCAA index.

For Division II: Students must successfully complete 14 approved-core courses including:

- English: 3 years
- Math: 2 years, Algebra I and Geometry
- Science: 2 years, at least one LAB science
- Additional English, Math, Science: 2 years
- Social Studies: 2 years
- Additional approved core courses: 3 years
- Earn a 2.00 GPA or better in core courses AND earn a combined SAT score of 820 or ACT sum score of 68.

## **Miscellaneous Information**

### **Sport Switching**

During a season, sport switching is allowable if both coaches agree that all parties concerned will benefit by the switch, and all school-issued equipment is accounted for.

### **Personal Appearance**

Exemplary personal appearance is considered important and is to be encouraged. Individual coaches may establish a consistent or uniform dress policy on game days.

### **Sportsmanship**

The athlete must exhibit good sportsmanship both on and off the field. He/she is to show respect for all other people with whom he/she may come in contact including teammates, coaches, teachers, officials, opponents, etc. The athlete will be expected to attend and participate in all practices and team meetings and carry out the directives of his/her coach.

### **Removal from Participation**

The coach of the sport, athletic director, and/or principal may make the decision for removal from participation. The athletic director and/or principal will confer with the coach prior to removing a participant from a team. Each case will be looked at individually for possible reasons for removal refer back to the Grandville High School Athletic Code. Remember that conduct that is determined to be a discredit or detrimental to himself/herself, the team, or the school is sufficient reason for removal from participation by the coach, athletic director or principal.

**Summary**

A great deal of time and effort has gone into this publication. Please read it carefully and then sign and return the form found on the backside of the physical examination card (which can be picked up from the high school athletic office).

Communication is a two-way street. In order for the Athletic Department to help the student/athlete at Grandville High School, we must know the problems. When problems arise, please contact us immediately. Do not wait. Cooperation enables us to resolve problems and enhance the total educational process for all Grandville High School student athletes.

**School Day Attendance Policies and Procedures**

It is the State of Michigan's expectation that all students be given the opportunity to attend school at least 1096 hours (approximately 175 days) each year. Regular attendance is a necessary part of a student's education. It is also the school's goal, in cooperation with parents, to teach promptness and responsibility. We strongly urge parents to support us in reaching this goal by scheduling appointments for students during non-school hours and planning family vacations to coincide with the school calendar. Lack of consistent attendance is one of the most common causes of poor student performance. The nature of most classes requires regular and consistent attendance in order to receive the full benefit of instruction. Make-up assignments cannot always be issued in every circumstance. Each class may include as a part of the grading criteria a component of classroom participation. If a student is absent (either excused or unexcused) a significant number of times, and not able to participate in daily classroom discussion or activities that contribute to the participation portion of the grade, this will have a negative impact on the overall course grade. Grading criteria to include class participation will be listed specifically in each course syllabus.

A student's attendance record becomes part of his or her permanent record. Employers and post-secondary institutions consider attendance as important as a student's grade point average. Questions or concerns regarding attendance should be directed toward a Dean of Students or the Attendance Office (254-6440).

**Absence Classifications, Requirements, and Consequences**

A student is permitted a total of 15 absences per semester. (This includes excused and unexcused absences.) After 15 absences, a student receives an E in that course due to a violation of the attendance policy. However, a student can earn credit in that course if he/she passes the class and/or passes the required assessments of that course. In this instance, the student would receive an E on the report card and transcript, which denotes the student receiving a 0.000 GPA, but credit is earned in that course. An F on the report card denotes that the student failed the course regardless of the attendance policy and no credit is issued.

**Unexcused Absence Policy**

If a student's absence is unexcused, that student will receive a detention for every unexcused occurrence. If a student refuses to serve the detention within two weeks, progressive discipline will apply. Also, when a student skips a class, he/she forfeits the points for any daily work such as homework, pop-quizzes, labs, and other daily assignments as the student will not be given the opportunity to make up such assignments. However, if a student misses a major assignment such as a test, project, or large writing assignment, the student must turn in or make up this work the day of the return and can only earn a maximum of 60% (D-) on that assignment. If the student earns a failing grade, he/she will receive that failing grade.

Unexcused absences are a deliberate act of skipping a class. Administration reserves the right to put students on a contract for unexcused absences at any time.

#### **Tardy Policy**

Arriving to class on time is a positive work habit. Tardies are a disruption to the educational process and interrupts teaching and learning. Students interrupting class by arriving late will be subject to discipline. Students will need a pass (issued by the office) to enter first period after the bell to begin class. Tardies are considered unexcused (unless being late is the result of another staff member) and therefore may have an academic consequence during the time they are not in class and through the work habits portion of the grade in the course, \*see course syllabi. Parents will be notified by phone upon the 4<sup>th</sup> and 5<sup>th</sup> tardy in a class. Students with 6 or more tardies will lose the work habit points associated with the course and will be subject to discipline, a parent meeting and written contract.

#### **Exempt & Excused Absences**

Excused absences are absences in which parent notification is given to the high school attendance office (either by phone or in writing) within 48 hours of the absence. This includes pre-arranged absences. The administration reserves the right to determine if an absence will be considered excused. The student will be allowed to make up missed work and will be given time to do so equal to the number of excused days the student is absent, except in cases in which the student knew (as per the course syllabus) prior to the absence that an assignment was due or a test was to be given. In these cases, the student is required to complete the work upon his or her return to school. It is the responsibility of the student to notify the teacher upon their return from an excused absence and to request work that needs to be made up. Period absences during the day may only be excused through the sign-in and sign-out procedure described on page 32-33. Students who miss more than half of a regularly scheduled class for a class period due to leaving early for an appointment (not school related) may be marked excused absent by the teacher.

Absences that do NOT count against a student are those that are school related, medically related outside of the realm of routine appointments with proper documentation, funerals, observance of a religious holiday, incarceration, or any OSS or ISS assignment.

*Funeral Absences* - These are absences that result from a student attending a funeral of a family member or close friend upon parent request and notification.

*Medical Exemption Absences* - These absences include pre-existing medical conditions and longer term illnesses that will result in multiple absences. In these cases, medical documentation must be presented and on file to medically exempt the absences. This must be requested and on file within one day of the absence after the return to school. In cases of chronic absences throughout the year, updated medical information may be requested to verify the continued existence of the condition and that treatment is being sought.

*School Related Absences* –A school related absence is an absence that is due to an approved school activity. The absence is excused and no notification from parents is required. The high school administration reserves the right to determine if an activity qualifies as a school related absence. (These absences do not count against the attendance limit.) The number of school related absences may be limited by the administration to avoid excessive absences for any student.

*Prearranged Absences* – Students who know in advance that they are going to be absent from school must obtain a prearranged absence permit from the attendance office as soon as possible prior to the absence. This permit MUST be taken to each of the student's teachers who will sign the permit and write assignments on it. Prearranged absence permits MUST be turned back in to the attendance office PRIOR TO THE ABSENCE and be administratively approved. Students are responsible to contact the teacher to make arrangements for making up missed work. Failure to do this may result in loss of opportunity to make up work. Credit may not be given for work missed if the signed form is not turned in prior to the absence. (These are considered excused absences and will count against the attendance limit unless there are extenuating circumstances as determined by the administration.) These extenuating circumstances must be pre-approved by an Assistant Principal.

#### **Notification**

Notification of student attendance will be mailed to parents at each progress period of the semester (every 4 ½ weeks) if the student is struggling academically and every student will receive notification at the end of each marking period.

Students who fail a class due to excessive absences will remain in the class provided they put forth a good faith effort and comply with the student code of conduct in order to gain credit in the class by passing the required assessments. Otherwise, such students will be reassigned to ISS for the balance of the semester. Failure to report to ISS may subject the student to possible suspension or recommendation for expulsion.

At any time that a parent or student would like a complete attendance report, please go to the parent portal to check attendance that is updated each hour. If a parent or student does not have internet access and to be issued (or mailed or faxed), this request may be made by visiting our attendance office or by calling 254-6440. All attendance information can also be accessed via the internet by logging into the Infinite Campus Portal.

#### **Appeal Process**

Students or parents who wish to appeal the coding/designation of an absence may do so in writing to a Dean or an Assistant Principal. This appeal must be done in a timely manner after the absence (within 1 week of the absence.) Written documentation or other verification of extenuating circumstances for absences is recommended to be presented at the appeal.

#### **Additional Attendance Policies**

Students are not permitted to drop a class, (refuse to attend a class) which will place them as less than a full time student (6 classes or the equivalent.) This includes KCTC and dual enrollment classes. Students who fail to attend classes on a regular basis will be placed on attendance contracts which may include consequences of after-school detentions, in-school suspension assignments (short-term and long term,) out-of-school suspensions, loss of off-campus privileges, loss of driving privileges, loss of the opportunity to participate in school activities and graduation ceremonies (seniors), requirement to pursue alternate educational placement, and other appropriate actions.

Students with excessive absences may not be permitted to attend any field trips during the regular school day that will keep them from attending other classes.

A student must be in attendance four hours or more in a day (or have a school related absence) in order to participate in an after school event.

Extended absences due to a medical situation or illness (3 or more days) should be reported to the student's counselor to give notice to teachers of the extended absences and to request homework.

Students who are under the age of 16 and chronically absent will be referred to the Kent Intermediate School District truancy officer for further action as required by state law.

Students who are 16 years of age or older who miss 10 consecutive days (unexcused) will be dropped from the roles of GHS on the 10th day of the consecutive absences, after written notice from Dean of Students inviting the student and the parent to a meeting to discuss the reasons for the excessive absences. Consideration for re-enrollment will be given at the beginning of the next semester.

#### **Early Departure and Signing Out**

Students who request to leave the building during the school day due to illness, appointments or other excusable reasons **MUST HAVE PARENT OR GUARDIAN PERMISSION AND SIGN OUT IN THE ATTENDANCE OFFICE PRIOR TO LEAVING THE BUILDING**. Failure to do so will result in an unexcused absence and related consequences. Students are expected to enter and exit the building via the doors closest to the office.

#### *5 Minute Limit/10 Minute Limit*

Students who are more than 5 minutes late for any class (10 minutes for first hour) will be counted as absent and unexcused. Resulting consequences will apply. **THERE IS NO SUCH THING AS AN EXCUSED TARDY** unless the tardiness was caused or approved by a school employee and the student is issued a written pass.

#### **PROCEDURE TO FOLLOW IF A STUDENT IS ABSENT**

- If you know about the absence in advance, you should obtain a prearranged absence form from the attendance office, have it signed by all teachers and an administrator and turn it in to the attendance office for administrative approval.
- If you wish for an absence to be omitted from the number of allowable absences, you must show evidence of a medical excuse or a death in the family. This must be completed within 36 hours of your return to school. The absence should be called in to the school on the day of the absence by a parent/guardian excusing the absence at 254-6440. Otherwise, the student should bring a note from a parent or guardian excusing the absence the day the student returns to school.
- Remind your teachers you were absent and request the work you missed from them. This is the student's responsibility.
- If you will be absent for more than two days, it is advisable for the student to talk with the teachers prior to the absence to get future work or to call the counseling office at 254 - 6438 to request homework from your teachers. Please be sure to leave the first and last name of the student. Please allow at least 24 hours after calling to gather the homework. Homework will be available for pickup in the guidance office prior to 3:30. It is also appropriate to e-mail teachers directly to request information of content being missed in class.

#### **Kent Career/Technical Center Attendance and Transportation**

Students attending the Kent Career Technical Center (KCTC) will be held to the same attendance policy as that of Grandville High School and any policies written and enforced by KCTC.

Students attending Kent Career Technical Center (KCTC) are encouraged to ride the bus provided by Grandville High School. Should a student choose to drive to KCTC or ride with another student, they must fill out permission slips to do so. These are available in the administration office from the Dean of Students. They must also have a form on file with KCTC.

Students are required to be in attendance at KCTC for their class even if Grandville High School is not in session. The exceptions to this would be if Grandville has a half-day and the student is a bus-riding student with no transportation home from Grandville High School. This would be considered a school-related absence at KCTC. All non-bussed students are required to be present at KCTC even if Grandville has a half-day scheduled.

On days where Grandville High School has a modified schedule (due to testing or assemblies,) notice will be given to KCTC students if they are required to attend their session or not.

Chronic attendance problems (absences & tardies) or disciplinary action may result in a loss of driving privileges to KCTC. Students may be required to ride school transportation. Students are required to be enrolled in THREE (3) classes at Grandville High School or the equivalent to retain their eligibility to continue attending KC/TC. Students who are dropped from the roles at KC/TC due to poor attendance may also be dropped from the roles of GHS.

## **Student Conduct Code**

An orderly, businesslike climate is essential to run an effective high school. The primary purposes of Grandville High School are teaching and learning. For these purposes to be accomplished, every student must accept the responsibility for contributing to an appropriate teaching and learning environment. Students who are polite, positive, and productive will achieve individually and contribute to the success of their classmates as well. The following paragraphs outline the guidelines of the Grandville High School student conduct code.

### **Classroom Expectations**

In addition to the general school rules, each classroom teacher will issue a written list of classroom expectations to each student enrolled in the class. This list will include grading procedures, course requirements, and acceptable classroom behavior. These expectations will have been approved by the administration, and students are expected to adhere to them.

### **Deans of Students**

Attendance and Disciplinary matters are handled by the Deans of Students. The Deans are located in the administration offices. The Deans may call students out of class or students may make an appointment to speak with a Dean. The Deans are assigned to students based on the grade the student is in.

### **Due Process**

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed of the reason for that action, to present any facts that will support their defense, and to have a hearing to discuss both sides of the issue and/or the appropriateness of the action. Discipline Appeal Hearings are not automatic but must be applied for in writing by the end of the third school day following the disciplinary action or previous hearing. The disciplinary action will be

suspended at the time the request for an appeal is made in writing and until the outcome of the appeal unless the student is determined to pose a threat to the safe and orderly environment of the school. Students can appeal the action of a teacher or other staff member to a Dean. Students can appeal the decision of a Dean to an Assistant Principal. Students can appeal the decision of an Assistant Principal to the Principal. A decision made by the Principal can be appealed to the Superintendent, and a decision made by the Superintendent can be appealed to the Board of Education.

#### **Detention**

The purpose of detention is to assist students in the correction of unacceptable behaviors and to direct them toward making better behavioral choices in the future. Detention is from 7:00 - 7:40 A.M. or 2:45 - 3:45 P.M. on Tuesdays, Wednesday, and Thursdays during which students are assigned to Room 249 under the supervision of an adult.

Detentions may also be served with the individual teacher if the teacher requests. It is the position of Grandville High School that a student's employment or involvement in extra-curricular activities is secondary to their responsibility for completing detentions by the due dates as assigned. It is the student's responsibility to inform his or her parents of assigned detention time. Parents are also notified by mail or telephone. When a student is assigned to detention, transportation is the responsibility of the parents. If a student fails to serve a detention within two weeks, loss of privileges, ISS time, or OSS time will result.

#### **In-School Suspension/Responsible Thinking Center**

In-school suspension (ISS/RTC) is disciplinary and includes the assignment of a student for an entire school day or designated class periods to a specific room under the supervision of an adult staff member instead of attending regular daily classes. Students are required to bring homework or reading materials to the in-house suspension room and are expected to use the time working on school-related tasks. Students who fail to follow the rules in the ISS/RTC room are subject to further disciplinary action up to and including out-of-school suspension. Students enrolled in co-op, skill center or other out-of-school programs are not exempt from the in-house suspension program and will complete entire days in the in-house room if assigned. Students who are absent on an assigned day of ISS will be required to serve the full term of their suspension upon their return to school.

#### **Snap Suspension, Public Act 103**

P.A. 103 permits a teacher to suspend a student from any class, subject, or activity for up to one day. The teacher then has the duty to inform the administration of this suspension. It is the responsibility of the teacher to have a parent-teacher conference regarding the suspension. Students who exhaust these corrective discipline procedures will be subject to out-of-school suspension or other disciplinary action for additional behavioral problems.

#### **Out-of-School Suspension**

Suspension is defined as the temporary exclusion of a student from school and school activities for a specific period of time not to exceed ten days. Students are not permitted on school property for any reason when they are suspended from school and may not attend or participate in any school activities whether held at Grandville High School or at other sites during the designated time of the suspension.

Students suspended from school are expected to turn in all homework and other assignments upon their return to school. Students who request help to complete

assignments or take tests or quizzes will be granted help and additional time to complete work or assessments. **No additional days are granted for the completion of make-up work. It is the responsibility of the student to contact their teachers or other class members to obtain assignments.** It is recommended to do this by either e-mailing teachers or leaving messages on their school voice mail. Absences due to out-of-school suspension will not count as unexcused absences.

In some instances, the school may refer a student to an appropriate intervention program. Students may be required to provide proof of participation in the intervention program in order to return to school from suspension.

#### **Long-Term Suspension**

A long-term suspension is an out-of-school suspension that exceeds 10 days in length. A student may be recommended to the superintendent for a long-term suspension by the high school administration. A long-term suspension shall not be imposed on a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student. No long-term suspension will extend beyond the current school year.

#### **Expulsion**

Expulsion is the removal of a student from school by the Grandville Public Schools Board of Education. Expulsion is noted on the student's permanent record. Removal may be permanent, for the remainder of the school year, or a designated number of days. In any case, a student who has been expelled and wishes to re-enroll in Grandville High School (provided the expulsion is not permanent) must petition the Board of Education for re-enrollment. Expulsion is used when behavior has not been corrected through other means of discipline or when a student's behavior is extremely detrimental to the health, safety, and welfare of the student body and staff. Procedural guidelines for expulsion will be followed, and an administrator will notify students and parents of their rights. Please take note that some actions require expulsion per state code.

### **Discipline Regulations**

All Grandville High School discipline regulations are in effect in school, on school property, at all school activities including athletic contests, field trips, and all other school sponsored events; and on the way to and from school. Suspension is a possible disciplinary action for all offenses; administrators have the flexibility to evaluate each case and work with each student individually. Administrators have the right to question conduct, which materially or substantively interfere with the education process. Students and parents should be aware that behavior, which disrupts the education process, may lead to suspension from school.

Primarily the Deans of Students will administer disciplinary action. The Assistant Principals and the Principal may also be involved in disciplinary action.

**Students are expected to read and understand the discipline regulations as outlined below. Any and all questions can be directed to a member of the administration.**

#### **Conduct Detrimental to the Normal Function of School**

Any violation of state statute, Board of Education policy or social norms will result in disciplinary measures up to and including detentions, suspensions or expulsion. This clause covers all unacceptable behaviors not specifically listed in this handbook.

### **Misconduct Away From School**

A student, who engages in any misconduct off school property (including the internet) that was initiated at school, is related to a school situation, brought into school, or is the result of disciplinary action being taken by school personnel will be subject to disciplinary action up to and including expulsion. PA 104 requires the exchange of information between the school and law enforcement agencies. The school must act upon information obtained through this act. The administration of GHS has the right to monitor internet sites such as myspace, xanga, facebook, and like-sites and will issue discipline, sanctions, and/or parent/police referrals.

### **Michigan School Code Violations Resulting in Mandatory Expulsion from all Public Schools in Michigan**

**Definition:** Pursuant to legislation enacted by the State of Michigan in the Revised School Code (section 380.1311) the local Board of Education is required to expel students from all Michigan Public Schools for a period not less than 180 days for the following offenses:

1. **If a student possesses a dangerous weapon in a weapon free school zone (on school property, in a school vehicle, or at a school event. The term dangerous weapon refers to a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3" in length, pocketknife opened by a mechanical device, and brass knuckles.**
2. **If student commits arson (attempting to burn or set fire to) in a school building or on school owned property.**
3. **If a student commits criminal sexual conduct in a school building or on school property. Criminal sexual conduct can include consensual sexual contact between any individual and a person who is under the age of 16.**

**Action:** The student will be suspended from school pending a recommendation for expulsion. Police notification will be made.

### **Cheating**

**Definition:** Cheating is defined as copying the work of another student, with or without his or her permission, and presenting it as one's own work, knowingly permitting another student to use one's work as his or her own, using "cheat sheets" or other unauthorized notes, or using electronic communication devices during tests or other assessment activities. Cheating includes the offense of plagiarism, or the presentation of published material by another author, regardless of its source (print or electronic), as one's own.

**Action:** The student may receive a grade of "0" on the work and/or disciplinary action may be taken. A second offense may result in the student failing the class.

### **Closed Campus**

**Definition:** All students at Grandville High School are governed by the district's closed campus policy. Students affected by the closed campus policy may not leave the school building at any time during the school day, including the lunch hour, and are not permitted in the parking lot or any other place on school grounds without parental and administrative permission. Only seniors have the privilege of leaving for their assigned lunch period. This must be recognized as a privilege, which can be revoked for individual students at any time if their behavior or academic performance is not in compliance with expectations. Seniors are expected to exit and enter the building via the doors closest to the office. You will be required to show your ID. Note: Any senior caught driving an underclassman off campus will lose his/her closed campus rights for up to a whole semester.

Action: Notification to parents. First offense is a one two-hour detention. Second offense is two two-hour detentions, and possible loss of driving privileges. Third offense, a three-day out-of-school suspension and parent conference with an administrator required for re-admittance to classes. The administration reserves the right to take appropriate additional disciplinary action up to and including suspension. Students may also lose school privileges.

\*\* No parent of underclassmen can excuse their son or daughter to leave the campus for lunch by themselves or with anyone other than the parent.\*\*

### **Balloons**

Due to the effects of balloons setting off the fire alarms at GHS and reactions to latex, balloons are prohibited inside the building. Any balloon brought into the building will be confiscated in the office or discarded.

### **Computer/Network Misuse and Abuse**

Definition: Accessing, modifying, or tampering with programs or files the student is not authorized to use; installing unauthorized programs or utilities on a hard drive or file server; using school equipment for any purpose not related to school assignments or approved school activities; (downloading games, pictures, music, or any material from the Internet that is not research related; and the use of school computers for personal e-mail and instant messaging). Board policy requires the signing of an acceptable use agreement by students and their parents for student access to the Internet.

Action: Notification of parents; possible loss of all computer access privileges; possible removal from computer classes, loss of credit for the classes, and failing grades in the classes; possible suspension from school. Violations that include grossly inappropriate material (pornography, inappropriate language, chat room visitations, and material that threatens the safety and well being of students, staff or the school network) will be dealt with through suspensions up to and including a recommendation for expulsion. Restitution for damages may be required.

### **Dress and Appearance**

Definition: Grandville High School is devoted to providing students with the best learning environment possible. In an attempt to keep our classrooms positive with limited distraction, we will enforce the following dress code. This dress code is in effect from the time students enter the building (at the door) until the end of the academic day. Exceptions to the dress code may be made for certain events and during school festivities such as Homecoming.

#### All students must wear clothing that conforms to the following standards:

1. No tank tops or muscle shirts.
2. No spaghetti strap or off-the-shoulder tops.
3. No undergarments may show at any time. This includes being visible through sheer fabrics.
4. All shirts must come to the waistband of the pants. No part of the abdomen may show.
5. No part of the clothing may allude to profanity, tobacco, drugs, alcohol, or have inappropriate sexual connotation.
6. No hats, bandanas, hoods of sweatshirts, or headbands are to be worn in the building.
7. No outdoor coats are to be worn during the school day.
8. No pajamas or slippers are to be worn. Footwear and clothing must afford appropriate protection in the event that a student must evacuate the building at any time of the year.

9. Skirts and shorts must come past the fingertips when standing naturally.
10. Pants must be worn on the waist. Sagging pants, or pants that are too tight will not be allowed.
11. Clothing with holes/ rips should be avoided.
12. Shirts and tops must have a modest neckline and not reveal cleavage.
13. Students may not wear wallet chains, studded or spiked jewelry, or other accessories that can represent a safety threat.
14. Costumes or other attire that is outside of social norms will not be permitted as it represents a distraction to the learning environment.
15. Athletic uniforms that are worn during the school day must meet dress code. Dress and attire at after-school events and dances may deviate from this code. The basic premise of school and age appropriate will apply at any school-sponsored event. Dress guidelines will be posted and distributed for all dances. The determination of what is and is not appropriate is at the discretion of the administration. The administration may amend this as needed to maintain an orderly environment.

Action: Students found to be in violation of the dress code will not be permitted to attend class (or the event) until the dress code violation is corrected. Repeated violations of the dress code will result in parent notification and other disciplinary action up to and including suspension.

#### **Electronic Communication**

Definition: Information posted on blog sites, personal web pages, emails, instant messages, xanga.com, myspace.com, etc. or any other activity that is conducted via the internet is considered to be public domain and is subject to school discipline. Students choosing to publish information which is deemed threatening, harassing or detrimental to the school or individuals will be subject to school discipline. Furthermore, pictures or graphics posted on these sites will be subject to review by schools officials and disciplinary action will be taken.

Action: Offenses of this nature will result in parent notification and disciplinary action up to and including removal from class or classes, suspension, possible recommendation for expulsion and police referral

#### **Electronic Devices**

Definition: All electronic devices are prohibited during the school day. The school day is defined from 7:50AM – 2:39PM. If a student possesses such a device, these items are to be turned off and stored in a student's locker and out of sight during school hours. Electronic devices are defined as such things as cell phones, radios, portable CD players, remote control units, laser pointers, MP3 players, etc. **The school is in no way liable for the loss or theft of any electronic devices.**

Action: If such items are seen between the hours of 7:50AM and 2:39PM, **they will be confiscated by the teacher or administration and the student will receive a detention. The electronic device will not be returned until after the detention is served.** Repeated violations will result in progressive discipline. Pictures taken of individuals in locker rooms, bathrooms, or individuals without their permission will result in an immediate suspension, possible expulsion, and police referral, as this is an extremely serious issue.

#### **Fighting and Aggressive Behavior**

Definition: No student shall engage in an aggressive action upon others through either verbal, written or physical abuse, or threats, either upon school property or on the way to and from school, or at a school event. Another student may also hold a student responsible for statements and/or actions, which directly provoke aggressive action.

**Students viewed as “encouragers” and promoting students to fight are guilty of inappropriate behavior and will be disciplined. Students getting up on lockers or chairs to cheer on the combatants will also be disciplined.** Students are expected to help their classmates by doing everything they can to keep a fight from happening.

Action: A first offense of fighting will result in a suspension of up to ten days, possible police referral, school counselor referral, and a parent conference with an administrator required for re-admittance to classes. If a student is permitted to return, a behavior contract will be implemented. This contract may require ongoing anger management counseling. Recommendation for long term suspension or expulsion will be considered and may be made to the superintendent based on the nature of the incident and the behavior record of the student. In some instances, State law may mandate recommendation for expulsion. Students may be held responsible for making restitution to the school or an individual in the event of property damage before being permitted to return to school.

#### **Forgery/ False ID/ False Phone Call**

Definition: The forgery of an adult staff member's name or initials on a hall pass, absence excuse, or other school document or the forgery of a parent's signature on an absence excuse, permission slip, progress report or impersonating a parent or other adult on the telephone. Using another person's identification is also a form of forgery.

Action: Notification of parents and up to three days suspension or police referral if necessary

#### **Gang Activity or Affiliation**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

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

Action: Parent notification, police-referral, suspension for up to ten days and/or possible recommendation for expulsion from school

#### **Harassment**

Definition: Harassment of any kind, including racial and religious, will not be tolerated at Grandville High School. Verbal, written, or other negative or derogatory behavior directed toward another student or GHS staff member constitutes harassment.

Action: Offenses will result in parent notification and disciplinary action up to and including removal from a class or classes with loss of credit, out-of-school suspension, recommendation for expulsion, or police referral.

#### **Hazing**

Definition: Any act of initiation, for an individual or group, who is forced or requested to comply with an act which jeopardizes the safety, health, and physical or emotional well being of the individual/s being initiated. This policy applies to those who are either administering the hazing or willfully participating as a recipient. Any student who feels they are requested or required to be a participant in hazing should report the incident to the administration immediately.

Action: Students involved in hazing will face the following consequences: suspension up to 10 days, possible removal from the class, club, or team associated with the hazing, possible police referral, possible athletic eligibility sanctions, and a recommendation for expulsion will be considered.

**Lack of Cooperation/Lack of Respect**

Definition: Students are expected to follow and respect the reasonable directions of teachers, administrators, and other adult employees of the school. Students are expected to be respectful to staff members. A student must identify herself or himself when asked to do so by any school employee. A student must accompany a teacher to an administrator when asked to do so by a teacher or any other staff member.

Action: The first incidence of lack of respect or refusal to cooperate will result in disciplinary action up to and including suspension. A second offense may result in the student being placed on a contract in order to return to school.

**Lunch Room Regulations/Food and Drink**

Definition: All food and drink must be consumed in the cafeteria. Throwing of food will not be tolerated. Students are expected to pick up after themselves and return their trays to the place designated. All lunches are to be consumed in the cafeteria. Students may be allowed to have food/ drink items in the classroom if the teacher grants permission. Under no circumstance should a lab classroom (i.e. Science, Computers, Art, etc) have open food or drink. No open food or drink is allowed in the locker area or hallways. If students are seen with open food or drink, discipline will follow.

Action: Students may be assigned to cleaning the cafeteria and other disciplinary action up to and including suspension. Students may be held responsible for making restitution to the school or to individuals for property damage caused by irresponsible behavior.

**Profanity, Obscenities, or other Offensive Materials/Actions**

Definition: Use of obscene or profane language, gestures, or actions; duplication, distribution or posting of offensive materials including those that are racially or ethnically intimidating and those that promote alcohol, drugs, or tobacco.

Action: Confiscation of written or printed materials, notification of parents, possible suspension or recommendation for expulsion.

**Public Display of Affection**

Definition: Public displays of affection, which are not appropriate in the school setting, are not acceptable. This includes touching, kissing, or any other contact that may be sexual in nature.

Action: Students engaging in such behavior will be asked to stop; repeat offenses and refusal to cooperate will result in parent notification and may subject the students to further disciplinary action up to and including suspension.

**Sexual Harassment and Sexual Promiscuity**

Definition: Sexual harassment includes inappropriate touching, tampering with clothing, obscene gestures, indecent exposure, unwelcome sexual advances, spreading of rumors related to sexual behavior, and other verbal, written, or physical conduct of a sexual nature directed to other students or to staff members may constitute sexual harassment. Sexual Promiscuity constitutes consensual or mutual acts of sexually inappropriate behavior (touching, tampering with clothing, obscene gestures, indecent exposure, or physical conduct of a sexual nature.)

Action: Parent notification, suspension up to ten days or recommendation for expulsion to the Board of Education per Board Policy 8015.

#### **Banned Substances**

Definition: Consumption, possession, use, involved in a transaction, or transfer of alcohol, drugs (or drug paraphernalia) or substances represented as such, controlled substance (unless prescribed by a doctor), or drug paraphernalia, is prohibited in any attendance center, on school grounds or at any school-sponsored activity. This includes energy drinks due to the banned substances found within them.

Action: Possession or use of illegal substances will result in a police referral, parent notification, and immediate removal from school followed by a ten-day out-of-school suspension and possible recommendation for expulsion. This may be reduced to a minimum of five days with verification that the student has attended a substance abuse treatment program. Students will be placed on a behavior contract and a parent meeting with the administration prior to re-admittance will be required. A second offense will result in a ten day out of school suspension, required substance abuse counseling, police notification, and may include a recommendation for expulsion. Students accused of being under the influence of alcohol may be requested to submit to a breath analyzer test. The administration of GHS will conduct random drug searches of lockers and cars. Evidence of illegal substance found after a search will result in disciplinary action of possession.

**Sale, transfer, intent to transfer or involvement in a transaction of illegal substances or all prescription medication will result in the student being turned over to authorities for prosecution, parent notification, immediate removal from school followed by out-of-school suspension for up to ten days and a recommendation for expulsion.**

#### **Theft and Possession of Stolen Property**

Definition: Students shall not engage in the theft of personal or school property nor be in possession of stolen property belonging to individuals or the school.

Action: The first offense will result in the return of the stolen item/s or total restitution of the stolen property for its full purchase value; suspension up to five days; and a police referral. Based on the nature of the theft/possession, a recommendation for long term suspension or expulsion to the superintendent will be considered.

#### **Tobacco**

Definition: Possession of, use, or intent to use tobacco products or products which simulate tobacco on school property or in the near vicinity of school, inside or outside the building, or at school sponsored activities, including athletic events held away from the school premises. Students 18 years of age or older may not possess tobacco on school grounds per P.A. 198 of 1986.

Action:

1st offense: One (1) two-hour detention, police referral - Grandville City Ordinance 15-252(b) resulting in a substantial fine and parent notification.

2nd offense: Up to three days out-of-school suspension, parent notification, and police referral.

3rd offense: Up to five days out-of-school suspension, parent notification, and police referral. A successful parent meeting will be required for the student to return to school. The student will be placed on a behavior contract.

Any student who consumes or possesses any tobacco products upon school grounds or going to or from any school-sponsored activity, shall be refused entrance and

admission or will be removed from the event and may be subject to discipline up to and including suspension or expulsion. Consideration will be given to those students who choose to participate in a tobacco intervention program. Cigarettes, other tobacco products, simulated tobacco products, lighters, and matches will be confiscated by school officials.

**Vandalism**

Definition: Willful defacing, damage, or destruction of school or personal property.

Action: Full payment for damages; police referral; suspension; possible long-term suspension and/or recommendation for expulsion.

**Weapons**

Definition: Possession of weapons or objects that can do bodily harm, or possession of objects intended to represent guns, knives, bombs or other weapons. This policy also prohibits all persons from possessing a firearm, dagger, dirk, stiletto, knife, pocketknife opened by a mechanical device, iron bar, brass knuckles, or any other item used or designed to inflict bodily harm and/or to intimidate others. In addition, look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report dangerous conditions are prohibited.

Action: Confiscation of weapon or other potentially harmful object; possible police referral; possible suspension from school up to ten days and possible recommendation for expulsion from school.

**Miscellaneous Information**

**Acceptable Use Policy and Network Access**

Grandville Public Schools provides students with access to the district's electronic communication system, which includes Internet usage. An Acceptable Use Policy (AUP) is distributed to parents/students. These forms will be valid until the student graduates. Before a student is granted permission to use school technology, parents/guardians and the student will need to sign and return the AUP form. Once a form is on file, a user ID and login will be created and issued to each student. This must be kept confidential and used only by the student. Students are responsible for any network misuse under their user ID. Any problems or suspected tampering should be immediately reported to the administration office.

Please note the terms and conditions of use listed in the discipline regulations under Computer/Network Misuse and abuse.

**Accidents at School**

While every precaution is taken for proper supervision and the prevention of accidents at GHS, accidents will happen. Accidents are immediately reported to parents, and accident forms and records are filed in the school office. It is imperative that students report all accidents to the supervising teacher or to the office. Grandville High School does not carry insurance covering accidents incurred under proper supervision. Parents should consider purchasing the insurance offered through the school if they do not have adequate health insurance protection. Please call the main office at 254 - 6430 for more information on this insurance.

**After School Events (including guest policy for after school events)**

Students must be in good standing (not out-of-school suspended) the day of the event. They must also not be out- of-school suspended on the Friday prior or the Monday

after the event if the event is on the weekend. Students must be in attendance for at least 4 hours (or have a school related absence) the day of an event in order to attend the event.

Students will be issued a student picture ID early in the year. Students may be required to show their student ID at after school events. Advance notice will be given to students for those events, which will require their ID for admission.

Students wishing to bring a guest to an after school event (dances and activity nights) must have a guest pass on file with the administration three days prior to the event. It is the responsibility of the host student to inform the guest of all school rules and policies. Students are limited to one guest per event and the guest must be of high school age. Exceptions to this age requirement may be made for older guests for formal dances. Guest passes are available in the main office.

#### **Age of Majority**

Although students reach the "age of majority" or legal adulthood on their eighteenth birthday, they are still regarded by law as enrolled students and must obey the rules and regulations established by the Board of Education and the administration. If an adult student (18 yrs. of age), and the parent or parents of that student, wish to have all school contact and correspondence on matters affecting the student directed to the student personally, the parents and the student must sign a form available from the high school office requesting this procedural change. When a student has exercised this option, all absences for doctor, dentist, orthodontist appointments, etc., must be verified in writing from the professional's office.

#### **Breakfast Program**

The cafeteria is open for breakfast beginning at 7:15 AM each school day. A variety of breakfast items are sold. Any breakfast item purchased is to be consumed in the cafeteria after purchasing the item. The service window will close at 7:40 AM each day and all students are expected to leave the cafeteria no later than 7:45 AM.

#### **Cancellation of Events**

At times, due to unforeseen circumstances, school events that are scheduled may be canceled. These may include practices, performances, games, meetings, etc. Notification will be made as early as possible and communicated to students via the afternoon announcements or end-of-day P.A. announcements. In the event that an after-school event is canceled, affected students will be permitted to use the school office phone to make alternate transportation arrangements. For nighttime and weekend events, announcements will be posted on the school web page at [www.grandville.k12.mi.us](http://www.grandville.k12.mi.us).

#### **Course Fees**

Due to the nature of some classes and the opportunity to create projects that will belong to the student at the conclusion of the project, some classes impose a class activity fee. These fees offset the cost of consumable materials. Classes that have fees will identify this fee on the syllabus and students are to pay these fees at the time they are determined to be due by the teacher. Failure to pay the fee in a timely manner can result in the student no longer being permitted to work on projects that require consumable materials or being issued an incomplete (I) in the class until the fee is paid. Students and parents who demonstrate need may contact the teacher of the class to request waiving the fee based on family income.

**Data Forms (Student Information Forms)**

At the time of registration, all students must turn in a completed/updated student information form. This form contains information about who to contact in case of an emergency and where they can be contacted. It also indicates any pre-existing medical conditions the student may have, any medications the student should be taking regularly, the student's physician's name, and the hospital preference should the student need to be transported. This form is also used to indicate to whom the child may be released and includes photo release information. **This form must be signed in two places by the parent.**

**Fire Drills, Severe Weather Drills, and Critical Incident Drills**

Periodically throughout the year, as per state law, the school will conduct drills to prepare for critical incidents. Students will be instructed where to go and what to do during these drills in each of their classes. For the safety of our students, it is imperative that they listen and follow directions during these procedures. Failure to do so will result in disciplinary action up to and including suspension.

**Hall Passes**

Any student in the hall during class is required to have a pass issued by a school employee. Students without a pass to be out of class or who are not using the pass as intended (i.e. going to vending machines, not performing group work in the hallway, loitering) will be subject to immediate disciplinary action including immediate referral to I.S.S., detention, or suspension. Students may lose the privilege to be issued hall passes based on poor attendance and behavior.

**Identification Cards**

Each student will be issued a picture identification card at the beginning of the school year. Students should carry these at all times. Refusing to identify yourself when asked by a school employee will result in discipline for insubordination/lack of cooperation. If you do not have your ID in your possession, you may not be allowed to attend events requiring your school ID. Students will also be expected to present their ID cards when leaving the building or returning. Using another student's ID is considered forgery.

**Lockers**

The school administration retains control over lockers and desk space LOANED to students. Lockers are assigned to students for their convenience and for the purpose of storing supplies, coats, and other items essential for the formal education process. School officials, therefore, have the right and duty to inspect and search students' lockers if there is reason to believe that there is a violation of law or school regulation. Searches can be made for such items as drugs, weapons, missing library books, or goods stolen from the school or individuals. Students should be aware that periodic searches of the lockers will be made for such items as missing library books. Students should not keep money or other valuables in their lockers. The school is NOT responsible for student property in lockers. This includes physical education and athletic lockers. Students are advised to keep valuable items at home or on their person. Students have the option of leaving valuables with the office for safe keeping within reason.

Additional guidelines relevant to the student use of lockers are as follows:

1. Students may not share lockers.
2. Students may not change lockers without permission of a school administrator.
3. Students should not give their locker combinations to any other student.

4. Students should immediately report lockers, which do not work properly to the office.
5. Students are expected to keep lockers LOCKED at ALL times.
6. Students are not permitted to put contact paper, tape, stickers, or other defacing materials on locker doors.

Students who damage lockers intentionally or unintentionally may be held liable for repair or replacement costs. Students who intentionally jam lockers to stay open may be subject to disciplinary action up to and including suspension and restitution for repairs. Repair costs will depend on the type of damage that occurs.

#### **Lost, Stolen and Found Items**

Grandville High School is not responsible for lost or stolen items. However, lost and found articles may be turned in and reclaimed at the counseling office or administration office. Students should check there as soon as they realize an item has been lost. If the item is not there, students should come to the main office to fill out a missing articles report. Articles in the lost and found are held until the close of the current semester. Unclaimed items are turned over to charitable organizations.

If it is believed that an item has been stolen, a report should be filed with the police school liaison officer as soon as possible. Grandville High School will not reimburse students for lost or stolen items. It is recommended that any valuable items or large amounts of money are not brought to school unless absolutely necessary.

#### **Lunch**

All students will be scheduled for a lunch period during 4th period. Students may purchase a lunch in the cafeteria, they may purchase ala carte lunch items in the cafeteria, or they may bring a lunch from home to be eaten in the cafeteria. Seniors (as defined by the number of credits earned and semesters attended) have the option of leaving the campus for lunch. **IDs are required**). This is a privilege that can be lost for various reasons. All students must eat their lunch and all snacks during lunchtime in the cafeteria. The only vending machines that students are permitted to use during the lunch period are located in the cafeteria. If students are found in areas of the building that are not designated as appropriate waiting/eating areas, disciplinary action will be taken.

Students are provided a lunch account in which money can be deposited at the beginning of the year and throughout the year using cash, check, or credit card through [www.lunchdeposit.com](http://www.lunchdeposit.com). Check's made out to Grandville High School Food Service can be brought to the cashier at any time for deposits into the account. The account is accessed through the student number or through swiping the student ID. **Students MAY NOT use another student's number or ID to purchase food.** Students who violate this policy will be subject to disciplinary action.

Students and families who demonstrate financial need may qualify for the free or reduced lunch program. Participation in this program is confidential as lunch purchases are made by student number or swiping the student ID through a barcode reader. Menu choices are limited for students participating in this program to lunches that meet the federal nutritional guidelines. Student MAY NOT share or give away any food items that are provided through the free or reduced lunch program. Forms for this program are available in the office and may be submitted at any time of the year.

#### **Medication at School**

No employee of the High School will prescribe any medication or treatment to a student. In accordance with the district policy, high school students are allowed to carry and take their own medication while at school. ONLY one day's dose may be

brought to school, and it must be in the original container. Multi-dose inhalers can be carried, but must be labeled with the name of the student. A Medication Use form must be completed by parents if students carry their own medications.

If parents choose to have their student obtain medication from the office, the Medication Administration form must be on file, and the medication brought to school by the parent/guardian. Medications will be administered from the office by the school nurse or other staff designated by the principal.

The medication forms can be obtained from the district nurse and are also posted on the district website.

Students are never allowed to share any medications (prescription or non-prescription) with other students. Students are not allowed to give another student any substance under the pretense that it is medication. Violation of this will result in disciplinary action up to and including expulsion. No medications are stocked and issued from the school or school personnel including Tylenol, aspirin, antacids, and antibacterial ointments.

### **Parking**

Students who wish to drive to school must register their vehicles in the school office. Students may be asked to verify ownership of their vehicles by showing title or proof of insurance. Students may register their vehicles at any time during the school year. Vehicle registration stickers are \$10 each. Day permits are available for \$1 with a limit of 5 total days. A day permit is issued free of charge if you have already purchased an annual sticker. Improper use of a vehicle or excessive speeds will result in the loss of driving and parking privileges, possible restitution to be paid for property damage, and possible suspension. Driving off paved surfaces will result in loss of driving privileges.

The school district is not responsible for theft of personal property from vehicles in the school parking lot or for damage to cars resulting from vandalism or accidents. Theft or damage should be reported to the Police School Liaison Officer for insurance purposes. Unauthorized or improper use of the school parking lot or failure to obtain a parking permit will result in the immobilization of the vehicle. A \$10 fee is charged for removal of the mechanical boot from unregistered, illegally parked, or otherwise unauthorized cars. School officials, with reasonable suspicion, have the right to search vehicles on school property and confiscate illegal materials or materials in violation of school policies and regulations. Students who drive on the lawn to avoid speed bumps may be denied parking privileges and required to make restitution for damages caused.

Students must park in the lot designated for student parking. Students are not permitted to park in ANY other lots unless written permission is granted - this includes the staff parking lot, the band parking lot, the Century Club parking lot (Athletic lot), or surrounding commercial lots. Doing so may result in the application of the mechanical boot and resulting fees and the loss of driving privileges for a period up through the end of the school year. Violation of the closed campus policy may result in loss of driving privileges as determined by the administration.

### **Reporting Theft**

All suspected theft should be reported to the school office as soon as possible. Students reporting theft are expected to file a report before further action can be taken. Hall lockers and physical education lockers are to be locked at all times. Locks for physical education lockers are available for rent or purchase in the main office.

**Search and Seizure**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their locker and/or student vehicle and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and the parking lot are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and vehicles. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant. Police dogs may be used for periodic drug searches both in the building and in the parking lot.

A student's person and/or personal effects (e.g., purse, book bag, athletic bag, or vehicle) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. No search warrant is required by law. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and state codes for disciplinary action.

**Severe Weather**

In the event of a severe weather watch, students are released at the end of the school day and all events are canceled. During a severe weather warning, Grandville High School students are NOT sent home. Students remain at school while the administration closely monitors reports from the weather bureau unless a parent or person designated on the emergency card chooses to pick the student up from school. Students will not be released under any other circumstances.

**Sportsmanship**

Members of the student body are expected to display the characteristics of good sportsmanship at all times. Support for school teams and activities must be demonstrated in a positive manner rather than jeering or booing opposing teams and officials. Winning the OK Sportsmanship Award is an annual goal of Bulldog fans. Displays of poor sportsmanship are subject to disciplinary action including removal from the contest, banning offending students from all home and away GHS contests, and suspension from school. All school rules are in effect at home and away athletic events.

**Transportation**

Students may not transport themselves or others to school events away from the school campus unless written permission is granted by both the parent/guardian and the administration. In most instances, the school will provide transportation to events away from Grandville High School that require the student's attendance. These include team contests, field trips, group outings, etc. In certain instances and for local events, students may be permitted to drive or transport others when the appropriate permission is granted. Check with an administrator for specific questions on transportation.

Students traveling by district provided transportation are expected to follow all codes of conduct as described in the Student Handbook. The school and the Transportation Department seek to provide a safe and orderly environment both to and from the school site.

**Special Events Busing**

- No busing will be provided for special events such as working on school projects, overnight stays, or just to bring friends home to visit.
- Emergency Busing
- Should an emergency occur related to transportation, please call the transportation office at 254-6530.
- Bus Guidelines- Bus transportation is a service provided for public and private school students who reside within the Grandville School District. Students who are disruptive may be temporarily or permanently denied bus service, depending on the seriousness of the infraction.

**Visitors during the School Day**

Student visitors are discouraged as it often interferes with the educational process. However, under certain circumstances, student visitors are permitted. Visitors will not be admitted unless a visitor pass is on file at least three days prior to the visit. For school dances, approval must be granted prior to the ticket being purchased. The student who is hosting the visitor must be in good academic and attendance standing with Grandville High School. Visitor passes are available in the main office. Visitors must be of high school age and must be enrolled as full time students in good standing in their home schools. Visitors from the local area whose own school is in session on the day of the intended visitation will not be permitted to attend. The host of a visitor is responsible for making the visitor aware of the rules and regulations of the high school. A visitor's pass must be signed by each teacher whose class the visitor will attend. No visitors will be permitted in school during the last week of each semester or during the weeks prior to the holiday break or Spring break.