

Whitehall High School

Student Handbook 2019 - 2020



3100 White Lake Drive
Whitehall, MI 49416
(231) 893-1020

WHITEHALL HIGH SCHOOL **MISSION STATEMENT**

At Whitehall High School we are working to develop students who are actively aware of the needs of the world and their responsibility to help meet those needs.

Our methods include a careful challenge for each student to make right relationships, a curriculum to prepare students to be problem-solvers, and an atmosphere where each student can be significant contributor to the educational process.

SCHOOL COLORS

Red, White & Black

MASCOT

Viking

SCHOOL SONG

Cheer Cheer for old Whitehall High
And let the echoes resound our cry
Send our volley cheer on high
Shake down the thunder from the sky
What tho the odds be great or small
Old Whitehall High will win overall
While our loyal team goes marching
onward to victory!

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STUDENT'S RIGHTS AND RESPONSIBILITIES

As included in the policies of the Whitehall Board of Education, students should recognize the following:

"Students have rights which should be recognized and respected under the federal and state constitutions. Every right carries with it certain responsibilities, which students should be expected to assume at all school functions."

Among these right and responsibilities are:

1. The **right to** an education and the **responsibility** to put forth their best efforts during the educational process.
2. The **right to** expect school personnel to be qualified in providing an education and the **responsibility to** respect the rights of other students and all persons involved in the educational process.
3. The **right to** equal education opportunity and freedom from discrimination and the **responsibility** not to discriminate against others.
4. The **right to** attend free public schools and the **responsibility to** attend school regularly and to observe rules essential for permitting others to learn at school.
5. The **right to** due process with respect to suspension, expulsion, and decisions affecting the student's rights.
6. The **right to** privacy, which includes the privacy of school records.

STUDENT SERVICES

Counseling Office

The student services program is an integral part of Whitehall Schools' educational program. The guidance department is staffed by certified teachers who are endorsed as school counselors. Whitehall's comprehensive guidance and counseling program includes:

A. Guidance Curriculum (developmental, outcome based; includes sequential activities)

1. Career planning
2. Knowledge of self and others
3. Educational/Vocational development
4. Non-essential electives available to all students through the Whitehall District Schools Home School Partnership Program. Classes available are listed in the Whitehall Home School Partnership Student and Family Handbook at www.whitehallschools.net

B. Individual Planning

1. Counselors assist students to plan, monitor, and manage their own learning.
2. Counselors assist students to plan, monitor, and manage their personal and career development.
3. Students evaluate goals
 - A. Educational
 - B. Occupational
 - C. Personal

C. Responsive Services

Counselors meet immediate needs and concerns through:

1. Consultation
2. Personal/Crisis counseling
3. Referral

D. Systems Support

Counselors manage activities that establish, maintain, and enhance the total guidance and counseling program.

The cooperation of students, families, teachers, administrators, and the community is imperative to the success of the program.

Student Records

Parents and students are encouraged to be aware of the contents of student records. Information is kept to aid the understanding and education of each student.

Release of Student Information

To review records, parents may schedule an appointment for this purpose. In accordance with each student's rights and privacy, records are kept confidential. This will be shared with other persons or institutions only upon written permission of the student and/or parent or guardian.

Notice of Rights to Confidentiality of Education Records

(For parents or students under 18 and for students 18 years or older)

The Whitehall District Schools has compiled records on students for use in the provision of appropriate educational programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following:

1. Your right to access educational records, which include the right to inspect and to review them, to request explanation of interpretation of portions you do not fully understand, and to request copies of portions thereof. Requests for access forms are available in the student services office.
2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading and therefore, violates their confidentiality, and your rights to a due process hearing.
3. Your right to limit disclosure of educational records, which includes the right to know persons, or agencies that shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of educational records, if and when the educational agency has decided that records are no longer needed for the educational and/or administrative purposes for which they were collected, including your right to be notified at such times as graduation or other forms of termination of enrollment, or when your child reaches age 26.
5. Your right to protest if you think that the administrative procedures of the Whitehall District Schools are not in compliance with the law to:

The Family Educational Right and Privacy Act Office
United States Department of Education
330 Independence Avenue, S.W.
Washington, D.C. 20201

6. The following items will be released by the school district officials to anyone requesting the information, including the military, unless a parent or student 18 years or older requests otherwise. If you should not wish this information to be released by the school, please contact the principal or the office of the superintendent:
 - A. Name, address, listed telephone number
 - B. Date and place of birth
 - C. Major field of study
 - D. Participation in school activities
 - E. Dates of school attendance
 - F. Honors and awards

ACADEMIC INFORMATION

Student Scheduling: Drop and Add Policy

The high school counseling staff promotes careful planning for course selections.

Students, parents, and staff should understand that changes in student's schedules would only be made on rare occasions. Students have signed up for their classes with the understanding that their selections will comprise their schedules. They have declared alternatives in the event that conflicts occur, and parents have signed their selection sheets.

Valid reasons for changing a schedule:

Errors in a schedule
Pre-requisites not met/failed courses
Legitimate change in career focus
Summer school courses taken
Test out credits

Drops may be made during registration and the first week of each semester. Schedule change request forms are available in the Student Services Office. A decision will be made by the counselor after consulting with the student and possibly the principal, teachers, and parents. Students will be contacted as soon as possible about their request. Students are expected to follow their current schedule until a change (if a change) is made.

- Changes will begin on the second full day of school and will conclude at the end of that week.
- Drops made after this one-week period will be rare and at the discretion of the counselor and principal. A student dropping after this official drop period will receive a "WF" for the semester unless the drop is a staff request, in which case the student will receive a "WP". In either case, this designation will appear on the student's transcript.
- Unusual circumstances will be dealt with on an individual basis by the high school principal.

Grades

The key to grades is as follows:

A+ = 100.5%	A = 93%	A- = 90%
B+ = 87%	B = 83%	B- = 80%
C+ = 77%	C = 73%	C- = 70%
D+ = 67%	D = 63%	D- = 60%
F = 0%		

Retaking a Class

A student has the option of retaking a class for better understanding of the subject and/or for a better grade. The highest grade achieved will be used for transcript purposes (GPA). The equivalent of one class credit will be awarded.

Honor Roll

Honor rolls for all grades are published after each marking period. To be eligible, a student must have a 3.0 (B) grade point average.

Homework

Homework is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Daily homework should not be viewed as punishment, but rather as a way to encourage and extend learning.

Extra Help

Students may always seek extra help from their teachers if they do not understand any assignments and class discussions. They should arrange a conference with their teacher before or after school or at a time convenient to both of them during the day. A teacher will also be available for after-school lab Monday through Thursday in the Media Center where students can take that opportunity to catch up on assignments.

Graduation Requirements

One half credit will be granted for each successfully completed semester course. Students can earn 6 credits each school year and 24 credits over 4 years. Credits needed to graduate 22.

Final Class Rank and G.P.A.

Final class rank and G.P.A. is based on cumulative grades through the end of the 1st semester of the senior year. It is the responsibility of the student to notify the student services office if they believe their final grades will change their honor status.

Policy on Early Graduation

Four school years of attendance are required for graduation except in special cases. The procedure for special cases is as follows:

- A. A formal application co-signed by parents or guardians must be made prior to the junior year.
- B. Student and parents request an interview with the principal and counselor.
- C. Each case reviewed by committee of three teachers, counselor, and principal. Teachers will be selected by principal, counselor and student.
- D. The student must have successfully completed all required courses at the time of graduation as specified under graduation requirements.
- E. The student must have earned sufficient credits at the time of graduation specified under graduation requirements.
- F. Each case will be presented to the superintendent for approval.

Right to Request a Personal Curriculum

Pursuant to Public Act 209 and the Revised Michigan School Code, a pupil's parent or legal guardian or, if the pupil is at least 18 years of age or is an emancipated minor, can make a request for a personal curriculum to modify the Michigan Merit Curriculum based on the individual learning needs of the student. Upon said request, the school district shall develop a personal curriculum for the pupil. Requests should be made to the school office in which the student attends.

ATTENDANCE POLICY & PROCEDURES

Philosophy

Regular school attendance is an asset to the learning process; a student's presence in the classroom aids in instilling concepts of self-discipline and exposes them to group interactions with teachers and fellow students. Such presence also enables students to hear and participate in class instruction; discussion and other related learning experiences. These and similar considerations are valuable educational values which will not necessarily be fully reflected in test results.

Something important happens in class every day and the activity or interaction with the teacher or fellow students can never be exactly duplicated. In order for the school staff to do the best possible job of educating the students entrusted to them, students must be in regular attendance. A successful educational program requires the cooperation of the parent(s), student, and school staff at all levels in the process. One of the most vital points in the process is that of student attendance. We cannot teach students who are not present.

Goal of Whitehall High School

The goal of the school is to maintain a minimum of 95% attendance throughout the school year. This is a worthy individual student goal as well. To reach the 95% goal, a student could not be absent more than a total of 10 school days throughout the year. This equates to 5 absences per term. This would not only provide students with the best opportunity to be successful in their classes, it instills employer expectations when they transition into the workforce.

Policy

- Students are required to attend all of their scheduled classes.
- Whenever an assembly is scheduled, students must first report to class for attendance unless specific instructions are otherwise given. After attendance has been taken, teachers will escort class to assembly.
- An absence will be excused when the absence occurs due to illness or family emergency. An absence for reasons of importance other than those mentioned above is discouraged.
- Personal business must be scheduled outside the school day including dental and medical appointments. If such arrangements are not possible, students should obtain a slip form the dentist or doctor verifying their appointment.
- Specials trips or family vacations should be planned during vacation periods and weekends. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage.
- If, at any time during the day, a student finds it is necessary to leave the building, the student must obtain permission from office personnel and parent or guardian and enter his or her name and destination on a sign-out sheet. Leaving school property without authorization may result in a one-day suspension from school. Students are not to leave school property during or between classes.

General Absence Procedures

Parents or legal guardians are asked to call the high school attendance office at (231) 893-1020 for students in grades 9-12 on the day or days an absence occurs. This assists in providing accurate attendance for your child's records. Automated calls will be placed to the home every evening for students who have an absence that has not been cleared by their parent that day.

If a parent or guardian is unable to call during regular school hours, they may leave a message for our attendance secretary by calling 893-1020. An automated service will instruct you to press #1 for attendance. A note may also be sent with the student on the day they return to school.

Students and parents can check on PowerSchool regularly for an update for attendance and grades. You may contact the student's teacher or the attendance office if there are any questions. The teacher's record book will always be used as the official record.

Unexcused absences will be considered as truancy and students may receive a zero grade for the class periods affected. *Per Muskegon County Prosecutor's office, students with 5 or more unexcused absences will be considered truant whereby the Prosecutor's office will be notified.

A student-parent-administrator conference may be requested in cases of excessive student absences, truancy, or tardiness.

Absences and Make-up Work

Students with an absence will have one day for each day absent in which to turn in work that was missed.

School-Related Absences

School-related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays, college visitations (2), athletic events, and other school functions. If there is a class or student council meeting, the advisors will have the students sign in, and a list will be sent to the teachers the next day requesting that the absences be school-related

Advanced Excused Absences

Family requests for pre-arranged absences must be made in writing, one week prior to intended absence. A personal conference with the parent and teachers/administrator may be necessary.

Leaving School

In NO case may a student leave school without permission of the office – NO EXCEPTION! In the event of illness or doctor's appointment, the students must sign out at the office window. NO student may sign-out without written permission and/or a telephone call from a parent.

Tardy Policy

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room at the beginning of class. Students have one tardy per term before any disciplinary action is taken.

- If a student is late for class the teacher will record the student as tardy. If a student is more than thirty (30) minutes late for class, the teacher will record the student as absent. ***All tardies will be maintained and recorded in the teacher grade book***
- Students missing any part of the day must report to the office to sign-in before attending class and will have a pass from the office.
- Students start with a clean tardy slate at the beginning of each term.

Tardy Discipline Policy

1st tardy – warning

2nd / 3rd tardy – teacher intervention – (lunch detention or the equivalent and parent contact)

4th tardy In School suspension during class period, or other disciplinary action

5th tardy – the **fifth** and additional offenses may result in further disciplinary action which may include a meeting with parent/guardians and loss of other privileges.

STUDENT BEHAVIOR AND DISCIPLINE

DISCIPLINE

Minor discipline problems are handled in the classroom. More serious discipline problems, which disrupt educational process, and/or endanger others, will be referred to the office. Fighting, weapons, and profanity are absolutely not allowed.

DISCIPLINARY ACTION

Depending upon the severity, frequency, and nature of the offense, a student who disrupts the orderly educational process in the classroom or on the school grounds will face one or more of the following consequences:

- A. **Before/After School/Lunch Detention:** Detentions are issued by the teacher and are to be served with that teacher. Unserved detention may result in suspension
- B. **Community Service:** Supervised activities related to the upkeep and maintenance of school facilities. Work assignments will not interfere with a student's regular class schedule.
- C. **Voluntary Restitution:** Repayment agreed to by the student of the cost or expense incurred by the school district or others arising out of the student's misconduct.
- D. **School Bus Suspension:** Denial of school bus riding privileges based on misconduct constituting an abuse of that privilege.
- E. **Driving Suspension:** Denial of driving privileges for a specified period of time.
- F. **In-School Suspension:** Students remain in school in a restricted environment.
- G. **Out-of-School Suspension:** Students are not permitted to attend school for a specified period of time. This includes all extracurricular activities and school- sponsored activities both at and away from our facility.
- H. **Expulsion:** Expulsion of a student can only occur through a Board of Education decision after the student has received all due process considerations.

****Whitehall High School follows a progressive discipline philosophy****

The following activities are among those defined as criminal under laws of the State of Michigan and may result in suspension and/or expulsion:

- A. Arson – The intentional setting of fire.
- B. Assault – Physical threats of violence to persons.
- C. Rape – Forcing of another person to submit to sexual activities.
- D. Explosives – The possession of explosives on school property or at school sponsored events.
- E. Extortion, blackmail, or coercion – Obtaining money or property by violence or threat of violence or forcing someone to do something against his will or threat of force.
- F. Weapons – Students found to be in possession of, including in their locker or vehicle, may be suspended from school pending an expulsion hearing before the Board of Education.
- G. Larceny – Theft
- H. Malicious Mischief – Property damage.
- I. Robbery – Stealing from an individual by force or threat of force.
- J. Drug Abuse – Sale, use, or possession of alcoholic beverages or illegal drugs.

- K. Trespass – Being present in an unauthorized place or refusing to leave when ordered to do so.
- L. Unlawful Intimidation of School Authorities – Interfering with administration or teachers by intimidation with threat of force or violence.
- M. Sexting – statutory rape

Other behaviors creating a disruption to the educational process will also result in disciplinary action including:

- A. Obscenity – The act of using obscene language by pupils in verbal or written form or in pictures or caricatures in or on any school property.
- B. Forgery – The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- C. Fighting – The act of quarreling involving bodily contact in or on school property, or going to or from school, including any activity under school sponsorship i.e., dance, athletic events, etc.
- D. Bullying – The constant act of cruelty to others through words or actions to lower their self esteem or confidence that is communicated through written, verbal, physical or electronic means.
- E. Insubordination – The failure to respond or carry out a reasonable request by a staff member.
- F. Deliberate Misbehavior – The act of deliberate or willful conduct detrimental to normal functions of the programs or activity under school sponsorship, or the act of threats to staff members, or other pupils; any activity that is of reckless nature.
- G. Vandalism – The act of willful destruction of property belonging to another or others.
- H. Wearing of gang related clothing, or clothing symbolizing gang affiliation.
- I. Possession of drug paraphernalia on school property is prohibited.

ATHLETICS

Philosophy Statement

We believe that Whitehall District Schools' athletes should compete honorably while representing their team, school, and community. With appropriate attitude, dedication, and leadership, they will contribute positively to school spirit and community pride. To accomplish this, we encourage the cooperation of athletes, parents, and boosters.

Participation in athletics is a PRIVILEGE and when student-athletes participate on an athletic team, those individuals assume the responsibility of being team members.

The responsibilities include:

1. Being aware that he/she will be expected to act as a positive force in the school.
2. Following the code of conduct in the athletic code of ethics and student handbook.
3. Complying with team rules and policies.
4. Maintaining academic eligibility (pass four core classes/1.5 or above gpa).
5. Maintaining a positive attitude.
6. Understanding his/her role as a team member.
7. Appropriate and proper use of social networking sites.

Team members and their parents need to understand that not all athletes will RECEIVE equal playing time. There will be an emphasis on participation for all athletes at the 7th and 8th grade level. Athletic participation of freshmen teams allows for some playing time. As the athlete moves to the junior varsity and varsity levels, parents and student athletes must understand that playing time depends on the athletic ability of the participants and team needs in that particular sport as determined by the coaching staff. Our athletic philosophy encourages our teams to compete for league championships and continue in state tournament play at the high school level.

Sportsmanship

Whitehall has worked hard to establish a reputation of good sportsmanship. We will continue to earn that recognition. The use of profanity by students will not be tolerated, nor will any unsportsmanlike acts of behavior. Whitehall students will conduct themselves properly at home contests or on the road and in a way that will bring pride to our school and community.

Sports by Season

FALL – BOYS

Football – Varsity
Football – JV
Cross Country
Tennis
Soccer – Varsity
Soccer – JV

FALL – GIRLS

Volleyball – Varsity
Volleyball – JV
Cross Country
Golf
Cheerleading – Varsity
Cheerleading – JV

WINTER – BOYS

Basketball – Varsity
Basketball – JV
Wrestling – Varsity
Wrestling – JV
Bowling - Varsity
*Ice Hockey - JV/Varsity

WINTER - GIRLS

Basketball - Varsity
Basketball – JV
Competitive Cheer
Bowling - Varsity

SPRING – BOYS

Track – 9-12
Baseball – Varsity
Baseball – JV
Golf

SPRING – GIRLS

Track – 9-12
Softball – Varsity
Softball – JV
Soccer – Varsity
Soccer – JV
Tennis

*Cooperative sport pending MHSAA approval beginning 2016-17 - Host is Reeths-Puffer HS

Athletic Eligibility Policy

Effective with the 2009-10 school year, the MHSAA minimum academic standard for athletic eligibility changes to "66 percent of credit load potential for a full-time student," and the period of ineligibility following a deficiency at the end of a term is "the next semester or 60 scheduled school days in schools not operating under a trimester system." This means student-athletes must pass 4 of their 6 classes.

In addition to the MHSAA standard, student athletes at Whitehall High School must maintain a 1.5 GPA in the previous marking period to be eligible for the next sport season. Once a season begins, grades will be checked every three (3) weeks. To maintain eligibility, students must be passing 4 of 6 classes during each grade check. When a student athlete falls below the requirement (4 of 6), he/she is placed on probation for three weeks and forfeit eligibility. If, during the next three week grade check, the student athlete is passing 4 of 6 classes, he/she may be able to resume competition.

An athlete must be in attendance at least three (3) class periods during the school day of the scheduled athletic event to participate unless the absence is approved by the athletic director. Absences due to doctor/dentist appointments and bereavement will not be held against the student-athlete.

Social Networking/Electronic devices: Social networking websites/pages and texts (i.e., Facebook, Twitter, Snapchat, Instagram, email, etc.) are a representation of the student-athlete, along with Whitehall District Schools. The administration and coaches have the right, upon notification of a potential infraction, to monitor these sites/posts, and while the school district supports the right to freedom of speech, student-athletes must remember that participating and competing for Whitehall District Schools is a PRIVILEGE, not a right. It is the school's expectation that student-athletes portray themselves, their team members and coaches, and their school in a positive manner at all times. Listed below are some guidelines for the student-athlete to follow:

- Please follow good taste when posting about fellow athletes.
- Do NOT post information about specific athletes or teams unless it is related to an award or honor.
- At no time should a post include your opinion on internal matters of your program (including other athletes), coaches, Whitehall District Schools, the West Michigan Conference, or the MHSAA.
- Do not post inappropriate remarks about a person's religious beliefs, gender, sexual preference, or ethnicity.
- Use common sense: if you are not sure, don't post it. If you are angry, don't post it.
- For your own personal safety, everything you post WILL become public record whether you intended it to be or not. Never give out personal information in regards to your address, email address, phone number, or any other secure information about your family.

Whitehall District Schools understands that the use of electronic devices, the internet, and social networks have a valid and useful purpose, but they can be disruptive when used inappropriately. It is our expectation that student-athletes understand that the consequences to inappropriate use can result in the loss of athletic eligibility.

Student Conduct: each and every student athlete at Whitehall High School will be expected to conduct themselves in a positive fashion and represent their team appropriately. Failure to do so can, and will, negatively affect the eligibility status.

Athletic Code

The following Athletic Code of Conduct has been adopted and placed into operation by the Board of Education of Whitehall District Schools. This code will be explained and discussed by each coach at the beginning of each sport season.

Athletics are recognized as an important part of the total school program. Athletic teams provide the focus for many of the school's activities each year. Regardless of win and loss records, athletes stand in a significant position in setting the example of conduct for school and community alike.

Whitehall District Schools Board of Education, administration, coaches, and athletes agree that an athlete should set an example for the youth of the community, the student body, and the entire community at large.

Membership on an athletic team is to be considered an honor and privilege. It is also agreed that an athlete should not:

- o Smoke, or be in possession of, or use any tobacco product or electronic vapor device (e-cigs/mods...etc.).
- o Drink, or be in possession of, any alcoholic beverages.
- o Use, sell, or be in possession of, illegal drugs or look-a-like substances.
- o Violate criminal laws or ordinances.
- o Use, sell, or be in possession of performance enhancing drugs.

Training rule violations will be recorded at the beginning of an athlete's sixth grade year and will accumulate throughout their high school career. These training rules will be enforced during the **ENTIRE** calendar year. If an athlete violates the athletic code at any time from the first day of legal practice in fall sports of their sixth grade year, the following sanctions may be imposed:

1. First offense – A First offense will result in a 25 percent suspension from competition. The percentage will be based on the number of games scheduled for that season. If the student is not currently in a sport, or if the number of games remaining in the season does not equal the penalty, the penalty will carry over into the next sport season. The athlete will be allowed to practice with the coaches and athletic director's consent.
2. Second offense – A second offense will result a suspension for the next sport season. Athletes will be allowed to practice with the coaches and athletic director's consent. It will be recommended that the athlete attend rehabilitation and/or counseling.
3. Third offense & all subsequent offenses – Athlete will be suspended for one (1) calendar year. Athlete will be required to attend counseling and/or rehabilitation at the school district's discretion. The athlete will not be allowed to practice.

*Serious violations of the law or school policies may result in more severe disciplinary actions. These acts of gross misconduct will be handled on a case by case basis.

Appeal Process

If the student athlete so chooses to appeal the decision, a hearing will be conducted by a review board consisting of: athletic director, appropriate principal, and three assigned members of the Athletic Council. The Athletic Council consists of the athletic director, as chairman, high school or junior high school principal, and coaches. The superintendent shall be an ex-officio member.

*ATHLETES, PLEASE BE AWARE that coaches may impose sanctions above and beyond those in the school's policy. Team rules will be given to athletes prior to the season.

MHSAA Statement

Each athlete shall abide by all rules and regulations of the Michigan High School Athletic Association, including conduct, any athlete proven to have violated the MHSAA flagrant violation clause, in excess of two (2) incidences, will be dealt with in the same manner as above.

Student & Spectator Admission

All students and adult spectators are required to pay full admission prices to all athletic events, unless arrangements with the athletic director or principal are previously made.

Greater Muskegon Athletic Association

Whitehall High School is a member in the Greater Muskegon Athletic Association. This association was formed to promote better interscholastic relations of the member schools throughout the county of Muskegon. The association awards championship trophies and medals for place winners in the following sports: fall – girl's tennis, golf, and cross country; winter – wrestling, girls volleyball; spring – boy's tennis and track. The following schools are members of the GMAA: Muskegon Christian, Orchard View, Fruitport, North Muskegon, Whitehall, Mona Shores, Montague, Muskegon, Muskegon Catholic, Oakridge, Reeths-Puffer, Ravenna, and Holton.

West Michigan Conference

Whitehall High School is a member of the West Michigan Conference. This conference consists of predominately class C high schools along the western coast of the state of Michigan. The conference promotes interscholastic relations of member schools through the sponsoring of athletic contests and other student activities. The following schools are members of the West Michigan Conference: Oakridge, North Muskegon, Ravenna, Montague, Shelby, Hart, Mason County Central, and Whitehall.

WHITEHALL DISTRICT SCHOOLS **TECHNOLOGY ACCEPTABLE USE POLICY**

Whitehall District Schools (WDS) provides a full range of electronic information services, including Internet access, to students and staff. Use of technology at WDS is a privilege that is intended to enhance learning, develop the ability to use technology as a tool for improved productivity and communication, develop essential electronic information research skills, and exchange information.

With access to technology comes responsibility – both for the equipment and for the information accessed and created. Users need to familiarize themselves with these responsibilities. Failure to follow them may result in loss of technology privileges and/or disciplinary action as outlined in the Technology Acceptable Use Policy and respective Board of Education policies.

Unless otherwise specified, the following regulations shall apply equally to all users of technology at WDS.

The District shall not be held responsible for any individual's inappropriate use of its technology in violation of the law. Each user shall be held personally, civilly and criminally responsible for any violations of the law. The District has the right to revoke the user's access privileges at any time for any reason

Each user of technology shall read the Technology Acceptable Use Policy and sign the WDS Acceptable Use Policy Form. Use of District technology shall constitute agreement and consent to abide by the terms set forth in the Technology Acceptable Use Policy.

Internet, Network and Computer Usage Guidelines and Expectations

I. Personal Safety

- A.** You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, etc.
- B.** You will promptly disclose to your instructor or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

II. Prohibited Activities

- A.** You will not attempt to gain unauthorized access to any computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. Users shall have no expectation of privacy when using District technology.
- B.** You will not download or install any unapproved, software or unlicensed or otherwise copyrighted software.
- C.** You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- D.** You will not engage in electronic cheating of any form.
- E.** You will not vandalize school property.
- F.** You are prohibited from using district technology for unauthorized private enterprise, product advertisement or political lobbying.
- G.** You are responsible for seeing that no hardware is disconnected, removed or relocated.
- H.** You are responsible for printing only what is needed and using what is printed.
- I.** Under no conditions should you provide your password to another person.
- J.** Students must use technology within the parameters provided by the instructor.

III. Inappropriate Language and Material

- A.** You will not use or purposefully view obscene, vulgar, threatening, or disrespectful language or material.
- B.** You will not engage in personal attacks or harassment (cyberbullying), including prejudicial or discriminatory attacks.
- C.** You will not post false information about a person or organization.

IV. Plagiarism and Copyright Infringement

- A.** You will not plagiarize. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- B.** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
- C.** If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.

V. Free Speech

- A.** Your right to free speech, as set forth in the disciplinary code, applies also to your communication on the Internet. The Network/Internet is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons.

VI. Searches and Seizure

- A.** The situation is similar to the rights you have in the privacy of your locker and/or classroom.
- B.** Routine maintenance and monitoring of the Network/Internet may lead to discovery that you have violated this Policy, the disciplinary code, or the law.
- C.** All data is the property of the District, and the District has the right to supervise the use of such property.
- D.** Students' parents/legal guardians have the right at any time to request to see the contents of your electronic files.

VII. Due Process

- A.** The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network/Internet.
- B.** In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Network/Internet, the claim will be handled in a manner described in the disciplinary guidelines.

VIII. Limitation of Liability

The District will observe all requirements of Children's Internet Protection Act (CIPA) and Children's Online Protection Act (COPA). The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network; however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials. The District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to a minor. However, it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

WDS makes no warranties of any kind, whether expressed or implied for the service it is providing. The District will not be held responsible for any disclosure of information that occurs as a result, directly or indirectly, of the failure to safeguard the password or account identified information. Use of the District technology systems is at the user's own risk. These systems are provided on an "as is/as available" basis. The District will not be responsible for any damage the user may suffer, including but not limited to loss, damage, or unavailability of data stored on the District system. The District will not be responsible for financial obligations arising through unauthorized use of the District systems or the Internet.

IX. Student Disciplinary Guidelines

Students will be disciplined for violating the responsibilities outlined in the Acceptable Use Policy. He/she can reasonably expect the following action to be taken:

- **First Offense:** The student will lose all technology privileges for 10 school days. The offense will be recorded in the student's file.
- **Second Offense:** The student will lose all technology privileges for 90 school days. The offense will be recorded in the student's file.
- **Third Offense:** The student will lose all technology privileges for 180 school days. The offense will be recorded in the student's file.
- Users will be required to make full financial restitution of any expenses incurred or any damages caused.
- **The school administration reserves the right to administer disciplinary action in a discretionary manner and may vary from those outlined above.**

GENERAL CONDUCT POLICIES AND RULES

Amorous Display

Public display of affections, close bodily contact, kissing, or suggestive physical conduct is not proper public behavior nor acceptable at school or school-sponsored events.

Cheating

In the school setting, cheating is defined as taking answers or ideas that are not the student's own. Cheating takes place any time a teacher specifically states that students may not work together or share their answers. The following are some of the major areas of concern:

1. Plagiarism – Taking material verbatim from outside sources without giving proper documentation.
2. Homework – Having other persons do a student's homework, or doing homework by copying another student's paper.
3. Test and test taking – the concerns are threefold:
 - i. Cheating by looking at another's paper
 - ii. Crib sheets with answers for the test
 - iii. Stealing of tests, or passing of answers to students who will be taking the test at a later time.
4. Possession of a non-approved electronic communication or storage device during a quiz/test or exam will be considered cheating.
5. Absenteeism – Students are sometimes absent on test days. Students establishing a pattern of being absent on test day so that they can receive answers or help from students who have already taken the test.

Cheating Penalties

- A. Plagiarism – "0" on the paper and a teacher/principal contact made with the parent. A conference may be held with the parents regarding the situation.
- B. Homework – No credit on the paper. Parent will be notified by the teacher via telephone.
- C. Test – "0" on the test and teacher/principal contact made with the parent. A conference will be held with the parents regarding the situation.
- D. Absenteeism – If a pattern of absenteeism is established, the administration, upon notification by the teacher, shall inform the parents of the suspicious nature of the absences. The parent will also be informed that only a doctor's excuse will be accepted in order for the student to make-up a test from that point on.

In the instance of numbers 1, 2, 3, or 4 a second violation will lead to an "F" for the entire grading period.

In all instances the person who helps another student to cheat is as guilty as the cheater, and the same penalties shall be imposed on the individual who knowingly helps another student cheat.

Closed Campus

Students MAY NOT LEAVE the campus at any time during the school day WITHOUT PARENT/GUARDIAN PERMISSION. THIS INCLUDES LUNCH PERIODS. If a student leaves the school property without following the previously described sign-out procedures, the following consequences will be imposed.

- A. The first time a student leaves campus in a vehicle (whether driving or as a passenger in another's vehicle) without following proper procedure, he/she will surrender his/her parking permit for two weeks and the parents will be informed of this situation.
- B. The second time a student leaves campus in a vehicle (whether driving or as a passenger in another's vehicle) he/she may lose parking privileges for remainder of the school year.
- C. The third time a student leaves campus in a vehicle he/she will lose driving privileges for a minimum of the remainder of school year and will be assigned community service.

Conflict Management

Conflict management is a program designed to help students solve their own minor conflicts constructively and responsibly. Student conflict managers will be trained to assist other students in solving problems arising between themselves and other students. Serious conflicts such as fighting, etc. will still be considered as disciplinary matters to be handled by administration.

The goal of this program is to work out differences constructively without office or adult intervention. It also allows students to learn and practice problem-solving skills in real life situations. Confidentiality and trust are the basis of this program. Cases are never discussed with other students by the conflict managers. However, problems involving any illegal activity will be referred to an appropriate adult.

Cooperation with School Personnel

Students must obey the lawful instructions of school district personnel.

Disruptive Conduct

Conduct not supportive of the educational process will be considered disruptive, and may result in referral to police/law enforcement.

Dress and Grooming

The school law of the State of Michigan requires students to attend school in appropriate dress. Any type of dress or hairstyle that is disruptive to the educational process, immodest, unsanitary, unsafe, or deviates from the accepted standards of our school and community is prohibited. Neatness, cleanliness, and good taste should be evident at all times.

1. Shoes must be worn at all times.
2. Hoodies, hats, headbands, and bandannas are NOT to be worn during school hours in all areas of the building. Hats should be stored in the student's locker prior to attending class.
3. Clothing which advertises alcohol, tobacco, illegal substances, or has profanity, obscenity, or inappropriate slogans is prohibited.
4. Wearing of gang related clothing, or clothing symbolizing gang affiliation is prohibited.
5. Pants are to be worn at the waist, they are NOT TO BE WORN in a sagging, extremely baggy style, or excessively too small as they have been determined to be a health and/or safety hazard. Under garments may not be exposed.
6. Clothing worn to school should be modest and appropriate for the school setting.
7. Coats, hats and other outdoor wear that are inappropriate attire for the classrooms, halls, and cafeteria. These items may be worn to school, but must be stored in student lockers if they are a distraction.
8. Backpacks/purses/bags should not be taken into academic classrooms. No backpacks are to be brought to classrooms or cafeteria without prior approval.

Electronic, Audio, Communication and Storage Devices

Unauthorized use of cell phones, recording devices, personal digital assistants (PDA's), or similar electronic devices that in any manner disrupts the educational environment or violates the rights of others is not permitted. All cell phones and similar electronic devices must be POWERED OFF and out of sight during the class period. EXCEPTIONS: (a) supervising teacher grants permission, or students have administrative approval. Whitehall District Schools are not responsible for lost, stolen, or damaged equipment. Failure to observe these expectations will result in the following:

- 1st offense – device is surrendered to the instructor for the hour.
- 2nd offense – device is surrendered to the office for the remainder of the day.
- 3rd and subsequent offenses – device is surrendered to the office until parent meeting takes place to determine if device will be allowed in school.

Emergency Procedures

General Regulations

Refuge areas are designated on the building layout sheet entitled REFUGE AREAS. Definite assignments have been made for these areas of the building. The main office will be notified by the Muskegon County Weather Bureau Civil Defense Office whenever tornado watches, tornado warnings, or civil defense conditions exist. The most important thing is to keep cool and collected.

Fire/Lockdown/Tornado Drills

Fire/Lockdown/Tornado drills are conducted on a regular basis to insure the safety of high school students should an emergency of this type arise. Fire evacuation routes and tornado refuge areas are posted in each classroom.

Tornado Watch

Severe weather with tornado conditions present. There will be notification to teachers and students at this time. Children will not be sent home. Classrooms may report to their assigned refuge area, if necessary.

Tornado Warning & Civil Defense Warning

Notification will be by P.A. system with instructions. This condition means there is immediate danger. Children will be assembled in the designated refuge area of the building as per building layout sheets posted in each room. If this type of warning comes at our regular dismissal time, we will keep the children at school and send them to the designated refuge area until the all clear is given.

Flowers, Balloons & Gifts

We will not be responsible for the distribution of these items during the school day

Food, Beverages, Containers & Wrappers

Should be disposed of in the appropriate containers. Food or beverages are allowed in the classrooms at the discretion of the teacher.

Freedom of Speech and Assembly

Students are entitled to verbally express their personal opinions without the use of obscenities or personal attacks. Such verbal opinions shall not interfere with the freedom of others to express themselves, and may not interfere with the educational process.

All student meetings in school building or on school grounds must be authorized by the principal. Students have the freedom to assemble peacefully.

Freedom to Publish

Students are entitled to express in writing their personal opinions when the distribution of such material does not interfere with or disrupt the educational process. Post edited approval by administration is required before distribution.

Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must resume full responsibility for the content of such publications.

Libel, obscenity, and personal attacks violate the intent of this code.

Commercial solicitation will be permitted only upon approval of the school superintendent.

The use of political material in the schools must be approved by the principal.

Banned / Illegal Substances on Campus or School Events

Tobacco products, alcoholic beverages, controlled or look-alike substances and *vapor devices.

- Police will be contacted when a law or local ordinance is violated.
- Use, in possession, or under the influence of alcohol or controlled and look-alike substances on school property during school hours, or at any extracurricular activities whether on school property or away shall be disciplined. The discipline may consist of a ten-day suspension pending a hearing with the recommendation to the superintendent for a nine-week suspension from school for the first offense.
- Selling or distributing controlled or look-alike substances are very serious offenses that will result in serious consequences. Discipline will consist of long-term suspension and/or expulsion from school.
- Possession/use of vapor devices, and their associated paraphernalia, will result in confiscation of products and/or other discipline measures. ***It is now (2016) illegal in Muskegon County to use or possess vapor products of any type by persons under the age of 18. It is a civil infraction and students will be fined \$50 first offense, \$100 for second and \$300 for each subsequent offense.**

Lockers

Lockers are the property of Whitehall District Schools. Each student is assigned a locker and is responsible to see that his/her locker is kept clean, locked, and in order. Combinations are assigned and recorded in the office. Students may not display materials that are suggestive or advertise or promote the use of alcohol, drugs, or tobacco in or on their lockers. Please keep the locker closed and locked to help keep it secure. Locker inspection and searches will be performed at the discretion of the building administration. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR ITEMS LOST OR STOLEN. To encourage organization and planning students are encouraged to visit their lockers before school, during lunch time, and after school. No contact paper or contact stickers will be permitted inside or outside the lockers. Open beverage containers are not permitted in the lockers. Hats and coats are to be kept in lockers and not worn to class. In accepting a locker assignment and in using the locker, students understand they are fully responsible for its contents. The principal or designee has the authority to open and examine all lockers at any time.

Lunch Room Regulations

Whitehall High School staff expects that all its students will conduct themselves properly during lunch periods, practice good table manners and abide by the following rules:

- A. Students may eat only in the cafeteria or on the patio.
- B. Students may not leave the campus during the lunch hour.
- C. Students are to leave their area clean and suitable for luncheon use by other students.
- D. Students must properly dispose of all waste materials.
- E. Students are not to throw any object, no matter how small or how short the distance.
- F. Food, pop, or candy is **NOT** allowed in the academic areas of the building. Classroom use is at the discretion of the teacher.
- G. NO BACKPACKS/PURSES WILL BE ALLOWED IN THE CAFETERIA.

Violations of the above rules may result in cafeteria clean-up duty, detention, suspension, loss of cafeteria privileges, or any combination thereof.

Media Center

The purpose of the media center is to provide students and teachers with computer access library materials and service most appropriate for their needs, to stimulate and guide students so they may find increased enjoyment in their reading, and to help students become skillful in using their media center.

Use of Media Center

Students with a pass will be permitted to use the media center during regularly scheduled class periods. Please leave passes at the circulation desk. No passes are needed before or after school or on a student's lunch break.

The media center attempts to provide an atmosphere conducive to study or reading. It is expected that students come for these purposes. If your conduct is not in keeping with such an atmosphere or, you have no reading or studying to do, you will be asked to leave.

Circulation of Material

Books are checked out for three weeks. Magazines are checked out for one week. Students with overdue material will not be permitted to check out materials. Books or materials may not leave the media center without proper check-out procedures.

Fines

A fine of five (5) cents per school day, per item will be charged on overdue materials. Students will not be permitted to check out any materials if a fine of \$1 or more has been accumulated, and/or materials are outstanding.

Losses

Students will be charged the current replacement costs for lost books. \$5 will be charged for lost magazines.

Medication

Students should not have medication in school that has not been cleared by the office. IT IS AGAINST STATE LAW FOR SCHOOL PERSONNEL TO GIVE MEDICINE SUCH AS ASPIRIN, COLD PILLS, ETC., TO STUDENTS WITHOUT WRITTEN PARENTAL PERMISSION. All necessary medication must be brought to the office and be dispensed from the office. Parental permission must accompany non-prescription medication. Parental and doctor permission must accompany prescription medication.

National Honor Society

The William D. Munroe Chapter of the National Honor Society was chartered on January 20, 1955, to stimulate the high ideals of scholarship, leadership, service, and character. To be eligible for membership, a student must have a 3.5 average and be rated as superior in the areas of leadership, service, and character by the entire faculty. **The final decision on membership is made by the faculty council.** Initiation of new members is held once a year and is open to juniors and seniors. It is felt by the faculty and administration that membership in the National Honor Society is the highest award the school can give. The above characteristics exemplify the ideal of secondary education.

Non-Discrimination

Whitehall District Schools recognizes and protects the individual and legal rights of students as people and as citizens, regardless of race, religion, sex, economic status, national origin, age, or handicap. Further, the district will not condone behaviors and activities that discriminate on the basis of race, religion, sex, economic status, national origin, age, or handicap.

Off-Campus Events

Students at school sponsored, off-campus events shall be governed by school district rules and regulations, and are subject to the authority of school district officials.

Refusal to Identify Self

All students must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.

School Social Functions

The following regulations will apply to all school sponsored functions:

- A. Students may not re-enter a dance unless they secure permission from the head sponsor.
- B. Non-Whitehall High School students **MUST** have guest approval form completed and approved by administration in order to be admitted to high school dances.
- C. Possession and/or use of tobacco products or e-cigs, are not allowed within the school building or on the school grounds at any time.
- D. Liquor, in any form, is forbidden at school functions. Students who have been drinking will not be admitted. Drinking students will be excluded from all school social activities for the remainder of the school year.
- E. After-game dances must close by 11:30 p.m. Other school sponsored parties and functions must close at 11:30 p.m. unless special permission is granted for a later time.
- F. There must be at least six chaperones at each function, two faculty members and two sets of parents.
- G. No Sunday functions are allowed unless approved by the principal.

Search and Seizure

The search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession is allowed when any of the following may apply:

- The school authority has a reasonable suspicion to believe the possession of the property constitutes a crime or rule violation.
- It is in the presence of the student or when disaster may be eminent.
- Possession of illegal items may be reasonably determined to be a threat to the safety or security of others.

- Items used to disrupt or interfere with the educational process are suspected student possessions.

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

Sexual Assault / Harassment of Students

Any un-welcomed and/or unwanted advance, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature from anyone with whom the student may interact in the course of receiving an education in school sponsored activities. Such harassment can be:

- Verbal Harassment – Derogatory comments, jokes, slurs or remarks/questions of a sexual nature.
- Physical Harassment – Unnecessary or offensive touching.
- Visual Harassment – Derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, and gestures.

If you believe that you have been the victim of sexual harassment by another student or if you have any questions about the issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. Any report of sexual harassment will be investigated and a written record filed.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student include:

- A. Parent conference
- B. Detention
- C. Suspension from school
- D. Apology to the victim
- E. Referral to the police

Reprisals, threats, or intimidation of the victim will be treated as serious offenses, which could result in further suspension from school.

In all cases, a high degree of confidentiality will be maintained by the school authorities to protect both the student and the alleged offender.

Snow Days

In the case of hazardous winter weather conditions, a decision will be made by the central office administration whether school will be held that day. Radio and television stations will be notified immediately to broadcast school closing.

Student Board Member

The Whitehall District School Board of Education has invited a senior high school student to apply annually to sit as a member of the Whitehall Board of Education. As such, the student member acts as a direct liaison between the Board and the student body. He/she enjoys many advantages by being on the Board. This reflects the Board's interest in communicating with the young people of our school.

Student Candidates for office

In determining student scholastic eligibility for elections of class officers, student council, etc., all grades of all subjects carried by the candidate are to be evaluated. Scholastic grades for the second semester of the year previous to the election and grades for the first semester of the current year are to be included.

Student Council

- To promote harmonious relations throughout the school.
- To improve school morale.
- To assist in the management of the school.
- To provide a forum for student expression.
- To provide orderly direction and assistance of school activities and organizations.
- To promote the general welfare of the school.
- To advise the principal concerning matters involving the student body.

Student Drivers

Driving to school is a privilege at Whitehall, reserved for sophomores, juniors, and seniors. If there is a request by a freshman to drive to school, it must be in writing by a parent/guardian showing support for the students need to drive and addressed to the assistant principal. Students who drive must register their vehicle. One permit will be issued for each student. Students needing to transfer permit to a different vehicle must provide the new information to the main office. Vehicles without the appropriate permit properly displayed may result in loss of driving privileges. Repeat offenders maybe towed at owner's expense. Permits are not transferable to another student. Students may park in designated areas only.

*Annual Fees: Student Permit - \$10.00 if purchased by the 2nd Friday of the school year (Sept. 13, 2019) Parking permits purchased after this date will be \$15. New drivers during the year – cost remains \$10.00

Students will not be allowed to "visit" their vehicles during the school day (this includes lunch), unless approved by the office or administration. Lock vehicles upon arrival at school, and do not return to parking lot until the conclusion of the school day. Students are not allowed to drive from the school grounds during lunch period.

Whitehall District Schools are not responsible for damage incurred to vehicles parked in district lots. Any claims arising from damage occurring to vehicles while on school property should be made upon policy held by the vehicle owner.

Students are required to drive in a safe and responsible manner. Speed limit for student parking lot is 10 mph. All forms of careless reckless driving such as: speeding, driving on sidewalks and lawns, or games involving vehicles, will result in loss of driving privileges. All State of Michigan and City of Whitehall traffic laws, codes, and ordinances are in effect and must be followed at all times.

Excessive tardiness, truancy, skipping class, and other infractions are grounds for revoking student's driving privilege. This will require the student to ride the bus or to arrange alternate transportation. Students who drive to school while their driving privileges are suspended will lose driving privileges for the remainder of the school year.

As a condition of allowing students to park on school property, your vehicle may be subject to search if the district has reasonable grounds to suspect that the vehicle may contain drugs, alcohol, weapons, or other items that may violate school rules and/or State of Michigan or federal law.

Items displayed on student vehicles while on school property that are deemed inappropriate, offensive, or derogatory shall be removed upon notice by school officials. Failure to do so will result in loss of parking privileges.

Textbook Fines

The student will be completely responsible for all books issued to them. It is expected that they will be returned in good condition allowing for normal wear and tear.

Fines for library books and other school monetary obligations will need to be rectified each year.

A \$5 locker clean out fee will be charged for lockers not cleaned out at the end of the school year.

Transportation – School Bus

The school district provides free transportation for all students living in the district except those living within 1 1/2 miles for the school. For those outside the district, the actual student per capita cost is charged. RIDING THE BUS IS A PRIVILEGE. This is an accommodation provided for students by the taxpayers of the State of Michigan. We therefore expect the students' fullest cooperation in making this phase of the school program function properly. A REMINDER THAT WHEN A STUDENT LOSES HIS/HER RIDING PRIVILEGES, HE/SHE IS STILL REQUIRED BY LAW TO ATTEND SCHOOL.

1. The driver has the same authority on the bus as the teacher has in the classroom. Cooperation is expected at all times with the driver.
2. Students are to observe classroom conduct (except for ordinary conversation) while getting on or off, and while riding the bus.
3. Students are to occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
4. It is the student's responsibility to be at the place designated both morning and afternoon. The driver is responsible for maintenance of this schedule and can not wait for tardy students.
5. All students shall enter and leave the bus only at the front door, after the bus has come to a stop, except in case of emergency.
6. Students are not allowed to ride any other bus without written consent from the high school office.
7. No creatures of any kind (dead or alive) shall be brought on board a bus.
8. No firearms (cased or uncased) or ammunition may be brought on board a bus.
9. Arrangements for visitors to ride a school bus must be made 24 hours in advance, through the assistant principal's office.
10. Windows are to be used for ventilation and visibility only. Arms and head must never be extended, even partially, out a window. There is to be no shouting through windows or throwing out of the windows.
11. Smoking or using any device that creates a spark or flame is prohibited.
12. Take care of the bus.
13. Cross the road ONLY in front of the bus and ONLY on signal from the driver.
14. Wait for the bus only on the side of the road on which it stops. Fatalities show the crucial need for strict attention to the regulation.
15. Any student riding a spectator bus to a Whitehall High School athletic event must return on the same spectator bus. Any deviation from this policy will result in the student's riding privileges being revoked, depending on the severity. FOOD IS NOT ALLOWED ON BUSES.

Students will be allowed to have one designated pick-up address and one designated drop-off address. This address can be home or day-care and can be changed with one-week written notice to the transportation office. *Transportation will no longer allow a variety of drop-off points in a given week.* Please remember, if your child needs to go home with a friend to do homework, you will need to make arrangements to transport them. Students will not be allowed to ride to any location other than the one-stop designated by their parent.

Discipline Procedures for Riding the Bus

Responsibility for behavior on the bus is vested in the driver. Accordingly, and because it is clear that responsibility cannot be effective without proper investment of authority, the following clarifications for bus driver authority are made:

1. When a bus driver is having a problem with a rider, the driver must use the following procedure:

First Offense

- A. Verbally resolves problem with student
- B. May or may not call parent
- C. Need not inform principal
- D. Student takes conduct report with first notice checked on form, (white copy goes home, is signed and returned)

Second Offense

- A. Hands out conduct report and attaches a copy of the rules for riding the bus
- B. Bus driver will call parent
- C. Gives copy to principal/supervisor

Third Offense

- A. Driver must inform supervisor then contact the principal
 - B. Driver with supervisor/principal suspends riding privileges
 - C. Transportation office must post: student name, duration of suspension, whether privilege is given, and the bus number.
2. If a suspended student returns to the bus and again misbehaves that student must be suspended again immediately. The proper notification procedures must then be started. (Step 3)
 3. If a driver is having many problems with students or if the run is usually a "problem" run, then seats are to be assigned.
 4. When children are misbehaving on the bus OR when there are threats of, or actual fighting on the bus, the driver should attempt to control the situation. Maintaining behavior is more important than the schedule.
 5. Fighting will result in automatic loss of riding privileges.
 6. With the exception of fighting, suspension from riding the bus will be 1, 2, 3, 5, and 10 days in progression of infractions (subject to severity).

Bus Monitoring Cameras

Monitor cameras on W.D.S. buses will only be used to assist the safety and behavioral management needs of the pupil transportation program.

Cameras will be positioned on school buses randomly or as assigned by the transportation supervisor. All videotapes recorded on school buses will be treated with the utmost confidentiality by all transportation staff. All videotapes recorded are the property of Whitehall District Schools.

Tapes will only be viewed by authorized transportation staff, administration and/or students and parents are authorized by the transportation supervisor. Videotapes are not for public review.

Security of all tapes will be the responsibility of the transportation supervisor.

All videotapes will either be erased or destroyed after seventy-two (72) hours unless otherwise authorized by the transportation supervisor.

Visitors

Parents are encouraged to visit our building during the school day. When you visit please check in at the office before proceeding to any classroom.

For our student's safety, adult visitors to the building are required to receive authorization from the office to visit any classes and/or be in the building. **No student or pre-school visitors are allowed during the school day.**

Sex Equality (Title IX) DISCRIMINATION GRIEVANCE

On July 21, 1975, President Ford signed Title IX of the Educational Amendments of 1972. The opening statement reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance..."

SPECIFIC AREAS FOR COMPLIANCE OF TITLE IX

- A. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extra-curricular, research, occupational training or any other education program or activity operated by a recipient..."
- B. All educational agencies or activities receiving federal funds must comply with the employment provisions of Title IX regulations which include, but are not limited to, recruitment, pre-employment inquiries, employment procedures, assignments, salaries, fringe benefits, and any other term, condition or privilege of employment.
- C. Equal opportunity for members of both sexes must be provided in interscholastic, intercollegiate, club or intramural athletics operated or sponsored by a recipient.
- D. No person shall, on the basis of sex, be denied admission or be subject to discrimination in admission by a recipient subject to the admissions provisions of Title IX.

Whitehall District School Title IX designate is:

Mr. Jerry McDowell
Whitehall District Schools
541 E Slocum Street
Whitehall, MI 49461

All alleged violations should be brought to the immediate attention of the Title IX designate.

TITLE VI, TITLE IX, AND SECTION 504
DISCRIMINATION GRIEVANCE

SECTION 1

If any person believes that Whitehall District Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, or Section 504 or is in some way discriminatory on the basis of race, sex, or disability, he/she may bring forward a complain, which shall be referred to as a grievance, to the local Title VI, Title IX, and Section 504 Coordinator at the following address:

Title VI, Title IX, and Section 504 Compliance Coordinator
Whitehall District Schools
541 E Slocum Street
Whitehall, MI 49461
(231) 893-1005

Section 2

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the local Title VI, Title IX, and Section 504 Coordinator, who shall in turn investigate the complaint within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedure according to the following steps:

Step 1

The complainant, within five business days after receiving a reply to his/her complaint, shall reduce the grievance to writing together with a proposed solution thereto, and shall deliver a copy of the grievance to the Title VI, Title IX, and Section 504 Coordinator. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within the (10) business days.

Step 2

If the complainant wishes to appeal the decision of the Title VI, Title IX, and Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools. The statement of appeal must be filed within five (5) business days after receipt of the Title VI, Title IX, and Section 504 Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains dissatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days after receipt of the superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to the complainant within ten (10) business days after the board meeting.

Step 4

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the:

Office of Civil Rights
Department of Health, Education, and Welfare
Washington, DC 20201

It is the policy of Whitehall District School that no person shall, on the basis of age, race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity.

WDS Procedural Guidelines for Identification of Supplementary Aids & Support Services for Students with Disabilities

The following procedures have been established as "Accommodations for Students with Disabilities" for Vocational Education Programs.

- A. The building principal and/or special education staff are notified. All planning is done under the supervision of the building principal with the cooperative efforts of the counseling department, special education department, vocational education department and appropriate agencies.
- B. All students with identified disabilities will be evaluated during the 9th grade year by the North Service Unit vocational planning consultant in the areas of interest and aptitude.
- C. High school special education teachers will utilize the information in developing individual education plans for these students, including appropriate pre-vocational and vocational courses.

Current courses offered are pre-vocational math and reading in the resource room setting. In addition, the following vocational courses are offered as part of the Whitehall High School curriculum:

- 1. Parenting
- 2. Health
- 3. Peer Assistance
- 4. Food for Fitness
- 5. Nutritional Science

Further assistance is available through resource support, consultation between special education and vocational education instructors, materials adaptation, and curriculum accommodation.

- D. During students junior and senior years a representative of the Michigan Rehabilitation Services comes to Whitehall High School to discuss services available through that agency.