

GOODRICH AREA SCHOOLS

Student & parent Handbook
CODE OF CONDUCT GRADES 9-12



“Home of the Martians”

School Year- 2023-2024

Welcome to Goodrich High School. Our team is pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Travis McDowell, Principal	[810-591-2232]
Jesse Nardizzi, Assistant Principal	[810-591-2227]
Rob McRae, Athletic Director	[810-591-2230]
Trishia Nelson, Guidance Counselor	[810-591-2229]
Jo Warden, School Secretary	[810-591-2251]
Trudy Conlin, Attendance & Discipline Secretary	[810-591-2252]
Jamie Lauinger, Athletic Secretary	[810-591-2235]
Mike Baszler, Superintendent of Schools	[810-591-2201]

Adopted by the Board of Education on July 31, 2023.

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was posted. If you have questions or would like more information about a specific issue or document, contact your school principal or the Office of the Superintendent, or access the document on the District's website: www.goodrichschools.org by clicking on "District>Board of Education>Board By-Laws and District Policy" and finding the specific policy or administrative guideline in the Table of Contents for that section.

FOREWORD

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022, the language in the most current policy or administrative guideline prevails.

WELCOME TO GHS

It is with great pleasure that we take this opportunity to welcome you to Goodrich Area Schools! We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. This student/parent code of conduct and handbook was developed to answer many of the commonly asked questions that you may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use throughout the school year. It can be a valuable reference and a means to avoid confusion and misunderstanding when questions arise. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may require actions that are not covered in this code of conduct/handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infractions that may not be in the best interest of the safety and welfare of the students.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

MISSION OF GOODRICH AREA SCHOOLS

VISION AND MISSION OF GOODRICH AREA SCHOOLS

Vision – Preparing Students for Life

Mission – Learners of all ages will develop the skill and habits they need to build emotionally and physically healthy lives while growing into caring, responsible adults.

BELIEF STATEMENTS

- *School should be an exciting place for all to learn and grow academically, socially and emotionally.*
- *Students and staff should learn and work in an environment that is physically and emotionally safe.*
- *Students and staff should be actively engaged in meaningful learning experiences and actively seeking ways to connect to their school and community.*
- *Students should have opportunities for personalized learning and be supported by qualified, caring adults.*
- *Families should be engaged in supportive relationships with the school community.*
- *Students should be challenged academically and continuously prepare for success in life.*

In this environment:

- All students and staff are empowered and supported
- Teachers hold high expectations for all students
- We rely on our diversity of thought, perspective, and resources to build on our strengths and improve our weaknesses
- Teachers use research-based best practices in every classroom to engage each student.
- Each school provides a safe, caring, and nurturing environment for students, staff and families.
- Decisions are collaborative and based on data and quality information.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Civil Rights Compliance Officers listed below:

Mrs. Kate Jordan	Mr. Travis McDowell
Principal	Principal
810-591-3455	810-591-2251

Complaints will be investigated in accordance with the procedures as described in [Board Policy 2260](#). Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; 3. promoting regular and open communication between school personnel and students' family members; 4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; 2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning;
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

SCHOOL SCHEDULE

GHS Start and End Times:

- Full School Day: 7:30am – 2:32pm
- Half Day: 7:30am – 11:00am

The “Martian” Mascot and History



WE ARE ONE, WE ARE GOODRICH!!!

Our Martian mascot is unique and like no other mascot in the country. Our school community is very proud and honored to be recognized as “Martians” and the fact that our brand is just that, ours. The “Martian” mascot has a long history referring to Mars, the Roman god of war.

Prior to the 1930's, Goodrich students were known as the Goodrich Gladiators. At that time, Goodrich was still a farming community and the school system had the official title of “Goodrich Rural Agricultural Schools”. When the “Martian” name was adopted in the 1930's, it had a dual significance because in Roman mythology, Mars was an agricultural deity as well as a warrior.

Many years later, the “Rural Agricultural” is gone from our name but the warrior spirit of Mars remains. We experience unparalleled success in the classroom and on the playing field, we are a family and rally around each other. Our pride in community, our school, and for each other is as strong as the steel armor worn by our mascot. The lore of Mars resonates with us at all times. Like Mars, we are strong, we are one, we are Goodrich!

School Colors

Blue & Gold

School Mascot

Martian, the Roman God of War

Alma Mater

Here's to dear old Goodrich Area Schools,
with her colors' gold and blue,
May her memory always linger,
in our hearts she will be true;
We have often sung her praises,
may her banners always fly.
Onward Martians, Courage, ever,
Alma Mater Goodrich High.

Fight Song

Onward Goodrich, Onward Goodrich
make that touchdown count
Down the field and through the goal post
We will win this game, Rah! Rah! Rah!
Onward Goodrich, Onward Goodrich
make that touchdown count
Fight fellas fight, and we will win this game.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building principal, counselor, social worker or any staff member.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian (this is part of the Online Registration in ParentVue), and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

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

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If it is a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by a school official. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

WHOM DO I CALL NEXT?

It is our intention to answer all of your questions and address any complaints as completely as possible with first-hand information. Please, if you have a question or concern, call the person most likely to have the necessary information to address the concern.

If you have a concern that does not seem to be resolved, a follow up call can be made to the person listed below:

- Classroom Questions..... Teacher
- Athletic Question (Player Related)..... Team Coach
- Teacher..... Principal
- Team Coach..... Athletic Director
- Athletic Question (Facilities Related)..... Athletic Director
- Counselor..... PrincipalTeacher
- Athletic Director (Player Rated) Principal
- Secretary..... Principal
- Bus issue..... Transportation Director
- Athletic Director (Facilities Related)..... Superintendent
- Transportation Director..... Superintendent
- Custodial/Maintenance Supervisor..... Superintendent
- Food Service Director..... Superintendent
- Principal..... Superintendent
- Special Education..... Superintendent
- Business Manager..... Superintendent
- Superintendent..... Board of Education President

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

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

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Please note we do not accept schedule change requests based on teacher preference. Students may be denied course enrollment due to a lack of available space, or the need to pass or meet course recommended standardized assessments or prerequisites. Students are expected to follow their schedules. Any variation must be approved with an appropriate pass.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or those parent(s) have identified in Parent/StudentVue without permission by the custodial parent(s) or guardian. Students leaving the building without appropriate permission may be subject to student discipline.

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Goodrich Area Schools, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building secretary for the specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL


No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

IMMUNIZATIONS

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

SCHOOLS VACCINES REQUIRED FOR SCHOOL ENTRY IN MICHIGAN

Whenever children are brought into group settings, there is a chance for diseases to spread. Students must follow state vaccine laws in order to attend school. These laws are the minimum standard to help prevent disease outbreaks in school settings. The best way to protect students in your care from other serious diseases is to promote the recommended vaccination schedule at www.cdc.gov/vaccines. Encourage parents to follow CDC's recommended schedule; by doing so, school requirements will be met.



	All Kindergarteners and 4-6 year old transfer students	All 7th Graders and 7-18 year old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses D and T or 3 doses Td if 1st dose given at or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
Polio	4 doses 3 doses if dose 3 was given at or after 4 years of age	
Measles, Mumps, Rubella (MMR)*	2 doses at or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate (MenACWY)	None	1 dose at 11 years of age or older upon entry into 7th grade or higher
Varicella (Chickenpox)*	2 doses at or after 12 months of age or Current lab immunity or History of varicella disease	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/immunize. *If the student has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.



Updated March 3, 2022

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have Emergency Medical Information on file in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. State law requires that all students must have up-to-date emergency information available to the school at all times. All parents must use their ParentVue account to update their child(ren)'s emergency contact and release information, medical conditions and medications. Should any of this information change during the course of the school year, parents should immediately update this information in ParentVue. Failure to complete the form may jeopardize a student's educational program.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal/secretary before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.
 - Medication may be conveyed to school directly by the parent. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions, of which the office must be aware and appropriate medical forms completed and on file.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

() may self-administer the medication.

() may keep the medication in his/her possession

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

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

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval ~~of~~ from the student's parent/guardian to the Principal.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by the child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Student Services at 810-591-5222 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Director of Curriculum & School Improvement at 810-591-5223 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. A student's name;
- B. Major field of study;
- C. Participation in officially recognized activities and sports;
- D. Height and weight, if a member of an athletic team;
- E. Date of graduation;
- F. Awards received;
- G. Honor rolls;
- H. Scholarships;
- I. School photographs or videos of students participating in school activities, events, or programs.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov

ARMED FORCES RECRUITING (High School Only)

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent/legal guardian of a student submits a signed, written request ([Form 8330 F13](#)) to the Board that indicates that the student or the parent/legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then school officials shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

Goodrich Area Schools charge specific fees for some non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student’s family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. ([See Policy 6152](#))

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly as their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- A. Crowdfunding activities are governed by [Policy and Administrative Guideline 6605](#)
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's teacher or counselor.
- D. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- E. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Office of the Superintendent.

The school participates in the National School Lunch Program and makes lunches available to students for a varying fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, or for information regarding meal charging procedures, please contact the Director of Nutritional Services at 810-591-2236.

SCHOOL MEAL CHARGING POLICY

The goal of the school breakfast and lunch program is to provide healthy meals for all students each day. The District's participation in the Federal USDA Child Nutrition Program does not, however, require by law that students be served a meal without payment. Nonetheless, it is not the intent of the program to deny a student a meal. However, if a student receives a meal it must be paid for. Free and Reduced Applications are always available throughout the year to help families in need.

Due to excessive charges, Goodrich Area Schools finds it necessary to establish a written system policy for meal charges for all students. Please visit our district website for additional information, policy and guidelines.

SAFETY (FIRE, LOCK DOWN AND TORNADO) DRILLS

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

- The alarm signal for fire drills consist of both noise and flashing lights from fire alarms.
- Tornado drills are conducted using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.
- Lock down drills call for students to be restricted to the interior of the school building and the building secured. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations and will issue a recorded phone/text/email message.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents

beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, that person shall call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE MEDIA CENTER/LIBRARY

Goodrich Area Schools library/Media Center is available to students, in their respective buildings, throughout the school day with permission and presence of a staff member. Books may be checked out for a three-week period and renewed for an additional three weeks if needed. Reference materials may be checked out overnight only. Electronic resources are also available for student use. Students are encouraged to return books by the due date. The student who checked-out the book must pay for books not returned, lost and/or damaged. Failure to do so may result in StudentVue accounts being suspended until all fines are paid.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is located directly outside the main office with more valuable items kept with the office secretaries. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES (OFFICE/CLASSROOM)

Office telephones are permissible for students to use to call home when needed. Students must seek permission from a staff member prior to calling. Except in an emergency, students will not be called to the office to receive a phone call.

USE OF PERSONAL COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

“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 ECD.

ADVERTISING OUTSIDE ACTIVITIES

Students and/or others may not post announcements or advertisements for school or outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

LOCKERS – USE OF

Students using a locker agree to the following:

- The Board of Education reserves the right to inspect all lockers under its control. Further, the Board of Education deems it a proper function of school authorities to inspect all lockers in the school and prevent their illicit use for illegal purposes. The use of the lockers is not an exclusion

from inspections by the administration when the safety, health, and welfare of the entire student body is to be considered.

- The security and safety of the lockers are the responsibility of the student. The school will provide reasonable supervision for the lockers and content, however the school will NOT be responsible in any degree for lost, damaged or stolen items. The student must take the utmost care to ensure that the locker is properly locked when closed and report all damages or theft to the school office immediately.
- The contents of the locker are the responsibility of the student assigned to that locker. Nothing illegal should be kept in the locker nor should it be used for illegal purposes. Violation of this rule subjects the student to disciplinary action.
- Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.
- Students will exercise care and good judgment in the physical upkeep of their lockers. No lockers may be defaced, painted, or otherwise decorated. Students agree to pay for any damages caused by avoidable or careless action. **ONLY MAGNETS ARE ALLOWED.**
- Damaged or defective lockers are to be reported to the main office.
- Lockers will be assigned through the school office.
- Students are not to occupy lockers other than the one to which they are assigned. Sharing of lockers is not permitted.
- No padlocks are to be placed on student lockers without permission of the building principal.

Violation of the above rules may result in fines, detention, and/or a loss of locker privileges.

CREDITS FROM NON-PUBLIC AND HOME SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from non-public schools whether they are State-approved, non-approved, or home schools. For credit or coursework to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Recognition of credits or course work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learning's, which are prerequisite to a placement. Although credits from non-public schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school approved by a State education agency shall be considered in class ranking and for entering on the transcript.

DROPPING/ADDING CLASSES

To drop or add a class, a student must see one of the counselors and have the permission of the principal. Students need to prove that they have an incomplete schedule or were improperly placed. “Drops” and “adds” will not be permitted after the first week of school. Other drops and adds may be considered at the conclusion of the first semester. Drops and adds for the second semester are limited to the first week of the semester.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of course offerings is available by visiting the school website or contacting the school guidance office. It can also be found [here](#).

Virtual Offering - [Virtual Contract](#)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. There may be occasions where students are transported to other buildings and/or walk within the district. These occasions do not require a signed parent permission slip.

All school rules apply to all field trips. Students may be excluded or removed from participation in field trips due to academic or behavioral reasons. Students who disregard school rules during a field trip may be removed from the trip at parent/student expense. If a student is sent home for inappropriate behavior, it will constitute, at minimum, a mandatory three-day suspension.

GRADES

Goodrich Area Schools have the following grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course/semester. If a student is not sure how their grade will be determined, the student should ask the teacher or access their StudentVue account.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. Goodrich Area Schools use letter grades to represent academic achievement. Final semester grades will be rounded to the nearest whole number (ie: 87.6 will be rounded to 88% and an 87.4 will be an 87%). Please note a student's grade will only be rounded once at the end of each semester.

High School

A student's course grade is weighted with 75% based on classroom assessments and 25% based on classroom non-assessments. A student's final course grade is also weighted with 80% coming from the semester coursework and 20% allocated for the final semester exam.

Grades are defined as follows:

- A Excellent
- B Above Average
- C Average
- D Below Average
- E Failing
- I Incomplete
- P Acceptable Achievement

In order to establish uniform grade reporting procedures, the following grading scale will be used to determine student final letter grades:

LETTER	PERCENTAGE
A	100
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	72
D+	69
D	66
D-	62
E	59

Weighted Grades

Weighted grades are for **High School Advanced Placement (AP) Courses Only**

Grade	AP GPA	No-AP GPA
A	5.0	4.0
A-	4.7	3.7
B+	4.3	3.3
B	4.0	3.0
B-	3.7	2.7
C+	3.3	2.3
C	3.0	2.0
C-	2.7	1.7
D+	2.3	1.3
D	2.0	1.0
D-	1.7	0.7
F	0.0	0.0

GRADING PERIODS

Report cards will be available by semester, as soon as possible after the close of each semester. Parents and students are encouraged to utilize ParentVue/StudentVue to continuously monitor grades. The link may be found below or on the district website

PARENT ACCESS <https://parentvue.geneseeisd.org/good/>

STUDENT ACCESS https://studentvue.geneseeisd.org/good

- Report cards will be available online unless you contact the office and request a copy.
- For Parent/StudentVue access, please contact the main office.

PROMOTION, PLACEMENT, AND RETENTION

HIGH SCHOOL

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS (High School Only)

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, participation on state/national assessments with sincere effort, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to [Policy 5460](#) in the Board Policy manual. Additional information regarding the Michigan Merit Curriculum (MMC) can be found [here](#).

Specific course requirements are:

● English	4 credits
● Health	½ credit
● Phys. Ed.	½ credit
● Mathematics	4 credits
● Science	3 credits
● Social Studies	3 credits
● World Language	2 credits
● Visual Performance and Applied Arts	1 credit
● Social Global Issues / Senior Seminar	1 credit
● Other Electives	5 credits
▪ Total	24 credits

All students must complete all required credits for their graduating class to be eligible to receive a diploma and participate in commencement exercises (a detailed list may be found in the student's curriculum handbook). A student who is behind in the number of credits needed for graduation may be permitted to enroll in supplemental classes to earn additional credits. This requires the prior written permission of the Principal. **All requirements for graduation must be met by Friday, May 19, 2023 in order to participate in commencement activities.**

CANDIDATES FOR DIPLOMA

Only those students who have satisfactorily completed all classes required for graduation as prescribed by the Board of Education policy and those who have participated and completed all required district, state and/or national level assessments. This includes M-Step PSAT and SAT assessments, students must participate with a sincere effort in order to be considered for a Goodrich High School diploma. Students not graduating with their class have until the first day of the following school year to complete requirements to earn a Goodrich Area Schools diploma for that year. They may enroll for the following school year if requirements are not yet met but will be subject to all requirements and conditions of that graduating class.

CLASS OF 2024 COMMENCEMENT CEREMONY

The School District holds Graduation ceremonies every year to honor those students who have completed all graduation requirements. Participation in that ceremony is a privilege, not a right.

Administration may exclude any student from participating in any ceremony or activity as a consequence of a student's behavior. Seniors not dressed appropriately or behaving in an unacceptable manner will not be allowed to participate in Commencement. Any senior who is lacking the number of credits required to graduate is not eligible to participate in the graduation commencement ceremony. Students may only wear Principal approved gowns, sashes, cords, etc.

Only those seniors who have completed all classes required for graduation as prescribed by the Board of Education policy, and who have been identified as students in good standing may be issued senior caps and gowns and be permitted to participate in the Commencement ceremony. Any student who has outstanding fines owed to the district or any missing school purchased resources without reimbursement may not participate in the commencement ceremony.

All requirements for graduation must be met by **Friday, May 17, 2024**. If a student disrupts the commencement ceremony and administration deems it reasonable, the student(s) in question may be subject to returning to school for in-school consequence in order to complete the school year. This is a time for you and your family to honor your accomplishments and not disrupt others.



TOP SENIOR SCHOLARS

At Goodrich High School, we will use a formula for selecting students for top academic honors that was developed by the Michigan Association of Secondary School Principals. The formula is commonly used by organizations such as the MLIVE, TV-5 "Best of the Class", colleges and our member conference to determine top students based on grade point average (GPA) and a student's SAT scores. Testing outside of the College Board school day administered SAT test is the responsibility of the student to have their scores reported to the high school counseling office prior to the end of the first

semester. At the end of the first semester of the senior year, we will calculate the formula to determine the senior scholars:

Total up the following:

- GPA x 250 =
- SAT score divided by 1.6 = _____
- Total score of (GPA and SAT) =

Seniors that achieve the designated cut score would be recognized at Honors Night and Graduation. Senior Scholar Students will be recognized at the end of the year banquets.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM – HIGH SCHOOL ONLY

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing the student meets the requirements established by law and by the District. Dual Enrollment is a full year commitment and any interested students should contact the High School Counseling Office to obtain the necessary information. Dual enrollment grades will not be weighted. Failure of a dual enrollment class will result in the reimbursement of the cost of the class paid back to the district.

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. If students are taking more than two courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.

Please see our On-Line/Blended Learning Program [Policy 2370.01](#), in its entirety, by visiting our district website.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated and coordinated by the staff. Details of the ceremony will be made available prior to events.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments such as homework. Homework is also part of the student's preparation for the State mandated test and graduation. The District uses Google Classroom; homework and/or absent work is available via this platform.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may utilize the School's computer network and the internet, the student and their parents must complete an agreement, which defines the conditions under which the student may participate. This agreement is located in ParentVue and StudentVue. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account, possible disciplinary action as outlined in the Student Code of Conduct and/or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be communicated at the start of the school year.

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices, network, and Internet connection and online educational services for educational purposes only. Use of the Education Technology is a privilege, not a right. When using the Ed Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed Tech, including any violation of the administrative guidelines ([AG 7540.03](#)) may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage them to make decisions regarding their use of the Ed Tech that is in accord with their personal and family values, in addition to the Board's standards.

Examples of Appropriate Use:

- Using educational games or simulations specifically assigned by a teacher
- Searching for information and using it to form your own digital work
- Using school software to complete teacher directed work
- Log in using your username and password only
- Using e-mail under the direction and supervision of a teacher for a project

Examples of Inappropriate Use:

- Engaging in activities not approved or assigned by the teacher
- Plagiarism in any form
- Using school software for personal use
- Reading and/or writing personal e-mails, chatting online, instant messaging, and use of non-school email accounts
- Impersonating another user on the network (using someone else's username and password)
- Changing the settings or desktop
- Unplugging the keyboard

STUDENT ASSESSMENT

Students in grades 9-11 will take the state standardized performance assessment in April through May of each school year. Parents and students should watch school newsletters for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Goodrich Area Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

District policy calls for all students to participate and complete all required district, state and/or national level assessments. This includes the PSAT and SAT assessments, students should participate with a sincere effort in order to be considered for a Goodrich High School diploma.

TESTING OUT

During the second semester, test-out dates will be provided to students and will occur before the close of the current academic year. In order to receive credit a student must pass with a minimum score of 77 percent on the assessment. Please note this will not be factored into a student's GPA but rather will be reflected as credit earned on transcripts. Please click [here](#) for Frequently asked Questions (FAQ) regarding Testing Out. Testing Out Specifics for each course can be found [here](#).

FINAL EXAMINATIONS

Every student will be given the opportunity to take final examinations at the end of each Semester. Students must take the final exam in order to receive credit for a particular course. If a student does not take an exam they may fail the course, as the exam is the culminating review of the student's understanding and skill in the course. An unexcused absence during the examination period will result in no credit for the exam and no credit for the course. An excused absence will allow students to make up exams. All make-ups must be completed within one week of the last day of the semester. It is the student's responsibility to schedule this with the teacher. Specifically, students who are in a class during their senior year in a non-required class for which they may not need the credit for graduation must take the exam. If they do not they will be considered insubordinate which may result in discipline up to and including not participating in graduation activities as well as graduation. During the second semester seniors will have the opportunity to be exempt out of exams per the criteria given for exam exemptions.

In alignment with our testing out policy and the State of Michigan guidelines, if a student earns a minimum of a 77 percent or higher on the final exam, but did not earn a passing grade in the course, they will receive credit for the class. Regardless of their grade in that class, the GPA will be reflected as a 60 percent and shown as a D- on the report card/transcript.

ACADEMIC INTEGRITY/PLAGIARISM

When a staff member discovers that a student has gained advantage by possessing or looking at materials not intended for the student, or copying another student's work, or representing the work of another person (including internet sources including AI generated) as their own, they have breached the Academic Integrity Policy. Plagiarism is defined as the unauthorized use of another's work and copying of work. This includes, but is not limited to the following and is subject to consequences as outlined below after administrative review:

- Using phrases or partial phrases that are not the author's own
- Using AI to create work without the permission of the teacher
- Copying / Re-writing full or partial sentences
- Copying and pasting from internet sources

First Infraction

- Zero on assignment.
- Mandatory conference with parent and teacher.
- Discipline including but not limited to detention up to suspension.

Second Infraction

- Zero on assignment, progressive discipline and/or possible failure/loss of credit from class. .

Please note:

- Clubs/Groups/Extracurriculars/Athletics may also have guidelines that impact student participation, membership, and/or eligibility. A student in one of these may be removed from the membership of that group as decided by the group's leadership body.

ACADEMIC ELIGIBILITY

Please see the [Athletic Handbook](#) for specific requirements and guidelines.

PARENT/TEACHER COMMUNICATIONS (CONFERENCES)

Students, as well as parents, are urged to consult with teachers pertaining to any school problems the student may have. Each teacher is assigned a conference period during the day, and are available after school until 2:45 p.m. It is our hope that parents/guardians will take advantage of the opportunity to talk with their child's teacher. A guidance counselor is also available throughout the school day. To make appointments with school staff, please call the school office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Goodrich Area Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Authorized groups vary based on interest and availability. Please see the school office for specifics.

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

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

No non-district-sponsored organization may use the name of the school or school mascot.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

ATHLETICS

Goodrich Area Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information on school sponsored athletic opportunities, contact the Athletic Director, or secretary, at 810-591-2235.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the student must first make contact with their counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT – ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Students enrolled in Goodrich Area Schools are expected to attend each day that school is in session, except in cases of illness or other situations of a personal nature that would be interpreted as an excused absence. Any student found outside of the classroom without a valid pass from his or her teacher will receive a verbal warning and further offenses, up to and including suspension may occur.

The Board of Education believes that attendance and punctuality habit training are particularly important for students. The Board authorized the superintendent and building Principals to develop rules, procedures, and regulations for the implementation of this policy.

The staff of Goodrich Area Schools expects every student to attend every assigned class during the school day. Should a student not be in class, s/he will be charged with an absence. All excused and unexcused absences count toward the absence total. Staff will record absences as follows:

TYPES OF ABSENCES

EXCUSED ABSENCE

Students may be excused from school for one or more of the following reasons (as outlined below). and if unable, due to a medical and/or family emergency, to complete their work on Google Classroom, will be provided an opportunity to make-up missed school work and/or tests: The following absences will be considered excused and will be exempt from overall absence totals should the need for truancy reporting arise:

- Illness, injury, dental or medical service or quarantine of the student with medical verification (doctor's note).
- Serious illness of a family member with medical documentation
- Death of an immediate family member (up to 5 days allowed with documentation)
- Required court appearance
- Religious observance
- School office visit
- School-related absence (field trips, school activities)
- Suspension

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Students who are absent for more than 10 days per semester, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician, an MD or DO (for episodic absences) describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next semester, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events and a notation made on the student's transcript concerning the student's frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

UNEXCUSED ABSENCE

Any absence that does not meet the “Excused Absence” criteria above is considered unexcused. Parents must provide an explanation for their child’s absence within 24 hours. They are to call the Attendance line (810) 591-2259 (High School) by 9 a.m. and explain the reason for the absence.

<p>Number of Unautho rized or Unexcus ed Absences :</p>	<p>ACTION</p>
<p>5</p>	<p>FIRST LETTER—SENT VIA MAIL</p> <ul style="list-style-type: none"> • A letter is sent to the student’s home, expressing concern.
<p>10</p>	<p>SECOND LETTER—SENT VIA MAIL</p> <ul style="list-style-type: none"> • A letter is sent to the student’s home, stating the compulsory school attendance act, with a reminder that depending on the student’s social and academic progress, the parent(s)/student may have to meet with school officials if attendance continues to be a problem.
	<p>CALL #1 - Depending on the student’s social and academic progress, a follow up telephone call may be made regarding the letter and to schedule a mediation meeting with administration to work as a team to address the absences.</p>
<p>15</p>	<p>THIRD LETTER—SENT VIA MAIL</p> <ul style="list-style-type: none"> • A letter is sent home stating that the parent(s)/student are required to attend a school-based meeting with school officials or conduct a home visit. • Offer support, resources and referrals to outside agencies if necessary. • If there is a medical condition interfering with attendance, parent(s) will be asked to sign a medical release. • School contact may be made with doctor/mental health professionals to discuss the student’s situation.
	<ul style="list-style-type: none"> • CALL #2 -Depending on the student’s social and academic progress, a follow up telephone call may be made regarding the letter and to schedule a mediation meeting with administration. •
<p>20</p>	<p>FOURTH LETTER—SENT CERTIFIED MAIL</p>

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| | <ul style="list-style-type: none"> ● A follow up telephone call will be made regarding the letter and to schedule a mediation meeting with administration to work as a team to address the absences. ● If additional assistance is required, the Genesee Intermediate School District Attendance Liaison Officer may be contacted to arrange a mandatory, school-based mediation. ● If attendance does not improve and the student has accumulated a total of 20 or more unauthorized/unexcused absences from the beginning of the school year, a Truancy Petition may be filed with the court. |
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- A student is entitled to assistance from the teacher in making up work. A student has the same number of days to make up work, as he/she is absent. However, if a homework request is submitted for an absence for three (3) or more consecutive days, the work is required the day the student returns.
- Medical and dental appointments should be made after school hours if at all possible. Written proof from the doctor or dentist office, such as appointment cards or receipts, must be turned in for the absence to be considered a medical excuse. The student is responsible for making up any class work in order to receive credit.
- Students with a doctor-verified ongoing medical condition, on file, must renew the document at least once per school year.
- All information pertaining to a student's attendance must be placed in the student's CA60.
- Once the student reaches **20 unauthorized/unexcused absences**, it is the school's responsibility to file a petition, even if the student leaves to attend another school. The petitioning school will notify the new school of the court date and both schools will attend the hearing. The case should then be handed over to the new school.

RESPONSIBILITIES

STUDENTS:

Students are responsible for having knowledge of all attendance regulations of the school.

- A. The student has responsibility for his/her attendance in all classes. It is the responsibility of the student to clear up all discrepancies pertaining to his/her absences or tardiness in a timely manner.
- B. The student will be marked absent if not present in his/her assigned class, no matter the reason for absence, unless specifically and individually permitted to attend a school activity, or specifically called out of class by a counselor, administrator, teacher, or other authorized persons.
- C. A written statement and/or confirmation in the form of a contact from a parent or guardian of the cause for such absence(s) must be made within 24 hours of the absence.
- D. Arrangements for making up class assignments are the responsibility of the student.

- E. **Make-up Work:** All work missed due to an excused absence may be made up. After an excused absence, students will have as much time to make up for missed work as the number of classes they have been absent for. The first day in which a student returns back to school is counted. Please check Google Classroom for assignments while out.
- a. No make-up assignments are required to be given during regular class times.
 - b. A student may report to his/her teacher either before or after regular class.
- F. The teacher may, and in most cases will, require that the work be made up if work is needed to understand the next sequential assignment.
- G. Assignments given **before** the student was absent are due the day the student returns.
- H. In case of illness or prolonged absence (3 or more days), parents may request work. Work must be picked up within 24 hours. Completed work must be turned in upon return.
- I. Students who leave school early for any reason must check out in the office, even for pre-excused appointments.
- J. Suspended students will be allowed to complete their class work for credit and any work given during suspension is due upon the student's return.
- K. **Skipping:** Any student who skips class, leaves school without school and parental permission, or is not where assigned, is considered skipping. Students who skip any class will be assigned, at minimum, an after-school detention equal to the number of hours the student missed.
- L. **Tardiness:** The responsibility for punctuality lies directly on the student. "Tardy" means to arrive at class after the tardy bell has started to ring.
- a. Both unexcused and/or excused tardies that do not meet the "Excused Absence" guidelines will be factored into the total number of tardies.
 - b. Whenever a student is tardy, he/she must present a signed pass from another teacher, administrator, or office personnel.
 - c. Students who arrive at class 15 minutes after the scheduled start time of the class will be marked absent.
 1. When a student is considered absent because of tardiness, s/he is still required to go to class
 - d. Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they are to report to the school office before proceeding to their first assigned location.
 - e. **Tardy Consequences for 1st Hour Classes:**
 1. Students who are tardy more than 4 times during a semester in their 1st hour class shall be disciplined as follows:
 - a. Students are allowed four (4) tardies to 1st hour class, any tardies over four (4) may result in lunch detention, after school detention, In-School Suspension (when available) or Saturday School (when available) at the discretion of the administration.
 - b. Habitual tardiness can result in either suspension, ISS (when available), Saturday School (when available) and exclusion from extra-curricular activities at the discretion of the administrator.

f. Tardy Consequences for 2nd-6th Hour Classes:

1. Students who are tardy more than 3 times during a semester in their 2nd-6th hour classes shall be disciplined as follows:
 - a. Students are allowed three (3) tardies to a class, any tardies over three (3) may result in lunch detention, after school detention, In-School Suspension (when available) or Saturday School (when available) at the discretion of the administration.
 - b. Habitual tardiness can result in either suspension, ISS (when available), Saturday School (when available) and exclusion from extra-curricular activities at the discretion of the administrator.

PARENT/GUARDIAN

- A. Parents/Guardians are asked to take an active interest in their student's attendance habits. In the final analysis, the school can do little to help students maintain regular attendance without the full support of the home.
- B. The school believes that maximum achievement can only occur with regular attendance in all classes. Based on this, parents and guardians are urged to minimize requests for absences in order to go hunting, take vacations, work at home, or babysit younger brothers or sisters. These activities will be counted in their absence accumulation.
- C. All of our students are minors. The school must hold itself accountable to the parents/guardians, informing them of the absenteeism of their minor children and working with them to correct conditions causing the absenteeism. Their lack of attendance constitutes the breaking of state law. When their attendance is poor, as defined by state law, the parents/guardians are held answerable to the courts. The sections of the Revised School Code that address this issue are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561-380.1599 and the State School Aid Act under MCL 388.1701.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. After a student is considered "habitually truant", the following may result:

- Assignment to an alternative placement with loss of participation in school activities and events;
- A poor work-ethic grade which will become part of the student's permanent record which may be sent to employers and post-secondary schools;
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. Assignments may be obtained from the office and/or Google Classroom beginning with the first full day of a suspension and are due upon the students return, failure to do so will result in lost credit. Upon the students return to school, they are to schedule a time to make up any missed assessments, such as tests or quizzes.

Again, the student will be given credit for properly-completed assignments and a grade on any made-up tests. However, should a student not complete assignments prior to their return or in the allotted make-up time, credit for such assignments and/or assessments will be lost.

SPORTS, EXTRA CURRICULAR ACTIVITIES, DANCES AND SOCIAL EVENTS

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safeguarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

Students must comply with the Code of Conduct at school events, regardless of the location. Students who do not follow the code of conduct may be removed from an event or banned from upcoming events.

SECTION V - STUDENT CODE OF CONDUCT – GENERAL AND EXPECTED BEHAVIORS

CODE OF CONDUCT

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

EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
act at all times in a manner that reflects pride in self, family, and in the school.

Please note: Before prescribed penalties are enacted upon, administrative intervention will occur and the infraction will be looked at on a case-by-case basis.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

DRESS

Goodrich High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

1. **Basic Principle:** On a day-to-day basis, we expect GHS students to dress in a manner that reflects the seriousness of the educational process while also accommodating students' need for comfort and mobility. School outfits should completely – and consistently – cover what should be covered. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. **Student Must Wear, while following the BASIC PRINCIPLE above :**

- Certain body parts must be covered for all students at all times. Clothes must be worn in a way that provides adequate coverage of bodies and undergarments.
- Clothing must fit appropriately
- Clothing must not distract from or interfere with the learning process

3. **Students May Wear, as long as these items do not violate the BASIC PRINCIPLE above:**

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff and not interfere with the line of sight of any student or staff.
- Hoodie sweatshirts (however, hoods must remain off the student's head during school hours for safety reasons)
- Fitted pants, including opaque leggings, and yoga pants
- Ripped jeans
- Tank tops
- Athletic attire

4. **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.

- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

5. Dress Code Enforcement:

With the support of parents, students, and staff, we can help students learn how to dress situationally, allowing for students to express their own style and to present themselves in a manner that lets them feel comfortable and confident. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements above. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above.

Students in violation of the Dress Code Section 1 and/or 4 will be provided options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- If a parent cannot bring the student a change of clothing in a reasonable amount of time, the student may be asked to wear appropriate garments from the school closet.

Students shall be subject to the progressive discipline outlined below in addition to changing into more appropriate dress for school.

- 1st Offense – Warning, documented with a referral
- 2nd Offense – Call home and (1) lunch detention , documented with a referral
- 3rd Offense – One (1) detention, documented with a referral
- 4th Offense – Two (2) detentions and parent meeting, documented with a referral
- 5th Offense – One (1) day in-school suspension, documented with a referral

Expected Use of Electronic Communication Devices (ECDs)

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Devices may be used in class at the discretion of a teacher for educational purposes and special activities only.

Except as authorized under Board policy, use of ECDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. Please visit our district website to review this policy, policy 7542, in its entirety.

Violations regarding minor misuse of Cell Phone/Electronic Communication Devices (ECDs) will result in disciplinary action as follows: Before prescribed penalties administrative intervention will occur and be looked at on a case-by-case basis.

- | | | |
|---|--|---|
| 1 st Offense –Confiscated | Warning #1 | Student Picks up Phone |
| 2 nd Offense –Confiscated | Warning #2 | Parent Picks up Phone |
| 3 rd Offense –Confiscated | One (1) After School Detention | Parent Notified/ Parent Picks up Phone |
| <i>o Phone is prohibited in class (must remain in locker or kept in office)</i> | | |
| 4 th Offense –Confiscated | Two (2) After School Detentions | Parent Notified/ Parent Picks up Phone |
| <i>o Phone is prohibited in class and must be kept in the office during the school day.</i> | | |
| 5 th Offense -Confiscated | One (1) Saturday School (if available) | Parent Notified/ Parent Picks up Phone |
| <i>o Phone is prohibited in class and must be kept in the office during the school day.</i> | | |
| 6 th Offense –Confiscated | One (1) Day ISS (if available) | Parent Notified/ Parent Picks up Phone |
| <i>o Phone is prohibited in class and must be kept in the office during the school day.</i> | | |
| 7 th Offense –Confiscated | One (1) Out of School Suspension | Parent Notified/ Parent Picks up Phone. |
| <i>o Phone is prohibited in class and must be kept in the office during the school day.</i> | | |

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. Students violating this expectation will be subject to disciplinary action.

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to an administrator, at minimum, twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to school administrators.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to school administrators.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE AND POSSIBLE CONSEQUENCES

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. ***Please note: Before prescribed penalties are enacted upon, administrative intervention will occur and the infraction will be looked at on a case-by-case basis.***

1) 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. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

2) Assault – Physically Assaulting a Staff Member/Student/Person Associated with the District

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

3) Assault – Verbally Threatening a Staff Member/Student/Person Associated with the District

Verbal assault at school against a student, District employee, volunteer, contractor, or anyone associated with the district or making bomb threats or similar threats directed at a school building,

property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

4) 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.

5) Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service

- o Police contact, when appropriate (either by school or victim's family)
- o Restorative Justice (if all conditions are met)
- o Completion of intervention program
- o Restitution

6) **Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

7) **Disorder/Demonstration by Student(s)**

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension

- o Out of school suspension (1-180 days)
- o Community Service
- o Police contact, when appropriate (either by school or victim's family)
- o Restorative Justice (if all conditions are met)
- o Completion of intervention program

8) **Displays of Affection**

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

9) **Disruption of the Educational Process**

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

10) Drugs

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.

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.

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.

Drug and Alcohol Violation Consequences – Use and/or Possession

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

Students in violation of this policy may be subject to the following discipline based on the type of product:

- 1st Offense – Ten (10) Days Out-of-School Suspension, Parent/Guardian Contacted Regarding the Violation, and referral to law enforcement.

- 2nd Offense – Ten (10) Days Out-of-School Suspension, Parent/Guardian Contacted Regarding the Violation, referral to law enforcement, and recommendation to the Board of Education for expulsion.

11) Electronic Communication Devices (ECD) – Abuse and/or Major Misuse of

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Electronic device(s) should be off and out of site unless given the express permission from a staff member. Cell phones, media players, or other related portable electronic communication or entertainment devices (ECD) and electronic storage devices (ESDs) must be turned off upon entering the school building in the morning until the completion of the school day. However, these devices may also be used in class at the discretion of a teacher for educational purposes and special activities only.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

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 suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography, and can lead to disruption to the learning environment. Such conduct will be subject to discipline, police contact, 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, the student will fail the exam and be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention

- o Snap suspension
- o In-school suspension
- o Out of school suspension (1-180 days)
- o Community Service
- o Police contact, when appropriate (either by school or victim's family)
- o Restorative Justice (if all conditions are met)

12) Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

13) Extortion

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)

- o Completion of intervention program

14) False Alarms, False Reports, and Bomb Threats

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

15) Falsification of School Work, Identification, Forgery and Plagiarism

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Failure of course
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

16) **Fighting**

Students are expected to keep their hands, feet, objects and unkind words to themselves. A student involved in a fight or other aggressive behavior toward others (this area will be determined by any evidence of any type of confrontation between two or more individuals), will result in a suspension. Any student instigating a fight will be handled as though the student were involved in the fight and will also be suspended according to the following language. Violations of this rule could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

Students in violation of this policy may be subject to the following discipline:

- **1st Offense** – Five (5) Days-of-out of school suspension and Parent/Guardian Contacted Regarding the Violation.
- **2nd Offense** – Seven (7) Days Out-of-School Suspension and Parent/Guardian Contacted Regarding the Violation.
- **3rd Offense** – Ten (10) Days Out-of-School Suspension and Parent/Guardian Contacted Regarding the Violation.
- Any subsequent offenses may be referred to the Board of Education for expulsion.

17) **Fire – Purposely setting of a Fire**

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact

- o Time in the office
- o Loss of privileges
- o Detention
- o Snap suspension
- o In-school suspension
- o Out of school suspension (1-180 days)
- o Community Service
- o Police contact, when appropriate (either by school or victim's family)
- o Restorative Justice (if all conditions are met)
- o Completion of intervention program

18) 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.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

19) Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership, or causing and/or participating in activities which are designed to intimidate another student, will be disciplined.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student

- o Parent contact
- o Time in the office
- o Loss of privileges
- o Detention
- o Snap suspension
- o In-school suspension
- o Out of school suspension (1-180 days)
- o Community Service
- o Police contact, when appropriate (either by school or victim's family)
- o Restorative Justice (if all conditions are met)
- o Completion of intervention program

20) Harassment

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal or assistant Principal, or may report it directly to the District Compliance Officer(s) Mrs. Kate Jordan 810-591-3457 or Mr. Travis McDowell at 810-591-2227. Complaints will be investigated in accordance with AG 5517.

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

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents,

guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Harassment

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

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, or safety;
- G. 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;
- H. remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

17a. Hazing

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

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

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

17b. Bullying and Other Aggressive Behavior

Please visit our district website for Policy 5517.01 in its entirety.

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.

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school

business. Misconduct occurring outside of school may also be subject to school discipline if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Restorative Practices

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which 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.

Definitions

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

- **"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- **"At School"** is defined as 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- **"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 handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. Adversely affecting the ability of students 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:

- **"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature. This is often on the basis of age, race, religion, color, national origin, marital status or disability, but may also

include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

- **"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.
- **"Staff"** includes all school employees and Board members.
- **"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school event.

21) Knowledge of – Dangerous Weapons and/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.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

22) Loitering, Out of Bounds, or Inappropriate use of an Area

Students are expected to be in their assigned locations at all times. Failure to be in assigned location, loitering and or multiple students in an area without prior approval will result in consequences. For example crowding in the restroom and/or multiple people in a bathroom stall is not prohibited. There will be no loitering in halls. Students in the halls during class sessions must have a valid pass. At no time should students be running in the hallways, jumping up and hitting ceiling tiles, clocks, and exit

signs, for example, are not allowed. Hands and feet should be kept to yourself at all times. Students must exit the building through the HS office and sign out.

- Disciplinary consequences may include, but not limited to, one or more of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

23) Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

24) Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

25) Profanity

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)

- o Restorative Justice (if all conditions are met)
- o Completion of intervention program

26) Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school.

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

27) Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program
 - o Restitution

28) Tobacco/Nicotine, electronic cigarettes or other like 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 or electronic cigarettes (including vaping devices) or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

Tobacco Violation Consequences – Use and/or Possession

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Out of school suspension (1-180 days)
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

Students in violation of this policy may be subject to the following discipline based on the type of product:

- 1st Offense – Five (5) Days Out-of-School Suspension or minimum of three (3) Days-of-out of school suspension with successful completion of Vape Education Program. Parent/Guardian contacted regarding the Violation and referral to law enforcement.
- 2nd Offense – Seven (7) Days Out-of-School Suspension, parent/guardian contacted regarding the violation, and referral to law enforcement.
- 3rd Offense – Ten (10) Days Out-of-School Suspension, parent/guardian contacted regarding the violation. Referral to law enforcement.
- Any subsequent offenses may be referred to the Board of Education for expulsion.

Additionally, those in violation of this policy may also be subject to legal ramifications and sanctions as the law prohibits minors (anyone under the age of 18) from possessing, using, selling or distributing e-cigarettes and/or such related products.

29) **Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

30) **Unauthorized use of School or Private Property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

31) Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal 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.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

32) Violation of Bus Rules

Riding the bus is a privilege and school buses are an extension of the school. Please refer to Section VII for a detailed list of bus and transportation rules, expectations, and possible consequences for violation(s) expectations set forth.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension

- o In-school suspension
- o Out of school suspension (1-180 days)
- o Community Service
- o Police contact, when appropriate (either by school or victim's family)
- o Restorative Justice (if all conditions are met)
- o Completion of intervention program

33) **Violation of School, Individual, and/or Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - o Conference with student
 - o Parent contact
 - o Time in the office
 - o Loss of privileges
 - o Detention
 - o Snap suspension
 - o In-school suspension
 - o Out of school suspension (1-180 days)
 - o Community Service
 - o Police contact, when appropriate (either by school or victim's family)
 - o Restorative Justice (if all conditions are met)
 - o Completion of intervention program

34) **Weapon – Possession of**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's 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 the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

35) **Weapon – Use of an object as a weapon**

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

- Disciplinary consequences may include, but not limited to, **one or more** of the following:
 - Conference with student
 - Parent contact
 - Time in the office
 - Loss of privileges
 - Detention
 - Snap suspension
 - In-school suspension
 - Out of school suspension (1-180 days)
 - Community Service
 - Police contact, when appropriate (either by school or victim's family)
 - Restorative Justice (if all conditions are met)
 - Completion of intervention program

SECTION VI - STUDENT CODE OF CONDUCT – DISCIPLINE

RESTORATIVE PRACTICES

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which 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)”; 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.

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 RIGHTS

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

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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. ***Please note: Before prescribed penalties are enacted upon, administrative intervention will occur and the infraction will be looked at on a case-by-case basis.***

Two types of discipline are possible, informal (usually minor infractions) and formal (usually major infractions).

BUILDING LEVEL DISCIPLINE

INFORMAL DISCIPLINE/MINOR INFRACTIONS

Informal discipline is usually categorized as a "minor infraction" and takes place within the school. Unless otherwise noted, the following actions may be taken with consideration of the severity of the violation and previous conduct of the student. It may include one or more of the following:

- held after class for conference with teacher / conference with student;
- referral slip sent to office – lunch and/or after-school detention assigned;
- writing assignments/reflection papers, apology letters, etc.
- mediation
- change of seating or location;
- in-school restriction;
- parent contact;
- community service.

MINOR INFRACTIONS

Minor infractions are generally dealt with by the classroom teacher or other staff member(s), with full support of administration.

- Depending on severity or repetition, minor infractions may be reclassified as major and the student immediately referred to administration.
- The principal (and or designee) has the right to deviate from the list if deemed necessary or warranted.

IN-SCHOOL DISCIPLINE

In school discipline takes place within the school and may include informal discipline with conjunction with one or more of the following:

- Conference with student
- Parent contact
- Time in the office
- Loss of privileges
- Detention
- Snap suspension
- Community Service
- Mediation
- Restorative Justice (if all conditions are met)
- In-school suspension

DETENTION

● Goodrich Area Schools will provide an After School Detention program. The basic objective is to teach character education and behavior modification. With the help of our teachers, these attributes will be worked on, and strategies will be suggested to change the behavior. After school detention will be held for 60 minutes on designated days from 2:45 p.m. to 3:45 p.m. (when school is in session). **Detention takes precedence over extra-curricular activities.**

- Saturday school is held at Goodrich High School from 9:00 – 11:00 a.m.
- When detention is assigned:
 - It is the responsibility of the student to know and follow the rules.
 - It is the responsibility of the student to notify his/her parents or guardian of the detention.
 - The school is not obligated to furnish transportation to students who have been detained.

After-School Detention Rules:

- Students will report to the identified after school detention room no later than 2:45 p.m.
- Cell phone or other electronic communication device usage is strictly prohibited.
- Students will complete homework and/or behavior forms.
- Refusal to follow directions and/or do assigned written work to the satisfaction of the after school detention supervisor will result in the student receiving subsequent consequences such as in/out of school suspension.

- If the student is suspended due to an unwillingness to work, they will still be required to make up the detention
- Students will finish all assigned work or they will be given another detention.
- Students must follow directives of the after school detention supervisor.
- Students will be given no breaks.
- Students will not lay their heads down or prop their heads up during after school detention.
- Students are to remain seated and silent.
- Students will raise their hand and wait to be called upon shall they need to ask a question.
- Students are to keep their hands, feet, objects and unkind words to themselves.
- Students will not use non-verbal communication such as notes, signs, gestures, etc.
- Students leaving early for an appointment will be required to make up the entire after school detention.
- Failure to Report to Detention:
 - If a student fails to report for after school detention or arrives late, parents will be contacted and the student will be given one opportunity to make it up. Students who are suspended from school will still be required to serve the original after school detention in conjunction with the following consequence(s).
 - Failure to attend an after school detention for the second time will result in Saturday School or ISS with progressive discipline to follow for subsequent offenses.

FORMAL DISCIPLINE / MAJOR INFRACTIONS

Short-Term Suspension (1-10 days)

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges.

- The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges.
- After that informal hearing, the Principal will make a decision whether or not to suspend.
- If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

The suspension may be appealed, within two (2) school days after receipt of the suspension notice.

The request for an appeal must be in writing. Suspensions for one to four (1-4) days may be appealed to the building principal. Suspensions for five (5) or more days may be appealed to the Superintendent.

- During the suspension appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.
- When a student is suspended, they may make-up work missed.
- 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.

Administration will exercise discretion over whether or not to suspend a student for persistent disobedience or gross misconduct.

In exercising that discretion for a suspension of ten (10) days or fewer, there is no rebuttable presumption.

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

Long-Term Suspension From School (10 plus days)

When a student is being considered for long-term suspension (more than ten (10) days) 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 (at the family's expense);
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension may be immediately removed from school.

Within 2 (two) school days after notification of long-term suspension the long-term suspension 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, at the family's expense.

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

A student may be suspended for persistent disobedience or gross misconduct. If a long term suspension for persistent disobedience or gross misconduct is considered, the Superintendent shall consider the following seven (7) factors:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior.

The Superintendent will exercise discretion over whether or not to suspend a student for ***persistent disobedience or gross misconduct***. In exercising that discretion for a suspension of ten (10) days or more, there is a rebuttable presumption.

- The Superintendent will exercise discretion over whether or not to suspend a student for the ***statutorily mandated reasons***. In exercising that discretion for suspension of more than ten (10) days, there is a rebuttable presumption that a suspension is not justified unless the Superintendent can demonstrate that it was considered in each of the factors listed above.
 - For a suspension of ten (10) days or fewer, there is no rebuttable presumption.
- If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension 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.

Expulsion

- A student may be expelled for persistent disobedience or gross misconduct. If a long term suspension or expulsion for persistent disobedience or gross misconduct is considered, the Board (Superintendent) shall consider the following seven (7) factors:
 - The student's age
 - The student's disciplinary history
 - Whether the student has a disability
 - The seriousness of the violation or behavior
 - Whether the violation or behavior committed by the student threatened the safety of any student or staff member
 - Whether restorative practices will be used to address the violation or behavior
 - Whether a lesser intervention would properly address the violation or behavior.
- The Board will exercise discretion over whether or not to expel a student for ***persistent disobedience or gross misconduct***. In exercising that discretion for suspension of more than ten (10) days, there is a rebuttable presumption that a suspension is not justified unless the Board can demonstrate that it was considered in each of the factors listed above.
- The Board will exercise discretion over whether or not to suspend or expel a student for the ***statutorily mandated reasons***. In exercising that discretion for 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 can demonstrate that it was considered in each of the factors listed above.

- o For a suspension of ten (10) days or fewer, there is no rebuttable presumption.
- 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.
- 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 Board of Education then takes testimony and determines if a motion to expel is
- to be made. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.
- students involved in co-curricular and extra-curricular activities such as band and
- athletics can lose their eligibility for violation of the School rules.
- If a student commits a crime while at school or a school-related event, they 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)
- Expulsion decisions made by the Board of Education are considered final.
- All opportunity to earn grades or credit ends when a student is expelled.

SECTION VII - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students whose distance from school makes this service necessary. The transportation schedule and routes are available by contacting dispatch at 810-591-3454.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

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

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

Students must comply with the following basic safety rules as outlined below.

BUS RULES AND REGULATIONS

1. Only students eligible for transportation will be permitted to ride the buses.
2. Riding the bus is a privilege and pupils riding buses must obey all rules and regulations.
3. The driver is in charge of the bus and students shall render him/her the same respect and courtesy given a teacher.
4. While waiting for the bus:
 - Stay back from the edge of the road at all times
 - Get to your bus stop 10 minutes early
 - Stand quietly and respect other people's property
 - Do not push
 - Do not throw objects
 - Stragglers will be left behind as the driver has a schedule to maintain
 - Wait until the bus comes to a stop before attempting to get on

5. When boarding or exiting the bus:
 - Step on and off quickly and quietly
 - No pushing or shoving, keep hand/feet to yourself
 - Watch your step
 - Cross properly in front of the bus only
 - Stop before you cross the open road and look at the driver for direction
 - Beware of passing cars
6. While on the Bus:
 - Do not do anything which distracts the driver's attention
 - Remain seated until the bus stops
 - Keep feet and articles out of the aisles
 - Never throw objects
 - Keep head and arms inside the bus
 - Help keep the bus clean
 - Be quiet when crossing railroad tracks
 - Do not shout, whistle or gesture from the bus windows
 - Eating or drinking on the bus is not permitted
 - Students must sit three (3) in an individual seat when necessary and move over to make room for others
 - The rear door must never be opened except in cases of emergency
 - Glass containers are not allowed
 - Do not bring objects which will impair/obstruct the driver's vision/view
 - State law and District policy prohibits the following items on school buses: alcohol/drugs/tobacco, weapons, lighters/matches, glass items, explosives, animals, insects or reptiles, legally prohibited substances and fireworks (including smoke and stink bombs)
7. In case of emergency
 - Remain calm
 - Listen for the driver's instructions
 - Exit promptly
8. Students who deface the bus in any way will pay for the damage and cannot ride the bus until arrangements have been made to pay for such damages.
9. Students failing to follow the above rules and regulations will be subject to transportation disciplinary procedures. Disregard for the rules and regulations may result in losing the privilege of riding the bus.
10. The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

VIDEO RECORDINGS ON SCHOOL BUSES

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

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

CONSEQUENCES/PENALTIES FOR SCHOOL BUS INFRACTIONS

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

For minor infractions or if a student breaks a rule, the following procedures will be followed:

- STEP 1: Verbal Warning - Driver will give a verbal warning, using the student's name and the action for which he/she is being warned about.
- STEP 2: Driver Action - The driver has the right to select and implement seat assignment: The student will be assigned to the front seat for one week. If behavior is appropriate during that week, the driver may choose to permit the student to select a seat or the driver may assign the student another seating location. The student will be referred to the principal if misbehavior continues.
- STEP 3: Office Referral - Should misbehavior continue, the driver will prepare/submit a bus violation report which will be sent to the appropriate school administrator for proper discipline.
 - The "first" bus violation report is only a WARNING and will need to be signed by a parent/guardian and returned to the driver before the student is eligible to ride.
 - The "second" bus violation report will bring DISCIPLINARY ACTION and possible suspension of bus riding privileges from one to five days.
 - The "third" note may bring one to complete SUSPENSION from riding the bus.

○ **Bus suspension applies to bus routes, field trips, and athletic trips.**

School bus transportation shall be considered a privilege to be used by a student only as long as the student accepts the responsibility for his/her own conduct, carefully following all established rules and regulations, and complies with the directions of the driver.

Assigned Seats

Drivers are given the latitude to assign seats by groups or individually when it is in the best interest of the entire group. Many drivers automatically assign seats to assist with accountability of students and more efficient loading, and will work closely with schools to determine the need for assigned seats. Developmental Kindergarten and Kindergarten students *must* be seated in the front of the bus.

Transportation

If your student is being transported to an address other than their home, please complete the *School Bus Authorization Form*. The forms can be faxed to 810-636-3808 or emailed to

dispatcher@goodrich.k12.mi.us. If we do not receive a form from you, your student will be transported to and from your home address listed in Synergy. Students will NOT be permitted to ride a bus other than their scheduled bus at any time.

Transportation – Pick up and Drop off

Be aware, your student's pick up location must be the same Monday through Friday, and your student's drop off location must be the same Monday through Friday for the school year. If it is necessary for you to change locations because of change of address, job change, or a new childcare provider, please complete a new *School Bus Authorization Form* with at least five days' notice.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- A. Students under age eighteen (18) must have written parental permission prior to driving to school.
- B. Students shall complete the Student Vehicle Form and provide evidence of:
 - a. driver's license;
 - b. insurance certificate;
 - c. vehicle registration.
 - d. Parking lot speed limit is 10 mph.
 - e. The student must obtain a permit from the office and pay a fee of \$35.00.
 - f. If a student's parking permit is suspended, no fees will be refunded.
 - g. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
 - h. A student serving a consequence for a driving/parking violation who continues to ignore the consequence by driving to school will be subject to further discipline from the school from warning to suspension from school.

DESIGNATED STUDENT PARKING AREAS

Students should park in designated parking areas only.

Students will not park in spaces reserved for staff or visitors. Students must check in and out of the office and receive permission when going to their vehicle. Failure to do so may result in a loss of parking privileges, and/or school discipline from warning to suspension at the discretion of the administration.