



STUDENT/PARENT HANDBOOK

2018-2019

**Godwin Heights Middle School
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Staff Directory can be accessed at the following website:

<https://ms.godwinschools.org/apps/staff/>

SCHOOL DAY/HOURS

Office Hours: 7:00 a.m.-3:30 p.m. ***School Hours:*** 7:30 a.m.-2:35 p.m.

Lunch Hour: 7th/8th 11:00 a.m. – 11:35 a.m. and 5th/6th 11:55 p.m. – 12:30 p.m.

EQUAL EDUCATION OPPORTUNITY

It is the expressed policy of Godwin Heights Public Schools that no person shall be unlawfully excluded from participation, be denied the benefits of, or otherwise subjected to discrimination in educational policies and programs because of race, religion, color, national origin, age, sex, marital status or handicap. Complaints will be investigated in accordance with the procedures as described in Board Policy 2260.

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This student handbook was developed to answer many of the commonly asked questions you may have during the school year, and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principals.

Notice of this policy/handbook will be made available on the Middle School Web Site at www.godwin.schools.org and a hard copy is available in the main office if needed for all Middle School students, parents and departments within the District. This material will be discussed with students.

GENERAL INFORMATION

ACADEMICS

Grades

Godwin Heights Public Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system for 5th - 8th Grade:

100	-	94	A		77	-	74	C	
93	-	90	A-		73	-	70	C-	
89	-	88	B+		69	-	68	D+	
87	-	84	B		67	-	64	D	
83	-	80	B-		63	-	60	D-	
79	-	78	C+		59	-	0	E	

E = Failure

I = Incomplete

CR = Credit (Acceptable Achievement)

Grading Periods

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. Parents may access their student's progress via ParentVue.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Homework/Makeup Work

Students are encouraged to develop good study habits. Students and/or parents with questions regarding homework should contact the student's teacher. Assignments and current grades will be posted on the ParentVue (7th and 8th grades only) at least every two weeks. Make-up work is the responsibility of the student. Students are expected to ask teachers for their work missed during an absence. Make-up work due to suspension or an excused absence **should be completed within two days after returning to school**. This does not include the make-up of long range assignments, tests or quizzes, which were assigned ahead of time. Long range assignments or test are due when originally assigned. Students who fail to complete homework on time are expected to do so as soon as possible. Homework or Make-up work turned in late may have a penalty assessed to it and the student may be required to spend time before, during, or after school to finish their homework.

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 programs offered by the District. Parents should contact the building principal at 252-2070 to inquire about evaluation procedures and programs offered by the District.

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

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts and citizenship. Recognition for such activities is initiated by the staff and coordinated by the building principal and teachers.

ATHLETICS

Godwin Heights Middle School provides a variety of athletic activities in which students may participate, providing they meet any eligibility requirements (Athletic Handbook) that may apply. It is recommended that each student at GHMS participate in at least one athletic/extracurricular activity through the school. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. Students should listen to announcements for information regarding signing up. GHMS athletes will set good examples for our school community. Students choosing to not abide by the rules set forth in the athletic handbook will not be allowed to participate in the athletic program. In addition, athletes must follow the rules set forth by their coaches. Students who are suspended will not be allowed to participate from the time of notification of the suspension until the date of return. **Students are not allowed to participate or compete with any athletic team unless they have a physical form filled out completely and on file dated after April 15 in the office before try outs begin.** For further information, please contact the Athletic Director at the school.

Eligibility Requirements:

Weekly Eligibility - Grades will be checked each Friday during the semester and any student failing two or more classes will be ineligible until one (1) of the grades becomes passing.

Marking Period (nine weeks) - An athlete who receives more than one (1) failure on their report card for a marking period will be ineligible from all athletic participation for the entire next marking period. This includes the fourth (4th) marking period of a school year to the first (1st) marking period of the next school year.

Sports

Fall Sports

Coed Cross Country (6-8)
Football
Boys Soccer
Girls Volleyball

Winter Sports

Girls Competitive Cheer
Boys Basketball
Girls Basketball
Coed Wrestling (6-8)

Spring Sports

Baseball
Girls Soccer
Softball
Coed Track and Field (6-8)

ATTENDANCE

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

"The Michigan Department of Education strongly recommends that districts adopt a positive attendance procedure throughout the entire school year."

Absences

Excused Absence – An 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, or studying for tests. 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: illness, death in the family, approved family vacation, family emergencies, or required court appearance.

Unexcused absence – Students who miss school for one of the following reasons will receive one of the consequences listed below: skipping class, arriving more than 10 minutes (2nd thru 7th hour) after class starts, or leaving class without permission from the teacher. Consequences for unexcused absences are as follows:

1. 1 Hour – 1 Hr. Detention

2. 2 or more hours – Thursday School
3. Chronic absences will result in a parent meeting and attendance contract

Absence Reporting Procedure

A 24 hour answering machine has been installed for your convenience, in the office, to report the day that your student will be absent. If no call is received before Noon the day after 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 **252-2070**.

Family Vacations

Students/families are strongly encouraged to not schedule family vacations when school is in session. *All vacation days may accumulate toward the attendance policy.* A pre-arranged absence form will be issued to the student to be signed by each teacher, administration, and parent/guardian. It is the family’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 parent/guardian should contact 252-2070 as soon as possible to obtain assignments. Students will be given the number of days of excused absence(s) within which to make-up work. Make-up work due to suspension must be completed by the time the student returns to school. If a student misses a teacher's test due to excused absence(s), 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 enter the building after 7:30 a.m. must sign in at the office. Students who need to leave the building are to be signed out by an approved adult on student’s registration at the main office. Failure to sign out or get permission first will result in an unexcused absence.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or 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 into the teacher upon his/her return to school. Assignments may be obtained from the main 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

5th and 6th Grade	7th and 8th Grade
<ul style="list-style-type: none"> ● All 5th/6th grade students entering class from 7:30-8:30 am shall be marked tardy by teacher. ● All 5th/6th grade students entering the building after 8:00 am must sign in at the office. ● All 5th/6th grade students entering the classroom after 8:30 am will be marked absent (for 1st half of the day) by the teacher. ● All 5th/6th grade students entering the classroom between 11:00-12:00 am shall be marked tardy (for 2nd half of the day) by the teacher. ● If 5th/6th grade students enter the classroom after 11:30 am they shall be marked absent (for 2nd half of the day) by the teacher. ● No tardies for the 1st hour will be penalized. ● Teacher contact home after 5 tardies (just like 2nd half of the school day). ● Tardies will be tracked by the Attendance Team. 	<ul style="list-style-type: none"> ● All 7th/8th grade students entering class from 7:30-8:00 am shall be marked tardy by teacher. ● All students entering the building after 8:00 am must sign in at the office. ● All 7th/8th grade students entering the classroom after 8:00 am will be marked absent by the teacher. ● No tardies for the 1st hour will be penalized. ● Teacher contact home after 5 tardies (just like 2nd and 7th hours). ● Tardies will be tracked by the Attendance Team.

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:

1. Three (3) absences before fall count day
2. Any combination of 5 excused or unexcused absences
3. Missing 10% or more of scheduled school days to date (including excused and unexcused absences)

Absences that count towards Truancy

1. Unexcused absences
2. Excused absences (after the five equivalent days noted above)
3. Proportional lost learning time absences. For example, a half day absence equals 0.5 day of lost learning time, a tardy of up to half a class period or 25 minutes equals 0.1 day of lost learning time, one class period of a five class day equals 0.2 day of lost learning time.

Absences that should not count towards Truancy

1. Snow days and other non-scheduled school closings
2. 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's death, as confirmed and approved by appropriate school staff. *Blanket or "under the care of" excuses are not accepted without a formal 504 plan or approval of appropriate school staff.*
3. Up to five equivalent school days of lost instruction, per school year, as excused by a parent or guardian
4. Suspensions and expulsions.
5. Preplanned absences that would not negatively affect the student's learning and educational
6. 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.

CODE OF CONDUCT

A major component of the educational program at Godwin Heights Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Classroom Rules

Each learning environment has individual rules for safe and orderly operation of that environment. Students will be oriented to specific rules by individual teachers during the first week of school, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Here at Godwin Heights Middle School behaviors are broken into three categories. Level One behaviors are handled at the staff level. The goal is not to be punitive but to identify a specific intervention that will help modify the student behavior. Level II behaviors are more severe or frequent in nature and may result in detention, Thursday School, or a SNAP suspension. Level 3 are the most severe behaviors, and consequences would include In-house suspension, suspension, expulsion, police referral.

All staff work together to support student development. Level one behaviors are tracked (google) as a team, and they collaborate to find interventions that will help students grow as learners. Every day 7th and 8th-grade students, who need behavior supports, will be asked to meet with a team member (during lunch) and look for specific intervention(s) that will help the student improve their decision making. If multiple and varied Tier 1 interventions fail to improve behavior(s), the teacher will notify the parent and may issue a Level II consequence.

Level I Acts of Misconduct - Infractions & Consequences

These acts of misconduct include those student behaviors which are generally described as mildly disruptive, committed without malice, not purposefully disrespectful, but which disrupt the orderly educational process in the classroom or on school grounds.

Level I Infractions

This level includes (but is not limited to) the following:

- Failure to carry out directions, follow classroom and/or school guidelines.
 - Refusing to do work
 - Head down
- Improper dress (wearing hats, hoods, bare feet, immodest/extreme/ exhibitionist dress, sagging pants, inappropriate logos/ advertisements/language on apparel).
- Inappropriate internet or computer use, including (but not limited to): accessing inappropriate sites, publishing or producing material not related to a school or class assignment, creating inoffensive but inappropriate images on the student's screen or the screens of others
- Littering
- Running and/or making excessive noise in the hall or building
- Unauthorized use of electronic device (first offense)
- Mild, unintentional disrespect
- Mild, unintentional disruption
- Misuse of books, materials, lockers, and school equipment
- Possession of Nuisance Item
- Bringing backpacks, purses, track bags, or jackets with them to class (except for PE)
- Display of affection
- Transportation Devices
- Care of Property
- Horseplay

Level I Consequences

LEVEL I DISCIPLINARY ACTION: These violations may not be recorded in Synergy and are staff managed. Disciplinary action for Level I Acts of Misconduct may include the following:

- First Violation Minimum: **Staff Intervention**
- Maximum: **Lunch/Recess Intervention, Parent Meeting**

Examples of Interventions:

- Break, moving position in class
- Have student take frequent breaks or activity
- Send student on errand
- Take a break
- Card Flip
- Do unfinished work during recess or unstructured time
- Have student say a nice thing to the student they called a name
- Reflection sheet
- Remove from room
- The Praise Game
- Acknowledging positive behavior
- Praise when on task
- Rewards, Simple Reward Systems, & Incentives
- Call parent or positive note home
- Assign a buddy or partner
- Assign a classroom job
- Call on student frequently
- Clear and concise directions
- Color coded folders
- Deep breathing
- Draw a picture or write in a journal
- Encourage interaction with a more self-confident student
- More structured routine
- Review PBIS expectations and rules
- Speak in calm and neutral tone

*See PBIS Intervention Resource Sheet for further interventions

Any other offenses not specifically listed, which are similar to the above violations, may be subject to classification as Level I Infractions by school administrators.

Level II Acts of Misconduct - Infractions & Consequences

These acts of misconduct include those student behaviors which are generally described as deliberate and which materially and substantially disrupts the orderly educational process in the classroom or on school grounds.

Level II Infractions	Level II Consequences
<p>This level includes (but is not limited to) the following:</p> <ul style="list-style-type: none"> ● Creating, displaying, or verbalizing profane, obscene, indecent, immoral, or offensive language, gestures, or materials (using racial or ethnic slurs, biased language, illustrations or behavior and so on). ● Disrespect to staff member ● Inappropriate internet or computer use, including (but not limited to): generating an expense of more than \$10, publishing offensive material on the internet or the internal network, creating offensive images or defamation of an individual or group. ● Vandalism or damage of school property ● Refusing to accept intervention or discipline ● Level 2 Moderate Aggression – Physical contact – intimidation: pushing, shoving, grabbing, tripping, etc. Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, etc. Personal property: disrespect of personal property. ● Lying, cheating, plagiarism ● Theft, less than \$10.00 	<p>LEVEL II DISCIPLINARY ACTION: Disciplinary action for Level II Acts of Misconduct may be handled by the teacher. If the teacher believes formal discipline is needed the administration will become involved. Disciplinary action may include the following:</p> <ul style="list-style-type: none"> ● First Violation Minimum: Staff Intervention - see PBIS Intervention Sheet ● Admin Facilitated Consequences: After-School Detention (observer phone call required) and Thursday School (observer phone call required) ● Maximum: In-school Suspension (observer and administrator phone call required) <p>Examples of Interventions:</p> <ul style="list-style-type: none"> ● Behavior Contract (required before Level II becomes Level III) ● Parent Meeting (required before Level II becomes Level III) ● Daily Behavior Form ● Alternate Passing ● KSSN Referral ● Functional Behavior Assessment (FBA) ● Check In Check Out (CICO)

Any other offenses not specifically listed, which are similar to the above violations, may be subject to classification as Level II Infractions by school administrators.

Level III Acts of Misconduct - Infractions & Consequences

These acts of misconduct include those student behaviors, which are generally described as seriously disruptive and in clear defiance of authority. These student behaviors clearly disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are illegal. This level includes (but is not limited to) the following:

Level III Infractions

This level includes (but is not limited to) the following:

- Aiding or abetting violation of school rules
- Arson (Public Act 250).
- Bomb threat or similar threat directed against a school building, school property or school-related event (Public Act 104).
- Bullying
- Criminal Sexual Conduct (CSC) (Public Act 250).
- Criminal Acts
- Drugs – Use or possession
- Extortion
- False activation of a fire alarm
- Fighting (Participant/Encourager/Recorder)
- Forgery/Cheating/Plagiarism
- Gambling (playing games for money and so on).
- Gang Activity
- Hazing
- Inappropriate internet or computer use Level III
- Severe Aggression
- Physical assault of staff (Public Act 104).
- Physical assault of student.
- Possession, concealment, threat, attempted use or use of a weapon or look-alike weapon
- Possession of a firearm (Public Act 250).
- Possession or distribution of pornographic material
- Possession or lighting of fireworks (gas-ejecting device, and so on).
- Possession of Wireless Communication Device
- Racial or ethnic harassment (creating a hostile environment).
- Sexual misconduct, harassment or inappropriate sexual activity (creating a hostile environment).
- Smoking, possession or use of chewing tobacco or other tobacco products.
- Student Disorder / Demonstration
- Theft, more than \$10.00 in value
- Threat with a dangerous weapon (Public Act 250).
- Unauthorized possession, use, delivery, sale of prescribed drug or other intoxicant, lawful or unlawful.
- Trespassing
- Unauthorized use of school or private property
- Vandalism, destruction of property or graffiti.
- Verbal assault of staff/verbal threat of serious bodily injury to staff.

Level III Consequences

LEVEL III DISCIPLINARY ACTION: Disciplinary action for Level II Acts of Misconduct may include the following:

- First Violation Minimum: **In-School Suspension**
- Maximum: **Expulsion and/or Police Contact**

Note: See Code of Conduct Descriptions for more specific consequence guidelines.

Any other offenses not specifically listed, which are similar to the above violations, may be subject to classification as Level III Infractions by school administrators.

Definitions and Expectations for All Levels:

- Each student shall be expected to:
Abide by national, State, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school.

Aggression

Any behavior directed toward another individual that is carried out with the intent to cause physical harm.

Aiding or Abetting Violation of School Rules (Level 3)

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Arson-Purposely Setting a Fire (Level 3)

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Backpacks/Jackets (Level 1)

Students may not bring their backpacks, purses, track bags or jackets with them to class with the exception of Physical Education class.

Bullying (Level 3)

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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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.

It 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.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Teacher, Principal, Assistant Principal, or the Superintendent. For more information, see Board Policy **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**. ****NOTE: Confidentiality** - *Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.*

Cell Phone and Wireless Communication Devices (WCDs)

Cell phones and WCDs must be turned off for the duration of the school day (7:30am to 2:35pm). Students may not get their phones or WCDs out for the duration of the school day (this includes lunch/recess and passing time).

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board." Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

The student has a special health circumstance (e.g. an ill family member or his/her own special health condition).

The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated by administration.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy **5771** – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Sexting

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. 1 to 10 day OSS, possible recommendation to Superintendent of School for Long-term suspension or expulsion. Possible police referral.

Computer Technology and Networks

Before any student may take advantage of the School's computer network and the internet, s/he 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. 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.

In cases of gross misconduct of technology use, the building administrator may proceed to Level III for appropriate disciplinary action. Any acts of attempting to sabotage the system or tampering of data are examples of gross misconduct.

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.

Criminal Acts (Level 3)

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.

Display of Affection (Level 1)

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.

Disrespect to Staff Members: (Level 2)

Any behavior or language which in the judgment of the staff or administration, is considered to be disrespectful.

Dress and Grooming (Level 1)

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. Personal expression is permitted within these general guidelines according to GHPS Board Policy 5511.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Head Coverings
- Bandanas
- Clothing printed with profanity or inappropriate language/slogans including those promoting alcohol/drug use, tobacco use, violence, hatred, gang representation, or sexually suggestive material.
- Tank tops, muscle shirts, sleeveless tops with less than 2 ½ inch shoulder width see-through jerseys, tops that expose midriff/undergarments/cleavage, opened back tops and tops with immodest necklines.
- Spiked jewelry (wristbands, necklaces, belts, etc.)
- Bare/Stocking feet
- Visible undergarments
- Sagging pants/exposed undergarments
- Rubber bands around pant legs
- All other attire/accessories determined inappropriate or disruptive by the administration.

Students who are representing Godwin Heights Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Drugs – Use or Possession (Level 3)

Illegal/Controlled Substances

Use, possession or under the influence of an illegal/controlled substance, drug (marijuana, barbiturate, amphetamine, etc.) and possession of drug paraphernalia or consumption, possession, or under the influence of alcoholic beverages on all Godwin Heights School property or school sponsored activities.

- **First Offense** - Parent contact, police referral and immediate removal from school followed by a 10-day suspension (This may be reduced to a minimum of 5 days with verification that the student has attended a substance abuse treatment program arranged by parent or guardian.)
- **Second Offense** - Parent contact, police referral and immediate removal from school followed by a 10-day suspension, possible recommended expulsion

Sales/Distribution

Sale, arranging a sale, transfer or intent to transfer, use, possession or under the influence of prescription drugs, over the counter substances (including diet pills/appetite suppressants/caffeine pills), herbal remedies, and look-alikes, on District grounds, in District buildings, and/or in connection with any District activity is prohibited. Any student who violates the above policy may be subject to disciplinary action, up to and including expulsion. In addition, students may be required to satisfactorily participate in a drug assistance or rehabilitation program. (Board Policy 5530 - Drug Free Schools).

Medications

Students are not to bring any pills (including over-the-counter) to school unless the GHMS office has a self-administration form on file in the office. This form must be signed by the student's parents. The form must also be signed by a physician in the case of prescription medication.

- **First Offense** - parent contact/ student turned over to authorities for prosecution, immediate removal from school followed by suspension for up to 10 days and recommended expulsion (Board Policy 5530 - Drug Free Schools)

Extortion (Level 3)

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

False Alarms, False Reports, and Bomb Threats (Level 3)

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Fighting (Participant/Encourager/Recording (Level 3)

Disciplinary action will be taken for any person who encourages, watches, or participates in a fight between students. Videotaping and/or "posting" of fights is strictly prohibited and will result in disciplinary action of suspension or expulsion.

Firearm – Possession of a Dangerous Weapon, Arson, and Criminal Sexual Conduct (Level 3)

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. 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. Student with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement.

Fireworks, Smoke/Stink Bombs, Looks Alike Ammunition - Possession of

First Offense - Parent contact and 1 to 10 day suspension, possible police contact, possible recommended expulsion

Forgery/Cheating/Plagiarism (Level 3)

Falsification of school work, identification, forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

Cheating, including plagiarism, on homework, tests, or quizzes will result in consequences being assigned by the classroom teacher and may include at a minimum receiving a "0" on the assignment/assessment, in addition to disciplinary consequences. Cheating on standardized assessments such as the MEAP test will be handled according to the guidelines of the MEAP Administrator's Manual.

Gambling (Level 3)

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.

Gangs (Level 3)

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.

- 1st offense: Parent contact, possible police referral, possible suspension
- 2nd offense: Parent contact, police referral, possible suspension

Gross Misbehavior (Level 3)

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.

Harassment (Level 3)

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics,

such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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.
 - 1 to 10 day OSS, possible recommendation to Superintendent of School for Long-term suspension or expulsion. Possible police referral.

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.

Hazing (Level 3)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing or any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- 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.

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

Horseplay (Level 1)

Physical contact that is unwanted or consensual, and inappropriate (non-serious).

Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

- 1 to 10 day OSS, possible recommendation to Superintendent of School for Long-term suspension or expulsion. Possible police referral.

Profanity (Language or Gestures)/Obscenities/Duplication, Distribution, Posting or Possession of Offensive Materials (Level 2):

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, duplication, distribution, posting or possession of offensive materials and/or violates community held standards of good taste will be subject to disciplinary action.

Refusing to Accept Intervention or Discipline (Level 2)

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual interventions or discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Student Disorder/Demonstration (Level 3)

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. Students who disrupt the school may be subject to suspension or expulsion.

Theft

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.

- Level 2- Generally less than \$10.00 in and student is cooperative with resolving the incident.
- Level 3- More than \$10.00 in value,

Threatening or Intimidating Acts (Level 3)

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

Tobacco Use (Level 3)

The school prohibits the sale, distribution, use, or possession of any form of tobacco or 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, 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.

Transportation Devices (Level 1)

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.

Trespassing (Unauthorized Presence in Building or on School Property (Level 3))

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.

Unauthorized Use of School or Private Property (Level 3)

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. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

Care of Property – Public and Private (student valuables, use of equipment) Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal/Assistant Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Vandalism and/or Property Damage (Level 3)

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.

Verbally Threatening a Staff Member/Person Associated with the District (Level 3)

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 threats or assault may result in suspension and expulsion. 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 to 10-day OSS, possible recommendation to Superintendent of School for Long-term suspension or expulsion. Possible police referral.

Weapon/Use of an Object as a Weapon/Knowledge of Dangerous Weapon - Possession of

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. In addition, look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report dangerous conditions are prohibited (Board Policy 5772).

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:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
 - 1st offense: Confiscation of weapon or other potentially harmful object; police referral; suspension from school up to 10 days; recommended for expulsion from school as mandated by state law.

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. This violation may subject a student to expulsion.

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.

CODE OF CONDUCT- CONSEQUENCES

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Any violation of state statute, Board of Education policy or social norms will result in disciplinary measures up to and including detention, Thursday School assignments, suspension, or expulsion. This clause covers all unacceptable behaviors not specifically listed in this handbook.

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.

As a result of inappropriate behavior in school, students may be asked to provide an active solution to repair any harm they have done to others in the school community. This will be done through a variety of informal and formal meetings. Per administrative discretion, handbook consequences may be altered as a result of restorative practices.

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.

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:

- 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;
- the weapon was not knowingly possessed;
- the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- 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

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.

Forms of Discipline Include

After School Detentions (7th and 8th Grade)

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

- 7th and 8th Grade - After School Detention will be in session from 2:35 to 3:20.
- 5th and 6th Grade - Noon Detention will be in session during student's entire lunch.

Thursday School

All Students - Thursday school will be in session from 2:35 to 4:20. Any student who does not finish the session due to behavior will be issued a consequences and will be required to reserve their Thursday School.

SNAP Suspension 5th/6th Grade and 7th/8th Grade

SNAP Suspension permits a teacher to remove a student from class, subject, or activity for their class hour. The teacher then has the duty to inform the family and administration that they are sending the student to RTC. Students who are SNAP suspended for an hour will be required to fill out a responsible thinking sheet and conference with their teacher before re-admittance to class. Students who exhaust these corrective discipline procedures will be subject to out-of-school suspension or other disciplinary action for additional behavioral problems.

- 5th and 6th Grade - SNAP last for no longer than 30 minutes.
- 7th and 8th Grade - A teacher can remove a student for the remainder of their class period.

There are times when students are emotionally charged and are not ready to participate in their portion of the thinking process. In that instance, they may stay in RTC until their requirements for returning are complete. Staff will notify parents when this occurs.

In-School Suspension which will be served in the Responsible Thinking Center (RTC)

ISS is an alternative placement to out of school suspension. The goal is to keep the student in the building so they can have access to instructional materials and supports. ISS is a privilege and some students who fail to follow expectations may lose the right to access.

Student Expectations for Detention, Thursday School, SNAP, and ISS

- Each student shall arrive with sufficient educational materials to remain busy during this study period.
- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Failure to serve all time owed will result in additional consequences being issued.

Out of School Suspension (Short-term less than 10 days)

Before suspending or expelling a student, school "SHALL CONSIDER"

- A. Student's Age
- B. Disciplinary History
- C. Disability
- D. Seriousness of behavior
- E. Whether behavior posed safety risk
- F. Restorative practices
- G. Whether lesser intervention would address behavior

This 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. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. Students who have been issued an out of school suspension are not allowed on district property or allowed to participate in co-curricular activities. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. Suspensions may carry over into the next school year.

Students being considered for suspension 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. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held. An appeal may be addressed to the Superintendent whose decision will be final.

Long-Term Suspension or Expulsion

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 usually results in a loss of credit.

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 transfer 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.

GHMS 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.

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.

CLUB AND ACTIVITIES

School Sponsored

Godwin Heights Middle School provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. It is recommended that each GHMS student participate in one athletic/extracurricular activity through the school. All students are permitted and encouraged to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non School-Sponsored

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Facilities Director. All school rules will still apply regarding behavior and equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. 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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a PA announcement followed by two consecutive bell rings.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of four (4) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a PA announcement followed by 5 second bell.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will use the automated robo-call to notify all families as well as the following radio and television stations: Wood-TV 8, WZZM TV 13, Wood Radio (105.7),
1300 AM

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the county wide "School of choice" program.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide the following (we will make copies if necessary):

- a. an original birth certificate or similar document
- b. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- c. proof of residency
- d. proof of immunizations
- e. Photo ID

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. A Field Trip Permission slip will be sent home prior to each field trip throughout the school year. If a Permission slip is not returned to school by the date of the trip, he or she will not participate.

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.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal.

INDIVIDUALS WITH DISABILITIES

The Americans 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 Director of Special Education at 252-2084 to inquire about evaluation procedures and programs.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. 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.

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. No student will be released from school without proper parental permission.

LOCKERS

All students will be assigned a locker. It is the students' responsibility to see that their locker is 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 middle school will provide a lost and found area, which will be labeled as such. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of first (1st) semester and at the close of the school year.

MEAL SERVICE

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one, please contact office staff.

The school participates in the National School Lunch Program and makes lunches available to students free of charge. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Students are expected to remain seated in the cafeteria, unless they have a written pass from a school staff member. A universal breakfast will be provided to all students daily free of charge. Breakfast will be served within the first 20 minutes of the school day.

MEDIA CENTER USAGE

Students are responsible for the replacement or repair cost of lost or damaged materials. To visit the Media Center during class time, student must have a pass from their classroom teacher. Students who choose not to use the Media Center time wisely or quietly will return to class and lose Media Center privileges for an indefinite period of time.

MEDICATIONS

Prescribed

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 in the school office 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.

- a. Medication, in its original container, must be brought to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
- b. 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. A self-administered form must be on file in the school office.
- 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. The parents shall instruct their child to take the medication at the scheduled time, and the child has the responsibility for going to the office to receive their medication.
- G. The office will maintain documentation for administration of medication.

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. Epinephrine (EpiPen) is administered only in accordance with a written medication administration plan.

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication in its original container by completing a form which is available at the school office.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he 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.

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. developing English language proficiency.

PARENTS RELATIONS

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

PARENT INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class their child is attending, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

POSITIVE BEHAVIORS, INTERVENTIONS AND SUPPORTS (PBIS) MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS)

School-Wide Expectation Matrix Godwin Heights Secondary Schools

Value Definitions:

- **Perseverance** is never giving up and overcoming obstacles to achieve goals.
- **Respect** is treating myself and others as important.
- **Integrity** is doing the right thing, even when nobody is watching. (Having the ethical principles to make the right decisions.)
- **Disciplined** is using Self-Control to improve the choices that we make. (Following directions at school and home; Reacting positively to frustrating situations; Self control is a choice.)
- **Engaged** is making a commitment to being present at all times. (Effort; being present physically, mentally, emotionally; curiosity and passion for what you are learning; courage.)

	Learning Spaces (Classrooms, Gym, Media Center, Computer Labs)	Hallways	Office	Cafeteria	Restrooms/ Locker Rooms	Arrival/ Departure	Recess/ Playground	Extracurricular/ School Events
Perseverance	Ask for help when needed Be committed to task completion Have patience	Wait your turn Make a positive choice	Use empathy Have patience	Ask for help when needed Wait your turn	Wait your turn Use for intended purposes	Ask for help when needed	Use compassion Make a positive choice	Use compassion Show sportsmanship
Respect	Use positive language Use appropriate voice level others	Use appropriate voice level Walk on right side Walk single file or	Use professional voice and language (please, thank you, excuse Use appropriate voice level	Use positive language Use appropriate voice level Listen and respond to others	Maintain privacy Report concerns to adults	Enter quietly Follow directions from staff members appropriate voice level	Share Hands, feet, and objects to self	Use positive language Value people and property

Integrity	Follow the electronic policy Follow _____ (MS: Social Contract HS: Handbook policies) Value other's property	Follow Electronic policy Clean up after yourself Use assigned locker	Always have a signed pass	Have a pass to leave Stay in cafeteria Clean up after yourself	Go - Flush - Wash - Leave	Keep common spaces clean Walk with purpose Follow Handbook policies	Clean up after yourself Resolve conflicts peacefully	Clean up after yourself
Disciplined	Be present and on time Bring needed materials Stop, Think, and F.O.C.U.S.	Use self-control Always have a pass	Enter and Exit quietly Wait your turn	Wait your turn Know your ID number Be prepared for dismissal Listen for directions	Keep area clean Electronics Free Zone	Be on time Follow your schedule	Stop, Think, and F.O.C.U.S. Use self-control	Represent positive choices Listen for directions Follow hand signals
Engaged	Be on Task Actively listen Have positive interactions Have a "growth mindset" Staff will: *Be prepared *post learning objective	Walk with purpose Staff will: *enforce safety *monitor students	Have a purpose Staff will: *assign passes for entry *Greet staff *be patient	Stay in cafeteria Include others Staff will: *drop off students on time *Pick up students	Promptly return to class Staff will: *monitor noise and behavior	Enter/Exit with necessary materials Staff will: *greet students *monitor students behavior	Include others Staff will: *monitor student behavior *circulate playground *interact with students	Support classmates and peers Staff will: *monitor student behavior *Show good sportsmanship

SCHEDULING AND ASSIGNMENT

5th & 6th Grade Students

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

7th & 8th Grade Students

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

SCHOOL TELEPHONES USAGE

Office telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call. Office personnel must talk directly with a parent/guardian to make arrangements to leave school early.

SEARCH AND SEIZURE

Search of a student and his/her possessions, 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 FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

- A. Students must not interfere with students participating in other activities when fund raisings.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the principal.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fund-raising activity.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.\

STUDENT IDENTIFICATION

Each student will be issued a picture ID; however, students are not required to wear their ID during school hours. Students are to maintain their ID on themselves and produce it when asked by staff members. At times students will be required to show IDs to attend some high school and middle school co-curricular activities.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents.

Confidential records include test scores, psychological reports, behavioral data, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to office staff. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

TRANSFERRING OUT OF THE DISTRICT

Parents must notify the office staff about plans to transfer their child to another school. School records, may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students who live farther than ½ mile from school. The transportation schedule and routes are available by contacting the Wyoming Transportation at 530 – 7545.

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.

Bus Conduct

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.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a lanyard with a guest pass on it. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to meet with a member of the staff, they should call for an appointment prior to coming to the School. **Students may not bring visitors to school without prior written permission from the Principal.**

Student Name Printed _____ Grade _____



**GODWIN HEIGHTS MIDDLE SCHOOL
SIGNATURE FORM 2018-2019**

MIDDLE SCHOOL STUDENT/PARENT HANDBOOK - The middle school student handbook was developed to answer many of the commonly asked questions you may have during the school. It contains essential school information and specific policies and procedures approved by our Board of Education. Please become familiar with this information and refer to the handbook frequently if necessary. If you have any questions that are not addressed in the handbook, you are encouraged to talk with your child’s teacher or the Principal. The Godwin Heights Public Schools Middle School Handbook is available to parents and students at www.Godwinschools.org, or in the school office for your viewing. If you would like a hard copy, please request one from the school office.

As the parent or guardian of the above listed student and/or as the above listed student, I certify that I have read and understand the 2018-2019 Godwin Heights Middle School Handbook.

PARENT: _____ **YES** _____ **NO** **STUDENT:** _____ **YES** _____ **NO**

PERMISSION TO PHOTOGRAPH/RECORD RELEASE TO UTILIZE – As the parent or guardian of the above listed student, I certify that I have read and understand the 2018-2019 Godwin Heights Permission to Photograph/Videotape Release to Utilize policy outlined in the above stated Godwin Heights Public Schools Middle School Student/Parent Handbook.

_____ **YES**, I recognize the value of audio-visual and other types of electronic communication in providing my student with an effective education and hereby grant permission for our child and/or/his/her schoolwork to be photographed or videotaped as part of an educational program produced by Godwin Heights Public Schools.

_____ **NO**, I do not give permission for our child’s name, photo or schoolwork to be photographed or videotaped during the 2018-2019 school year.

TELEPHONE CONSUMER PROTECTION ACT (automated calls, emails, and texts) – Godwin Heights Public Schools uses an automated messaging service to inform families when there are school delays or closures due to inclement weather, or when there is an emergency at your student’s school or in the district. These automated messaging services may be used to deliver non-emergency information calls, texts, or emails, to communicate such things as school reminders, bus delays, after-school cancellations of activities, food truck, attendance, gradebook, general news from the superintendent, and more. Under the FCC Telephone Consumer Protection Act, GHPS must obtain your consent to receive non-emergency autodialed, emailed, texted, and/or pre-recorded messages and notifications from, or on behalf of GHPS. (Please note, GHPS is not responsible for text message or phone charges you may incur with this service.) All parents and/or guardians with telephone numbers and emails on file will continue to receive emergency “Robo Calls” or emails regarding situations deemed an emergency by GHPS administration. The ability to “opt in” or “opt out” only applies to non-emergency calls, emails, or texts. Parents/guardians may “opt out” of these services at any time by calling the administration office at (616) 252-2090.

As the parent or guardian of the above listed student and/or as the above listed student, I hereby consent and “opt in” to receive autodialed, emailed, texted, and/or pre-recorded non-emergency notifications from or on behalf of Godwin Heights Public Schools.

_____ **YES, I choose to opt in to notifications** _____ **NO, I choose to opt out of notifications**

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT – As the parent or guardian of the above listed student, I certify that I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Agreement outlined in the above stated Godwin Heights Public Schools Middle School Student/Parent Handbook.

PARENT: _____ **YES** _____ **NO** **STUDENT:** _____ **YES** _____ **NO**

Parent/Guardian Name (Printed) Parent/Guardian Signature Date

Student Name (Printed) Student Signature Date