

**2018-2019**

**GODWIN HEIGHTS HIGH SCHOOL**

**50-35TH STREET  
WYOMING, MI 49548  
Main Office: (616) 252-2050  
Attendance Office: (616) 252-2060  
Athletic Office: (616) 252-2054  
Fax: (616) 252-2067**



**ADMINISTRATION**

Mr. Bill Fetterhoff, Superintendent  
Dr. Derek Cooley, Director of Special Education  
Mr. Chad Conklin, Principal  
Mr. Michael Porco, Assistant Principal  
Mr. Robert Hisey, Director of Athletics/Dean of Students

**[www.godwinschools.org](http://www.godwinschools.org)**

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## **MISSION STATEMENT**

Believing all students can learn, the staff of Godwin Heights High School will expect mastery of essential academic skills. We accept the responsibility of modeling positive values in a safe, nurturing environment that fosters inquiry, cooperation, and social, emotional and aesthetic growth. We will provide opportunities for every student to enter our ever-changing society as a responsible, contributing citizen.

Beliefs are statements of the school community's fundamental convictions, its values, and its character. Beliefs are the foundation on which the mission of the district rests. "Everyone" means everyone including students, parents and employees.

## **TEACHERS**

Deane Basse	Basse@godwinschools.org
Grace Boersma	Grace.boersma@godwinschools.org
Robin Carlyle	<a href="mailto:Carlyle@godwinschools.org">Carlyle@godwinschools.org</a>
Jake Castillo	<a href="mailto:Castillo@godwinschools.org">Castillo@godwinschools.org</a>
Aaron Daldos	Aaron.daldos.godwinschools.org
Andrew Dent	<a href="mailto:Dent@godwinschools.org">Dent@godwinschools.org</a>
Michael Durga	<a href="mailto:Durga@godwinschools.org">Durga@godwinschools.org</a>
Rebecca English	<a href="mailto:EnglishR@godwinschools.org">EnglishR@godwinschools.org</a>
Ana Furney	ana.furney@godwinschools.org
Kelly Gray	Grey@godwinschools.org
Amy-Lynn Halverson	halverson@godwinschools.org
Kara Higgs	<a href="mailto:Kara.higgs@godwinschools.org">Kara.higgs@godwinschools.org</a>
Katie Hoffman	<a href="mailto:Hoffman@godwinschools.org">Hoffman@godwinschools.org</a>
Mark Holsworth	<a href="mailto:Holsworth@godwinschools.org">Holsworth@godwinschools.org</a>
Tom Jesser	<a href="mailto:Jesser@godwinschools.org">Jesser@godwinschools.org</a>
Corey Klocko	Corey.klocko@godwinschools.org
Tracy Krafft	<a href="mailto:Krafft@godwinschools.org">Krafft@godwinschools.org</a>
Jessica Molloy	<a href="mailto:MolloyJ@godwinschools.org">MolloyJ@godwinschools.org</a>
David Moncada	<a href="mailto:Moncada@godwinschools.org">Moncada@godwinschools.org</a>
Adriel Morgan	<a href="mailto:Morgan@godwinschools.org">Morgan@godwinschools.org</a>
Sam Plakmeyer	<a href="mailto:Plakmeyer@godwinschools.org">Plakmeyer@godwinschools.org</a>
Christopher Pulliams	<a href="mailto:Pulliams@godwinschools.org">Pulliams@godwinschools.org</a>
Karen Rasche	Karen.rasche@godwinschools.org
Patti Reeder	Reeder@godwinschools.org
James Rex	<a href="mailto:Rex@godwinschools.org">Rex@godwinschools.org</a>
Josh Sanders	<a href="mailto:sanders@godwinschools.org">sanders@godwinschools.org</a>

Rebecca Schrotenboer	<a href="mailto:rebecca.schrotenboer@godwinschools.org">rebecca.schrotenboer@godwinschools.org</a>
Derek Stoneman	derek.stoneman@godwinschools.org
Tonia Sorokin	<a href="mailto:Sorokin@godwinschools.org">Sorokin@godwinschools.org</a>
Lydia VandenToorn	<a href="mailto:Lydia.vandentoorn@godwinschools.org">Lydia.vandentoorn@godwinschools.org</a>
Ruth VanderWeide	<a href="mailto:VanderWe@godwinschools.org">VanderWe@godwinschools.org</a>
Joshua Vaught	<a href="mailto:Joshua.vaught@godwinschools.org">Joshua.vaught@godwinschools.org</a>
Tyler Whitemore	Whitemore@godwinschools.org
Jamie Young-Castor	Young@godwinschools.org

### **Para-professionals**

Marie Calderon	Kristen VanTimmeren

### **Counselors**

Patricia Stevenson	<b>Class of 2019 and 2021</b>	<a href="mailto:Stevenson@godwinschools.org">Stevenson@godwinschools.org</a>
Kristi Bonilla	<b>Class of 2020 and 2022</b>	<a href="mailto:Bonilla@godwinschools.org">Bonilla@godwinschools.org</a>
Melissa Hickson	<b>Registrar</b>	

### **Secretaries**

Teresa Orozco	Principal's Secretary
Jennifer Sharp	A.D.'s Secretary
Dolores Perez	Main Office Secretary

Troy Maleport	Attendance/RTC
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### **Social Worker**

Lori Dragicevich	<a href="mailto:Dragicevich@godwinschools.org">Dragicevich@godwinschools.org</a>
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### **Custodians**

Dan Hoezee  
Jennifer Platschorre

### **Food Service**

Fran Skeel  
Lisa Housekamp

**EXTRACURRICULAR CLUBS AND ACTIVITIES**

G-Club  
Student Council

National Honor Society  
School Play and Musical

Leadership Club  
Student BSIT

**ATHLETICS**

Godwin Heights High School has a strong tradition for competitive athletics. We encourage you to participate in any of the following offerings. Please see the Athletic Director if you are interested in participating in any sport. To compete in any sport a physical must be turned into the Athletic Office. Please contact the Athletic Office for rules regarding sports physicals.

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football Volleyball Boys Soccer Cross Country	Girl Basketball Boys Basketball Wrestling Competitive Cheer Co-ed Bowling	Baseball Softball Track and Field Girls Soccer

**CLASS SCHEDULES**

<b>Daily Class Schedule</b>			<b>Parent Teacher Conferences</b>			<b>Half Day/District Collaboration</b>	
1st Hour	8:00-9:01		1st Hour	8:00-8:51		1st Hour	8:00 – 8:35
2nd Hour	9:05-10:02		2nd Hour	8:55-9:46		2nd Hour	8:40 – 9:10
Advisory	10:06-10:36		Advisory	9:50 – 10:41		Advisory	9:15 – 9:40
4th Hour	10:40-11:37		4th Hour	10:45– 11:36		4th Hour	9:45 – 10:15
LUNCH	11:37 -12:07		LUNCH	11:36 – 12:10		5th Hour	10:20 – 10:50
4th Hour	12:12-1:09		5th Hour	12:14 – 1:05		6th Hour	10:55 – 11:25
5th Hour	1:13-2:10		6th Hour	1:09 – 2:00		7 <sup>th</sup> Hour	11:30-12:00
6th Hour	2:14-3:15						

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **ACADEMIC ATHLETIC ELIGIBILITY**

Semester – A student will be ineligible for the next semester if he or she fails more than one class at the end of the semester. An incomplete shall be considered as failing until a grade is given. Written notification from the teacher to the athletic director that the athlete is now passing a class is required for renewing eligibility.

Weekly Eligibility – Grades will be checked each Friday during the semester and any student failing two or more classes will be ineligible until the grades become passing.

### **ACCIDENTS**

Any accidents or serious illnesses which occur in the school building, on school grounds, at practice sessions or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report should be completed for all occurrences.

### **ASSEMBLIES AND SPECIAL PROGRAMS**

During the year, there will be student assemblies and special programs scheduled. These are to include, but are not limited to, pep assemblies.

Assemblies are considered scheduled school time and all students shall be in attendance.

### **AUDITORIUM/ASSEMBLY BEHAVIOR**

1. Feet on the floor (front row balcony included).
2. Attentive and quiet.
3. No food or drink in the auditorium or gym.
4. Enter and exit by row (not over backs of seats)
5. Wait to be dismissed.

**THOSE WHO ARE DISRUPTIVE WILL BE REMOVED AND WILL RECEIVE DISCIPLINARY CONSEQUENCES.**

### **AWARDS/HONORS**

A violation of the Athletic Code of Conduct during a student's senior year will mean forfeiture for female/male Athlete of the Year award.



## **CLASS DAY**

A student suspended from school during their senior year will adhere to the following stipulations. A student must be able to participate in the graduation ceremony to take part in the class day as "senior."

1. A senior student can walk with the entire class in the "class day assembly" but will not be allowed to "participate" in the senior class skit.
2. A senior student will receive "verbal recognition" of an award he/she qualifies for during the "class day assembly."
3. A senior will not be permitted to receive an award on stage during the assembly.

Note: Any junior suspended from school will not be allowed to be an honor guard.

The High School principal will evaluate any "extenuating circumstances" which may occur on an individual student basis.

## **BACKPACKS, PURSES, COATS**

Students may bring backpacks, purses and coats must be placed in assigned lockers.

## **BUILDING SAFETY**

In order to assure our students safety all doors will be locked during the school day. All visitors must enter the building through the main doors and check into the main office upon entering the high school. Students found propping, or wedging doors open may be subject to disciplinary action.

Every effort is made to secure Godwin Heights High School. To that end, only the East doors located in the front of the building along 35<sup>th</sup> street will be unlocked after the start of the school day. The PEB will be locked during the school day. Persons needing to enter the PEB during the day should call the main office for access. Students are not to allow visitors to gain access to the building by opening locked doors.

## **BUS RULES & REGULATIONS**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules below. This applies to school-owned buses as well as any contracted transportation.

Students shall be respectful of the surrounding property, such as mailboxes, grass or landscaping at the stop while waiting for the bus and leave the bus stop location clean of any litter.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Prior to boarding the bus each student shall:

1. be on time at the designated loading zone 5 minutes prior to scheduled stop; students should be ready to load the bus and not waiting in vehicles when the bus arrives

2. stay off the road at all times while walking to and waiting for the school transportation; students that are required to cross the road to get on or off the bus shall do so (10) feet in front of the bus or at the designated crosswalk for their safety.
3. line up single file off the roadway to enter
4. wait until the school transportation is completely stopped before moving forward to enter
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. go immediately to a seat and be seated frontward.
7. Students are not allowed to go to another bus stop if they are late for the bus. Parents need to take them to school.

It is the parent's' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

While riding the bus each student shall:

1. remain seated while the school transportation is in motion
2. sit three in a seat if asked to by the bus driver
3. only bring items on the bus that they can hold in their lap
4. do not bring items that are not allowed in school on the bus. This also includes skateboards and rollerblades.
5. face forward, keep head, hands, arms, legs and personal property inside the school vehicle and to themselves at all times
6. talk in a quiet voice
7. do not litter in the school vehicle by using trash cans or throw anything from the vehicle
8. keep books, packages, coats, and all other objects out of the aisle
9. be courteous to the driver and to other riders
10. keep all emergency exits clear at all times
11. do not eat or play games, cards, etc.
12. do not tamper with the school vehicle or any of its equipment.
13. do not talk on their cell phones while riding on the bus.

When exiting the bus each student shall:

1. remain seated until the vehicle has stopped
2. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular bus stop or at school unless s/he has proper authorization from school officials.

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **DANCE REGULATIONS**

All dances are sponsored for the students of Godwin Heights High School and their pre-approved guests. Guests must be under the age of 20. Any student requesting to bring a guest must turn in a **Guest Permission form** no later than 4:00 p.m. the Wednesday prior to the dance. Guest permission forms can be picked up from the main office.

- Dancing must be school appropriate. No “**club dancing**” allowed.
  - Students attending dances must arrive no later than one (1) hour after the posted starting time.
  - Students and guests will be required to sign out if leaving before the posted ending time.
  - Students and guests will not be allowed to re-enter the dance once they leave.
  - Any student on the Athletic ineligibility list will not be allowed to attend a dance.
  - Any student on the obligation list will not be permitted to attend a dance.
  - Appropriate attire is required for those attending the semi-formal dances (Homecoming, Sweetheart Swirl) and formal dance (Prom).
  - All school rules relating to appropriate conduct will be enforced at all dances.
  - Students who attend the Learning Center are not allowed to attend student dances.

### **DRIVER EDUCATION**

Driver Education is contracted with Sears Driving School, for further information please contact Sears at 616 454-8500.

## EMERGENCY PROCEDURES

In the event of emergencies at school, each student must become acquainted with fire and shelter procedures. These instructions are posted in each classroom.

### FIRE

1. The alarm will sound.
2. All students will move quickly and in an orderly manner out of the building using the designated routes of exit.
3. Students are not to go to their lockers or to the restroom.
4. While outside, students must stay at least 200 feet from the building.
5. Students are to remain outside until the “all clear” is announced.
6. If a fire drill occurs during lunch or an activity, all students are to exit through the closest exterior doorway.

### SEVERE WEATHER

A tornado watch means that weather conditions are favorable to the formation of a tornado. A tornado warning means that a tornado has been sighted in the area. When a tornado warning is issued students and staff will seek shelter in designated areas. Students should assume a sitting position with their heads down and hands over their head. Staff will be present to assist students. Fill in as your class approaches the loading dock area of the back hall.

### TORNADO WARNING PROCEDURE

We have been advised by the Kent County Civil Defense Office as to the proper location of personnel in the case of a tornado warning. All personnel are directed to escort their students to the back hall behind the stage, the dressing rooms and practice rooms. Students are encouraged to take a book with them to place over their necks/heads for protection.

Students are to sit facing the wall, knees up to their chins and heads down. Staff are to place students on both sides of hallway and make sure to have a place for themselves. DO NOT SIT BY GLASS DOORS OR WINDOWS

### GRADUATION CEREMONY POLICY

Participation in the graduation ceremony is a privilege, not a right. In order to participate in the graduation ceremony, students must meet the following requirements:

1. Successfully complete all required coursework.
2. Students must have passed 4 of 6 classes during second semester to participate in the ceremony.
3. Attendance and disciplinary actions may affect participation in graduation ceremonies. **This policy covers both 1<sup>st</sup> and 2<sup>nd</sup> semester.**
  1. Students must be in regular attendance at the high school. Any student who accumulates 20 or more absences in any course(s) **in either 1<sup>st</sup> or 2<sup>nd</sup> semester** may result in that student losing their right to participate in the school’s graduation ceremony.

2. Any senior who receives 11 or more out of school suspension **days for the year** may lose their right to participate in the school graduation ceremony.
4. Graduation practice attendance is mandatory. Students that do not attend practice cannot participate in the ceremony. Only reasons such as hospitalization or death in the family are reasons for missing practice. Excuses such as vacations, employment, sleeping in or forgetting are not acceptable reasons. *(Absences that do NOT count against a student are those that are school related, medically related outside of the realm or routine appointments with proper documentations, funerals, observance of a religious holiday, incarceration, or any suspension assignment).*
5. In order to keep the dignity of graduation, a modest dress code is required. Male students are to wear slacks and shirt, shoes and socks. Female students are to wear a dress or an appropriate slack outfit. **NO SHORTS, T-SHIRTS, FLIP FLOPS OR INAPPROPRIATE CLOTHING WILL BE ALLOWED**

### **HEAD LICE, HEALTH, AND MEDICATION**

In the event of a reported case of head lice, the principal or designee will notify the parents of the infected student. The infected student is not permitted to return to school until he/she has been successfully treated with the appropriate medicinal shampoo. On the first occurrence of the year, and only the first occurrence, a notice will be sent home with the entire student population.

If you become ill once you've arrived at school, please report to the office. **DO NOT** leave the building without permission. Once you report to the office, a parent/guardian will be contacted regarding your illness and arrangements will then be made.

### **ADMINISTRATION OF MEDICATION**

All medications will be given in accordance with Godwin Heights Public Schools Board Policy #5330.

### **STORAGE OF MEDICATION**

All medications are to be stored in the main office and will be supervised/secured at all times.

### **MEDIA CENTER (3<sup>rd</sup> Floor)**

The High School Media Center is open from 8:00 am to 3:15 pm. Special arrangements can be made for media center usage for times other than the posted times. Students may sign up for equipment or to use the rooms in the media center. If you have any questions, the media staff is here to help you and wishes to welcome you. All school rules apply in the media center. Food or drink in the media center is not allowed without prior arrangement for meetings, etc. Drinks of any type and food, including candy, will be confiscated and disposed of. Cell phones/electronic devices may not be turned on or used at any time.

### **OVERDUE MATERIALS**

Most materials in the media center are checked out for two weeks and are considered overdue if not returned or renewed by the due date. A student may be charged for the replacement cost for any material not returned or damaged and any unpaid replacements cost will be placed on the student's obligation list. Contact will be made with a parent/guardian when materials are overdue.

## **LOCKERS**

All students will be assigned a locker. It is the student's responsibility to see that their locker is kept clean. Students should expect occasional locker inspections and regular cleanouts. Locker insides may be decorated with appropriate, non-permanent items. No decorations on outside of lockers without permission from administration. Students will be responsible for any damage done to their locker. Students should not share lockers with another person or give their combination to anyone else. Students should completely rotate the lock and not "preset" the lock. **"Lockers" are the property of the school district and may be searched anytime there is reasonable suspicion that something illegal and/or dangerous is stored in them.**

## **LOST AND FOUND**

The lost and found department is located in the main office. Items will be held for no more than 2 weeks. If you have lost something go to office and reported it and search through the recovered items.

## **MONEY AND VALUABLE ARTICLES**

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

## **NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Godwin Heights High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs.

Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in the tenth, eleventh, or twelfth grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.3 or better on a 4.0 scale. Students who meet the criteria are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership.

These forms and the Student Activity Information forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection.

Following notification, a formal induction ceremony is held at the school to recognize all newly-selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection.

This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service project(s). Members must also perform a minimum of 15 community service hours during the school year. Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisors.

### **PUPIL INFORMATION/CHANGE OF ADDRESS**

In order to assure that the school is communicating effectively with parents, especially if an emergency should arise, it is important that the address and telephone number of each student be current. Therefore, students or their parents/guardians should immediately report any change in a student's name, home address, mailing address, emergency contacts or telephone number to the office.

### **SALES AND SOLICITATIONS**

All sales and solicitations within the school by students must have the approval of the assistant principal or principal. Completion of an approved fundraiser request form must be on file prior to the sale.

A student may not sell any item(s) to any school personnel or another student for individual profit.

### **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT NETWORK, INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Agreement and have discussed with my child. I understand that student access to the Internet is designed for educational purposes and that Godwin Heights Public Schools 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 minors. However, I recognize that it is impossible for Godwin Heights Public Schools to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold Godwin Heights Public Schools (or any of its employees, administrators) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet. (Example: setting and conveying standards for my child to follow when selecting, sharing and exploring information and resources on the Internet.) I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a website hosted on Godwin Heights Public Schools servers would vest in my child upon creation, I agree to assign those rights to Godwin Heights Public Schools.

### Level I Offense

Vandalism that costs less than \$100 in technology property is a Level I Offense. Students may be liable for the cost. A student may lose computer privileges or be placed in a “restricted” computer access group for up to 10 days. Use of software not approved by the classroom teacher is a Level I Offense. Level I Offenses are broad in scope and may include any activity involving Godwin’s technology. The student may be subjected to disciplinary action up to and including Level II and Level III. The student will review the Student Network and Internet Acceptable Use and Safety Agreement (Policy 7540.03) before computer privileges may be reinstated.

### Level II Offense

Vandalism exceeding a cost of \$100 but less than \$500 in technology property is a Level II Offense. Students may be liable for the cost. Upon Level II first Offense students may lose computer privileges or be placed in a “restricted” computer access group for up to 30 days. Repeat Level I Offenses may be considered Level II and disciplinary actions taken as Level II or Level III. An attempt, successful or not, to access one or more devices beyond activities approved by the classroom teacher or other school official is a Level II Offense. Access of Internet sites not approved by the classroom teacher is a Level II Offense. Access or attempt to access another Godwin user account is a Level II Offense. An attempt, successful or not, to circumvent technology protection measures in place such as, but not limited to the content filter, firewall, network policies or device policies are Level II Offenses. The student will review the Student Network and Internet Acceptable Use and Safety Agreement (Policy 7540.03) before computer privileges may be reinstated.

### Level III Offense

Vandalism exceeding a cost of \$500 in technology property is a Level III Offense. Students may be liable for the cost. Upon Level III first Offense students may lose computer privileges or be placed in a “restricted” computer access group for up to 180 days. Access of a proxy server is an example of a Level III Offense. An attempt, successful or not, to disrupt the normal operation of Godwin’s computer technology network either within our Local Area Network, or the Internet (cyber-attack) is a Level III Offense. An attempt, successful or not to gain unauthorized access to physical resources such as wireless access points, network switches or network servers are Level III Offenses. An attempt, successful or not to create a Distributed Denial of Service attack is a Level III Offense. The student will review the Student Network and Internet Acceptable Use and Safety Agreement before computer privileges may be reinstated.



## **SNOW DAYS**

In case of excessive snow or other severe weather, which may lead to school being closed or delayed, students and parents are asked to listen to one of the local radio stations, local television stations or logon to the Godwin Heights website ([www.GodwinSchools.org](http://www.GodwinSchools.org)).

## **STUDENT IDENTIFICATION**

Each student will be issued a picture ID. Students are required to have their ID at all times while in school. Students use ID's to buy school lunch, check out materials in the Media Center, and to enter athletic events. If a staff member asks for a student's ID and they do not have one a consequences can be issued. Cost for replacing a student's ID Card is \$3.00.

**1<sup>st</sup> Offense & 2<sup>nd</sup> Offense** – Friday School

**3<sup>rd</sup> Offense**- IHS, parent contact

## **STUDENT INSURANCE**

For the 2017-2018 school year, Godwin Heights Public Schools again has purchased student insurance from a Board of Education carrier. The insurance program is a supplemental plan which means your family insurance plan is the first source of payment when an injury occurs. Expenses not covered by the family plan would then be available for payments by the First Agency Plan. As with all medical plans, these expenses are subject to the limitations and exclusions of this supplemental insurance plan provided by the First Agency. Limitations or exclusions in the plan are found in the areas of:

- 1). Sickness
- 2). Fighting
- 3). Orthodontics unless exclusively for rehabilitation
- 4). Hernia
- 5). Use of electric bio-mechanical devices
- 6). Claims not filed within 90 days after treatment ends
- 7). Expenses incurred beyond 52 weeks from the date of accident
- 8). Initial treatment must begin within 60 days of accident
- 9). Existing conditions aggravated by an accident

In the event a family does not have medical insurance the First Agency Plan would become the first line of coverage.

**Special Note:** Families having coverage under a PPO Plan will need to follow the guidelines set forth by the PPO Company in order for the student insurance plan to be effective. The student insurance plan provides coverage for all Godwin Heights students while in attendance at school during the day, attending school sponsored field trips and participating in school sponsored interscholastic athletics. Anyone wishing additional information on the student insurance program can do so by contacting Mr. Matt Hickson at (616) 252-1136.

## **STUDENT PARKING/DRIVING POLICY**

The following procedures are to be implemented for an orderly and operative district-parking program:

### **School Parking Relations:**

1. Student parking is strictly limited to the student parking area(s). FACULTY parking is marked accordingly.
2. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
3. There is to be no loitering in the parking lot or visitation of same without permission.
4. There will be no speeding over 5 miles per hour, or any form of reckless driving on school grounds.
5. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
6. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving and parking privileges may occur when violations of these regulations occur.
7. High school student parking is behind the PEB (West) or school lot west of the church property. Faculty parking is on the west side of the high school or at the administration lot (PEB-East). No parking in the church lot.

All lots will be checked periodically. License plate numbers of violators are to be referred to the School Resource officer. Students drivers found in violation will be issued a green parking sticker as a warning not to park in the same area. Repeated violation may result in suspension and/or the violator's car being towed at the owner's expense.

## **TELEPHONE/STUDENT MESSAGES**

Emergency phone calls can be made from the main office. Emergency messages will be given to students. Messages of a non-urgent nature will be placed outside the main office on the message board. Students are encouraged to check the message board periodically throughout the day.

## **TEXTBOOKS**

Students will be issued textbooks at the start of each class. Textbooks will be collected at the end of the class. Students are responsible for all costs related to damages and/or replacement of lost books, as per school board policy.

## **TRANSPORTATION**

The school provides transportation for all students who live farther than ½ mile from school. The transportation schedule and routes are available at the District's website [www.godwinschools.org](http://www.godwinschools.org) or by contacting Godwin Heights Transportation Department at 252-2083. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency. The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

## **WORK PERMITS**

Work permits may be obtained in the principal's office.

## **ATTENDANCE POLICY**

### **ATTENDANCE PHILOSOPHY**

Regular student attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parent(s)/guardian(s), and the school share the responsibility for student attendance.

Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline and responsibility are important educational goals that are directly related to employability and success in future educational pursuits. Attendance and promptness will be recorded on the report card under the employability skills section.

Students that have good attendance generally achieve high grades and enjoy school. For these reasons, it will be the position of Godwin Heights High School that a student must satisfy two (2) basic requirements to earn credit in any class.

1. Satisfy all academic requirements and
2. Be in regular attendance.

### **ABSENCES**

**Excused Absence** - is one that is excused by both the parent and the attendance office. Occasionally, well-meaning parents who believed that they had the authority to excuse their student from school have asked to authorize absences for such reasons as oversleeping, hair appointments, athletic events, fittings for dresses, studying for exams, working, taking a driving test, or senior "skip day." It is most important to understand that one of the most fundamental principles that underlies our attendance procedures is the fact that the school reserves the right to determine how an absence will be classified. Any excused absence entitles the student to make up the work missed and receive full credit upon completion of academic requirements.

An excused absence falls into one of the following categories:

- a. Illness
- b. Death in the family
- c. Prior permission to leave school by parents and administrator
- d. Approved family vacation
- e. Required court appearance
- f. Family emergencies

**Unexcused absence** – Unexcused absences from school (truancy/skipping) is not acceptable. Students who miss class for one of the following reasons will receive no credit for the school work that is missed. Student with chronic unexcused absences will be placed on an attendance contract.

#### **a. Skipping class**

**b. Missing a class due to illness without reporting to the office**

**c. Consequences for unexcused absences is as follows:**

- i. 1 Hour - 1 hour Detentions

## **CONSEQUENCES FOR EXCESSIVE ABSENCES (D--)**

A student is permitted a total of **14** absences per semester. This includes excused and unexcused absences. Upon the 15 absences, a student receives a D-- in that course due to a violation of the attendance policy. A student can earn credit in that course if he/she passes the course and/or passes the required assessments of that course. In this instance, the student would receive a D-- on the report card and transcript, which denotes the student receiving a 0.01 GPA, but credit is earned in that course. An E on the report card denotes that the student failed the course regardless of the attendance policy and no credit is issued. Communication after that date of the absence may not be considered excused (written notes are accepted before the next school day begins). Notification will be sent home at the 5<sup>th</sup> and 10<sup>th</sup> absences.

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

## **ABSENCE REPORTING PROCEDURE**

A 24 hour answering machine has been installed for your convenience in calling the office to report that day that your student will be absent. If no call is received before Noon the next day when your student is absent, the absence will be recorded as **unexcused**. Since parental contact is important in helping students develop good attendance habits, all communications can be made by phone. Our number is **252-2060**.

## **AGE OF MAJORITY**

A student who has reached the age of majority has the option to assume full rights of an adult and may sign his/her own report card, excuse slips, and permission slips, and have free access to his/her school records. Each student who has reached the age of majority shall assume full responsibility for his/her performance in school, attendance, and compliance with school administrative guidelines. Prior to assuming his/her full rights, the student should sign Form 5780 F1.

The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement. **Seniors that are Age of Majority Students are not permitted to leave campus for lunch.**

## **FAMILY VACATIONS**

Students/families are strongly encouraged to not schedule family vacations when school is in session. *All vacation days will accumulate toward the attendance policy.* A pre-arranged absence form will be issued to the student to be signed by each teacher. It is the student's responsibility to get all missing assignments. Class work should be completed before the absence unless other arrangements have been made with the teacher.

## **MAKE UP TEST AND OTHER WORK**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that they have missed. The student should contact 252-2050 as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. Students will be given the number of days of excused absence within which to make-up work. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Counseling Office to arrange for taking the test.

## **SIGN IN/SIGN OUT PROCEDURES**

Students who need to leave the building are to be signed out at the main office. Students may leave the building with permission from both the parent and the main office. Failure to sign out or get permission first will result in an unexcused absence. Seniors that are Age of Majority Students are not permitted to leave campus for lunch.

## **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the 1<sup>st</sup> floor office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

## **TARDY POLICY**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who are more than 5 minutes late will be considered absent for that instructional period.

### ***First Hour Attendance***

All students entering the classroom from 8:00am to 8:30 will be counted as tardy. Students entering the classroom after 8:30 will be counted as absent.

### ***5 Minute Limit (2<sup>nd</sup> Hour through 7<sup>th</sup> Hour)***

Students who are more than 5 minutes late for any class will be counted as absent and unexcused. Resulting consequences will apply. A tardy is only excused when it was caused or approved by a school employee and the student is issued a written pass.

The following policy is on a semester basis.

Tardies:

Tardy 1 thru 4:	Verbal Warnings
Tardy #5:	Teacher Contact
Tardy #6-14:	Detention/Tier 2 Interventions/Attendance Improvement Contract
Tardy #15:	Parent Meeting and Possible removal from class

Tardy Sweeps: Periodically, the school will conduct “tardy sweeps” as a way of reinforcing the school attendance policy. During a tardy sweep any student found in a hallway without a pass will be immediately issued a consequence. Consequences will be issued regardless of the total amount of tardies a student has accumulated during the semester.

## **TRUANCY**

Godwin Heights has adopted the common definition of truancy as 10 unexcused absences and/or chronic absenteeism as students missing more than 10 percent of scheduled school time within a single school year.

- *Chronic absenteeism measures excessive excused absences as well as unexcused absences or pattern of absences.*

Students at Godwin Heights Public Schools could be in violation of the District's Truancy policy if they are in violation of any of the following criteria:

- If the student has accumulated three (3) absences before fall count day.
- Any combination of 5 excused or unexcused absences.
- Any student who misses 10% or more of scheduled schools days (to date). This includes excused and unexcused absences

Any student whose eleventh birthday falls on or before December 1, 2009 must be in school through age 16 while any student’s whose birthday falls after this date must be in school until they reach age 18.

### **Absences that count towards Truancy**

- Unexcused absences.
- Excused absences. (after the five equivalent days noted above)
- Proportional lost learning time absences. For example, a half day absence equals .5 day of lost learning time, a tardy of up to half a class period equals .1 day of lost learning time, one class period of a six class day equals .16 day of lost learning time.

### **Absences that should not count towards Truancy**

- Snow days and other non-scheduled school closings.
- Medical absences. These are absences ordered and documented, with signature, by a licensed professional health care practitioner, but not to exceed the days so ordered. This also includes significant life trauma, such as an immediate family member death, as

confirmed and approved by appropriate school staff. *Blanket or “under the care of” excuses are not accepted absent a 504-plan or approval of appropriate school staff.*

- Up to five equivalent school days of lost instruction, per school year, as excused by a parent or guardian
- Suspensions and expulsions.
- Preplanned absences that would not negatively affect the student’s learning and educational
- Performance as determined by the student’s teacher(s) and building administrator in consultation. Generally, this would include assigned learning activities completed before and/or during the absence.

### **CAREER AND COUNSELING INFORMATION**

The Career and Counseling Center of Godwin Heights High School exists for one purpose; to help students, teachers, and parents. It is important that students become aware of services available so that they can take advantage of all the services offered by the Career and Counseling Center. Counselors are available to assist and advise students; appointments may be made by signing up in the Career and Counseling Center. All students have an assigned counselor.

### **CONFIDENTIALITY**

Confidentiality means that the privacy of information that you share with your counselor belongs to you. You may share information with others as you wish, being we understand that you have a right to privacy. We will guard that privacy as much as is permitted by law, ethics, and school rules. We recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If you ask that information be shared with others (another individual or agency), you and your parents will be asked to sign a release form. We will send only information you request unless mandated by law or ethics. You should know that there are exceptions where we are obligated to break confidentiality that are mandated by Michigan law and/or our professional ethics:

1. If, in the judgment of the counselor, there is imminent danger of serious harm to you or others, the counselor is required by law to reveal that information to the appropriate person in order to prevent harm.
2. By law, child abuse must be reported to the appropriate government office.
3. In the rare instance that you may be involved in a court case, and the court subpoenas records or requires testimony, information may be released.

## GRADUATION REQUIREMENTS

In accordance with the legal responsibility for issuing diplomas and being cognizant of the many factors involved in evaluating the eligibility of a student to receive a diploma, the Godwin Heights Board of Education adopted these policies and/or procedures governing the awarding of diplomas in the Godwin Heights District.

In order for a student to graduate from Godwin Heights High School, the student must successfully complete 8 semesters as a full time student and the successful completion of the following graduation requirements:

Subject	No. Credits Required Class of 2016 and beyond	Including
English Language Arts	4	
Mathematics	4	Algebra 1 (1 cr), Geometry (1 cr) , Algebra 2 (1 cr) & 1 additional math credit <sup>1</sup>
Science	3	Biology(1 cr), Chemistry or Physics (1 cr) & 1 additional Science Credit
Social Studies	3	World History & Geography (1 cr), U.S. History & Geography (1 cr), U.S. Government (0.5 cr) & Economics (0.5 cr)
Fine/Industrial Arts	1	
Health	0.5	
P.E. <sup>2</sup>	0.5	
World Languages	2.0	Must be two credits of the <i>same</i> language
Electives	4	
<b>Total</b>	<b>22</b>	

<sup>1</sup>Student may take Algebra 2 over two years to satisfy the mathematics requirement.

<sup>2</sup>A year of Marching Band may be used to satisfy the P.E. requirement

All courses, which receive a letter grade, will be considered for Honor Roll selection, grade point average, and rank in class.

### GRADE CLASSIFICATION

Students will be classified for registration purposes as a member of a particular grade when they meet the following requirements:

Grade 9	0.0 – 5.0 credits	Grade 11	11.0 – 15.5 credits
Grade 10	5.5 – 10.5 credits	Grade 12	16.0 +



## **ADD OR DROP PROCEDURE**

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be encouraged during the registration process.

Once selections are made, we will honor them to the extent possible. A Schedule Change Request form must be completed. No changes will be made after the first week of each semester.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress reports are distributed approximately every 4.5 weeks. The progress report contains the academic letter grade, a numerical citizenship evaluation, attendance, and a list of missing assignments. Progress reports show the current standing of the student in their classes. Report cards are distributed at the end of each semester. The report card contains the academic letter grade, numerical citizenship evaluation, grade point average, accumulated credits, and attendance. The report card at the end of each semester is used to determine credit. Review your report card and report any errors to the Career and Counseling Center. Parents/guardians are expected to actively review the report card and contact the high school staff with any questions.

Parents/guardians may also view their student's' information online, including grades, assignments and attendance. Go to [www.godwinschools.org](http://www.godwinschools.org) and click on the ParentVue link in the information menu. You will need a username and password for access. For any more information please contact the High School office at (616) 252-2050.

## **GRADE POINT AVERAGE**

G.P.A. will be computed by the following point value.

<b>Letter Grades</b>	<b>Percent Value</b>	<b>Point Value</b>
A	93 - 100	4.00
A-	90-92	3.66
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.66
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.66
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.66
E	59 & BELOW	0

**\*\*Advanced Placement classes are graded on a 5 point scale and will be included in the calculation of the overall GPA.**

### **SPECIAL OPPORTUNITIES**

Kent Career/Technical Center (KCTC) and Kent Transition Center (KTC) provide students with quality training in over 30 career and technical programs which includes core technical training, academic integration and alignment with post-secondary education. Upon completion of their training, students are assisted by counselors and work-based learning coordinators in finding employment and in exploring further educational opportunities. Bus transportation is provided. Students should remember that the attendance policy at Godwin Heights High School will also be used to determine eligibility at KCTC and KTC.

### **DUAL ENROLLMENT**

Qualifying students in grades nine through twelve may dual enroll, taking college courses while still enrolled at Godwin Heights High School. Students qualify for dual enrollment by having a cumulative GPA of at least 2.5 and by taking the PSAT, the PLAN test, the ACT, or the MME. The following table shows the scores that qualify students for dual enrollment in the subject areas related to the sub-tests:

<b>Assessment</b>	<b>Test Section</b>	<b>Content Area</b>	<b>Minimum Dual Enrollment Qualifying Score</b>
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

A student may take courses in computer science, foreign language, history, political science, or psychology, as long as they have a qualifying score in *any* sub-test area, as listed in the table. Students must be enrolled in at least one high school class. The college courses must not be a course currently offered by the high school unless it is determined that a scheduling conflict exists which is beyond the student's control. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education. According to State law, the district is required to pay to pay the lesser of a) the actual charge for tuition, mandatory course fees, materials fees and registration fees or b) that portion of the student's foundation allowance (money received from the state), adjusted to the proportion of the school year they attend the postsecondary institution. If the cost of tuition and mandatory fees is less than the allowable portion of the student's foundation allowance, the student may submit a receipt for the purchase or rental of required textbooks for reimbursement upon successful completion of

the college course, up to the remaining allowable amount. The student will be responsible for transportation to and from the post-secondary institution. If for any reason, the student does not pass the class or fails to complete it, he or she will be required to pay for the class and will not be allowed to dual enroll again.

### **DISCIPLINE ACTIONS**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **CLASSROOM EXPECTATIONS**

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

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **DUE PROCESS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **SUSPENSION FROM SCHOOL**

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

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

#### **A. Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

### **B. Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the parent's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy [5610](#) and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

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

When a student is suspended, s/he is expected to make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **DUE PROCESS - LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \* The charge and related evidence;
- \* The time and place of the Board meeting;
- \* The length of the recommended suspension or a recommendation for expulsion;
- \* A brief description of the hearing procedure;
- \* A statement that the student may bring parents, guardians, and counsel;
- \* A statement that the student and/or parent may bring a translator or request a translator for hearing impaired students or parents;
- \* A statement that the student may give testimony, present evidence, and provide a defense;
- \* A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be

formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

GHHS makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the school principal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes: writing assignments, change of seating or location, all detention, Friday Schools, or In-School Suspension.

### **DETENTIONS**

Detentions will be held every day during lunch. Please Note - Students may reschedule one detention per semester.

### **FRIDAY SCHOOL**

Students will be assigned Friday School for violations of school rules as defined in the student handbook. Students serving a Friday School will be escorted to the assigned area by 3:15 pm and remain until 5:00 pm. While there, they will be under the supervision of a staff member. Students are expected to complete assignments from their classes.

Students that do not attend or are removed from a scheduled Friday School will be reassigned to another 3 hour Friday School Detention plus an additional consequence. Students may reschedule one Friday School per semester. The Friday School must be rescheduled through the Administration office prior to the scheduled time.

### **IN-HOUSE SUSPENSION/RESPONSIBLE THINKING CENTER**

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

### **SNAP SUSPENSION- PUBLIC ACT 103**

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

## **BEHAVIOR AGREEMENT**

As deemed appropriate by administration, any student with a serious or persistent disobedient behavior record may be required to sign a behavior agreement. In such cases, administration will contact a parent/guardian to hold a disciplinary hearing. At this time the student's negative behaviors will be addressed and the behavior agreement will be signed by an administrator, a parent/guardian, and the student. Any student that continues to violate school rules after signing a behavior agreement may be suspended for up to ten day, and potentially will be recommended to the Board of Education for long-term suspension, expulsion, or educational placement in the Learning Center

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

## **SUSPENSION PROCEDURES**

A suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten school days. This includes attendance at the Kent Career Technical Center and in the Cooperative Education Program. The student is not allowed on school premises during the duration of the suspension. **HE/SHE MAY NOT PARTICIPATE IN, OR ATTEND, ANY SCHOOL ACTIVITY SUCH AS ATHLETIC EVENTS, MUSIC CONCERTS, PLAYS, ETC., DURING THE DURATION OF THE SUSPENSION.** Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

## **EXPULSION PROCEDURES**

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and will result in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

## **CRIMINAL ACTS**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal

possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **STUDENT DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Every attempt will be made to contact a student's parent/guardian when a school rule has been violated. Contact is made via phone call/message, written notice sent to home address, or parent/guardian meeting at school. Any parent/guardian with a question regarding their student's attendance or behavior is encouraged to contact the high school office at 252-2050.

#### **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, the Board (*Superintendent*) shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board (*Superintendent*) need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board (*Superintendent*) that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board (*Superintendent*) determines in writing that the student has established that he or she fits

under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

### Physical and Verbal Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

### Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or



expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

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

### Restorative Practices

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

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### Alternative Services

An expelled or suspended student may be enrolled in the ( ) *District's Alternative Education Program upon the Superintendent's recommendation or School Administration*. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to these students.

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

**Violation Levels**

**Disclaimer: The Administration reserves the right to increase the level of any offense based on the frequency, intensity or severity of the infraction.**

<b>Level 1 (Teacher/Administration)</b>	<b>Level 2 (Administration)</b>	<b>Level 3 (Administration/Superintendent)</b>
Staff will use “classroom management skills to resolve”	1-Chronic Classroom Behaviors 2- Consequences include: All Informal Discipline OSS 10 days or less	1-OSS greater than 10 days: a. Long-term suspension b. Expulsions c. Transfer to Learning Center 2-Possible Police Referral
Bullying	Aiding or Abetting	Accumulation of Suspension Days
Cheating/Plagiarism	Closed Campus Violation	Arson
	Drug Use	Criminal Sexual Conduct
Disruption of the Educational Process	Drug Use/Use of Breath-Test Instruments	Physical Assault
Distribution of Unauthorized Printed Materials	Extortion	Weapon Possession
Disrespect	Explosives	Weapon Use
Dress Code	False Alarms	
Forgery/False Representation	Fighting	
Gambling	Hazing	
Harassment	Gang Activity	
Inappropriate Display of Affection	Gross Misbehavior	
Insubordination	Knowledge of Dangerous Weapons or Threats of Violence	
Littering	Parking Violation	
Loitering	Persistent Disobedience	
Obligations	Behavior Agreement	
Obscenity/Profanity	Possession and/or Use of Potentially Dangerous Items	
	Refusing to accept discipline	
Possession of a Wireless Communication Device	Sexual Harassment	
Safety Concerns	Stealing	
Treatment of Guest Teachers	Student Disorder/Demonstration	
Unauthorized Sale and Petitions	Tobacco Products	
Verbal Confrontation	Threatening or Intimidating Acts	
	Trespassing	
	Unauthorized use of School or Private Property	
	Unauthorized Student Protest	
	Vandalism and/or Property Damage	
	Verbal Assault to a Staff Member	

## DISCIPLINARY ACTIONS AND CONSEQUENCES

### **ACCUMULATION OF SUSPENSION DAYS**

All behavior violations resulting in suspension will be combined for one school year. It is the desire of the Godwin Heights Public Schools staff to involve the parent/guardian in the total educational process. Therefore, if a student accumulates 10 suspension days; a parent conference will be required, prior to the return of the student to school. If a student accumulates a total of 20 suspension days they will then be recommended to the Superintendent of Schools/Board of Education for expulsion.

### **AIDING OR ABETTING VIOLATION OF SCHOOL RULES**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.

**1<sup>st</sup> Violation** – 1 day of Friday School. Suspension

**2<sup>nd</sup> Violation** – suspension, possible recommendation to Superintendent of Schools for expulsion.

### **ARSON**

The willful and malicious burning or an attempt to burn, any building or part of any property of the School System. This includes other student's property, or person.

**1<sup>st</sup> Violation** - Permanent Expulsion - Notification of agencies and individuals as required by law.

### **BULLYING**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti

**1<sup>st</sup> Violation** – Parent notification, disciplinary action up to and including removal from class with loss of credit, suspension up to 10 days, possible recommendation of expulsion, possible police referral

**2<sup>nd</sup> Violation** – Parent notification, removal from class with loss of credit, suspension up to 10 days, possible recommendation of expulsion, possible police referral

**3<sup>rd</sup> Violation** - Parent notification, suspension up to 10 days, possible recommendation of expulsion, possible police referral

## **CHEATING/PLAGIARISM**

Misrepresentation of another's work as a student's own. This includes copying others assignments and tests. This applies to both parties. This applies to use of pre-written material and internet material without appropriate permission. (National Honor Society members see Bylaws [Article IV, Section 3]) Violation will result in the failure of the assignment. Subsequent issues will result in the failure of the class.

## **CRIMINAL SEXUAL CONDUCT/ASSAULT**

Student commits criminal sexual conduct in a school building or on school property. Criminal sexual conduct can include consensual sexual contact between any individual and a person who is under the age of 16.

**1<sup>st</sup> Violation** - Permanent expulsion - notification of agencies and individuals as required by law.

## **CLOSED CAMPUS VIOLATION**

All students at Godwin Heights High School are governed by the district's closed campus policy. Students may not leave the school building at any time during the school day, including the lunch hour, and are not permitted in the parking lot or any other place on school grounds without parental and administrative permission.

**1<sup>st</sup> Violation** - Administrator – student conference, 1 Friday School

**2<sup>nd</sup> Violation** – Administrator – student conference, 1 day IHS

**3<sup>rd</sup>/4<sup>th</sup> Violation** – Administrator – parent meeting, 3 to 10 day OSS.

## **DISRUPTION TO THE EDUCATIONAL PROCESS**

Any actions or manner of dress that interferes with school activities or disrupts the education process is unacceptable, Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing art events.

**1<sup>st</sup> & 2<sup>nd</sup> Violation** - 1 detention.

**3<sup>rd</sup> Violation** – ISS/RTC

**4<sup>th</sup> Violation** – Parent meeting and possible suspension.

## **DISTRIBUTION OF UNAUTHORIZED MATERIALS**

The act of distributing unauthorized materials on school property or at school sponsored activities.

**1<sup>st</sup> Violation** - Reprimand, detention, suspension.

**2<sup>nd</sup> Violation** - Detention, suspension, probation.

## **DISRESPECT**

Spoken comments or behaviors which are perceived by the staff as disrespectful. This includes but is not limited to student to staff or student to student.

**1<sup>st</sup> & 2<sup>nd</sup> Violation** - 1 detention

**3<sup>rd</sup> Violation** – 1 Friday School

**4<sup>th</sup> Violation** – Parent meeting, and possible suspension.

## **DRESS CODE**

Recognizing that students and parents have a need and right to know what is considered appropriate by the school, the following are guidelines which shall be used in matters of dress and grooming. Students are expected to keep themselves properly groomed and neatly dressed at all times. An individual's appearance has a bearing on how he/she acts and how others react. Neatness of appearance and cleanliness of a person reflects an expression of pride in one's self, in one's school, and in one's community.

Following are guidelines for student dress and appearance:

1. Moderate shorts and skirts are permissible. A general guideline for length would be no short or skirt should hang higher than extended fingertips.
2. Extremely low cut tops or shirts will not be worn. No "underwear" type tank tops or tops cut away below the under arms. No midriff is allowed to show.
3. "Spiked" jewelry or chains are not to be worn.
4. Footwear is to be worn at all times.
5. No "gang" attire.
6. No "sagging" of pants. (undergarments should be covered at all times)
7. Bandannas may not be worn in the school building during the school day.
8. Clothing that is revealing or that promotes violation of the Godwin Heights High School rules is not allowed. Clothing that promotes illegal substances or material of a suggestive nature is not permitted.

NOTE: If it is the judgment of the principal or designee that a student's appearance, cleanliness or mode of dress is inappropriate or if there is any form of extreme or conspicuous dress that disrupts the educational process, the student will be subject to corrective or disciplinary action, including removal from the school environment. Students who are not within the dress code may not be allowed to attend regular classes until properly dressed.

## **DRUG USE**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

a. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

b. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution

is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

These standards of conduct apply to all students while on school property or in school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.

**1<sup>st</sup> Violation** - (Other than sale or delivery) – up to ten days suspension from school. Referral to substance abuse program and legal authorities. As many as five days of the suspension may be revoked upon completion of an approved substance abuse assessment.

**2<sup>nd</sup> Violation** - (Other than sale or delivery) – up to ten days suspension from school, recommendation to Superintendent of schools for expulsion, and referral to legal authorities for prosecution. Subsequent violations will be treated as 2<sup>nd</sup> violation.

**3<sup>rd</sup> Violation** - (Sale or delivery) – Ten days suspension from school, recommendation to the Superintendent of schools for expulsion, and referral to the legal authorities for prosecution.

## **DRUG USE AND USE OF BREATH TEST INSTRUMENTS**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **EXTORTION**

The act of extorting, borrowing, or attempting to borrow any money/thing of value from a student unless both parties enter into the agreement freely.

**1<sup>st</sup> Violation** – 1 Friday School.

**2<sup>nd</sup> Violation** – 3-5 days of out of school suspension.

**3<sup>rd</sup> Violation** – 10 day suspension, recommendation to Superintendent of Schools for expulsion.

## **EXPLOSIVES**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

**1<sup>st</sup> Violation** – 5-10 day OSS, possible recommendation to Superintendent of Schools for expulsion, possible referral to legal authorities.

**2<sup>nd</sup> Violation** – 10 days out of school suspension and possible recommendation to Superintendent of Schools for expulsion. Referral to legal authorities.



## **FALSE ALARMS**

The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe.

**1<sup>st</sup> Violation** - Minimum of 5 days out of school suspension, possible referral to legal authorities and Superintendent of School for expulsion, restitution.

**2<sup>nd</sup> Violation** - Ten days suspension, recommendation to Superintendent of Schools for expulsion, restitution, referral to legal authorities.

## **FIGHTING**

The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dances, athletic events, etc.)

**1<sup>st</sup> Violation** – 5-10 days out of school suspension.

**2<sup>nd</sup> Violation** – 7-10 days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.

**3<sup>rd</sup> Violation** = 10 days out of school suspension and recommendation to Superintendent of Schools for expulsion.

## **FORGERY/FALSE REPRESENTATION**

The act of fraudulently using in writing, the name of another person, or falsifying dates, grades, addresses or other data. Also, falsely representing another person on the telephone.

**1<sup>st</sup> Violation**– 1 day of Friday School.

**2<sup>nd</sup> Violation**- 1-3 days of suspension

**3<sup>rd</sup> Violation** – 5-10 days out of school suspension. Possible recommendation to Superintendent of Schools for expulsion.

## **GAMBLING**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**1<sup>st</sup> Violation** - Reprimand, detention, suspension, possible police contact.

**2<sup>nd</sup> Violation** - Detention, suspension, possible police contact.

**3<sup>rd</sup> Violation and Continued Violations** - Suspension, probation, possible expulsion, possible police contact.

## **GANG ACTIVITY**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

**1<sup>st</sup> Violation** – Parent notification, police referral, suspension up to 10 days OSS, possible recommendation for expulsion

**2<sup>nd</sup> Violation** - Parent notification, police referral suspension up to 10 days OSS, possible recommendation for expulsion

**3<sup>rd</sup> Violation** - Parent notification, police referral, suspension up to 10 days OSS, possible recommendation for expulsion

## **GROSS MISBEHAVIOR**

The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions or the program or activity under school sponsorship; the act of threats or physical violence to pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process.

**1<sup>st</sup> Violation** – Parent notification, 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

## **HARASSMENT**

Harassment of any kind, including racial and religious, will not be tolerated at GHHS, verbal, written, or other negative or derogatory behavior directed toward another student or GHHS staff member constitutes harassment.

**1<sup>st</sup> Violation** – Parent Notification, disciplinary action up to and including removal from class with loss of credit, Suspension up to 10 days, possible recommendation of expulsion, possible police referral

**2<sup>nd</sup> Violation** – Parent notification, removal from class with loss of credit, suspension up to 10 days, possible recommendation of expulsion, possible police referral

**3<sup>rd</sup> Violation** - Parent notification, suspension up to 10 days, possible recommendation of expulsion, possible police referral

## HAZING

Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to an illegal activity, such as drinking or drugs, physical punishment or infliction of pain, intentional humiliation or embarrassment, dangerous activity, activity likely to cause mental or psychological stress, forced detention or kidnapping, undressing or otherwise exposing initiates.

**1<sup>st</sup> Violation** – Parent notification, suspension up to 10 days, possible removal from course/activity, possible police referral, athletic suspension, possible recommendation for expulsion

**2<sup>nd</sup> Violation** – Parent notification, long term suspension OSS/ police referral, removal from course/activity, possible recommendation for expulsion

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

## INAPPROPRIATE DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

**1<sup>st</sup> Violation** - Verbal Warning.

**2<sup>nd</sup> Violation** - Referral to office, parent notification.

**3<sup>rd</sup> Violation and continuing violations** - suspension, possible expulsion

## INSUBORDINATION

The act of failing to respond to or carry out a reasonable request/directive by school personnel.

**1<sup>st</sup> Violation** –1 Friday School

**2<sup>nd</sup> Violation** – 1 Friday School, Parent Meeting

**3<sup>rd</sup> Violation**– Suspension

**4<sup>th</sup> Violation** – 5-10 days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.

## KNOWLEDGE OF DANGEROUS WEAPONS OR PHYSICAL THREATS

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**1<sup>st</sup> Violation**- Detention, suspension, or expulsion

## LITTERING

The act of littering on school property or on private property to and from school in an extreme or repetitious manner.

**1<sup>st</sup> Violation** – 1-2 detentions(s), (pick up litter).

**2<sup>nd</sup> Violation** - Continued Offenses – 1 day of Friday School.

## LOITERING

The act of being in or about any school building, property, or in specifically restricted areas of a school building at unauthorized times (without permission), or remaining on site after school personnel gave the directive to leave the premises.

**1<sup>st</sup> Violation** – 1 detentions, possible police contact.

**2<sup>nd</sup> Violation** – 2 detentions, possible police contact.

**3<sup>rd</sup> Violation** – 1 day of Friday School.

**4<sup>th</sup> Violation and continued offenses** – See persistent disobedience; possible police contact.

## OBLIGATIONS (money owed to G.H.P.S.)

Withhold student privileges. Students will be denied the right to participate in extracurricular activities such as dances and Senior Graduation until arrangements have been made to pay the money owed to the school.

## OBSCENITIES AND PROFANITY

The act of using language in spoken or written form, or in pictures, caricatures, or gestures which are offensive to the general standards of the school and/or community.

**1<sup>st</sup> & 2<sup>nd</sup> Violation** - 1 detention.

**3<sup>rd</sup> Violation** – 1 Friday School

**4<sup>th</sup> Violation** – Parent meeting, and possible suspension.

## PARKING VIOLATIONS

Students parking outside of the designated student parking area.

**1<sup>st</sup> Violation** - Warning to student and a request to remove vehicle.

**2<sup>nd</sup> Violation** – Friday School

**3<sup>rd</sup> Violation** – Loss of Driving Privileges, Suspension

## PERSISTENT DISOBEDIENCE

All attendance and behavior violations resulting in a consequence will be combined for one school year. It is the desire of the Godwin Heights Public Schools staff to involve the parent/guardian in the total educational process. Therefore, if a student accumulates 15 referrals in a semester; a parent conference will be required and a student will be placed on a "Behavior Agreement" prior to the return of the student to school. If a student accumulates a total of 20 referrals in a semester the student will be considered "persistently disobedient". Consequence for such behavior will include possible suspension for up to ten days, and potentially will be recommended to the Board of Education for long-term suspension, expulsion, or educational placement in the Learning Center.

## PHYSICAL ASSAULT

Intentionally causing or attempting to cause physical harm to another through force or violence. At school means in classroom, elsewhere or school premises, on a school bus or other school-related vehicle, or at any school-sponsored activity or event whether or not it is held on school premises.

1. A student in grade six (6) or above, while at school, who commits a physical assault on a school employee, a volunteer, or a person under contract with the school, and the assault is reported to the school board, the district superintendent, or building principal by the victim or if he or she is not able to report the assault, by another person on behalf of the victim, **will be permanently expelled.**

2. A student in grade six (6) or above, while at school, who commits a physical assault against another pupil, and the assault is reported to the school board, school district, superintendent, or building principal, **will be expelled for 180 days.**

### **POSSESSION AND/OR USE OF POTENTIALLY DANGEROUS ITEMS**

Possessing or using any item(s) or substance(s) potentially harmful to oneself or others. This application is regardless of student intent.

**1<sup>st</sup> Violation** - Confiscation of item, 3 days suspension, possible expulsion, possible police contact.

**2<sup>nd</sup> Violation** - 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

### **POSSESSION OF A WIRELESS COMMUNICATION DEVICE (WCD)**

Students are encouraged to not bring communication or electronic devices to school. The school will not take responsibility for communication/electronic devices that are lost or stolen and also may not conduct investigations regarding these items. Students may use/turn on cell phones in the high school or Physical Education Building during the school day. They may use cell phones during lunch, in between classes, and before and after school. The school day is defined as from 8:00 to 3:15 Monday -Friday.

However, in order to maintain a classroom environment conducive to learning, cell phones must remain off and out of sight unless the staff member has decided that electronic devices/cell phones could be used for an educational opportunity. In order to create expectations that are simple for students, staff, and families, the school has created a very straightforward policy for all classrooms.

### **CLASSROOM EXPECTATIONS**

**Red Light** – Cell phones and headphones will not be used in class that day and they should remain out of sight for the entire class hour.

**Green Light** – At his/her discretion, the staff member will announce that electronic devices can be used for educational purposes. Any cell phone that is being used during a green light setting should be placed on the student's desk. It is important for teachers to be able to easily monitor all behaviors in the classroom. Having students keep their phones out and on their desks better supports that process.

Violation of this rule will result in the communication/electronic device being confiscated.

**1<sup>st</sup> Violation** – Device will be confiscated by a staff member, turned into the office; student will be allowed to pick up the device after school.

**2<sup>nd</sup> Violation** – Electronic device retained in the office. A parent/guardian must pick up device from the main office at the end of the school day.

**3<sup>rd</sup> Violation** – 1 day suspension, parent meeting, possible loss of phone privileges.

**4<sup>th</sup> Violation** – 2 day OSS, possible loss of phone privileges.

**5<sup>th</sup> Violation** - 3 day OSS, parent meeting, loss of phone privileges

**Any student who refuses to turn over any electronic device to staff, or is argumentative, will be treated as insubordinate and will receive the following consequences.**

**1<sup>st</sup> Violation** – IHS for remainder of the hour, Friday School

**2<sup>nd</sup> Violation** – IHS for remainder of the hour, 2 day OSS, parent contact

**3<sup>rd</sup> Violation** – IHS for remainder of the hour, 3 day OSS, parent contact

**4<sup>th</sup> Violation** – IHS for remainder of the hour, 5-10 day OSS, parent meeting

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to photograph, record, or transmit images will face disciplinary action up to and including a ten day suspension, loss of privileges, and may be recommended for expulsion.

[ ] “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **REFUSING TO ACCEPT DISCIPLINE**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited.

**1<sup>st</sup> Violation** – Confiscation of item, parental phone call, detention or Friday School

**2<sup>nd</sup> Violation** – Confiscation of item, suspension

**3<sup>rd</sup> Violation** – 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

### **SEXUAL HARASSMENT**

May include, but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, or safety, a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another, remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student’s personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law. M.C.L.A. 722.621 et. seq.

**1<sup>st</sup> Violation**- Parent notification, 10 day OSS, or possible recommendation for expulsion

**2<sup>nd</sup> Violation**- 10 day OSS, possible recommendation for expulsion

**3<sup>rd</sup> Violation** – Recommendation for expulsion

## **STEALING**

The act of taking or having in one's possession any items belonging to the school or another person (staff/student). Violations could result in restitution and possible referral to legal authorities.

**1<sup>st</sup> Violation** – 1-2 detentions or 1 day of Friday School, suspension, possible police contact..

**2<sup>nd</sup> Violation** – 1-3 days suspension. possible police contact.

**3<sup>rd</sup> Violation** – 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion, possible police contact.

## **STUDENT DISORDER/DEMONSTRATION**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity.

**1<sup>st</sup> Violation** – Detention, 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

## **TOBACCO PRODUCTS**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, "Smokeless Hookah", or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

The law will be followed in addition to the following:

**1<sup>st</sup> /2<sup>nd</sup> Violation** – 1 day of Friday School.\*

**3<sup>rd</sup> Violation** – 1 to 3 day suspension, parent meeting

**4<sup>th</sup> Violation** – 5-10 days of out of school suspension,\* recommendation to the Superintendent of Schools for expulsion.

**\*Note** – All tobacco offenses for students under the age of 18 may include referral to legal authorities.

## **THREATENING OR INTIMIDATING ACTS**

The act of verbally or by gesture threatening to hit or strike any person on school property or in route to or from school.

**1<sup>st</sup> Violation** - 1-3 days suspension.

**2<sup>nd</sup> Violation** – 3-5 days of out of school suspension.

**3<sup>rd</sup> Violation** -5-10 days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.

## **TREATMENT OF GUEST TEACHERS**

Periodically the regular classroom teacher will not be in attendance. At that time, a guest teacher will teach and supervise class activities. This teacher should be accorded all the respect and courtesies that the regular classroom teacher receives. In the event that a student is uncooperative and therefore sent to the office with a referral, or named as a discipline problem in a substitute's class, the following penalties will be given:

- 1<sup>st</sup> Violation** – 1-2 detentions.
- 2<sup>nd</sup> Violation** – 1 day of Friday School.
- 3<sup>rd</sup> Violation** – suspension up to 10 days

## **TRESSPASSING**

Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so. Loitering is when students are in the building or on school property without a valid pass and/or not in their regularly scheduled classes.

- 1<sup>st</sup> Violation** - 1-5 days suspension, possible referral to legal authorities.
- 2<sup>nd</sup> Violation** - 3-5 suspension, possible referral to legal authorities.
- 3<sup>rd</sup> Violation** - 10 day suspension, recommendation to Superintendent of Schools/Board of Education for expulsion.

## **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

- 1<sup>st</sup> Violation** - Detention or up to 1 day of Friday School.
- 2<sup>nd</sup> Violation** - 3-5 days out of school suspension.
- 3<sup>rd</sup> Violation** - 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

## **UNAUTHORIZED SALE AND PETITIONS**

The act of selling or attempting to sell any object or substance which has not been authorized for sale by the principal to any person on school property. The act of presenting or distributing petitions which contain obscenities, libelous statement, and/or which are not within the bounds of reasonable conduct.

- 1<sup>st</sup> Violation** – 1 detention
- 2<sup>nd</sup> Violation** – 1 day of Friday School.
- 3<sup>rd</sup> Violation** – 3-5 suspension possible police contact.
- 4<sup>th</sup> Violation** – 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

## **UNAUTHORIZED STUDENT PROTEST**

The unauthorized act of protesting or that which results in the disruption of the normal educational process.

- 1<sup>st</sup> Violation** – 1 day of Friday School.
- 2<sup>nd</sup> Violation** – 2-4 days suspension.
- 3<sup>rd</sup> Violation** – 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.



## **UNSAFE BEHAVIOR**

Behavior that may reasonably result in injury to self or others.

**1<sup>st</sup> Violation** – Detention, Friday School, IHS, or suspension

## **VANDALISM AND/OR PROPERTY DAMAGE**

The damage or destruction of property through willful or improper behavior. This shall also include tampering with, and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.

**1<sup>st</sup> Violation** – 1 day of Friday School, payment of damages, possible police contact.

**2<sup>nd</sup> Violation** – 2-4 days suspension, payment of damages, possible police contact.

**3<sup>rd</sup> Violation** – 5-10 days out of school suspension, payment of damages, possible police contact, and possible recommendation to Superintendent of Schools/Board of Education for expulsion.

## **VERBAL CONFRONTATION**

The act of arguing with another and becoming aggressive and/or loud or doing so in a threatening manner, up to and including the use of inappropriate language.

**1<sup>st</sup> Violation** – Friday School, IHS, 1 to 3 day suspension.

**2<sup>nd</sup> Violation** – 3-5 days out of school suspension.

**3<sup>rd</sup> Violation** – 5-10 days out of school suspension and possible recommendation to Superintendent of School for expulsion.

## **VERBAL ASSAULT TO A STAFF MEMBER**

Verbal assault at school against a district employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**1<sup>st</sup> Violation**- 10 day OSS, or possible recommendation to Superintendent of School for expulsion

**2<sup>nd</sup> Violation**- recommendation to Superintendent of School for expulsion

## **WEAPON POSSESSION**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

**State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:**

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## **WEAPON USE**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

**1<sup>ST</sup> Violation** – recommendation to Superintendent of Schools/Board of Education for expulsion.

**The above examples are not the only acts or conditions for which disciplinary action are warranted. The offenses and penalties listed in the handbook are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not specifically outlined.**

*It is the policy of the Godwin Heights Public Schools not to discriminate on the basis of age, ancestry, color, gender, race, religion, national origin, height, weight, marital status and disability. For concerns or questions regarding the above, contact the EEOC Compliance Officer at 15 – 36<sup>th</sup> Street SW, Wyoming, MI 49548, Phone: (616) 252-2091. If your questions are not adequately addressed, refer your concerns to the President of the Godwin Heights Board of Education, 15 – 36<sup>th</sup> Street SW, Wyoming, MI 49548.*