

GOODRICH AREA SCHOOLS

CODE OF CONDUCT GRADES 6-8 STUDENT & PARENT HANDBOOK



“Home of the Martians”

Goodrich Middle School
7480 S. Gale Road
Goodrich, MI 48438
Phone: (810) 591-4210
Fax: (810) 591-4224

Principal – Mrs. Katie Mitchell
Assistant Principal – Mr. Nathan
Odinga
Secretary – Ms. Debbie Bernard
Attendance – Alissa Dunn
Counselor – John Hentes

SCHOOL BOARD MEMBERS

President – Mr. Greg Main
Vice President – Mr. Jeff Brown
Treasurer – Mr. Kurt Schulte
Secretary – Ashley Herriman
Trustee – Mr. Matt Bohlen
Trustee – Mr. Scott Van Sumeran
Trustee – Mrs. Ginny Yuschak
Superintendent – Mr. Michael Baszler

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NOTE:	<p>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 printed/uploaded to our website. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.goodrichschools.org by clicking on "Board of Education" and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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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. Administration may enact reasonable decisions based on their judgment to items not specifically covered in this handbook as not all specific situations can be addressed.

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 the approval/adoption date, July 19, 2021. If any of the policies or administrative guidelines referenced herein are revised after July 19, 2021 the language in the most current policy or administrative guideline prevails.



GOODRICH AREA SCHOOLS

2023-2024

MIDDLE/HIGH SCHOOL STAFF CALENDAR

SCHOOL BEGINS
August 28, 2023

SCHOOL ENDS
June 7, 2024

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	W	PD	PD	PD	N	26
27	F	29	30	31		
					4	8

September						
S	M	T	W	T	F	S
					N	2
3	N	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	PLC	27	28	29	30
					19	19

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	PLC	11	12	13	14
15	16	17	18	19	20	21
22	23	CT	25	26	27	28
29	30	31				
					22	22

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	PD	8	9	10	11
12	13	14	15	16	17	18
19	20	PLC	22	N	N	25
26	27	28	29	30		
					19	20

December						
S	M	T	W	T	F	S
					1	2
3	4	PLC	6	7	8	9
10	11	CT	13	14	15	16
17	18	19	N	N	N	23
24	N	N	N	N	N	30
31					13	13

HALF DAYS (Highlighted Yellow):

January 17, 2024
January 18, 2024
January 19, 2024
June 5, 2024
June 6, 2024
June 7, 2024

CALENDAR KEY	
W=Teacher Work Day/No Students	
F/L=Student First/Last Day	
N=No School	
R=Records Day/No Students	
PD=Staff Professional Development Day	
PLC=Professional Learning Communities	
CT=Collaborate Building Time	
C=Comp Day/No Students	

BUILDING SCHEDULES	
Goodrich Middle School	
Full Day	7:23 - 2:25 pm
Half Day	7:23 - 10:53 am
Goodrich High School	
Full Day	7:30 - 2:32 pm
Half Day	7:30 - 11:00 am

OPEN HOUSES		
Goodrich Middle School	August 22, 2023	4:00-6:00 pm
Goodrich High School	August 22, 2023	4:00-6:00 pm

PARENT/TEACHER CONFERENCES		
GOODRICH MIDDLE SCHOOL:		
Fall	October 18 & 19, 2023	3:30 - 7:00 pm
Spring	March 7, 2024	3:30 - 6:30 pm
GOODRICH HIGH SCHOOL:		
Fall	October 18 & 19, 2023	3:00-6:30 pm
Spring	March 7, 2024	3:00-6:00 pm

SEMESTER END DATES	
January 19, 2023	June 7, 2024

Teacher Days	188
Student Days	180
Student Half Days	6
Staff Half Days	0
PD Days	5
Nonwork Days	22
Comp Days	2

January						
S	M	T	W	T	F	S
	N	N	3	4	5	6
7	8	9	10	11	12	13
14	N	16	HR	HR	HR	20
21	22	23	24	25	26	27
28	29	PLC	31			
					20	20

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	PLC	14	15	C	17
18	C	20	21	22	23	24
25	26	PD	28	29		
					18	21

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	PLC	13	14	15	16
17	18	19	20	21	22	23
24	N	N	N	N	N	30
31					16	16

April						
S	M	T	W	T	F	S
	1	CT	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	PLC	24	25	26	27
28	29	30				
					22	22

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	N	PLC	29	30	31	
					22	22

June						
S	M	T	W	T	F	S
						1
2	3	CT	HR	HR	HRL	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					5	5

6/12/2023

WELCOME

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.

PBIS, Positivity Project, PRIDE

Positive Behavior Intervention Support (PBIS) is a collaborative and positive program for structuring the learning environment to support the academic and social success of all students.

The main purpose of PBIS is to provide and maintain a school-wide consistent, positive, and fair behavior plan. This plan promotes and encourages a philosophy that encompasses the entire school population and establishes a "community" where everyone is engaged, active, and invested in the process. PBIS establishes a positive learning and working climate, provides a unified teaching focus, and maximizes efficiency of instructional time. Furthermore, it fosters improved communication among students, faculty, staff, parents and other community members, and efficiently provides extra supports for at-risk student populations. Therefore, the benefits of this type of plan are beneficial to everyone.

PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior through positive reinforcement and reward. The primary focus and philosophy of this program will be, when applicable and appropriate, to "reinforce" targeted behaviors rather than "punishing" or delivering "consequences" for unwanted behaviors.

Research shows us that students achieve at a higher level when they know the expectations and feel safe. PBIS will help us to improve in both of these areas. Our plan provides detailed expectations for every area in the school as well as most situations that may occur throughout the school day while putting an extreme emphasis on safety.

Goodrich Middle Schools has adopted a Character Education Program, The Positivity Project, which aligns with our PRIDE expectations. Pride stands for positive attitude, respect, involvement, discipline, and empathy. The success of our PBIS plan will improve over time with patience, commitment, and positive participation from our staff and students.

PRIDE IN ACTION

Remember to show your positive attitude, foster respect, be actively involved, be disciplined and empathetic each and every day at GMS! Here, it is all about school PRIDE!

PRIDE MATRIX

	Positive Attitude	Respect	Involvement	Discipline	Empathy
Classroom	Be enthusiastic Be encouraging Be Prepared Ready to learn	Return items Clean up after Yourself Treat items appropriately	Contribute to discussions Active listening Participate fully Stay organized	Turn work in on time Dress appropriately Raise your hand Wait your turn	Be open to new ideas, opinions, and subjects. Value other peoples feelings, ideas
Passing Time	Exchange greetings Smile Say "excuse me, pardon me"	Hold door Keep lockers clean Pick up litter	Get all classroom materials Use time wisely Get to class	Keep hands and feet to self Walk on the right hand side Use inside voices	Be helpful
Bussing	Greet and Thank Drivers	Stay in your seat Pick up litter Follow safety procedures	Be alert Walk when entering and exiting	Be on time Keep hands and feet to self Follow driver's rules Stay seated	Share seat Be considerate toward driver
Special Events	Be a good audience Use proper decorum Cheer for your team	Represent yourself and school well Leave a place better than you found it	Ask appropriate questions Be an active listener Know your role	Be a good audience Use proper decorum Use good manners	Keep open mind Know your role
Office	Smile and greet staff Reflect on the issue	Be polite remember please and thank you Wait patiently	Respect privacy	Wait your turn Accept responsibility for your behavior	Observe others privacy Know your purpose
Bathroom	Wait your turn	Keep clean- wash your hands Flush	Flush Keep clean Use the trash Report a problem	Use bathroom during passing time Return to class promptly	Honor privacy
Cafeteria	Say Please and Thank you Wait your turn	Wait your turn Be polite Throw away your trash Put trays back	Eat healthy	Be responsible for your area Mind your table manners Consume all food in drink in Cafeteria	Be a good listener Be aware of others needs Be considerate toward staff
Media Center	Ask politely Greet staff	Replace books Take care of loaned items Push chairs in	Put books away Stay on task	Return loaned materials on time Speak softly	Let others work Patiently wait your turn

The Positivity Project



Positivity Project family Information

"I can sum up positive psychology in just three words— Other People Matter. Period. Anything that builds relationships between and among people is going to make you happy." -Dr. Chris Peterson

What is The Positivity Project?

The Positivity Project is a 501c3 non-profit organization dedicated to helping **America's youth build stronger relationships by recognizing the character strengths in themselves and others.** Their vision is to create citizens and leaders who will enhance our communities and country by internalizing the belief that "Other People Matter." Positive psychology's scientifically validated 24 character strengths serve as its foundation. Positive psychology teaches that people have all 24 strengths within them – and that character is not just skills or behaviors, but rather an intrinsic part of each of us.

The Positivity Project is not a program with strict guidelines. Instead, it educates teachers on the character strengths and relies on them to teach in a way that best meets their students' needs. It is a school-wide endeavor, grounded in the consistency of daily classroom instruction. Their model is holistic; it incorporates students, educators, and parents through regular interaction with character strengths vocabulary and concepts.

The project will help educators instill vocabulary and the meaning of the strengths through explicit teaching of each strength for 10 minutes per day. Schools will dedicate 1-2 weeks to each strength to help students understand them through definition, examples, discussions, and exercises. Schools and educators are encouraged to tailor the materials for their own best use, as they know their students and curriculum better than anyone else.

What are the benefits of implementing The Positivity Project?

The Positivity Project ideals evolve throughout a student's whole school career. The 24 character strengths develop and gain more meaning for students as they grow. Once students learn the meaning of each strength and what it looks like, they can then be embedded into the curriculum in every subject area. The character strengths become a part of a common language and they will see them in everything that they do.

The Project teaches children by acknowledging that the 24 character strengths are already a part of who they are as people. It helps them to realize that each and every one of them have these strengths. There is no system in place to reward students who demonstrate "Good Character". Rewards are fun to earn but they are finite because they are external. We want children to internalize the traits that society honors. Acknowledgement to oneself and realizing that you have the power to effect others in a positive way is much more meaningful and rewarding.

Positive character strengths can and should be acknowledged in the classroom, as it gives students a richer understanding of what the character strength looks like in their peer group. Students understand that they have their own "Super Power" and they will be acknowledged and valued for their own character strengths.

How can you help?

We would love for you to take an active role in your child's character strength education. By using the character strengths vocabulary and having discussions about the concepts, you will help your child understand the character in themselves and others in a different light. You can follow our social media handles to see what we're doing each day – and please feel free to reach out for more information or visit www.posproject.org

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 preparing 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 that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Mrs. Kate Jordan
7501 Seneca Street, Goodrich
810-591-3455
kjordan@goodrichschools.org

Mr. Travis McDowell
8029 South Gale Road, Goodrich
810-591-2251
mbaszler@goodrichschools.org

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 in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. Please see our parent involvement policy, in its entirety, by visiting our district website.

SCHOOL SCHEDULES

GMS Start and End Times:

- Full School Day: 7:23am – 2:25pm
- Half Day: 7:30am – 10: 53 am

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

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.

School Mascot

Martian, the Roman God of War

Fight Song

Onward Goodrich, Onward Goodrich
make that touch down count
Down the field and through the goal
post
We will win this game, Rah! Rah! Rah!
Onward Goodrich, Onward Goodrich,
make that touch down 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 his/her 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, s/he 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 minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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.



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 parent 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 and/or secretary. 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 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 his/her 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 1, 2017



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 extra-curricular 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 himself/herself 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, by providing written consent to the office, along with written approval from the child's physician for such medication. All conditions described above for prescribed medications will also apply to non-prescribed medication. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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

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 nonprescribed 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 his/her 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 NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the 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 American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the 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 extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Director of Curriculum & School Improvement at 810-591-2250 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.

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, his/her 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 his/her parents;
- B. mental or psychological problems of the student or his/her 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 his/her 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 PPRA 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 PPRA. 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/fpcu

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

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

STUDENT FEES, FINES, AND SUPPLIES

Goodrich Area Schools charges specific fees for some noncurricular 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 his/her 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.

Please see our Student Fund-raising policy, in its entirety, by visiting our district website.

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 s/he is 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.

RADIO		TV	
WCRZ Flint	FM 107.9	WJRT Flint	TV 12
WWCK Flint	105.5 FM	WEYI	TV 25/CW 46

WFBE	95.1 FM	WNEM Saginaw	TV 5
WJR	960 AM	WSMH	Fox 66

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, s/he 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 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

For middle school students, the lost and found area is in the hallway across from the library, high school students, check the main office. 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 each marking period.

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.

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 course work 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.

- Middle School Course Offering Guide
- High School Course Offering Guide

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 extra-curricular 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 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 has 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 so inform the students at the beginning of the course/semester. If a student is not sure how his/her grade will be determined, s/he 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 uses letter grades to represent academic achievement. Final term grades (marking period grades for middle school and semester grades for high school students) 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 term.

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	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
E	0	59

GRADING PERIODS

Report cards will be available quarterly (for MS), as soon as possible after the close of each marking period/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.geneseesisd.org/good/>

STUDENT ACCESS <https://studentvue.geneseesisd.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

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade; and
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade; and
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; and
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.
- E. Following sound principles of child guidance, the Board discourages the skipping of grades.

Honor Roll status is determined by marking period grades and will be recognized accordingly. Students may not be on the Honor Roll if they are failing any subject, regardless of their overall grade point average. Students with incompletes at the time of Honor Roll compilation cannot be included.

Goodrich Middle School tabulates honor roll for each marking period. To be on the "A" honor roll a student must have received ALL "A"s (including A-) for that marking period. To be on the "A-B" honor roll, a student must have received at minimum ALL "B"s (including B-) for that marking period. All graded classes are considered for purposes of computing the honor roll. Year-end Honor Roll Certificates are awarded to those students who are on the honor roll after each of the first three marking periods.

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, s/he and his/her 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 school 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

Bring Your Own Device (BYOD) Usage Policy

Goodrich Area Schools provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized. The use of technology to provide educational material is not a necessity but a privilege. When abused, privileges may be revoked. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects. Students and parents/guardians participating in BYOD must adhere to Goodrich Area Schools' Technology Resources Acceptable Use Procedures policy, as well as all Board policies.

Definition of "Device"

For purposes of BYOD, "Device" means privately owned wireless equipment that has the following minimum specifications: minimum of a 10" screen, permanently attached keyboard, wireless Internet access, image capture/recording, sound recording, and the ability to transmit/receive/store information. Appropriate devices would include a Windows laptop, Mac laptop, Chromebook, etc.

Security and Damages

Owners are responsible for their individual devices. Goodrich Area Schools is not liable for any device lost, stolen, or damaged, including lost or corrupted data on a device. If a device is stolen or damaged, it will be handled through the administrative office, similar to other personal artifacts that are impacted in similar situations. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies cover loss or damage. Also, if the device has a locator feature, enable it. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Protective cases for technology are strongly encouraged.

Safety

An important component of BYOD will be education about appropriate online behaviors. We will review cybersafety rules with students frequently throughout the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students must comply with all class and school rules while using personal devices.

Consequences for Inappropriate Use

Inappropriate use or violation of GAS's Technology Resources Acceptable Use Procedures on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- Warn the student, verbally or in writing.
- Take away the device. Depending upon the offense, the school may keep the device for the rest of the school day or longer. The school may require the parents to pick up the device.
- Suspend the privilege of using the device at school.
- Deny the student the privilege of participating in extracurricular or athletic activities.
- Contact the student's parents, school security, or the police.
- Suspend or expel the student from school in accordance with student discipline procedures.

When bringing a personal device to school, students and parents acknowledge the following:

- Students must obtain teacher permission before using a personal device in class, and put it away when requested by the teacher.
- Students may not use their device in common areas, such as hallways and the cafeteria unless the individual school permits this use.
- Students may only use their device in the library/media center with the permission of the media specialist.
- Students may not store inappropriate content on the device that is brought to school.
- Devices may only be used to access applications, files, or Internet sites that are relevant to the classroom curriculum. Devices may not be used for non-instructional purposes, such as making personal emails, voice calls, text/instant messaging, play non-educational games, viewing non-educational videos, or to cheat on assignments or tests.
- Devices may not be used to record, transmit, or post photographic images or videos of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- The district does not guarantee connectivity or quality of connection with personal devices but will provide directions on how to connect.
- The school's network filters will be applied to personal devices connected to the school's Internet gateway. Attempts to bypass the filter will result in disciplinary action.
- Printing from personal devices will not be possible at school.
- Students should bring devices fully charged to school. Access to electrical outlets for charging should not be expected.
- The district is not responsible for the maintenance or repair of any personal technology.
- The district is not responsible for any costs incurred due to the use of personal technology.
- Students or their parents are responsible for all data charges that a student's device may incur due to use in school. The school will not be responsible regardless of whether the student used their device for a lesson as using personal devices is never mandatory.
- Bringing on the premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Technology Resources Acceptable Use Procedures policy. This will result in disciplinary or legal action.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Technology Resources Acceptable Use Procedures policy. This will result in disciplinary or legal action.
- The school district has the right to collect and examine any device if there is a reason to believe that school policies, regulations, or guidelines on use of the device have been violated.
- Teachers may use certain mobile applications which involve students sending texts in order to respond to classroom questions. Students are not required to participate in these activities and should not participate using their personal device if their service plan does not include a texting plan that will accommodate such use without additional charges.

- No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network.

Damage/Troubleshoot/Inspection

- The school/District will not be held responsible for any damage or data loss, including losses resulting from connecting devices to the school's wireless network or power outlets.
- School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
- School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

I have read, understand, and agree to abide by these rules and conditions. I understand that bringing my device is a privilege, not a right; and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation.

STUDENT ASSESSMENT

Students in grades 6-11 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 must participate with a sincere effort in order to be considered for a Goodrich High School diploma.

ACADEMIC INTEGRITY/PLAGERISM

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 such as AI generated sites) 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
- Copying / Re-writing full or partial sentences
- Copying and pasting from internet sources, including AI sources like ChatGPT

First offense

- To earn 50% credit, student must to redo the assignment during specified time and teacher to notify parents.
- Possible conference with parent, teacher, and administrator.
- Possible discipline determined by teacher and/or administration.

Second offense

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

Third offense

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

Please note:

- **Academic Dishonesty on a quiz, test, project or exam will result in a zero.**
- 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 administration.

ACADEMIC ELIGIBILITY

Please see the Athletic Handbook, linked [here](#), 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 provides 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.

Extra-curricular 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.

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 proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

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 s/he must maintain a job in addition to going to school, s/he must first make contact with his/her 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 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 his/her 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 offences, 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 5 days in a grading period/10 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.

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 at (810) 591-4210 (Middle School) by 9 a.m. and explain the reason for the absence.

Number of Unauthorized or Unexcused Absences:	ACTION
5	FIRST LETTER—SENT VIA MAIL <ul style="list-style-type: none"> A letter is sent to the student's home, expressing concern.
10	SECOND LETTER—SENT VIA MAIL <ul style="list-style-type: none"> A letter is sent to the student's home, stating the compulsory school attendance act, with a warning that the parent(s)/student will have to meet with school officials if attendance continues to be a problem. CALL #1 - A follow up telephone call is made regarding the letter
15	THIRD LETTER—SENT VIA MAIL <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 made with doctor/mental health professionals to discuss the student's situation. CALL #2 - A follow up telephone call is made regarding the letter and to schedule a mediation meeting with administration.
20	FOURTH LETTER—SENT CERTIFIED MAIL <ul style="list-style-type: none"> If additional assistance is required, the Genesee Intermediate School District Attendance Liaison Officer will 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 will be filed with the court.

- A student is entitled to assistance of 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.

- 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 work missed as the number of classes they have been absent for. The first day in which a student returns back to school is counted. It is the responsibility of the student to check Google Classroom for work OR ask the teacher for any missed work upon their return. It is not the responsibility of the teacher to hand missing work to students without being asked.
 - 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 to class after the tardy bell has started to ring.
 - a. Both excused 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 to class 15 minutes after the scheduled start time of the class will be marked absent.
 - i. 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 his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location.
 - e. **Middle School:**
 - i. Tardies to 1st – 6th Hour Classes:
 - 1. Lunch detention will be issued for every five (5) tardies accumulated in first hour.
 - 2. After school detention will be issued for every three (3) tardies accumulated in second through sixth hour. Tardies will reset every quarter.
 - 3. Habitual tardiness can result in a parent conference, suspension, in or out of school), 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.

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 his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

DRESS AND GROOMING

Goodrich Middle 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 GMS 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. Bottom of shirt must touch the top of the pants. Shorts/Skirts/Dresses must cover to at least mid-thigh.
- Clothing must fit appropriately
- Clothing must not distract from or interfere with the learning process
- Tops must cover from armpit to armpit

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

- 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 – as long as holes/rips are not above the mid-thigh point
- Tank tops with straps wider than spaghetti straps
- 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 one (1) lunch detention , documented with a referral
- 3rd Offense – One (1) after-school detention, documented with a referral
- 4th Offense – Two (2)after-school detentions and parent meeting, documented with a referral
- 5th Offense – One (1) day in-school suspension, documented with a referral

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.***

Group I Violations – These are violations that might be handled by staff or office and could include both minor and major infractions. The disciplines for these violations will be determined by their severity (minor/major) and by who handles them (staff/office). For these Group I Violations, the potential disciplines include:

Staff Managed (minor)	Office Managed (minor)	Office Managed (major)
<ul style="list-style-type: none"> • Conference with student • Parent contact/discipline form sent home • Lunch detention • After-school detention 	All staff managed (minor) and <ul style="list-style-type: none"> • Loss of privileges • Time in office 	All staff and office managed (minor) and <ul style="list-style-type: none"> • 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

1) Academic Dishonesty/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) 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

Copying / Re-writing full or partial sentences

Copying and pasting from internet sources, including AI services like ChatGPT

First offense

- To earn 50% credit, student must to redo the assignment during specified time and teacher to notify parents.
- Possible conference with parent, teacher, and administrator.
- Possible discipline determined by teacher and/or administration.

Second offense

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

Third offense

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

Please note:

- **Academic Dishonesty on a quiz, test, project or exam will result in a zero.**
- 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 administration.

2) 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.

3) Damaging Property

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

4) 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.

5) Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. That includes touching, petting, or any other contact that may be considered sexual in nature.

6) 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.

7) Hallway Disturbances

There will be no loitering in the halls or lavatories. 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 are not allowed. Hands and feet should be kept to yourself at all times. Absolutely no pushing or shoving while in the hallway. When entering the building from lunch break, enter in an orderly and quiet manner.

8) 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.

9) 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.

10) Technology Violations

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.

Phones may be used before school in the cafeteria, during lunch in the cafeteria, and after school. Phones are allowed in the classroom at teacher discretion for educational purposes. Social media use during school hours is not allowed. Also, pictures should not be taken of any student who is unaware that the picture is being taken.

From the time the bell rings to end one class until the bell rings to start the next class, phones may be used in the hallway. However, under no circumstances are students allowed to make or receive phone calls during the school day unless they are in the office. Additionally, in order to ensure safety, students should not play games, text, or watch videos while walking through the hallways. Phones should not distract students from their main focus during passing time, getting to class safely and on time. Once a student enters a classroom, that teacher's policy on cell phones applies and is enforceable.

If any of these guidelines are not followed, technology violations may be issued.

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.

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.

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

11) Theft

When a student is caught stealing school or someone's property, s/he 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.

12) Unapproved Use of Food or Drink

Food and drinks are meant to be consumed in the cafeteria only. There should be no food kept in lockers, aside from lunches or lunch leftovers that go home each afternoon. The only drink permitted in carpeted areas of the building (classrooms, library, etc) is water kept in a clear, plastic bottle.

13) 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.

14) 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.

Group II Violations – These are violations that are office managed only. Some of these violations may result in notification of law enforcement authorities.

Staff Managed (minor)	Office Managed (minor)	Office Managed (major)
N/A	N/A	All staff and office managed (minor) and <ul style="list-style-type: none">• 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)

		<ul style="list-style-type: none"> • Completion of intervention program • Possible recommendation for expulsion
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1) Assaulting (physically or verbally) 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.”

2) 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.

3) Electronic Communication Device – Major misuse or Abuse 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, s/he will fail the exam and be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

4) Explosives

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

5) 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.

6) False Alarms, False Reports, 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.

7) 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. Discipline for this action will be progressive and multiple violations of this rule could result in suspension or expulsion.

8) Fire – Purposely Setting 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.

9) 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.

10) Harassment/Bullying/Hazing

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

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the District Compliant Officer(s) Mrs. Kate Jordan 810-591-3455 or Mr. Travis McDowell at 810-591-2252. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

Harassment

- A. submission to such unwelcomed 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.

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.

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 s/he has been or is 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, s/he 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 hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

11) 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.

12) 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.

13) 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.

14) Security/Safety Violation

Act committed by the student that is generally viewed by a reasonable person to harm the security/safety of the building, students, and staff. False reporting of events or persons, threats without intent or ability to cause harm, interfering in drills/practice, damaging or removing safety equipment, and disconnecting cameras are examples.

15) Tobacco/Nicotine, Vapes 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.

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-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 offences 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 21) from possessing, using, selling or distributing e-cigarettes and/or such related products.

16) 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.

17) Violation of Bus Rules

Riding the bus is a privilege and school busses 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.

Group III Violations – These are office managed behaviors that will automatically be referred to law enforcement authorities.

Staff Managed (minor)	Office Managed (minor)	Office Managed (major)
N/A	N/A	All staff and office managed (minor) and <ul style="list-style-type: none"> • Snap Suspension • In-school suspension • Out-of-school suspension (1-180 days) • Community Service • Police contact • Restorative Justice (if all conditions are met) • Completion of intervention program • Possible recommendation for expulsion

1) Alcohol Possession/Consumption

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

2) 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.

3) Drug Possession/Consumption

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.

4) 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.

5) 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.

6) Weapon – Possession of

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

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

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

7) 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.

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 paper, apology letter, 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.

PROGRESSIVE DISCIPLINE PROGRAM – BEHAVIOR POINT SYSTEM

Tardy/Lunch Detention	1 point
After-School Detention	2 points
Snap Suspension	3 points
Bus Suspension	1 point per day suspended
In-School Suspension	5 points
Out-of-School Suspension	6 points
An accumulation of 10 points during the school year results in a student not being able to go on the year-end field trip.	
o No points are given for homework detentions.	
o Administration reserves right to deny students participation in year-end field trips/PRIDE days if a pattern of behavior has been established that makes the student untrustworthy, regardless of total point accumulation.	
o A student is not allowed to attend PRIDE’s reward parties if he/she has:	
▪ <u> </u> An accumulation of 8 or more points during the semester of the PRIDE day	

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).
 - o Saturday school is held at Goodrich High School (for middle and high school students) from 9:00 – 11:00am.
 - o 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.
 - **Detention takes precedence over extra-curricular activities.**
 - o 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.**
 - o 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 his/her 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, s/he and his/her 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, s/he may make-up work missed while on suspension.

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

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 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 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 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 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, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)
- 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 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 s/he has proper authorization from school officials.

VIDEORECORDINGS 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 his/her 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.
- ☐ 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 sign by a parent/guardian and return to the driver before 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.
 - o **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. **When dropping off DK - 2nd grade students at dismissal time, a parent or guardian must be present at the bus stop for the student.** With prior written permission from the parent/guardian, students may be left in the care of a reliable individual who is at least 13 years of age. If no parent/guardian or previously designated individual is present, the bus driver will inform the dispatcher of the situation and return the child to the bus garage.

Goodrich Virtual Contract

https://docs.google.com/document/d/1SrMXHSfThGZBCPbLHqymaSE_qlaXPBE8aYzPtXTDUUA/edit?usp=s_haring

WHOM DO I CALL NEXT?

It is our intent 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 issue.

If you have a problem 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	Building Principal
Team Coach.....	Athletic Director
Athletic Question (Facilities Related)	Athletic Director
Counselor.....	Building Principal
Athletic Director (Player Related)	High School Principal
Secretary of the Building	Building Principal
Bus Question or Problem.....	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