



# STUDENT HANDBOOK

GODWIN LEARNING CENTER

3529 South Division Avenue

Wyoming, MI 49548

Phone: 616-252-2040

Fax: 616-252-2043

ADMINISTRATION

Mr. Chad Conklin, Learning Center Principal

# TABLE OF CONTENTS

<b>DISTRICT MISSION STATEMENT</b>	<b>5</b>	
<b>DAILY CLASS SCHEDULE</b>	<b>5</b>	
<b>SCHOOL WEBSITE</b>	<b>5</b>	
<b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>	<b>6-15</b>	
ACCIDENTS	6	
BACKPACKS, PURSES, COATS, CELL PHONES	6	
BUILDING SAFETY	6	
BUS TICKETS	6	
CHEATING/PLAGIARISM	6	
DRESS CODE	7	
EMERGENCY PROCEDURES	7	
FIRE	7	
HEADLICE	8	
ILLNESS AT SCHOOL	8	
LOCKERS	8	
LOST AND FOUND	8	
MEDICATION ADMINISTRATION	8	
MONEY AND VALUABLE ARTICLES	9	
OBLIGATIONS	9	
PUPIL INFORMATION/CHANGE OF ADDRESS	9	
SALES AND SOLICITATION	9	
SEARCH AND SEIZURE	9	
SEXUAL HARASSMENT	10	
SNOW DAYS		14
TORNADO WATCH/WARNING	15	
STUDENT IDENTIFICATION	15	
STUDENT PARKING	15	
WORK PERMIT	15	
<b>TECHNOLOGY ACCEPTABLE USE AND INTERNET POLICY</b>	<b>15-19</b>	
INTRODUCTION	15	
DEFINITION OF GHPS MEMBERS/USERS	15	
RULES FOR ACCEPTABLE USE & INTERNET/NETWORK SAFETY POLICIES	16	
NETWORK ETIQUETTE	17	
CONSEQUENCES FOR VIOLATION	18	
<b>ATTENDANCE</b>	<b>20-21</b>	
AGE OF MAJORITY	20	
ATTENDANCE PHILOSOPHY	20	
ABSENCES	20	
ABSENCE REPORTING PROCEDURE	21	

<b>GRADUATION</b>	<b>21-22</b>	
GRADUATION CEREMONY POLICY	21	
GRADUATION REQUIREMENTS	22	
INCOMPLETE CREDIT	22	
<b>STUDENT DISCIPLINE</b>	<b>22-24</b>	
WEAPONS, ARSON, & CRIMINAL SEXUAL CONDUCT	23	
CLASSROOM EXPECTATIONS	25	
DISCIPLINING STUDENTS WITH DISABILITIES	26	
DUE PROCESS	26	
<b>INFORMAL DISCIPLINE</b>	<b>27</b>	
SNAP SUSPENSIONS	27	
<b>FORMAL DISCIPLINE</b>	<b>28</b>	
SUSPENSION PROCEDURES	28	
EXPULSION PROCEDURES		28
CRIMINAL ACTS	28	
<b>DISCIPLINE LEVELS</b>	<b>29-38</b>	
<b>LEVEL 1 OFFENSES</b>	<b>29</b>	
Disruption of the Educational Process	29	
Disrespect	29	
Inappropriate Display of Affection	29	
Insubordination	29	
Inappropriate Language/Profanity	29	
Lack of Academic Progress	29	
Littering	29	
Loitering	29	
Safety Concerns	29	
Unauthorized Sale and Petitions	29	
<b>LEVEL 2 OFFENSES</b>	<b>30-37</b>	
Aiding or Abetting	30	
Bullying	30	
Closed Campus Violation	31	
Drug Use	31	
Drug Use/Use of Breath-Test Instruments	31	
Extortion	32	
Explosives	32	
False Alarms	32	
Fighting	32	
Forgery/False Representation	32	
Gambling	32	
Gang Activity	33	
Gross Misbehavior	33	
Harassment	33	
Hazing	34	

Inciting Others to Violence and Disobedience	34
Knowledge of Dangerous Weapons or Threats of Violence	34
Obscenity/Profanity	34
Possession and/or Use of Potentially Dangerous Items	34
Possession of a Wireless Communication Device	35
Stealing	36
Tobacco Products	36
Threatening or Intimidating Acts	36
Trespassing	36
Vandalism and/or Property Damage	36
Verbal Confrontation	37
Verbal Assault to a Staff Member	37
<b>LEVEL 3 OFFENSES</b>	<b>37-38</b>
Arson	37
Criminal Sexual Conduct	37
Physical Assault	37
Weapon Possession	37
Weapon Use	38
<b>SCHOOL YEAR CALENDAR</b>	<b>39</b>



## DISTRICT MISSION STATEMENT

Believing all students can learn, the staff of Godwin Heights Learning Center will expect mastery of essential academic skills. We accept the responsibility of modeling positive values in a safe, nurturing environment that fosters inquiry, cooperation, and social, emotional and aesthetic growth. We will provide opportunities for every student to enter our ever-changing society as a responsible, contributing citizen. Beliefs are statements of the school community's fundamental convictions, its values, and its character. Beliefs are the foundation on which the mission of the district rests. "Everyone" means everyone including students, parents and employees.

## DAILY CLASS SCHEDULE

Students should begin class on time. Students who are 15 or more minutes late for class will be counted as absent.

Monday - Friday

Doors open	7:45 AM – 8:00 AM
1 <sup>st</sup> Period	8:00 AM – 9:15 AM
2 <sup>nd</sup> period	9:15 AM – 10:30 AM
3 <sup>rd</sup> period	10:30 AM – 11:45 AM
<b>Lunch</b>	<b>11:45 AM – 12PM</b>
4 <sup>th</sup> Period	12:05 PM – 1:20 PM

There are two 15-minute break periods for students each morning. Students will be served breakfast during these breaks.

## SCHOOL WEBSITE

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

# ADMINISTRATIVE POLICIES AND PROCEDURES

## **ACCIDENTS**

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

## **BACKPACKS, PURSES, COATS**

Students may bring backpacks, purses, coats and cell phones into the building however they must be placed in assigned lockers at all times.

## **BUILDING SAFETY**

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

## **BUS TICKETS**

Bus tickets will be given to full-time students living more than 1 ½ miles from the Learning Center. Student enrolled as Schools of Choice are not eligible for receiving bus tickets. Please note that bus tickets are only to be used to and from school and not for any other reason such as doctor, court, or agency appointments.

The following are bus ticket procedures:

- An eligible student will receive a bus card on their first day of class from school personnel
- Bus tickets are only issued during regular school hours for eligible students
- If student needs to leave for a legitimate reason, front office will need to contact a parent or legal guardian to obtain approval to release the student (unless front office has an approved Age of Majority form).

Once a bus ticket has expired, the student will need to obtain a new one. Students should not dispose of the expired ticket and will need to submit the used ticket to the staff member to obtain a new one. Used bus tickets that are not submitted will be considered lost. Lost bus tickets will cost \$9.00 to replace. Each misused swipe of the ticket will be a \$.90 charge (Example: if a bus card gets swiped twice for the same date and time (two riders), one of them will be charged as misuse).

## **CHEATING/PLAGIARISM**

Misrepresentation of another's work as a student's own. This includes copying others assignments and tests. This applies to both parties. This applies to use of pre-written material and internet material without appropriate permission.

**1<sup>st</sup> Violation** – Class is reset and progress will begin at zero percent completed or possible expulsion.

**2<sup>nd</sup> Violation** – Class is reset and progress will begin at zero percent completed or possible expulsion.

**3<sup>rd</sup> Violation** – Recommendation for Long-Term Suspension or Expulsion.

## **DRESS CODE**

Godwin Learning Center strongly believes in and supports the philosophy that all students have the right to a safe and secure structured, learning climate, and academic environment that is second to none. In pursuit of this mission, we incorporate policies and regulations that define the standard for student behavior based on widely accepted morals and values that define appropriate dress, grooming, and behavior. These guidelines will foster the development of good citizenship and promote a well-balanced, highly skilled and prepared graduate for the world of work or the pursuit of a career.

These guidelines below define appropriate “attire and personal grooming” for the purpose of fostering good dress and grooming habits in the school atmosphere by eliminating potential disturbances so as not to interfere with the educational process. All students are expected to attend school in clean, neat, and appropriate student attire and shall observe and practice the following dress guidelines and habits.

Student dress & appearance guidelines are as follows:

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

School staff has final say on what is appropriate dress. If dressed inappropriately, you will be asked to go home to change. Your absence will be considered unexcused. Repeat violations will be grounds for dismissal from school, or you may not be allowed to enroll the following semester.

## **EMERGENCY PROCEDURES**

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

### **FIRE**

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

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

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

## **ILLNESS AT SCHOOL**

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

## **LOCKERS**

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

## **LOST AND FOUND**

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

## **MEDICATION ADMINISTRATION**

If a student is required to take prescription medication during the school hours and a parent or guardian of this student cannot be at school to administer the medication, the school secretary will oversee and administer the medication in compliance with the instructions of a physician (as indicated on the prescription label). The exact dosage and frequency of administration must be set forth on the prescription label and request form or on written instructions signed by a physician. Only in an emergency situation that threatens the life or health of the pupil may school personnel not need to be present when administering medication.

Written instructions, on a form provided by the school, signed by a parent or guardian AND physician will be required. A copy of this form is available in the main office and needs to be turned in to the secretary before medications can be administered. The school may not supply medication of any kind to students. However, students requiring pain reliever or other non-prescription medication on a regular basis may store them in the main office as well, and should provide written authorization from a parent or guardian for dispensation.

When parents submit a request for administration of medication, a copy of the Board of Education regulations pertaining to the school's role in administering medication will be given to the parents.



NOTE: Prescription medications given for less than a ten-day duration or non-prescription medicines (in original, unopened containers) do not require a physician's signature on the permission form in addition to the prescription label. However, medications to be administered on an as needed basis throughout the year will require a physician's signature.

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

### **MONEY AND VALUABLE ARTICLES**

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

### **OBLIGATIONS (money owed to G.H.L.C.)**

School may withhold student privileges. Students will be denied the right to participate in extracurricular activities and Senior Graduation until arrangements have been made to pay the money owed to the school.

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

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

### **SALES AND SOLICITATIONS**

All sales and solicitations within the school by students must have the approval of the principal. Completion of an approved fund-raiser request form must be on file prior to the sale. A student may not sell any item(s) to any school personnel or another student for individual profit.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and student's personal belongings under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. All the above property remains at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their belongings. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action. A student's person and/or personal effect (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **SEXUAL HARASSMENT**

### I. Policy Statement:

In compliance with both federal and state law, it is the policy of the Godwin Heights Public Schools to provide an educational, employment, and business environment free of sexual harassment as defined below. The Godwin Heights Public Schools will not tolerate sexually harassing behavior, false reports of sexual harassment, or retaliation against either persons reporting allegations of sexual harassment or persons who cooperate in the investigation of such complaints.

### II. Definition of Sexual Harassment

#### A. Sexual harassment is prohibited and is defined as follows:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:
  - a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or the student's educational status, receipt of educational benefits or services, or participation in school activities; or
  - b. Submission to or rejection of such conduct or communication by an individual is used explicitly or implicitly, as a basis for decisions affecting an individual's employment or the student's education status, receipt of educational benefits or services, or participating in school activities; or
  - c. Such conduct or communication has the purpose or effect of substantially interfering with the individual's employment or educational performance, or by student's creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile or offensive educational environment.

#### B. Forms of prohibited "sexual harassment" include, but are not limited to:

1. Verbal - Sexual innuendoes, suggestive comments, rumors or jokes of sexual nature, sexual propositions, threats. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning an individual's employment status or a student's educational status (including grades, graduation, participation in curricular or extracurricular activities or other school-related matters).

2. Non-verbal - Sexual suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.
3. Physical - Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse and assault.

### III. Regulations

- A. It shall be a violation of Godwin Heights Public Schools' policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Godwin Heights Public Schools:
  1. To make sexual advances or request sexual favors when submission to, or rejection of, such conduct is the basis for either implicitly or explicitly recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect the employee's, student's, or individual's employment, public services, or education.
  2. To recommend, impose, grant, withhold, or refuse to take any personnel, academic or other action consistent with his or her duties and responsibilities because of sexual favors, or as a reprisal against an employee, student, or other individual who has rejected or reported sexual advances.
  3. To disregard and fail to investigate allegations of sexual harassment whether reported by the employee, student, or individual who is subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
- B. All employees, students, volunteers, contractors or persons having a business relationship with the School District are required to comply with this policy. Prompt and corrective action designed to immediately stop the harassment and to prevent its recurrence will be taken against persons who violate this policy. Such action will be consistent with the disciplinary procedures contained in the applicable collective bargaining agreement, individual employment contract and/or School District policy.
  1. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense.

Sexual harassment under this policy may also be regarded and punished as a violation of their rules of student conduct prohibiting assault, battery, threats, fighting and/or intimidation.

2. Discipline imposed upon employees for violation of this policy may include warnings, written reprimands, suspensions or dismissal depending upon the nature and severity of the offense. Where an employee is covered by a collective bargaining agreement or individual employment contract, discipline shall be imposed according to the procedures and standards contained therein.

3. Volunteers, contractors and persons having a business relationship with the School District who violate this policy may be subject to exclusion from school facilities, programs and activities. The School District reserves the right to discontinue any contracted services or commercial relationship with any contractor, vendor or other service provider found to have violated this policy.

C. Whenever there is an abuse of authority, or neglect of responsibility, the supervisor or other responsible individual is required to take prompt and corrective action consistent with the discipline provisions of the appropriate collective bargaining agreement and/or Godwin Heights Public Schools policy.

#### IV. Approaches to Complaint Resolution

A. An individual or student (“Complainant”) who believes that he/she has been subjected to “sexual harassment” should promptly notify the building principal, guidance counselor, or Superintendent of Schools, whose office is located at 15 – 36<sup>th</sup> Street, SW, and whose phone number is 252-2090, extension 1132. Employees and students are encouraged to report any conduct, statements or physical contact which make them feel uncomfortable.

If an employee or student has concerns regarding the nature of any conduct, statements or physical contracts by a School District employee, volunteer, contractor, or another student, such concerns should be reported to one of the persons identified above. In addition, a student should discuss these concerns with the student’s parent or guardian.

1. Under no circumstance is the employee or student required to notify the alleged offender.
2. Employees or volunteers with a reason to believe sexual harassment of a student is occurring have a duty to report such information to one of the above-identified individuals. Failure to report known sexual harassment of a student by an employee or volunteer may give rise to discipline.

B. Complaints of sexual harassment shall be promptly and thoroughly investigated by the School District. Complaints of sexual harassment will be treated in a confidential manner, while possibly recognizing the potential need to:

1. Notify the alleged perpetrator of the facts relative to the claimed violation,
2. Notify the parent or guardian of the student if the student is a minor,
3. Make reports required by law, including, but not limited to reports required under the Michigan Child Protection Law.

C. The School District will conduct a fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. The investigation of the allegation(s) presented in a complaint. The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses.

- D. It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate, or retaliate against any student filing a complaint and or assisting in the investigation of a complaint. A Complainant who knowingly files a false complaint or individual who knowingly provides or knows false information has been provided during such an investigation or review and fails to report such information to the District-designated investigator shall be subject to discipline.
- E. If the evidence obtained as a result of the investigation reveals that the complaint is substantiated and valid, the District-designed investigator shall recommend a resolution to the Complainant and to the individual against whom the complaint was filed. If the recommended resolution is acceptable to both parties, the investigator shall provide a report with the investigator's recommended resolution to the Superintendent (or designee) for review and action. If the investigator's recommended resolution is not acceptable to any party, either party may request that the investigator schedule a full review of the allegations by the Superintendent (or designee).

Such review will include, but is not limited to, an opportunity for each party to address the Superintendent (or designee) and for the investigator to provide the investigation report and recommended resolution to the Superintendent (or designee).

- F. The Superintendent (or designee) may take such disciplinary and/or remedial action as is consistent with policy, other policies and regulations, and any relevant collective bargaining agreements. If the Superintendent (or designee) determines that the complaint is valid, prompt attention and action designed to stop the harassment immediately and to prevent its recurrence will be taken. The District considers sexual harassment to be a major offense which can result in disciplinary action as described within this Policy.
- G. All investigations of complaints made pursuant to this policy shall be concluded with written findings, regardless of whether or not a complaint is factually substantiated. Such findings shall be maintained in a separate confidential file. The Complainant (his/her parent or guardian, if a minor) and the person against whom the complaint is made shall, upon request, be allowed an opportunity to review the content of the report.
- H. School personnel receiving or processing complaints of alleged sexual harassment by school employees or volunteers which complaints maintain that a student has been a victim of sexual abuse, contact, penetration or of sexual exploitation shall immediately report such complaint to the Department of Social Services.

#### V. Responsibility of the Administration

All levels of administration have a special responsibility for implementation of this policy. If behavior is observed which violates this policy, the person observing such behavior shall bring the matter to the attention of the building principal, immediate supervisor, and the Superintendent of Schools for appropriate action. If an employee, student, or other individual files a complaint, the administrator with whom the complaint is filed shall inform the complainant of this or her rights under this policy and attempt a correction. When a problem is beyond the capability of the

building principal to effectively correct, the matter shall be referred to the Superintendent of Schools or designee for appropriate action.

In all cases, and regardless of the individual remedial measures that have been undertaken, the administrator whom the complaint has been referred shall provide the Superintendent of Schools or designee with a complete written report of each complaint. This report must be submitted within ten (10) days of the date the complaint was first filed with the administrator. If the complaint is filed by or otherwise concerns a student, the building principal shall also forward a copy to the Guidance Counselor. Such reports shall minimally include.

- the date of receipt of the complaint
- identification of the complaint
- identification of the party or parties and the actions complained of, including all relevant background facts and circumstances
- A statement detailing the scope of the investigation that had been undertaken and the results thereof, and
- A statement of corrective measures pursued, the date such measures were undertaken and the results achieved.

## VI. Conclusion

It is the intent of the Board of Education of the Godwin Heights Public Schools that this policy receives wide distribution, and shall be:

- A. Circulated to all schools and departments and to all counselors of the Godwin Heights Public Schools on an annual basis and shall be incorporated in staff and student handbooks.
- B. Publicized in School District and building newsletters.
- C. Distributed to all community organizations having cooperative agreements with the School District.
- D. Annually distributed to all employees, volunteers, and contractors of the School District as well as to any labor organizations representing School District employees.
- E. The Board also directs that affirmative programs be initiated so that the employment and educational environments will be free from sexual harassment. Inquiries regarding this policy shall be directed to:

Secretary of Board of Education  
Godwin Heights Public Schools

## **SNOW DAYS**

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

## **TORNADO WATCH/WARNING PROCEDURE**

A tornado watch means that weather conditions are favorable to the formation of a tornado. A tornado warning means that a tornado has been sighted in the area. When a tornado warning is issued students and staff will seek shelter in designated areas. Students should assume a sitting position. Staff will be present to assist students.

## **STUDENT IDENTIFICATION**

Each student will be issued a picture ID. Students are required to have their ID at all times while in school. Lost IDs are replaced free of charge ONE time only. There is a \$5 replacement fee (each time) for subsequent cards.

## **STUDENT PARKING**

All Learning Center Students must park in Districts Parking Lot located on the south side of the building (PEB Building). Any student parking outside of the designated student parking area.

**1<sup>st</sup> Violation** – Verbal Warning, Green Sticker.

**2<sup>nd</sup> Violation** – Parent contact, Green Sticker, Possible OSS.

**3<sup>rd</sup> Violation** – Vehicle will be towed at Owner's expense.

## **WORK PERMITS**

Work permits may be obtained in the main office.

# **TECHNOLOGY ACCEPTABLE USE AND INTERNET/NETWORK SAFETY POLICY**

## **INTRODUCTION**

Use of technology at Godwin Heights Public Schools is a tool and privilege extended to students, staff, and community members to enhance learning and information exchange.

The Godwin Heights Public School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and strongly encourages the development of information management skills. These formats allow access to current and relevant resources. In addition, they provide the opportunity to communicate in a technologically rich environment and allow users to become responsible, self-directed, lifelong learners.

## **DEFINITION OF GODWIN HEIGHTS PUBLIC SCHOOL MEMBERS/USERS**

Based upon need and access privileges, members/users on the Godwin Heights Public School District Network will be granted access to relevant network/hardware services. The following members/users may hold accounts on the Godwin Heights Public School Network:

1. **Students.** Students, currently enrolled in the district, may be granted network/hardware accounts upon agreement to the terms and conditions stated in this policy.
2. **Staff.** Staff members, currently employed by the district, are granted a network/hardware account upon agreement to the terms and conditions stated in this policy and are required to

use technology in carrying out their work assignments. School computers, networks, and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this Acceptable Use and Internet/Network Safety Policy, and must not damage the school's hardware, software, or computer communications system.

3. **Community Members and Others.** Anyone may request a special account on the district network. These requests are reviewed on a case-by-case basis. Access privileges will be based on need, availability, and agreement to the terms and conditions stated in this policy.

### **RULES FOR ACCEPTABLE USE & INTERNET/NETWORK SAFETY POLICIES:**

1. The following uses of computer equipment and services are not permitted
  - a. To access or distribute pornography, obscene or sexually explicit material
  - b. To transmit obscene, abusive, sexually explicit, harassing or threatening language or suggestions
  - c. To violate any local, state or federal law
  - d. To access another person's materials, information or files without permission
  - e. To engage in commercial or profit-making enterprises
  - f. To use technology maliciously in order to disrupt the use of technology by others.
2. The privacy of passwords must be maintained. Users are responsible for all activity under network accounts.
3. Written approval must be obtained from supervising administrator prior to the removal of hardware/software technologies from school premises.
4. Students shall only use electronic mail and other forms of direct electronic communications for appropriate school-related purposes.
5. All food and drinks must be kept away from computers and related technologies.
6. All hardware and software must be cared for properly.
7. Users must adhere to district guidelines and copyright laws in the use of hardware, software, and transmission or in the copying of text or files (plagiarism) on the Internet or from other resources.
8. Users must adhere to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school.



9. Students and staff shall not install software or media.
10. The Godwin Heights Public Schools web site provides links to third party sites as a convenience and is not responsible for the contents of any linked site or any links contained in a linked site. The linked sites are not under the control of the district and should not be considered an endorsement.
11. All web pages created by students and student organizations on the district's computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.
12. Godwin Heights Public Schools uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Godwin Heights Public Schools. The District makes continuous efforts to block student access to inappropriate material but even the best filtering software cannot guarantee total blockage.
13. The technology protection measure that blocks or filters Internet access may be disabled by a Godwin Heights Public Schools staff member for bona fide research purposes by an adult.
14. A Godwin Heights Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
15. Godwin Heights Public School staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy. However, it is not guaranteed. Students are responsible for abiding by the rules in this policy.
16. Godwin Heights Public Schools holds the right to use surveillance technologies to detect plagiarism, misconduct, and crimes.
17. Except for courses of study which have specific lessons related to advertising, students shall not be required to observe, listen to or read commercial advertising in the classroom.
18. Godwin Heights Public Schools will not allow commercial advertising on any district owned web site unless approved by the Board of Education.

### **NETWORK ETIQUETTE**

1. Recognize that all district owned technology related storage areas are not private (e-mail, files, floppies, hard drives, pda's, etc.)
2. Be polite. Do not be abusive in messages to others.
3. Use appropriate language. Do not use profanity, vulgarities, or other inappropriate language. Illegal activities are strictly forbidden.

4. Do not reveal ANY personal information about yourself or another person (address, phone number, last name, etc.)
5. Immediately tell your parents, teacher, adult, or administration if you come across anything that is inappropriate, threatening, or uncomfortable.

### **CONSEQUENCES FOR VIOLATION OF ACCEPTABLE USE AND INTERNET/NETWORK SAFETY POLICIES**

1. Members violating any of these Rights for Acceptable Use and Internet/Network Safety Policies may be banned from using school hardware and telecommunications software to access the Internet.
2. Members will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
3. Members violating any of these Rules for Acceptable Use and Internet/Network Safety Policies may face additional disciplinary and/or legal action deemed appropriate in keeping with the disciplinary policies of the school, state, and federal law.

In accordance with this policy, the building administrator and system administrator will determine what inappropriate use is. Violations of this policy will result in disciplinary action. If a member should be found in violation of the Acceptable Use and Internet/Network Safety Policy, he/she can expect the following action to be taken:

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

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

#### **Level I Offense**

Vandalism that costs less than \$100 in technology property is a Level I Offense. Students may be liable for the cost. A student may lose computer privileges or be placed in a "restricted" computer access group for up to 10 days. Use of software not approved by the classroom teacher is a Level I Offense. Level I Offenses are broad in scope and may include any activity involving Godwin's technology. The student may be

subjected to disciplinary action up to and including Level II and Level III. The student will review the Student Network and Internet Acceptable Use and Safety Agreement (Policy 7540.03) before computer privileges may be reinstated.

#### Level II Offense

Vandalism exceeding a cost of \$100 but less than \$500 in technology property is a Level II Offense.

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

#### Level III Offense

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

# **ATTENDANCE**

## **AGE OF MAJORITY**

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

The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.

## **ATTENDANCE PHILOSOPHY**

Regular attendance represents an essential cornerstone for learning. Students are responsible for their attendance. Regular attendance, punctuality, self-discipline and responsibility are important educational goals. These goals directly relate to employability and success in future endeavors. It is understood that students attending Godwin Learning Center often have obstacles that prevent daily attendance. Godwin Learning Center will work with students individually to help them work towards their personal goals. The students **MUST** take responsibility for their attendance patterns and keep Godwin Learning Center informed at all times as to why they will be absent on a particular day.

Students with seven or more absences in a trimester will be reclassified as inactive. These students will receive a letter warning them about their attendance. They will be allowed to re-enroll at the start of the next trimester, with approval from Administration.

NOTE: Students not working/progressing at an appropriate rate will be reviewed periodically. After the review is complete, it will be decided if the student should be reclassified as inactive or allowed to continue. The Administration reserves the right to drop students if they have 10 or more absences in a Trimester

## **ABSENCES**

An absence occurs when a student misses more than 15 minutes of any class. Absences will fall in one of two categories: **EXCUSED or UNEXCUSED**

### **EXCUSED ABSENCE**

is one that is excused by the parent/student (if student is 18 years of age) and the attendance office.

### **EXCUSED ABSENCES INCLUDE**

(Note: Agency visits/doctor appointments documentation will be required in order for absence to be excused)

- Illness
- Death in the family
- Prior permission to leave school by parents and administrator

- Approved family vacation
- Required court appearance
- Family emergencies
- Agency visits/doctor appointment

### **UNEXCUSED ABSENCE**

is attendance behavior that falls into one of the following categories. Unexcused absences are counted on a trimester basis. At the end of the each trimester all unexcused absences will be removed.

### **UNEXCUSED ABSENCES INCLUDE**

- Skipping class
- More than 15 minutes late for class
- Parental/student (if student is 18 years of age) failure to excuse a student's absence
- Missing a class due to illness without reporting to the office

### **LEAVE FOR THE DAY**

- If student decides to leave for the remainder of the school day without a legitimate reason and without parent/guardian permission (unless front office has an approved Age of Majority) the student will not be permitted to enter the building and will be done for the school day.
- If student needs to leave for a legitimate reason, front office will need to contact a parent or legal guardian to obtain approval to release the student (unless front office has an approved Age of Majority). Student may return to the building with documentation concerning the legitimate reason.

### **ABSENCE REPORTING PROCEDURE**

A 24 hour answering machine has been installed for your convenience in calling the office to report the day that your student will be absent. If no call is received by the end of the school day or before Noon the next day when your student is absent, the absence will be recorded as **unexcused**. Since parental contact is important in helping students develop good attendance habits, all communications can be made by phone or in writing. Our number is 616-252-2040.

## **GRADUATION**

### **GRADUATION CEREMONY POLICY**

Participation in the graduation ceremony is a privilege, not a right. In order to participate in the graduation ceremony, students must successfully complete all required coursework. In order to keep the dignity of graduation, a modest dress code is required. Male students are to wear slacks and shirt, shoes, and socks. Female students are to wear a dress or an appropriate slack outfit. **NO SHORTS, T-SHIRTS, INAPPROPRIATE CLOTHING, OR MODIFICATIONS OF CAP OR GOWN WILL BE ALLOWED.**

## **GRADUATION REQUIREMENTS**

<b>Subject</b>	<b>Number of Credits Required for Classes</b>
English 9	1.00
English 10	1.00
English 11	1.00
English 12	1.00
U.S. Geography/U.S. History	1.00
U.S. Government	0.50
World History/World Geography	1.00
Economics	0.50
Algebra I	1.00
Algebra II	1.00
Geometry	1.00
Math Elective	1.00
Biology	1.00
Chemistry and/or Physics	1.00
Science Elective	1.00
Physical Education	0.50
Health	0.50
Art	1.00
Online experience	0.00
Foreign Language Credit	2.00
<b>TOTAL</b>	<b>18 credits required</b>

### **INCOMPLETE CREDIT**

All courses must be entirely completed by the end of trimester.

## **STUDENT DISCIPLINE**

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

Every attempt will be made to contact a student's parent/guardian when a school rule has been violated. Contact is made via phone call/message, written notice sent to home address, or parent/guardian meeting at school. Any parent/guardian with a question regarding their student's attendance or behavior is encouraged to contact the Learning Center office at 252-2040.

## **WEAPONS, ARSON & CRIMINAL SEXUAL CONDUCT**

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

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

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

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

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board (*Superintendent*) determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

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

### **Physical and Verbal Assault**

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

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

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

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

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

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

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

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

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

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

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

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

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



## **Restorative Practices**

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

Restorative practices may include victim-offender conferences that:

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

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

## **Alternative Services**

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

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

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

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

## **CLASSROOM EXPECTATION**

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **DUE PROCESS**

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

### **SUSPENSION FROM SCHOOL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Within 10 school 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.

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

## **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes: verbal redirection, writing assignments, change of seating or location, and contacting of parent or guardian.

### **SNAP SUSPENSION, PUBLIC ACT 103**

Section 380.2309 of the Revised School Code permits a teacher to suspend a student from class, subject, or activity for up to one day. The teacher then has the duty to inform administration of this suspension. It is the responsibility of the teacher to have a parent-teacher conference regarding the

suspension. Students who exhaust these corrective discipline procedures will be subject to out-of-school suspension or other disciplinary action for additional behavioral problems.

## **FORMAL DISCIPLINE**

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

### **SUSPENSION PROCEDURES**

A suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten (10) school days. This includes attendance at the Kent Career Technical Center and in the Cooperative Education Program. The student is not allowed on school premises during the duration of the suspension. **HE/SHE MAY NOT PARTICIPATE IN, OR ATTEND, ANY SCHOOL ACTIVITY SUCH AS ATHLETIC EVENTS, MUSIC CONCERTS, PLAYS, ETC., DURING THE DURATION OF THE SUSPENSION.**

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

### **EXPULSION PROCEDURES**

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

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

## **CRIMINAL ACTS**

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

## **DISCIPLINE LEVELS**

### **LEVEL ONE OFFENSES**

Any student who receives three level one violations, in any combination, in the same day will be suspended for the remainder of the day.

**1<sup>st</sup> Violation** – Verbal Warning,

**2<sup>nd</sup> Violation** – Verbal Warning,

**3<sup>rd</sup> Violation** - After school Detention or OSS for the remainder of the day, Parent Conference

- **Disruption of the Educational Process** – Any actions or manner of dress that interferes with school activities or disrupts the education process is unacceptable, Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing art events.
- **Disrespect** - Spoken comments or behaviors which are perceived by the staff as disrespectful. This includes but is not limited to student to staff or student to student.
- **Inappropriate Display of Affection** - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
- **Insubordination** - The act of failing to respond to or carry out a reasonable request/directive by school personnel including the request for hats and electronic devices.
- **Inappropriate Language/Profanity:** General and not directed towards any person
- **Lack of Academic Progress.** – In order to remain in good academic standing the average student needs to complete one course every three weeks. This will allow the student to complete four courses every trimester. Most courses are broken down into chapters and each chapter is broken down into separate “Activities”. The goal for every student is to complete a minimum of 25 “Activities” every day which breaks down to five “Activities” every hour. **Any student who fails to complete six “Activities” in a two hour period will be considered non-compliant.**
- **Littering** - The act of littering on school property or on private property to and from school in an extreme or repetitious manner.

- **Loitering** - The act of being in or about any school building, property, or in specifically restricted areas of a school building at unauthorized times (without permission), or remaining on site after school personnel gave the directive to leave the premises.
- **Safety Concerns** - Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited.
- **Unauthorized Sale and Petitions** - The act of selling or attempting to sell any object or substance which has not been authorized for sale by the principal to any person on school property. The act of presenting or distributing petitions which contain obscenities, libelous statement, and/or which are not within the bounds of reasonable conduct.

**Any student who accumulates ten or more Level One suspensions may be issued a 5-10 day OSS, with a possible recommendation for long-term suspension or expulsion.**

## **LEVEL 2 OFFENSES**

Any student who commits two Level 2 offenses may be recommended for Long Term Suspension or Expulsion

- **Aiding or abetting violation of school rules**-If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion.
  - **1<sup>st</sup> Violation** – up to 10 day OSS, possible recommendation to Superintendent for expulsion.
  - **2<sup>nd</sup> Violation** – up to 10 day OSS, possible recommendation to Superintendent of Schools for expulsion.
- **Bullying** – It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating ill will, 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
  - o **1<sup>st</sup> Violation** – Parent Notification, Disciplinary Action up to and including removal from class with loss of credit, Suspension up to 10 school days, possible recommendation of expulsion, possible police referral
  - o **2<sup>nd</sup> Violation** – Parent Notification, Removal from class with loss of credit, Suspension up to 10 school days, Possible Recommendation of expulsion, Possible Police Referral
  - o **3<sup>rd</sup> Violation** - Parent Notification, Suspension up to 10 school days, Possible Recommendation of expulsion, Possible Police Referral
- **Closed Campus Violation-** All students at the Learning Center are governed by the district's closed campus policy. Students may not leave the school property at any time during the school day, including the lunch hour, and are not permitted in the parking lot or any other place on school grounds without parental and administrative permission.
  - o **1<sup>st</sup> Violation** - Administrator – Student will be OSS for the remainder of the day.
  - o **2<sup>nd</sup> Violation** – Administrator – parent meeting, 2 day OSS
  - o **3<sup>rd</sup> Violation** – Administrator – parent meeting, 3-5 day OSS.
- **Drug Use** – A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

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

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

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

- **1<sup>st</sup> Violation** - (Other than sale or delivery) – up to ten school days suspension from school. Referral to substance abuse program and legal authorities. As many as five school days of the suspension may be revoked upon completion of an approved substance abuse assessment.
  - **2<sup>nd</sup> Violation** - (Other than sale or delivery) – up to ten school days suspension from school, recommendation to Superintendent of schools for expulsion, and referral to legal authorities for prosecution. Subsequent violations will be treated as 2<sup>nd</sup> violation.
  - **3<sup>rd</sup> Violation** - (Sale or delivery) – Ten school days suspension from school, recommendation to the Superintendent of schools for expulsion, and referral to the legal authorities for prosecution.
- **Drug Use / Use of Breath-Test Instruments** - The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

- **Extortion** - The act of extorting, borrowing, or attempting to borrow any money/thing of value from a student unless both parties enter into the agreement freely.
  - **1<sup>st</sup> Violation** – 3 days of OSS.
  - **2<sup>nd</sup> Violation** – 3-5 days of OSS.
  - **3<sup>rd</sup> Violation** – 10 School day suspension, recommendation to Superintendent of Schools for expulsion.
- **Explosives**- Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.
  - **1<sup>st</sup> Violation** – 5-10 day OSS, possible recommendation to Superintendent of Schools for expulsion, possible referral to legal authorities.
  - **2<sup>nd</sup> Violation** – 10 days OSS, possible recommendation to Superintendent of Schools for expulsion. Referral to legal authorities.
- **False Alarms** - The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe.
  - **1<sup>st</sup> Violation** – 5 to 10 day OSS, possible referral to legal authorities and Superintendent of School for expulsion, restitution.
  - **2<sup>nd</sup> Violation** – 10 day OSS, recommendation to Superintendent of Schools for expulsion, restitution, referral to legal authorities.
- **Fighting** - The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dances, athletic events, etc.)



- o **1<sup>st</sup> Violation** – 5- days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.
  - o **2<sup>nd</sup> Violation** – 10 days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.
  - o **3<sup>rd</sup> Violation** - Automatic recommendation to Superintendent of Schools for expulsion.
- **Forgery/False Representation** - The act of fraudulently using in writing, the name of another person, or falsifying dates, grades, addresses or other data. Also, falsely representing another person on the telephone.
    - o **1<sup>st</sup> Violation**– 1 day of OSS.
    - o **2<sup>nd</sup> Violation**- 3 to 5 days of OSS
    - o **3<sup>rd</sup> Violation** – 5-10 days of OSS. Possible recommendation to Superintendent of Schools for expulsion.
  - **Gambling** - Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
    - o **1<sup>st</sup> Violation** – 3 day OSS
    - o **2<sup>nd</sup> Violation** – 5 day OSS, possible police contact.
    - o **3<sup>rd</sup> Violation and Continued Violations** – 10 day OSS, possible expulsion, and possible police contact.
  - **Gang Activity** – The Board of Education does not tolerate any gang-related activity within the Godwin Heights Public Schools. The board considers gang activity to constitute gross disobedience which will result in a lengthy suspension and/or expulsion of a student. Gang activity means: any activity by a group of two or more, or by an individual student on behalf of a group, whose purpose includes the commission of one or more illegal act or acts in violation of the Student Code of Conduct and /or the Board of Education policies; where the group is identifiable by name, sign, or symbol, etc., or other conduct as described below; and whose members individually or collectively engage in or have engaged in a pattern of criminal activity or activity disruptive of the educational process.

Students are prohibited from engaging in any gang-like activity which means: any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; (3) to effect the common purpose and design of any gang; or (4) to represent, encourage, promote, or advance a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function. These regulations and the Student Code of Conduct also apply to any gang activity off school premises, which has the effect of disrupting the education environment, is detrimental to the normal functioning of the school and/or of school activities, or jeopardizes the safety or emotional well-being of any student, staff member, or the school district community.

Any student who is found to engage in gang activity, who disrupts the school environment, who facilitates the illegal or disruptive acts of a gang within school or on school premises, or whose continued presence creates a reasonable likelihood of harm to any district student or staff member, as a result of gang affiliation or activity, is subject to discipline, suspension, expulsion, arrest or referral to law enforcement authorities.

The above regulations also apply to any type of written expression or multimedia material processed and/or published by students.

**Any student aware of gang activity is encouraged to contact Silent Observer at 1.866.774.2345. Your identity will be fully protected. A monetary reward may be available depending on the specificity of the information provided.**

- **1<sup>st</sup> Violation** – Parent notification, Police Referral, Suspension up to 10 days OSS, possible recommendation for expulsion
- **2<sup>nd</sup> Violation** - Parent notification, Police Referral Suspension up to 10 days OSS, possible recommendation for expulsion
- **3<sup>rd</sup> Violation** - Parent notification, Police Referral, Suspension up to 10 days OSS, possible recommendation for expulsion
  
- **Gross Misbehavior**– The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions or the program or activity under school sponsorship; the act of threats or physical violence to pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process.
  - **1<sup>st</sup> Violation** – Parent notification, 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.
  
- **Harassment**- Harassment of any kind, including racial and religious, will not be tolerated at GHHS, Verbal, written, or other negative or derogatory behavior directed toward another student or GHHS staff member constitutes harassment.
  - **1<sup>st</sup> Violation** – Parent Notification, Disciplinary Action up to and including removal from class with loss of credit, Suspension up to 10 school days, Possible Recommendation of expulsion, Possible Police Referral
  - **2<sup>nd</sup> Violation** – Parent notification, Removal from class with loss of credit, Suspension up to 10 school days, Possible Recommendation of expulsion, Possible Police Referral
  - **3<sup>rd</sup> Violation** - Parent notification, Suspension up to 10 school days, Possible Recommendation of expulsion, Possible Police Referral
  
- **Hazing** - Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to an illegal activity, such as drinking or drugs, physical punishment or infliction of pain, intentional humiliation or embarrassment, dangerous activity, activity likely to cause mental or psychological stress, forced detention or kidnapping, undressing or enforcing and participating in initiations.
  - **1<sup>st</sup> Violation** – Parent Notification, Suspension up to 10 school days, Possible removal from course/activity, Possible Police Referral, Athletic Suspension, Possible Recommendation for Expulsion
  - **2<sup>nd</sup> Violation** – Parent notification, Longer Suspension OSS/ Police Referral, removal from course/activity, Possible Recommendation for expulsion

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

- **Inciting Others to Violence and Disobedience** – To take the role of leadership or give overt encouragement to actions harmful to persons or property, or which disrupt the normal educational process of the school.
  - **1<sup>st</sup> Violation** – 5- days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.
  - **2<sup>nd</sup> Violation** – 10 days out of school suspension and possible recommendation to Superintendent of Schools for expulsion.
  - **3<sup>rd</sup> Violation** - Automatic recommendation to Superintendent of Schools for expulsion.

- **Knowledge of Dangerous Weapons or Threats of Violence** -Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
  - **1<sup>st</sup> Violation**- Parent contact, Suspension, or Expulsion
  
- **Obscenity/Profanity** – Including Profanity: directed at any school employee. The act of using language in spoken or written form, or in pictures, caricatures, or gestures which are offensive to the general standards of the school and/or community.
  - **1<sup>st</sup>/ & 2nd Violation** – 1 day OSS, possible parent meeting.
  - **3<sup>rd</sup> Violation** – 3 day OSS
  - **4<sup>th</sup> Violation** – 5 day OSS,
  - **5<sup>th</sup> Violation** – 5-10 days OSS possible recommendation to Superintendent of Schools for expulsion.
  
- **Possession and/or Use of Potentially Dangerous Items** - Possessing or using any item(s) or substance(s) potentially harmful to oneself or others. This application is regardless of student intent.
  - **1<sup>st</sup> Violation** - Confiscation of item, 3 days OSS, possible expulsion, possible police contact.
  - **2<sup>nd</sup> Violation** - 5-10 days out of school suspension and possible recommendation to Superintendent of Schools/Board of Education for expulsion.
  
- **Possession of a Wireless Communication Device (WCDs)** - Students are encouraged to not bring communication or electronic devices to school. The school will not take responsibility for communication/electronic devices that are lost or stolen and also may not conduct investigations regarding these items. Upon entering the building students will be expected to place all electronic devices to a non-disturbing setting, and place them in their school locker. Students may not use cell phones in the classroom setting. They may ONLY use cell phones during breaks and lunch, but they must be used in the cafeteria side of the building only. The school day is defined as from 8:00 a.m. to 1:35 p.m., Monday -Friday. Headphones and personal music are only allowed before school and during a student’s breaks and lunch period.
  - **1<sup>st</sup> Violation** –WCD will be locked in office and given to student at end of day/ Parent contact
  - **2<sup>nd</sup> Violation** – WCD will be locked in office and given to student at end of day/, Parent contact.
  - **3<sup>rd</sup> Violation** – Parent/Guardian will be requested to pick up WCD and have meeting with teacher
  - **4<sup>th</sup> Violation** - 1-5 day OSS, possible recommendation to Superintendent of Schools/Board of Education for expulsion.

***Any student who refuses to hand over WCD will automatically be suspended and Parent/Guardian will be contacted.***

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

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

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

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

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

- o **1<sup>st</sup> Violation-** Parent Notification, 10 day OSS, or Possible Recommendation for Expulsion
  - o **2<sup>nd</sup> Violation-** 10 day OSS, Possible Recommendation for Expulsion
  - o **3<sup>rd</sup> Violation** – Recommendation for Expulsion
  - **Stealing** - The act of taking or having in one's possession any items belonging to the school or another person (staff/student). Violations could result in restitution and possible referral to legal authorities.
    - o **1<sup>st</sup> Violation** – 3 day OSS, possible police contact.
    - o **2<sup>nd</sup> Violation** – 5 day OSS suspension, possible police contact.
    - o **3<sup>rd</sup> Violation** – 10 day OSS, possible recommendation to Superintendent of Schools/Board of Education for expulsion, and/or possible police contact.
  - **Tobacco Products** – Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, "Smokeless Hookah", or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The law will be followed in addition to the following:
    - o **1<sup>st</sup> /2<sup>nd</sup> Violation** – 2 day OSS, parent meeting
    - o **3<sup>rd</sup> Violation** – 5 day suspension, parent meeting
    - o **4<sup>th</sup> Violation** – 10 days of out of school suspension,\* recommendation to the Superintendent of Schools for expulsion.
- \*Note** – All tobacco offenses for students under the age of 18 may include referral to legal authorities.
- **Threatening or Intimidating Acts** - The act of verbally or by gesture threatening to hit or strike any person on school property or enroute to or from school.
    - o **1<sup>st</sup> Violation** - 3 days OSS.
    - o **2<sup>nd</sup> Violation** – 5 days OSS.
    - o **3<sup>rd</sup> Violation** - 10 days OSS, possible recommendation to Superintendent of Schools for expulsion.

- **Trespassing** - Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so. Loitering is when students are in the building or on school property without a valid pass and/or not in their regularly scheduled classes.
  - **1<sup>st</sup> Violation** - 1-5 days OSS, possible referral to legal authorities.
  - **2<sup>nd</sup> Violation** - 3-5 days OSS, possible referral to legal authorities.
  - **3<sup>rd</sup> Violation** - 10 day OSS, recommendation to Superintendent of Schools/Board of Education for expulsion.
  
- **Vandalism and/or Property Damage** - The damage or destruction of property through willful or improper behavior. This shall also include tampering with, and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.
  - **1<sup>st</sup> Violation** – 3 day OSS, payment of damages, possible police contact.
  - **2<sup>nd</sup> Violation** – 5 day OSS, payment of damages, possible police contact.
  - **3<sup>rd</sup> Violation** – 10 days OSS payment of damages, possible police contact, and possible recommendation to Superintendent of Schools/Board of Education for expulsion.
  
- **Verbal Confrontation** - The act of arguing with another and becoming aggressive and/or loud or doing so in a threatening manner, up to and including the use of inappropriate language.
  - **1<sup>st</sup> Violation** – 3 day OSS.
  - **2<sup>nd</sup> Violation** – 5 day, OSS, parent contact
  - **3<sup>rd</sup> Violation** – 10 days OSS, possible recommendation to Superintendent of School for expulsion.
  
- **Verbal Assault to a Staff Member** - Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
  - **1<sup>st</sup> Violation**- 10 day OSS, or possible recommendation to Superintendent of School for expulsion
  - **2<sup>nd</sup> Violation**- recommendation to Superintendent of School for expulsion

### **LEVEL 3 OFFENSES**

Any student who receives one Level 3 suspension will be recommended for expulsion.

- **Arson** - the willful and malicious burning or an attempt to burn, any building or part of any property of the School System. This includes other student's property, or person.
  - **1<sup>st</sup> Violation** - Permanent Expulsion - Notification of agencies and individuals as required by law.
  
- **Criminal Sexual Conduct/Assault** – Student commits criminal sexual conduct in a school building or on school property. Criminal sexual conduct can include consensual sexual contact between any individual and a person who is under the age of 16.
  - **1<sup>st</sup> Violation** - Permanent Expulsion - notification of agencies and individuals as required by law.
  
- **Physical Assault** – Intentionally causing or attempting to cause physical harm to another through force or violence. At school means in classroom, elsewhere or on school premises, on a school bus or other school-related vehicle, or at any school-sponsored activity or event whether or not it is held on school premises.

A student in grade six (6) or above, while at school, who commits a physical assault on a school employee, a

volunteer, or a person under contract with the school, and the assault is reported to the school board, the district superintendent, or building principal by the victim or if he or she is not able to report the assault, by another person on behalf of the victim, **will be permanently expelled.**

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

- **Weapon Possession**-A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
- **State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:**
  1. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
  2. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
  3. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
- **Weapon Use**- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.
  - **1<sup>ST</sup> Violation** – recommendation to Superintendent of Schools/Board of Education for expulsion.

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



## **2018-2019 LEARNING CENTER CALENDAR**

*Please Note Trimester start and end dates*

- Trimester 1 – August 20, 2018 – November 14, 2018
- Trimester 2 – November 15, 2018 – February 27, 2019
- Trimester 3 – February 28, 2019 – May 31, 2019

August 20, 2018	First Day for Students – WELCOME BACK!
August 24, 2018	No School
August 31 - September 3, 2018	No School (Labor Day)
September 24, 2018	Half Day AM for Students
October 3, 2018	Student Count Day
October 31, 2018	Half Day AM for Students
November 9, 2018	Half Day AM for Students
November 14, 2018	End of First Trimester
November 21-23, 2018	No School (Thanksgiving Break)
December 4, 2018	Half Day AM for Students
December 24-January 4, 2019	No School (Holiday Break)
January 7, 2019	School Resumes
January 21, 2019	No School – Records Day
February 4, 2019	Half Day AM for Students
February 18, 2019	No School (Mid-Winter Break)
February 27, 2019	End of Second Trimester

March 7, 2019	Half Day AM for Students
March 28, 2019	Half Day AM for Students
March 29 – April 5, 2019	No School (Spring Break)
April 19, 2019	Half Day AM for Students
May 22, 2019	High School & Learning Center Graduation
May 24, 2019	Half Day AM for Students
May 27, 2019	No School (Memorial Day)
May 31, 2019	Half Day AM for Students - Last Day of School

Please visit our online district calendar at [www.godwinschools.org](http://www.godwinschools.org) for scheduled events throughout the school year.