

Whitehall High School



Student Handbook

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STUDENT HANDBOOK

<p style="text-align: center;"><u>SCHOOL COLORS</u> Red, White and Black</p>	<p style="text-align: center;"><u>SCHOOL SONG</u> 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!</p>
<p style="text-align: center;"><u>MASCOT</u> Viking</p>	

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 a significant contributor to the educational process.

STUDENT 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.

Among these rights 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 of law with respect to suspension, expulsion, and decisions affecting the student's rights.
6. The right to privacy, which includes the privacy of school records.

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STUDENT SERVICES

Counseling Office

The student services program is an integral part of Whitehall High School's 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 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%

Grades will be calculated by marking period. Final semester grades will be calculated by 42.5 % of MP1 + 42.5 % of MP2 + 15 % of Exam grade = Final semester grade.

Retaking a Class

A student may retake 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.

Homework

Homework is a necessary part of each pupil's educational program. Students are expected to spend time on school work at home, 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 are encouraged to 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.

Graduation Requirements

One half credit will be granted for each successfully completed semester course. Advisory period is worth .25 credits per year. Students can earn 6.25 credits each school year and 25 credits over 4 years. Students need 22 credits to graduate. Whitehall High School offers many options for students to earn their 22 credits. Included in those options are [Career Tech programs](#) offered through the CTC, [Dual Enrollment courses](#) offered through Muskegon Community College, [Early College Program](#), and [Internships and job shadowing](#) opportunities through the Muskegon Made Program

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

Advanced Placement (AP) courses

WHS offers 9 AP courses. Some courses will be offered on an every other year basis: AP Literature, AP Language and Composition, AP Psychology, AP Environmental Science, AP Physics, AP Chemistry, AP Calculus, AP U.S. History and AP Statistics. Students may also take any AP course offered through Michigan Virtual. All AP students will earn a grade based on a 5.0 weighted grading scale. If a student drops at the end of the first semester OR if the student does not take the AP test in May, they will not earn their grade on the 5.0 weighted scale. WDS will pay the AP Test fee for all students.

Distinguished Scholar Honors

The highest academic achievement a student can earn is the status of Distinguished Scholar. To earn this honor a student must earn a cumulative GPA of 4.0 or higher, score 1200 or higher on the SAT and take at least 2 AP courses.

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 by the end of the junior year.
- B. Student and parents request an interview with the principal and counselor.
- C. The student must have successfully completed all required courses at the time of graduation as specified under graduation requirements.
- D. 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.

504

Notice of Section 504 Procedural Safeguards

The following is a brief summary description of the rights provided by Section 504 of the Rehabilitation Act of 1973 to students with disabilities, or suspected disabilities. The intent of the law is to keep you fully informed about decisions concerning your child and to inform you of your rights in the event you disagree with any decisions concerning your child. Under Section 504, you have the right to:

1. Have the district advise you of your rights under federal law.
2. Receive notice with respect to Section 504 identification, evaluation, and/or placement of your child.
3. Have an evaluation and placement decision for your child based upon information from a variety of sources and which is made by a team of persons knowledgeable about the student, the meaning of evaluation data and placement options.
4. Have your child receive a free appropriate public education, which includes the right to be educated with non-disabled students to the extent appropriate, if the child is Section 504 eligible.
5. Have your child take part in and receive benefits from the District without discrimination of the basis of disability.
6. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
7. Examine all relevant records of your child, including those relating to decisions about your child's Section 504 identification, evaluation, educational program, and placement; and obtain copies of those records at a reasonable cost, unless the fee would effectively prevent you access to the records.
8. Receive information in your native language and primary mode of communication.
9. Have a periodic re-evaluation of your child, including an evaluation before any significant change of placement.
10. Have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
11. Request and participate in an impartial due process hearing to resolve disagreements regarding the identification, evaluation, or placement of your child, including a right to be represented by counsel in that process and to appeal an adverse decision.
12. File a complaint in accordance with the district's grievance procedures or with the U.S. Department of Education, Office for Civil Rights, if you believe your child has been discriminated against.

WHITEHALL DISTRICT SCHOOLS

SECTION 504 COMPLAINT/GRIEVANCE PROCEDURE

*Under Section 504 in accordance with the Section 504 regulation at 34 C.F.R. / 104.7 (b) a complaint of disability discrimination under Section 504 is separate and independent from a Section 504 due process hearing. An individual is not required to pursue an informal resolution process prior to filing a formal complaint of disability discrimination with the District.

Whitehall District Schools has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504. A person is not required to use this procedure and may instead file a

complaint directly with the US Department of Education's Office for Civil Rights, 1350 Euclid Avenue, STE 325, Cleveland, OH 44115:

Step 1:

A person who believes that he/she has been discriminated against by the Whitehall District schools is encouraged, but not required, to discuss the matter informally with the appropriate building principal.

- If the building principal is the subject of the complaint, or the grievant is not a student, the grievant may, instead, contact Whitehall District Schools Section 504 Coordinator.
- The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2:

If the information Step 1 does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to Whitehall District Schools Section 504 Coordinator who will investigate the complaint.

- If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent of Schools who will appoint another administrator to conduct the investigation.
- The complaint shall be signed by the grievant and include: grievant's name and contact information; facts of the incident or action complained about; date of the incident or action giving rise to the complaint; the type of discrimination alleged to have occurred and specific relief sought. Note: Witnesses names and other evidence as deemed appropriate by the grievant may also be submitted.
- An investigation of the complaint will be conducted within 10 business days following the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure prompt and thorough investigation of the complaint.
- A written disposition of the complaint shall be issued within 10 business days of the completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject.

Step 3:

If the grievant wishes to appeal the decision in Step 2 above, the grievant may submit a signed, written appeal to the Superintendent of Schools within 10 business days after receipt of the written disposition. The Superintendent and his/her designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to the grievant and the person who is the subject of the complaint.

Whitehall District Schools provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. Further, a grievant making a complaint is neither required to prosecute the matter nor confront the alleged discriminator or harasser when that would be inappropriate.

If you have questions regarding these procedures or want to file a complaint, please contact Whitehall District School's 504 Coordinator:

Superintendent
Whitehall District Schools
541 East Slocum
Whitehall, MI 49461
(231) 893-1010

Attendance

Whitehall District Schools believes that a student's presence in the classroom is a critical part of the learning process. The District expectation is for parents/guardians or an authorized adult, to communicate with the school office within **2** school days to excuse an absence. You will not be allowed to excuse absences after the **2** days.

Types of Absences

1. Excused Absences
 - a. Absences because of illness, doctor/dentist appointment, death in the family, or an emergency reported to the office by the parent. It is the student's responsibility to report to the teacher and to receive assignments missed during an excused absence. It is not the teacher's responsibility.
 - b. Pre-Excused (vacation requests) - To determine whether the absences are to be excused, application should be made prior to intended absence. Students should check with teachers about missing work prior to absences.
 - c. School Business – Students on field trips or out of the building with a teacher for a project, etc., will not be marked absent.
2. Unexcused Absences
 - a. Examples of unexcused absences are: skipping, haircut appointments, baby-sitting, shopping, or activities of a similar nature.

***The school reserves the ultimate right to determine what is excusable.**

Excessive Absences

An excessive degree of absences, excused or otherwise, will be subject to the review and limitation by the principal and teachers. Students who reach 10 absences in a class will be subject to the attendance policy. If a student exceeds the 10 absences (includes both excused and unexcused **AND** tardies), the student will be required to to achieve a minimum of a C+ (77%) on the final exam **AND** pass the course to have their grade calculated. If a student exceeds the 10 absences, is passing the course for the semester, BUT has earned below a 77% on the exam, the student will receive credit, however the credit will calculate a .67 toward the student's GPA. If the student exceeds the 10 absences and doesn't pass the course, and doesn't earn a 77 percent on the exam, the student will receive a No Credit (NC). This NC will calculate toward the student's GPA as a F. Students are allowed to make up a NC and that grade will replace the NC for GPA purposes.

Special handling for long-term illness will be granted only at the discretion of the principal and with documentation. These situations may include but are not limited to surgery, serious injuries, and major illnesses. 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. **Excessive absences, without medical release, can also lead to prosecution for truancy.**

Tardies

Students are expected to be on time to all classes. When a student arrives at school after classes have begun, he/she must go to the office and sign-in. The student will be given an unexcused tardy unless a parent/guardian signs him/her in, sends a note, or calls. Tardies will accumulate for each marking semester. Tardies will be given for up to 10 minutes into the hour. After 10 minutes it becomes an absence.

Tardies will be handled in the following manner:

- 1st tardy = warning
- 2nd tardy = Teacher Intervention (i.e. lunch detention, parent contact)
- 3rd tardy and up = Once a student has earned 3 tardies in a class it will count as an unexcused absence. This absence will be applied to the above attendance policy.

Leaving School for Illness, Appointments, etc.

In the event of illness or doctor's appointment, students must sign out in the office. NO student may sign-out without written permission from a parent or guardian or a telephone call from a parent or guardian. Students will not be released to anyone other than those specified by the parent/guardian.

In NO case may a student leave the school without permission of the office, even during lunch - NO EXCEPTION! Whitehall High School is a CLOSED CAMPUS.

Behavior and Discipline

STUDENT BEHAVIOR

All Whitehall High School students are expected to behave appropriately during the school day and during all school sponsored activities, including dances, sporting events, field trips, etc. You are representing Whitehall High School, and should reveal to others your pride in your school. Inappropriate behavior creating a disruption to the educational process will not be tolerated and will result in disciplinary action by means of restorative practices, detention, suspension or expulsion.

The following activities are among those defined as criminal under laws of the State of Michigan and will result in administrative intervention to permanent expulsion and/or police referral, in accordance with [MCL 380.1311](#).

- **Alcohol, Marijuana, and Chemical Substances** - A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required.)
- **Arson** – A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.
- **Assault** – Physical violence, or threats of physical violence, to other persons.
- **Larceny/Burglary** – Stealing of school or personal property.
- **Extortion, blackmail, or coercion** – Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by threat of force.
- **Weapons** – Students found to be in possession of, including in their locker or vehicle, will be suspended from school pending an expulsion hearing before the Board of Education.
- **Malicious Mischief** – Damage or vandalism of property belonging to another including school and personal property.
- **Robbery** – Stealing from an individual by force or threat of force.
- **Drug Abuse** – Sale, use, or possession of alcoholic beverages, illegal drugs, look-alikes or paraphernalia.

- **Trespass** – Being present in an unauthorized place or refusing to leave when ordered to do so.
- **Unlawful Interference** – Interfering with school personnel by force or violence.
- **Unlawful Intimidation of School Authorities** – Interfering with administration or teachers by intimidation with threat of force or violence.
- **Discriminatory Harassment** – An unwelcome 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 with in the course of receiving an education or during school sponsored activities. It can be defined as:
 - 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.
- **Criminal Sexual Conduct** – A student shall not commit criminal sexual conduct, as defined by [MCL 750.520b-e and g.](#)

STUDENT BEHAVIOR CONT.

There are behaviors determined by Whitehall High School Administration that are not labeled as criminal but will result in disciplinary measures:

[Click to view the Whitehall High School's Behavior Definition and Management Chart.](#)

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

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Ultimately, school administrators will determine school appropriateness.

Electronic, Audio, Tablet, Communication, Personal Computers and Storage Devices

Unauthorized use of cell phones, recording devices, tablets, personal computers, and 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. Students will be required to use school-issued chromebooks at school. They will not be allowed to use their personal tablet, chromebook or computer when at school. Electronic communication devices (cell phones) are limited to before and after school, hallways during passing time, and during lunches. **Cell phones will be confiscated if phone is being used during class time. Students may not access these devices at any time when they are in class, including the hallways if it is during class time.** Whitehall District Schools are not responsible for lost, stolen, or damaged equipment. Failure to observe these expectations will result in the following:

- 1st violation - to the teacher for the hour
- 2nd violation - to the office for the day, call home to parent
- 3rd violation - to the office, meeting with parent, in the office for 1 week
- 4th violation - to the office, meeting with parent, in the office for 2 weeks

Recording

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any of any person while at school or school-related events, unless the student or staff member has given express consent by that person.

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

Major Areas of Concern	Definition	Cheating Penalties
Plagiarism	Taking material verbatim from outside sources without giving proper documentation	"0" on the assignment. Student's parents are notified. A conference may be held with the parents regarding the situation.
Homework	Having other people do a student's homework, or doing homework by copying another student's assignment.	No credit on the assignment. Parent will be notified by the teacher
Test and Test Taking	Cheating by looking at another student's paper, stealing of tests or passing of answers to student who will be taking the test at a later time, using crib sheets to help answer questions on test	"0" on the test. Student's parents will be notified. A conference may be held with the parents regarding the situation.

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 will 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 receive a citation and fine.**

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:

1. Verbal Harassment – Derogatory comments, jokes, slurs or remarks/questions of a sexual nature.
2. Physical Harassment – Unnecessary or offensive touching.
3. 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:

1. Parent conference
2. Detention
3. Suspension from school
4. Apology to the victim
5. 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.

DISCIPLINE

Minor discipline problems are handled in the classroom. More serious discipline problems, which disrupt the educational process, and/or endanger others, will be referred to the assistant principal. Disciplinary action will be within the following guidelines.

1. Detention

- a. Detention is one of the disciplinary measures designed to favorably change behavior. Detention will be handled within grade level teams at their discretion.

2. Suspensions

- a. Removal from school shall be for a period not to exceed ten (10) days. The principal or his/her designee may take this action. Cause of this action is failure of the student to abide by the policies and regulations of the school. Students will be suspended whenever other disciplinary actions have proven futile.
- b. Automatic suspensions will be given out for the following even though they may be first time violations: Use of controlled substances (drugs, alcohol, tobacco products), fighting, obscenities, insubordination, and others as deemed necessary. Parents shall be notified of this action prior to its implementation whenever possible.

- c. The students have the right to appeal the suspension to the superintendent. If not satisfied at that level, the suspension may be appealed to the Board of Education. In the case of an appeal, the student will remain in school until the appeal is heard.

3. Expulsion

- a. Removal from school shall be on a permanent basis. This action may be taken by the Board of Education only after an opportunity for a hearing is given. The hearing date will be set by the Superintendent of Schools. She/He will notify the parties involved as to their right of counsel and to the procedure to be used during the hearing.

**** Due Process:** When a teacher or administrator takes disciplinary action against a student, students have the following rights:

- To be informed of the reason for the action.
- To present any facts that will support their defense.
- To have a hearing to discuss both sides of the issue and/or the appropriateness of the action.

GENERAL CONDUCT POLICIES AND RULES

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.

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.

Food Deliveries

Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

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 buildings 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 material 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 and on school grounds must be approved by the principal.

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.. In accepting a locker assignment and in using the locker, students understand they are fully responsible for its contents.

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 in the front of the building.
- 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.

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 a quiet area to work, 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. The media center should be treated like any other classroom and expectations should be consistent. Students will be charged for any misuse or loss of materials or books.

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.

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.

School Social Functions

The following regulations will apply to all school sponsored functions:

- Students may not re-enter a dance unless they secure permission from the head sponsor.
- Non-Whitehall High School students MUST have a guest approval form completed and approved by administration in order to be admitted to high school dances.
- 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.
- Liquor, in any form, is forbidden at school functions. Students who have been drinking will not be admitted and will be excluded from all school social activities for the remainder of the school year.
- After-game dances must end by 11:00 p.m. Other school sponsored parties and functions must end at 11:00 p.m. unless special permission is granted for a later time.

Search and Seizure

The search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in their 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 imminent.
- 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.

Handheld Metal Detector Search Procedures

Creating and maintaining a safe learning environment is important to Whitehall High School. In order to maintain a safe environment, designated school employees may conduct a search when they reach a threshold of "reasonable suspicion" that a search will result in evidence that the student has violated the student code of conduct, has violated a law, or possesses an item or substance which presents a danger.

The scope of the search should be limited to the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended.

Any search of a student will follow the guidelines set forth by board policy as well as legal standards conducting a search:

- The student will be given the opportunity to turn in any contraband prior to conducting the search.
- District employees shall not conduct a strip search or arrange any clothing of an individual to permit visual inspection of underclothing, breasts, buttocks, or genitalia.

A handheld metal detector is an additional tool that will be used in guidance with established search and seizure practices. In the event a handheld metal detector screening is conducted:

- Scanning shall be conducted by a person of the same gender.
- The metal detector should not make contact with the student.
- Prior to being scanned, the student will be asked to remove any metal objects and set the objects aside.
- If the detector alerts during scanning, the student will be asked to remove anything metal and the screening will be repeated.
- If the detector activates again and the article can't be removed, the staff member shall visibly confirm the students' explanation. If the reason for the activation of the detector can't be explained, the student will be provided another opportunity to hand over the item or the parents will be contacted.
- The search will be conducted in a private room.
- At least two people should be present for the search.

School staff will generally not involve law enforcement officers to conduct screenings; however the school resource officer (SRO) may assist or may be present when school employees conduct screenings.

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 must register their vehicle.** One permit will be issued for each student. Students needing to transfer a 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 may be towed at the owner's expense. Permits are not transferable to another student. Students may park in designated areas only.

*Annual Fees: Student Permit – Student permit - \$10.00 if purchased by Sept. 15. Parking permits purchased after this date will be \$15. New drivers during the school 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 the 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. The speed limit for parking lots 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. No flags, except for the American or Whitehall High School flags, will be permitted on school grounds.

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. Parents who are listed in the student's Powerschool contact information will also be notified by the district Robocall system.

Transportation – School Bus

The school district provides free transportation for all students living in the district except those living within ¾ miles for the school. We expect the bus rider's cooperation in making school transportation as safe as possible by following the rules. 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 designated pick-up location five minutes prior to the scheduled time and at the bus loop on-time in the afternoon. The driver is responsible for maintenance of this schedule and cannot 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 or any other weapons (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 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 items out of the windows.
11. Smoking or using any device that creates a spark or flame is prohibited.
12. Take care of the bus, as they each cost our community \$80,000 to purchase. Pick up after yourself; use the trash can at the front 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. Eating and drinking on the bus is not allowed, with the exception of a bottle of water.

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. Please contact the Transportation office if there is a need for multiple bus stops for your child. We will decide these requests on a case-by-case basis.

Please remember, if your child needs to go home with a friend to do homework, you will need to make arrangements to transport him/her. Students will not be allowed to ride to any location other than the one-stop designated by his/her parent.

Discipline Procedures for Riding the Bus

The following [matrix](#) will be used for bus discipline.

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 data recorded on school buses will be treated with the utmost confidentiality by all transportation staff. All data recorded is the property of Whitehall District Schools.

Recordings will only be viewed by authorized transportation staff, administration and/or students and parents who are authorized by the Transportation Supervisor. Recordings are not for public review.

Security of all tapes will be the responsibility of 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

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:

Beth Whaley/ Dr. 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

[Title IX](#)

[Discrimination and Harassment - Students](#)

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. High school special education teachers will utilize the information in developing individual education plans for these students, including appropriate pre-vocational and vocational courses.

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

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

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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

8. Limitation of Liability

- a. 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.
- b. 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.

9. Student Disciplinary Guidelines

- a. 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:
 - i. **First Offense:** Inappropriate use of technology may result in having an account put in "discipline" which further restricts accessibility to web sites. Only specifically approved sites will be allowed.
 - ii. **Second Offense:** In an extreme and/or persistent abuse of technology privileges, the account and/or device will be disabled. Alternate forms of work will need to be provided.
 - iii. **Third Offense:** The student will lose all technology privileges for 180 school days. The offense will be recorded in the student's file.
 - iv. Users will be required to make full financial restitution of any expenses incurred or any damages caused.
- b. **The school administration reserves the right to administer disciplinary action in a discretionary manner and may vary from those outlined above.**

Chromebook Repair Policy

Many classes use technology as part of the instruction. The district provides chromebooks to students. Students are expected to keep chromebooks in good working order.

Repair Guidelines

- Students get one free repair per year if their chromebook becomes damaged due to normal use or a manufacturer's defect when initially purchased by the district. Lost or damaged charging cords can be counted as a free repair.
- Other repairs will result in payment of all damaged parts at full cost to the district at current prices.
- Malicious, reckless, or careless damages will be charged to the student regardless of repair history.
- Chromebooks that are lost or damaged beyond the value of the chromebook will be charged to the student at a prorated price based on original cost and years of use.
- Loaner computers may be available during the time it takes to repair the chromebook. Loaners must be returned to the office or cart each day and may not be taken home or stored in a locker. Loaners may be denied to students who have outstanding repair bills or frequent repairs.

AI Policy

Acceptable use of Artificial Intelligence (AI)

The following guidelines, in alignment with the district AUA/AUP, outline the acceptable use of artificial intelligence (AI) tools and technologies by students. Violations of these guidelines may be subject to disciplinary action.

- Academic Integrity - AI is **NOT** a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. Students are expected to give credit to the source or acknowledge the AI tool they used to generate content, similar to how they would cite a source in a traditional research paper or project.
- Class Use - The use of AI to take tests, complete assignments, create multimedia projects, write papers or complete schoolwork must align with your teacher's syllabus for using AI. If you have any questions about appropriate use, talk with your teacher.
- Bullying and Harassment - Do not use AI to engage in any form of bullying, harassment, discrimination, or other behavior that may be harmful to others. Examples include but are not limited to modification of images, video, audio, or text.
- Bias and Inaccuracy - AI results may generate inaccurate or biased results. It is your responsibility to check your results for relevance and accuracy.
- Privacy - Protect the privacy and security of personal information.

Athletic Information

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 and parents.

Please click on this [link](#) to read the athletic policy.