

# GODWIN HEIGHTS PUBLIC SCHOOLS ELEMENTARY STUDENT HANDBOOK

2019-2020



## Mission Statement:

All students possess the ability to learn, to experience personal success, and to be productive citizens. Godwin Heights Public Schools deliver quality education enabling each student to work cooperatively and to participate effectively in our diverse, democratic society.

## Vision Statement:

Build relationships, set high expectations, make it relevant; then all students will learn.



**2019-2020**

**North Godwin Elementary  
161 34th St SW  
Wyoming, MI 49548  
616-252-2010**

Mr. Steve Minard - Principal—[minard@godwinschools.org](mailto:minard@godwinschools.org)  
Mrs. Kristi Bast - Secretary—[bast@godwinschools.org](mailto:bast@godwinschools.org)

This handbook is written to give students and parents information about operation of the school and the expectations we have for the students.

## ENROLLMENT

Godwin Heights Public Schools is pleased to welcome your family to our school. Parents must fill out enrollment forms for students prior to starting school. Michigan law requires the following information before enrolling your student.

- A record of complete immunizations
- A copy of a birth certificate
- 2 proofs of residency

## CUSTODIAL PARENT/LEGAL GUARDIAN

Students who are living with divorced, separated parents or persons other than natural parents must provide **legal documents** (or copies) establishing custodial parent rights.

## SCHOOL HOURS

West Godwin: 8:30 a.m.-3:30 p.m.

Students are expected to arrive to school each day on time and be picked up promptly at dismissal time. Students may not be dropped off at school prior to 8:10 a.m.

## ATTENDANCE

Michigan law requires that children between the ages of 6 and 16 be in regular school attendance. **Parents are expected to ensure that their children attend school regularly and on time.** Truancy will be reported to proper authorities.

## ABSENCES

Please notify the office as early as possible if your child will be absent from school. You can contact the school and leave a message, 24 hours a day or email the secretary or building principal. If we do not hear from you, the office will call home to verify the absence. This call is a way of insuring your child's safe arrival at school. Upon returning to school after a day's absence, a note stating the reason for absence is to be given to the teacher. Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents are asked to submit a **request in writing at least one week in advance** of a vacation absence and to arrange with the teacher for student assignments. We request the child make every effort to complete any work by his/her return according to classroom policy.

### TARDINESS

**Tardiness is harmful to the overall class program and to the student.** Strive to keep these to a minimum. Any student arriving after 8:30 a.m. will be considered tardy.

### ARRIVAL PROCEDURE

Morning supervision begins at 8:10 a.m. and classes will begin at 8:30 a.m. When a student arrives at school he/she is to go directly to the playground. Students will enter the building led by their teacher, when the bell rings at 8:30 a.m. No loitering in the hallways or any other part of the building before this time.

### EARLY DISMISSAL

It has been established that time in school is valuable in a child's education. Therefore, appointments that take a child out of school are discouraged. The office staff must authorize departure during the school day. A parent who wishes to pick up his/her child early is **required** to come into the office (not the classroom) and sign the child out. The child will be called from the classroom. This procedure will assist in accounting and safety for all students during the school day. If the student returns that same day, he/she should report to the office.

### FIELD TRIPS

Field Trips are planned and encouraged as part of the total school experience. Field Trip Permission Forms will be sent home with each student at least 1 week prior to the trip. A form must be on file for the student to attend each field trip that occurs occasionally during the school year.

### GUIDELINES FOR DRESS

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Hats and/or "hoodies" are not to be worn indoors during the school day. Personal expression is permitted within these general guidelines according to Godwin Heights Public Schools Board Policy 5511.

## HOMEWORK

Homework is an important part of learning. Therefore, it is reasonable to expect that homework may be assigned for students to complete. Homework is any assignment given to students to reinforce, provide additional practice, or to extend school learning. Parents are encouraged to help students by providing a quiet study area; helping to organize time for study and seeing to it that the student does his/her work assignments. Please contact your child's teacher if homework seems too difficult for your child to complete.

## LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

## PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. Establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. Establishing and supporting a consistent and shared approach to child

- guidance and discipline;
- E. Providing for the proper health, safety and well-being for their child;
  - F. Developing English language proficiency.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

### TRANSPORTATION

Bussing is available for all Godwin students. A copy of bus stops is available in the school office throughout the school year and is posted in the August Godwin at a Glance which is always available online at [www.godwinschools.org](http://www.godwinschools.org).

It is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation. Listed below are rules for bus conduct:

1. Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.
2. Parents are also to be informed that they are responsible for:
  - a. the safety of their child while going to or from the bus stop and while waiting for the school bus;
  - b. their child being at the bus stop at least five (5) minutes prior to scheduled pickup time;
  - c. damage by their child to school buses, personal property, or public property.
3. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
4. Students will ride only assigned school buses and will 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, except as approved by the principal.
5. A change in a student's regular assigned bus stop may be granted for a

special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and principal approves.

6. A permanent transfer to another route or bus stop for morning pick up and/or drop off will only be made upon the approval of the principal.
7. Students shall cross all streets at least (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
8. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver. Both the use of a bus radio and the station or programs which students listen to must be approved by the Director of Operations.
9. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the Director of Operations should be consulted.

Any further transportation questions may be directed to the Director of Operations office at 252-2083.

### BIKES

Children in grade 2 may ride their bike to school. Children are strongly encouraged to wear a bike helmet for protection. Please have a bike lock for securing your bike during the day. The school is not responsible for stolen bikes.

### WALKERS/CARS

School crossing guards and student safeties are there for your safety. Please listen and follow their directions and be respectful to them. Parents who transport children in their car, please adhere to all posted road and parking signs. For the safety of all children, please walk your child across the road and cross the road to pick up your child; do not wave them across.

### MEAL SERVICE

Menus are available online at [www.godwinschools.org](http://www.godwinschools.org) each month. All students in grades K-2 are eligible to receive free breakfast and lunch daily. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Breakfast: Breakfast will be served at 8:30 daily in classrooms.

## STUDENTS WITH SPECIAL HEALTH CARE NEEDS

In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician.

The licensed physician's statement shall specifically describe:

- A. the nature of the student's disability;
- B. the reason the disability prevents the student from eating the regular school meals;
- C. foods to be omitted from the student's diet;
- D. the specific diet prescription along with the substitution(s) needed.

The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food allergic students based upon the physician's signed statement.

## FOOD AT SCHOOL

Children often bring "treats" for the classroom when it is their birthday or for special occasions. For allergy and other reasons, no food prepared at home may be consumed by the students at school parties, picnics, etc. during school hours. Wrapped candies, baked goods and vegetable or fruit trays purchased from a commercial establishment and in their original packaging are permitted.

## USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Office personnel must initiate all calls on behalf of a student seeking permission to leave school. Office personnel must talk directly with a parent/guardian to make arrangements to leave school.

The use of cellular phones at school is discouraged. School staff will not be held

responsible for any lost or stolen cellular phone. Cellular phones are not allowed to be used during class time. Staff members may confiscate devices that are seen at school during inappropriate times.

### SCHOOL NEWSLETTER

In order to keep the parents informed, a weekly school newsletter is published. Significant activities, upcoming events, and student work are included as space allows. The parent newsletter is sent home every **Monday** throughout the entire school year and is available on our school website [www.godwinschools.org](http://www.godwinschools.org).

### IMMUNIZATIONS

Every student enrolled in Godwin Heights Public Schools must meet the immunization requirements as set forth by the Public Health Code of the State of Michigan. Visit the website at [www.accesskent.com/Health](http://www.accesskent.com/Health) or call (616) 632-7100 for more information.

### CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

All students who are found to have head lice will be sent home. They will not be allowed to return until they have been properly treated and a school representative finds them to be free of all head lice. Please see the school office for a copy of the district's policy and procedure.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

## CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Kent County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS(Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A,B,C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents may be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## USE OF MEDICATIONS

### Prescribed Medication

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.  
Medication may be conveyed to school directly by the parent. A two to four week supply of medication is recommended. Medication may not be sent to school in a student's lunch box, pocket or other means on or about his/her

- person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
  - F. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.
  - G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

#### Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

#### Asthma Inhalers and Epi-Pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Asthma inhalers are encouraged to be kept in the school office during the school day for safety reasons. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## DISCIPLINE

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

### Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Lunch Detention.
6. In-school suspension.
7. Confiscation and temporary retention of the personal property that was used to violate school rules.
8. Suspension of bus riding privileges.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
10. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
11. Notifying juvenile authorities or other law enforcement when necessary.

### 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

#### 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 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.

### 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.

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.

## Expulsions/Suspensions - Required By Statute

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a ( ) *firearm* ( ) *weapon* in a weapon-free school zone together with the name of the school, the number of students expelled, and the types of ( ) *firearms* ( ) *weapons* that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
  
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.

D. The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.

E. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:

- a. the extent to which reinstatement would create a risk of harm to students or school personnel;
- b. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
- c. the age and maturity of the student;
- d. the student's school record before the expulsion incident;
- e. the student's attitude concerning the expulsion incident;
- f. the student's behavior since the expulsion and the prospects for remediation;

F. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:

- i. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
- ii. participate in an anger management program or other counseling activities;
- iii. cooperate in processing and discussing periodic progress reviews;

- iv. meet other conditions deemed appropriate by the committee
- v. accept the consequences for not fulfilling the agreed-upon conditions

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision,

*( ) follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.*

*( ) rely upon the recommendation of the Superintendent.*

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with:

*( ) the procedures set forth above.*

*OR*

*( ) the standards and the procedures it determines to be appropriate under the circumstances.*

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

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.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

Cross Reference:

NEOLA 5600 *Student Discipline, Conduct and Suspension or Expulsion*

NEOLA 5610.10 *Emergency Removal, Suspension, and Expulsion of Nondisabled Students*

MCL 380.1301

MCL 380.1309

MCL 380.1310

MCL 380.1310d

MCL 380.1311

MCL 380.1311a

MCL 380.1312

MCL 380.1313

20 U.S.C. 3351

State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012

### CHAIN OF COMMAND/HOW TO EFFECTIVELY COMMUNICATE WITH SCHOOL OFFICIALS

Parents are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command," or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via email, and a phone call is the next preferable way. Contact information such as email addresses and phone numbers can be found on the district website at [www.godwinschools.org](http://www.godwinschools.org).

1. On Matters Involving Instruction/Curriculum
  - a. Classroom Teacher
  - b. Principal
  - c. Superintendent
  - d. Board of Education
2. On Matters Involving Athletics
  - a. Coach
  - b. Athletic Director
  - c. Superintendent
  - d. Board of Education
3. On Matters Involving Student Discipline
  - a. Classroom Teacher
  - b. Principal
  - c. Superintendent
  - d. Board of Education
4. On Matters Involving Facilities/Grounds/Buildings
  - a. Principal
  - b. Supervisor of Facilities
  - c. Superintendent
  - d. Board of Education
5. On Matters Involving Transportation
  - a. Bus Driver
  - b. Transportation Director
  - c. Superintendent
  - d. Board of Education

#### MISCELLANEOUS

Students are discouraged from bringing the following to school: skateboards, shoe skates (Heelys), electronic items such as: digital hand-held games, MP3 players and iPods. If a staff member notices your child using one of these during school hours, it may be confiscated. The school district is not responsible for any lost or stolen items.

#### VOLUNTEERS/PARENT TEACHER ORGANIZATIONS

We encourage parents to get involved in their child's education by joining the school's parent teacher organization, which provides a way for parents to work with

other parents and the teachers for enriching the program of the school. We invite all parents to the monthly meetings and welcome new ideas to make our schools the best possible.

Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS), prior to being allowed to participate in any activity or program. District Volunteer Applications must be completed annually.

### HOMELESS STUDENTS

Children who meet the Federal definition of "homeless" will be provided appropriate education in the same manner as all other students of the district and will not be stigmatized or segregated on the basis of their status as homeless. Contact your child's principal for contact information if your family becomes homeless during the school year. See Board Policy 5111.01 for more information.

### HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. A copy of the harassment policy (3362) is available at the school office or online at [www.godwinschools.org](http://www.godwinschools.org).

### INJURY AND ILLNESS

All injuries must be reported to a teacher or the office personnel. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures as outlined in policy 5340A which is available in the school office or online at [www.godwinschools.org](http://www.godwinschools.org).

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. Students will not be allowed to leave school due to illness or injury without being signed out by an approved person in the school office.

## STUDENT INSURANCE

Godwin Heights Public Schools provides supplemental student insurance. 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 payment. As with all medical plans, these expenses are subject to the limitations and exclusions of this supplemental insurance plan. In the event a family does not have medical insurance coverage, the school district's 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 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. Additional information may be obtained by calling 252-2090.

## USE OF THE MEDIA CENTER

Students are responsible for the replacement or repair cost of lost or damaged materials.

## ART - MUSIC - PHYSICAL EDUCATION

Each child in grades K-2 has an art class once a week and is encouraged to participate creatively in the best of his/her individual ability. Each child also receives music one time per week, and physical education classes two times per week with certified teachers. All students need to dress appropriately for physical education class. This includes tennis shoes.

## HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent of Schools.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the

student's ability to participate in an educational program.

### PROMOTION, PLACEMENT AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

### COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and internet, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate according to the guidelines set forth in Board Policy 7540.03. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities, and financial reimbursement for damage to school property. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed at the time of enrollment.

### INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education Services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Director at 252-2084 to inquire about evaluation procedures and programs.

### SEVERE WEATHER PROCEDURE & CLOSINGS

Severe weather may require the closing of school. Please listen to Wood-TV 8, WZZM TV 13, Wood Radio (105.7), 1300 AM for closing information.

**Tornado Watch:** If students are in school when a tornado **watch** is received, students will remain in session until the regular dismissal time.

**Tornado Warning:** If students are in school when a tornado **warning** is

received, students will be retained in school where precautionary measures will be taken. Students could be detained even beyond the regular dismissal time.

**STUDENTS WILL NOT BE RELEASED UNTIL AN "ALL CLEAR" HAS BEEN RECEIVED.** Parents may pick up their children at their own risk.

### SAFETY DRILLS

The school complies with all safety laws and will conduct safety drills in accordance with State expectations. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

### STUDENT SERVICES

**CHILD PROTECTIVE POLICY:** As mandated by the Michigan Department of Social Services, Godwin Heights administrators, counselors and teachers who have reasonable cause to suspect child abuse or neglect are required by law to report immediately to the Child Protective Services Unit.

#### NOTICE OF NONDISCRIMINATION

The Godwin Heights Public Schools Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence with the boundaries of the District, or social or economic background, to learn through the curriculum offered in the district. For concerns or questions regarding the above discrimination statement, contact the EEOC Compliance Officer at 15-36<sup>th</sup> Street SW, Wyoming, MI 49548. Telephone: (616)252-2090. 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.

A copy of this handbook is available online at [www.godwinschools.org](http://www.godwinschools.org) or you may request a paper copy from the school office.