

WHITE PINES INTERMEDIATE SCHOOL

Student and Parent Handbook

Dear Students and Parents,

Welcome to another great year at White Pines Intermediate School! This student and parent handbook was developed to answer many commonly asked questions you may have during the course of the year. Our goal is to create a positive, educational atmosphere of learning where rules are enforced firmly, fairly and consistently with all students. Working together is the most important ingredient to student academic and social success.

Please sit down as a family and read through the information in this handbook together.

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Main Office 850-6300 * 8:20 a.m. – 4:30 p.m.**

Student Services 850-6320 * 8:30 a.m. – 4:00 p.m.**

Attendance Office 850-6350 * 8:30 a.m. – 12:30 p.m.**

Main Office Fax 850-6310 * Student Services Fax 850-6313**

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ATTENDANCE

The White Pines Intermediate School Attendance Policy is based on the premise that:

- important events take place in class every day and that such activity and interaction between teachers and students can never be exactly duplicated.
- These interactions along with involvement in the total school environment are critical factors in the learning process.
- **To maximize learning, regular school attendance is essential and vitally important to every student's success.**
- Maintaining consistent, on-time, daily attendance in school directly affects academic progress and development, and encourages positive attitudes and habits for later life.

Great attendance and punctuality are **important life skills to master now** and **intermediate school is a great time to build these daily practices into expected routines.**

In addition to creating school success and developing important life skills, it is a state law that children between six and eighteen years of age must attend a public school or private school, with consistent and consecutive attendance. It is the responsibility of the parents or guardian to ensure their children attend school. (MCL 380.1561.) **As a school district, we are committed to working with families to ensure that all students are able to attend school to the greatest extent possible. Success is more likely to be achieved and sustained when challenges are resolved in collaboration with the student and family instead of law enforcement, but school board policy and state law requires this intervention as needed.**

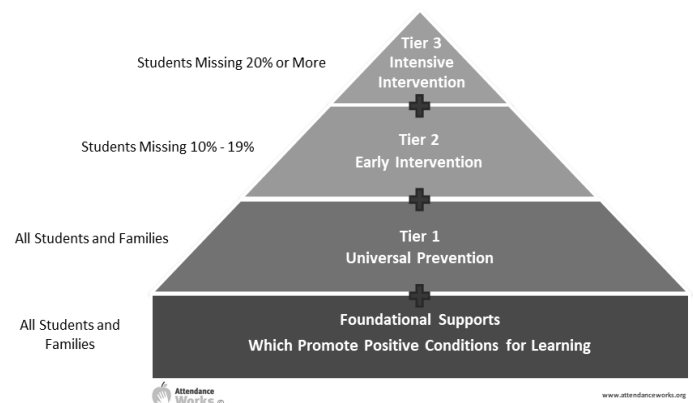
CHRONIC ABSENTEEISM

The State of Michigan defines Chronic Absence as missing 10% or more of possible learning opportunities for ANY reason and ONLY exempts school related absences, such as field trips and suspensions. The Ottawa County Attendance & Engagement Department (formerly known as truancy) and our district procedures define Chronic Absence as missing 10% or more of possible days, EXCLUDING exempted absences with proper documentation (medical/dental/vision/counselor/legal/court), funeral, or school related absences.

GHAPS School Board Policy requires district staff to monitor attendance, obtain confirmation and/or documentation of absences, and to provide intervention to ensure all students have the opportunity to attend school fully.

ATTENDANCE OUTREACH AND INTERVENTION

In accordance with our “Success for All” Mission and Goals in Grand Haven Area Public Schools, we follow a Multi-Tiered System of Support, with Outreach and Intervention for Attendance. Our building has a school attendance team made up of the school assistant principal, secretary/clerk, school social worker, and



district attendance coordinator, who will address attendance support, outreach, and intervention, in collaboration with teachers and families as needed.

- **Foundational Supports** are the goals and values of the district to promote the best conditions for academic success and development of lifelong skills. Such foundational supports include our continuous work to grow and strengthen a positive and proactive culture for learning and to ensure a sense of physical and emotional health and safety.
- **Tier 1 supports are applicable to all students and families with the goal of preventing absenteeism**, such as establishing and conveying clear expectations and policies for attendance; monitoring daily attendance for all students; and working to grow and strengthen relationships among students, staff, and families that encourage good attendance.
- **Tier 2 includes targeted support and interventions** designed to identify and work with families to address barriers to attendance for students at heightened risk of chronic absenteeism, such as those who are **close to or already missing 10 percent of learning opportunities** (the standard definition of chronic absenteeism) **or about 2 days per month**. These interventions include communications, interactions, and problem solving with students and their families to help them understand the importance of coming to school, create a plan to address the barriers they are facing, and focus on improving attendance.
- **Tier 3 Intensive Supports** are provided for students missing 20% or more of learning opportunities. This is a collaborative effort with students, families, and social service agencies, as it typically requires further problem solving and interventions. At this tier, the OAISD Attendance and Engagement Team will also become involved. Our goal is always to work with students and families to prevent legal intervention, as we feel sustainable change is more likely to occur in our collaborative efforts.

ATTENDANCE CODES - Daily Attendance is taken for AM and PM sessions. The following codes are used for each session:

- **Excused Absences (E)** Absences, such as illnesses not requiring isolation or hospitalization, that are excused by parents/guardians' communication with the attendance office. To be excused, communication must be received within two (2) days or the absence will remain recorded as unexcused.
- **Unexcused Absences (U)** Absences that have NOT been excused by parent/guardian communication.
- **EXEMPTED ABSENCES: These are absences for which verifiable documentation has been received, on provider's office letterhead, and signed by provider or representative.** These documented absences DO NOT COUNT toward chronic absenteeism intervention counts.
 - Exempt Medical (**XM**); Exempt Court Related (**XC**); Exempt - Youth Home Residence (**XY**)
 - Exempt - School Related - Field Trips (**XR**)
 - Exempt - In School Suspension (**XI**); Exempt - Out of School Suspension (**XS**)
 - Exempt - Funeral (**XF**) Communication of reason required for exemption.
- **Tardy (T): Any arrival up to 15 minutes** after the final morning or afternoon bell rings.

- **Late Arrival (LA) : Arrival before 10:30am.** Arrival times are recorded and absence time accumulates toward the total absences. **For example, if your child arrives at 9:30am for 7 days, that would equal a full day absence.** Arrival times between 10:30 and lunch time will count as a half day absence.
- **Early Release (ER): Departures from 2:15pm to 5 minutes prior to dismissal will be marked as an EARLY RELEASE** which accumulate toward absence time, as in late arrivals. Departures after lunch but before 2:15 will count as a half day absence.

ABSENCES FOR ILLNESS/APPOINTMENTS

- Parents/guardians **must call in for an absence, late arrival, or early departure to the attendance office BEFORE school begins. This parental contact and explanation of absence allows it to be considered EXCUSED (it still counts toward total absences).**
 - Absences without communication or documentation will be considered **UNEXCUSED**.
 - **The attendance line is available 24 hours a day. Call 616-850-6350 to report an absence or late arrival/early departure for an appointment.** If prompted to leave a message, please include: the student's name, grade, and reason for the absence. The attendance office is open from 8:30am-12:30pm.
 - **PLEASE NOTE:** Parents may choose to ALSO communicate with the teacher, but our Attendance Clerk tracks and monitors attendance data. ***You MUST call the attendance line; teachers DO NOT track absences.*** If you only contact the teacher, your child may be marked unexcused.
- **The following absences will be considered EXEMPT (it does not count toward truancy totals) when the proper documentation is submitted to the school office:**
 - Medical/Dental/ Physical Therapy/Counseling appts; Court hearings; Bereavement.
 - **If absences are required for numerous days**, please ask your provider to note the days your child CANNOT attend school.
 - **If only the day/time of the appointment is listed**, we can only exempt the half day of the appointment time
- **PARENT SIGN IN AND OUT REQUIRED:** If students are arriving late or leaving early, parents/caregivers must come into the Student Services Office or Attendance Window to sign the student in or out.

COMMUNICATION & EXPECTATIONS FOR MISSED WORK

- **Parents are encouraged to check for Homework Online to get assignments when students are absent**, for whatever reason. This information is listed on our [school website - Parents & Students Tab](#), scroll down to Staff/Teams Websites and click that button. Look for your child's team number or teacher names.
- **Work assigned during a student's absence is expected to be made up**, regardless of the reason for the absence. Individual teachers depending on the situation may adjust the amount and nature of the make-up work.

Number of days absent	Number of days to make up work
1	2
2	3
3	4
4	5
5	2 full weeks

- Students are required to take tests and turn in reports on scheduled turn-in days, when such assignments were given due-dates prior to the absence. Teachers may choose to make arrangements for a later date at their own discretion.

EXTENDED ILLNESS

- **If an illness lasts three (3) days or longer, a doctor's note is requested.** Please request the doctor include the days the student has been or will need to be absent and what the return date should be.

FAMILY TRIP POLICY

While valuing the time and experiences of family/educational trips, **our district and county educators firmly believe that the value of classroom instruction and discussions cannot be replaced by completing missed work, and strongly encourage trips outside of instructional time.** When notified in advance, absences for family vacations will be excused as other absences and count toward total absence rate.

- A Family Trip Form needs to be completed a week prior to the trip. The student will get the form signed by each teacher, so all teachers are aware of the student's absences. It also allows teachers to share specific information such as particular missed projects or tests.
 - **The Family Trip Form is available in the school Attendance Office.** You may stop to pick it up or email the attendance clerk to send it home with your child.
- Assignments, tests, and quizzes are subject to the same timelines for completion as listed above for all absences.
- Teachers are not responsible to prepare packets of missed work for students absent for family trips. **Students are expected to check in via Google classroom for information about missed assignments.** Please see above information about where to find homework information for your child's team.
- M-STEP and standardized testing occurs at various times throughout the school year. Please check in with your child's teacher to make arrangements if a vacation absence occurs during a testing period.

TARDINESS POLICY AND CONSEQUENCES

Punctuality is expected of our students and getting in this habit helps develop an important life skill. A **Tardy (T)** is given for students who arrive **AFTER** the bell **but WITHIN 5 MINUTES of the class start time**. If office personnel or a teacher detains a pupil, the student will be given a pass, which will exempt the tardiness.

Students who receive a tardy (T) will be subject to the following consequences:

- **1st /2nd Tardy** - Verbal Warnings
- **3rd Tardy** - Think Sheet
- **4th /5th Tardy** - Lunch Detention/Think Sheet/Student Calls Home
- **6th Tardy** - After School Detention/Think Sheet/Student Calls Home
- **7th Tardy** - Two After School Detentions/Think Sheet/Student Calls Home
- **8th Tardy and +** - Possible Suspension/Think Sheet/Student Calls Home

Student Services Office

Student Services, located in the office area, provides many services for students.

Students who become ill during the school day should report to Student Services. The school will make every effort to notify parents of an accident or illness that may need care at home.

Parent Messages for Students

Messages that need to be delivered to students during the day should be called into Student Services at 850-6320 **no later than 2:00** to ensure that your child will receive the message. Messages received prior to their lunch hour are posted on a ***message board in the lunchroom*** for the students to receive. After 2:00 it is very difficult to deliver last minute messages.

Deliveries for Students

Students will be notified if flowers or balloon bouquets are sent to them. Students may pick up these items at the **end of the day in Student Services**. **Note:** Balloons are not allowed on the school buses. Homework, gym clothes, lunch money, etc. may be dropped off in Student Services. Arrangements will be made to have these items delivered.

Lost and Found

Lost and found centers are located in Student Services and the cafeteria. Students should check here to look for and to report missing items immediately. Items in lost and found are kept for approximately 30 days.

It is advisable to label all belongings with the student's name. Do not bring valuable items to school, as we cannot guarantee their safety. Students are responsible for their own possessions. School insurance does not cover lost or stolen items.

Medications and Individualized Health Plans

According to District Policy 5330, based on state law, The administration of prescription/nonprescription medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

- Students are not allowed to carry any medication during school hours. This includes: cough drops, Tylenol, eye drops, etc. All medication must be kept in the office. This excludes Inhalers, Epi Pens, and Diabetic supplies with parent/guardian and physician authorization on the Individualized Health Plan (IHP).
- Medication Form 5330 F1 must be filled out and include parent/guardian authorization and physician's written order and signature before the administration of prescription or nonprescription (over-the-counter) medications at school by the administrator or his/her designee. This form may be picked up in the school office and online at www.ghaps.org under **parents and students tab/forms**. These forms must be renewed annually and with any change to the medication.
- An Individualized Health Plan (IHP) is needed for children who have asthma, diabetes, seizures, a feeding tube, life threatening allergies, or any other health condition which requires prescribed treatment at school (ex. blood pressure checks). These forms may be picked up in the school office or online at www.ghaps.org under **parents and students tab/forms**.
- All medication must be delivered to the school office by the child's parent/guardian in the original container. Prescriptions must be in the original pharmacy labeled containers.
- School district policy requires that we count and keep accurate records of the number of pills we receive and administer. When dropping off medication, please plan a few extra minutes for this to occur.
- By law, the school cannot provide medication of any kind. Thus, parents must provide even the simplest medication such as Tylenol.

Emergency Contact Information

An emergency file is maintained by Student Services to track information about how to locate parents if needed, to whom students may be released, and other important information. **IT IS ESSENTIAL TO KEEP THIS INFORMATION UPDATED WITH CURRENT DATA ABOUT PARENT'S WORK PHONE NUMBERS, NAMES AND ADDRESS CHANGES, CUSTODIAL STATUS WHERE APPROPRIATE, ETC.** In case of an emergency, such as an accidental injury or sudden illness, the school uses this information to locate you or your designee.

Students Leaving School During the Day

Students who will be leaving school during the day must bring a note to the office first thing in the morning. A sign-out sheet in the office is used when children are picked up by parents (or other designated adult) during school hours. You must report to the office before your child will be dismissed from his/her classroom. All outside doors except the front entrance are kept locked during the school day for safety purposes.

Permission to Release Students

We do not release a student to persons not designated on the emergency card without permission. You should also be aware that we cannot prevent a non-custodial parent from picking up a student without an official court decree.

Student Phone

Students may use the phone in Student Services with secretary's permission. This phone should be used only for school related business. After school plans are to be made before students arrive at school.

Check out Form (Drops/Transfers)

Please call or send a written note to Student Services if dropping or transferring from our school indicating location of new school (if known) and last day, and a drop form will be given to the student. A copy will be made for Student Services records and the student gets the original to take with them to their new school.

Transportation

Riding the school bus is a privilege. School buses are operated for your convenience and safety. Rules of conduct have been established to maintain the safety of students and to create a positive environment in which everyone is treated with respect. Following is a brief summary of policies that regulate transportation services in the district:

1. Items taken on the bus must be enclosed in a tote bag or backpack and placed on the student's lap. Bags, containers, or personal items brought on the school bus are subject to inspection by the driver to ensure they do not pose a safety problem during transit. Drivers have the right to confiscate items that are dangerous, illegal, or are creating an unsafe environment. Skateboards, roller blades, baseball bats, science projects, fund raising boxes, and balloons are some specific items not allowed on buses. Even though they may be allowed at school, they must be transported by some other means.
2. Bus Registration Form: Should a student become sick or injured while on a school bus, it is very important that we are able to contact the parents or a responsible adult. To assist with this, parents are required to complete a bus registration form. These are sent home at the beginning of the school year or as needed and should be returned promptly.
3. Requesting to ride a bus other than the assigned bus:
 - a) All requests for change must be in writing, signed by parent/guardian, and approved by the principal or school secretary.
 - b) The address must be on any existing bus route.
 - c) Adequate seating must be available to approve the change.
 - d) Elementary, Intermediate and Middle School students who do not have a bus pass from the school office will not be allowed to ride a different bus OR get off at a different stop. High School students must have a bus pass by parent phone call to the Transportation Office (850-5150) or by parent note to the Bus Driver. This note must include a parent phone number for our office to contact. This is a school district policy to ensure your child's safety and well-being.
4. Pre-school siblings are not allowed to go on field trips.
5. Students residing within one (1) mile of their schools are not eligible for transportation. A student may be required to walk up to one (1) mile to school or their bus stop. No more than four (4) stops per mile will be established.
6. A student may have up to two (2) different bus stops, one of which would be home and the other a consistent day care location. The day care location must be within the school attended boundary area.
7. Buses do not travel down private drives or dead-end streets. They do not go down cul-de-sacs or non-through streets unless they are longer than ½ mile and at least one (1) student's driveway is ½ mile or farther from the main road. The cul-de-sac turn around must also be County maintained.
8. Parents are responsible for the safety and conduct of their children while walking to their designated bus stop, waiting at the bus stop, and walking home from their bus stop.

9. Buses do not follow an exact time schedule due to traffic, weather, and road conditions. Students are to be at their assigned stop five minutes prior to the designated pick-up time. Buses do not stop at bus stop locations when no students are present.

Transportation Bus Rules

Students must:

1. Be at the assigned bus stop five (5) minutes early.
2. Not litter on the school bus.
3. Stay off the roadway; maintain proper conduct while waiting for or leaving a school bus.
4. Get on and off at the designated stop. Changes must be approved in writing by a school authority.
5. Not talk in a loud voice or shout or create any other disturbing noises.
6. Remain seated. The driver is authorized to assign seats.
7. Not eat or drink on the school bus without permission of the bus driver or teacher or chaperone.
8. Not use profane or vulgar language, or make obscene gestures.
9. Cross in front of the bus, not in back.
10. Keep head and hands inside the bus.
11. Not throw objects on the bus or out of the window of the bus.
12. Obey instructions of and show respect to the driver.
13. Not harass others or otherwise be unruly.
14. Not fight.
15. Not spit or bite.
16. Not damage or vandalize the school bus. Students will be required to pay for repair of damage.
17. Not possess or use flammable or explosive devices on the bus.
18. Not possess or use illegal/dangerous substances/items on the bus.
19. Not possess or use tobacco products on the bus.
20. No bullying.

A complete copy of the rules for student conduct on the bus may be obtained from any school, from the Transportation Department, or posted on the district website at www.ghaps.org. Bus drivers may award points for infractions of the stated rules. The number of points determines the length of a student's suspension from riding the bus. Points are cumulative during the year. Should a student accumulate 20 points during the year, they will lose the privilege of riding the bus for the remainder of the school year. When a misconduct slip is given to a student, they will be given two copies. One copy is for the parent to retain, and one copy must be signed by the parent and returned to the driver on the day bus riding privileges resume. Not damage or vandalize the school bus. Students will be required to pay for repair of damage.

Bus Pass

NO bus passes allowed. This is a school district policy to ensure your child's safety.

Bus Lanes

Designated areas in front of the schools must be kept free for buses and emergency vehicles. Parents are to drop off and pick up students in other safe areas, such as the school parking lots.

Walkers

Students who walk to and from school must follow proper safety practices. Walk only on sidewalks. Show respect for lawns, gardens, shrubs, and other personal property of the public. **The jurisdiction of the school covers students en route to and from school.**

Bikes, Rollerblades, Scooters and Skateboards

Students must not ride bikes on school sidewalks, athletic fields, tennis courts, lawns, or inside school buildings. Students must assume all responsibility for accidents or theft.

Bicycle racks are provided at school. Racks are located on the north side of the office wing. **Students will not be able to loiter around the bike racks.**

Roller blades, skateboards, and roller shoes are not to be ridden on school property. They are to be picked up and carried into school. Place rollerblades and skateboards in your locker.

The school district does not permit skateboards or roller blades to be taken on buses.

GHAPS Student Code of Conduct

The Grand Haven Area Public Schools' Board of Education policy 5500 Student Code of Conduct - Rights and Responsibilities in the Grand Haven Area Public Schools, pertains to the importance of creating and maintaining an environment in our schools conducive to the learning process. The Code also stresses instilling respect for individuals, their property, and their rights in all of the Grand Haven Area Public Schools while at school related events, on school property, including buses, and also along school routes to and from school.

This Code defines student conduct that is considered prohibitive and includes types of misbehavior that are accepted by parents as to be generally disruptive to the learning process. Of special note are state and federal requirements prohibiting student possession, use, sale or distribution of electronic communication devices and also mandatory expulsion for possession of weapons or for the commission of arson or sexual misconduct on school property.

Further outlined in the Code is the process and procedure used by the schools to enforce the Code. Discipline for conduct considered prohibited under the Code of Conduct includes exclusion of the student from a classroom or activity for a period of time, all the way to mandatory expulsion for at least a year for the most serious offenses.

Student Code of Conduct is available at www.ghaps.org under the Board of Education tab.

Drugs/Alcohol/Weapons

Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be (1) expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action. Parents, students and staff must take the issue of weapons and illegal behavior at school very seriously. If students are caught with a weapon as defined in either state or federal law or commit serious acts such as arson or rape, they will be expelled. Recently both the federal and state governments enacted laws requiring local school boards to implement policies requiring expulsion of students who bring weapons to school. Student Code of Conduct is available at www.ghaps.org under the Board of Education tab

Harassment/Bullying

It is the policy of Grand Haven Area Public Schools to clearly prohibit harassment of any type including, but not limited to, ethnic, racial, sexual harassment, and bullying. School board policy delineates definitions, right of confidentiality, reporting procedures, and penalties. Reports of harassment of any kind will be investigated and appropriate measures taken according to the policy and procedures of the school district. Parents suspecting harassment or bullying should contact the building administrator to initiate an investigation. Student Code of conduct is available at www.ghaps.org under the Board of Education tab.

Weapons Policy

Student safety is of utmost the importance in the Grand Haven Area Public Schools. Therefore, the Board of Education has adopted a policy in line with both state and federal laws requiring zero tolerance of weapons on school property.

The law and school board policy are both very clear regarding zero tolerance for weapons in GHAPS. Parents and students should know federal and state law, as well as GHAPS School Board Policy, calls for the expulsion from school of a student who possesses a weapon on school property.

Michigan law requires the expulsion of any student who possesses “a dangerous weapon” defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles on school property. The penalty for violating the zero tolerance laws and policy is a one-year expulsion for student in 6-12th grades (180 days), and up to a 90 day expulsion for a kindergarten through 5th grade child.

If you have any questions about a circumstance where your child might need or want to bring any item to school that could be considered a weapon, call the school. Know the law and talk with your child about serious consequences of violating the weapons policy. Complete policy available at www.ghaps.org under the Board of Education tab.

Fire, Tornado, and Safety Drill Procedures

To help ensure the safety of all students in the school we conduct regular practice drills in case of fire, severe weather, or other emergencies. These drills are very important and students must take them very seriously. Teachers will instruct their students in the procedures.

Lunch Program

The Food Service Department is committed to provide a healthy and nutritious lunch to students. All students are eligible to participate in the lunch program. Menus are now published through Nutrislice, a new interactive website or download the free smartphone app. (<http://ghaps.nutrislice.com/>) **Snow Days** – when school is canceled due to inclement weather, the meal that was scheduled to be served on the snow day will be served on return day of school. Check the Food Service website for the latest information.

Payments

Meals may be paid for by the month, week or day. No more than two lunches may be charged for the year. During the last two weeks of school, charging of lunches will not be permitted. Payments can be made by check, cash, money order or online. Checks or Money Orders should be made out to GHAPS and can only be deposited for the entire amount; no change will be given to students. There is a \$15.00 service fee on all returned checks. Credit and debit card payments are accepted at [Meal Magic Family Portal](#). There is a \$2.00 charge for this service.

Breakfast Program

The Food Service Department is pleased to provide a breakfast program that is open to all students in participating schools. Breakfast is served from 8:20 – 8:45. Thanks to the Michigan Healthy School Meals Program we will be offering (1) free breakfast daily for the 23/24 school year.

Computerized POS System

GHAPS has a district wide computerized Point of Sale system that provides more accuracy in accounting for student's balances and lunch choices. The Meal Magic System, enables parents to view or print out their child's account history and set up low balance reminders. Visit [Meal Magic Family Portal](#) to get started.

Negative Balances

A student whose account is in the negative will be reminded in the lunch line. We will allow students to charge up to 2 meals. Prompt pre-payment of meals is encouraged.

Positive Balances

Positive Food Service account balances at the end of the school year will automatically be applied to your child's meals for the next school year.

Meal Benefits

Through the National School Lunch Program, your child may be eligible for free or reduced meals at school. You may apply at any time during the school year. This benefit is based solely on household income. Applications are available from the Food Service Department, the school office, or on the GHAPS website. (www.ghaps.org/foodservice)

Sack Lunches

Sack lunches are available for purchase from the Food Service Department for your child's field trips. Meal benefit students may receive sack lunches at their current benefit rate. All lunches must be ordered 48 hours in advance and can be deducted from your child's pre-paid balance or paid on that date. Request forms are available through the school office, your child's teacher or on the GHAPS website. (www.ghaps.org)

Student I.D. Card:

All students will receive a multi-use ID card. This card is used as a lunch debit card and a library card. Every student must have his/her identification card in his/her possession while at school or attending school functions. On occasion you may be asked to show your ID to a staff member or security personnel. Failure to do so constitutes in and of itself a violation of the discipline code and will result in disciplinary action. Replacement cards may be purchased for \$5.00 in case a card is lost or damaged.

Food Allergies

If your child has a food allergy, please notify your school and the Food Service Department. We must have a note from your child's doctor each year to verify the allergy. Also a [Special Diet Statement form](#) must be filled out. Information is available to be reviewed in our office containing the ingredients we use

in our menu items. Please contact the Food Service Department at 850-6080 if you would like to set up an appointment to review this.

Other

Students may only consume food and beverages in the cafeteria or under the supervision of a teacher. Students may have water in the classroom at the teacher's discretion (**flavored water is not allowed**). Students are not to be drinking from beverage containers in the hallway or sipping from containers in backpacks and at lockers. They may take sealed, closed containers to the lunchroom or designated eating areas. A staff member will take containers with unsealed caps.

Immunization Requirements

Students who are not adequately immunized and/or do not have a waiver form approved by the Ottawa County health Department **WILL** be excluded from classes.

All immunization requirement information is available from the Ottawa County Health Department at www.ottawahealth.org and complete immunization information from the Center for Disease Control is available at:

<http://www.miottawa.org/HealthComm/Health/Imms.htm#immunize>

Parent Involvement/Volunteer/Visitors

Grand Haven Area Public Schools welcomes and encourages parental involvement in a variety of educational experiences.

The safety of our students is the number one priority. To help ensure that safety, the GHAPS conducts a records check on all individuals volunteering in our schools. If you intend to volunteer in our school or plan to volunteer in the future, you must complete the Volunteer Assessment Form and return it to the school office immediately. This includes people working in any capacity in the school - in the classroom, office, field trips, chaperoning parties, etc.

Technology is available to the school district, through the Michigan State Police, to do background checks on individuals. To help ensure there are no concerns with individuals who come in contact with students in our school, a criminal background check will be done on any person volunteering. People volunteering in school will complete the Volunteer Assessment Form, including name, address and birth date. The form is available at:

<http://www.ghaps.org/content/elementary-forms> or in the school office. This information will be submitted to the Michigan State Police ICHAT (Internet Criminal History Access Tool) program for review. Results will be completely confidential. If you currently volunteer in our school or if you think you might volunteer in the future, please complete a form and return it to the office. This includes people who volunteer in any aspect of school life: in the classroom, the office, go on field trips, chaperon parties, etc.

Visitors/Student Visitors: All parents and visitors are asked to sign in at the main office and wear a visitor's pass prior to visiting the rest of the building. **Students visiting** are to obtain authorization from the main office the day before their visit. Permission slips will be given to the guest on the day of arrival by the administration. **Visitors are not permitted during the last two weeks of school.** Students from districts immediately adjacent to the Grand Haven district will not be given visitor passes unless the visit is approved by the neighboring school district.

PTO

Parents are encouraged to get involved with the building PTO. The PTO sponsors many activities during the year to support the education of the children and provides many classroom resources.

Photos and Videos

On occasion, students will have photos or video taken while they are at school. These images are often used in promotional materials for the school district. The photos might be used in Spotlight, on the district website, in brochures or publications, or on GHTV. If you do not wish to have your child photographed, you must notify the school office.

NORA/Recreation

Northwest Ottawa Recreation Authority is a cooperative effort sponsored by the City of Grand Haven, Grand Haven Township, Grand Haven Area Public Schools, City of Ferrysburg, and Robinson Township to provide quality recreation and leisure activities for our community. The program is administered by the Grand Haven Area Public Schools. Program schedules are published regularly in a brochure that is available in the office, in Spotlight, on GHTV, or on the district website. Programs will often be highlighted in flyers sent home with students. For more information on programs available, call 616.850.5125.

Safe Zone

In an effort to provide a more comfortable place for students to bring discriminatory comments and racial slur concerns to a trained staff member, our buildings now have "Safe Zone" contacts to assist in this effort. The Safe Zone contact, who has had specialized training, offers a very unique set of skills and awareness that may help students feel more comfortable sharing these types of concerns. Please contact your building principal for the name of the Safe Zone contact person in your building. Parents and staff should encourage students to utilize this new building resource.

School Hours

8:43 a.m. to 3:53 p.m.

Parents should not drop their children off at school until supervision is available at 8:20 a.m. As a general rule, the closer students arrive to the 8:45 a.m. starting time, the better.

Summer Open Door

Summer Open Door is a childcare program open to children who are 2½ through 7th grade in the fall. The Summer Open Door program site is at Central High School. Quality childcare is provided from 6:30 a.m. – 6:00 p.m. The Summer Open Door program is designed to be a fun learning experience.

Snow Days/Emergency Closings

When the possibility of school cancellation exists, parents are asked to check the district website at www.ghaps.org, listen to Grand Haven radio station WGHN 92.1, watch major television channels or call the school closing line (850-5100) or register to receive alerts via text and email through **Nixel** at www.ghaps.org. Information will be available on these sources as early as possible.

On rare occasions school must be dismissed early due to poor weather conditions. If you “think” school might be dismissed before normal dismissal time because of weather, please tune in to WGHN, call the school closing line (616.850.5100), or check the district website at www.ghaps.org. Please talk with your child regarding what your plan is if an early school closing should occur. If you are not at home please make arrangements for your child to go to a neighbor’s or friend’s home.

Student Conduct

Rules and expectations pertaining to student conduct on the playground, in the classroom, lunchroom, and other areas of the school are necessary to maintain a harmonious school environment that promotes the proper values, attitudes, and practices necessary for a good educational climate. These rules are based on, and part of, a general philosophy of mutual respect between school personnel and students, keeping in mind the students' rights and safety, and the school's responsibilities.

With this in mind, the following three general statements, along with common sense, provide the basis for all of our school rules:

- Students should not violate the rights of others;
- Students should not engage in activities that are dangerous to themselves or others;
- Students should respect the property of the school and of all individuals who comprise the school community.

These three general statements give rise to the following, more specific rules, which everyone is expected to follow:

1. Students are to obey the teachers and other school district personnel. They are there for each student's well being and should be treated with courtesy and respect.
2. Leaving the school grounds without permission is strictly forbidden.
3. Fighting, hitting, pushing, tripping, teasing and name-calling, pulling down another student's pants are not permitted.
4. Harassment of any type including ethnic, racial, sexual harassment and bullying, is clearly prohibited.
5. The use of profanity and obscene language is prohibited.
6. Throwing things such as stones, sticks, sand, snowballs, pine cones etc. is not allowed.
7. Tackle football, King of the Mountain, chicken fighting, and other similar games are not permitted.
8. All playground equipment to be used properly and safely and in the appropriate areas.
9. Weapons – State and Federal law mandates serious consequences for students who bring weapons to school - even for elementary pupils. Note the section under Weapons for an explanation of the law.
10. Theft—Taking or possessing school property, cafeteria property or personal property of others without permission is not permitted.

Incidents of student behavior requiring discipline, whether in school, on the playground, or on the bus, will be treated similarly. Previous offenses may be considered in determining consequences.

Suspension From School

If a student is suspended from school, he/she will be afforded minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing will precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing will follow the student's removal from school as soon as possible.

GHAPS DRESS CODE HANDBOOK LANGUAGE – Grades 5-8

DRESS AND APPEARANCE

Dress and grooming are the responsibility of the student and parent/guardian. The student must be clean and well-groomed. Shoes must be worn at all times. Dress and grooming must not:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- .

Clothing Items to Avoid:

- Undergarments should not be visible. Including:
 - Pants with holes or rips above the knee are not acceptable.
 - Tank tops – shoulders must be covered. If a shirt is see through, whatever is underneath it, must meet dress code.
 - Skirts and shorts need to follow the fingertip rule.
 - Too much torso (ex. bare midriffs, chest, etc.)
- Clothing or jewelry that shows tobacco or alcohol products, that are drug related, or has any kind of gang symbolism.
- Any clothing with sexually inappropriate or offensive messages, vulgar slogans or pictures.
- Pajamas
- Hats (of any kind – bandannas, rimmed, capped, or snug) cannot be worn in school.

Students whose dress is not acceptable will be given the opportunity to change clothes. If a student continues to violate the dress expectations, the following consequences will be issued:

1st Offense: Student changes into acceptable attire.

2nd Offense: Change offensive garment/parent contact/detention.

3rd Offense: ISS/Parent contact.

4th Offense: ISS/OSS/Parent meeting.

Technology Code of Ethics

With support from our community, the Grand Haven Area Public Schools are pleased to offer access to state-of-the-art technology. The available hardware, software, network, and Internet access provide students and employees excellent opportunities for learning and working. Access to the Internet enables users to explore thousands of libraries, databases, and bulletin boards throughout the world.

Families should understand that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors have the right and responsibility for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Grand Haven Area Public Schools support and respect each family's right to decide whether or not to allow their child access to the Internet.

The Technology Code of Ethics clearly defines appropriate student behavior for use with technology at GHAPS. Additional rules and regulations may be posted in district classrooms. Students violating any of these expectations may face loss of access, restitution and/or other disciplinary or legal action according to the parameters established by the individual building or district.

The use of technology at Grand Haven Area Public Schools is a privilege extended to students to enhance learning and exchange information. Users have the opportunity to utilize district technology and access the Internet for learning. Therefore, it is the expectation that all users will adhere to the following guidelines:

- Act responsibly during use of hardware, software, printers, labs, and networks in the district.
- Maintain the privacy of passwords and network security.
- Be responsible for personal network storage.
- Understand any information stored on the district network is the property of the school district.
- Comply with all copyright laws while using district technology.
- Refrain from downloading or installing programs, changing software or hardware configurations, or using district technology for any unauthorized purpose.
- Abstain from using chat programs, telnet, and other forms of personal communications except email.
- Follow specific rules and regulations posted in individual district buildings or classrooms.

Individuals using technology will adhere to all of the rules, regulations, and standards of Grand Haven Area Public Schools. Users violating any of these expectations will face disciplinary action according to the parameters established by the district.

Cheating Policy

What is Cheating?

On Assignments.....

Giving someone your paper to copy. Copying from someone else's paper. Copying answers from an answer sheet. Correcting your own paper when asked to exchange. Putting your name on someone else's work (or project) and turning it in as your own. Dishonest reporting of grade. Copying work from the internet without citations or ChatGpt when it is not appropriate.

On Tests and Quizzes.....

Copying from someone else's paper. Obtaining or giving answers prior to the test or quiz. Using a "cheat sheet" when not permitted. Allowing others to see your answers during the test or quiz. Any communication of any kind for any reason.

Consequences for all kinds of cheating.....

1st Offense – Credit to be granted at teacher discretion; student to write a letter home to parents. Documented as first offense.

2nd Offense – Zero credit; letter home; parents called; discipline referral.

3rd Offense – Zero credit; letter home; discipline referral, student/parent/teacher meeting

White Pines Intermediate School e-Reader Acceptable Use Policy

Introduction

White Pines Intermediate School, in striving to maintain technological relevance in education, is providing the opportunity for students to use privately owned e-reader devices in school. E-readers are those devices intended to be used to read books, magazines, periodicals, and other electronic media. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed. Use of the device must adhere to the Technology Acceptable Use Policy. These policies apply when students are at school or attending a school-sponsored or related activity off-campus.

e-Reader Acceptable Use Policy

1. A student who brings their privately owned computer to school is personally responsible for the equipment. The district assumes no responsibility for the loss of, theft of or damage to any personal device.
2. No privately owned student devices may be attached to the school's network or Internet services.
3. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
4. All material on the e-Reader must comply with the spirit and policies of White Pines Intermediate School – including all Sustained Silent Reading classroom policies.
5. e-Readers are to be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the students or those around him/her, nor be a source of any classroom disruption.
6. Students may use the device before school, at lunch, and after school in adult supervised areas only, such as the media center or classrooms with a teacher present. (not the cafeteria)
7. The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines for use of the device have been violated.
8. Inappropriate use or violation of Acceptable Use Policy on personal equipment may also result in disciplinary action in coordination with policies.

Consequences

When a student misuses a device, the school may do the following:

1st offense: Take device and contact parents. Student can pick device up from the principal's office at the end of the school day

2nd offense: Take device; assign detention; only parent can pick up device from school. The student will lose the privilege of having the device at school.

There may be other consequences depending on the severity of the incident.

Usage Examples

_ Examples of appropriate use: reading ebooks, looking up words, highlighting text

_ Examples of inappropriate use: accessing Facebook or YouTube, playing games, listening to music, watching videos, sending messages, pictures not provided by the ebook publisher.

Cell Phone and Electronic Devices

Cell phones and electronic devices may be used in the morning until the start of school. Once school begins these devices are to be turned off and stored in a locker. They are to remain in a locker and turned off until the end of the school day. This includes any school-sponsored event where there is reasonable expectation of quiet attentiveness or where the use of these devices would cause a disruption.

School Response to Misuse of Cell Phone or Electronic Device

Adult will confiscate phone or device and give it to a principal at earliest convenience.

1. First offense – phone or device kept for the day and student conversation is had
2. Second offense - phone or device kept for the week and student calls parent.
3. Third offense – phone or device kept for one month and student calls parent