

Patrick Henry Middle School

2023-2024

Handbook and Code of Conduct

Welcome to Patrick Henry Middle School. Patrick Henry Middle School offers you wonderful opportunity to grow and develop in a supportive and nurturing environment. We have an excellent staff that will facilitate your learning based on your effort and commitment to your education. We encourage you to participate in extracurricular activities and programs and hope that your experience at Patrick Henry is both successful and enjoyable.

Main Office/Counseling/Attendance ~ 734-362-6100

Mr. Roger Gurganus, Principal
Dr. Peggy McMichael, Assistant Principal

Mrs. Maria Klaas (last name A-F)
Mr. Cory Buckner, Counselor (last name G-N)
Mrs. Elizabeth Kanagawa, Counselor (last name O-Z)

Ms. Lauren Hass, Adm. Assist. To the Principal
Mrs. Ronni Crossman, Adm. Assist. To the Assistant Principal
Mrs. Melanie Shockley, Counseling/Attendance Secretary

Board of Education ~ 734-783-3300
Mr. Mark Greathead, Superintendent

This handbook is designed to be a brief description of policies and procedures that are in place in order to make our school environment: safe, secure and meaningful. Please review this handbook as well as the Woodhaven Brownstown School District Code of Conduct. Regular communication updates will be made to parents and students in the following ways: newsletters, weekly emails, remind messages, parent connect, and student connect. Please follow us on: Facebook, Twitter, Instagram, and Youtube @PHMSWarriors

Website: <https://www.mywbsd.org/phms>

Mission – Engage, Enlighten, Empower
Vision – Learning and Leading for Tomorrow.

School Day

Main Office Hours: 6:30 AM – 3:30 PM
Counseling Office Hours 6:45 AM – 3:15 PM

EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Any person who believes that s/he has been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below: Complaints will be investigated in accordance with Board Policy 8000.07. 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.

Mr. Josh Satterfield
Curriculum Director
734-789-2349

Parent Involvement

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

To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. providing for the proper health, safety, and well-being for their child.

Student Well Being

School safety is a responsibility of all members of the learning community. All staff members are familiar with emergency 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 contact form completed that is updated yearly, signed by a parent or guardian, 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 to the School Office.

Counseling Office

The services offered by the guidance department are varied and extensive and fall generally into three areas: academic, career, and personal planning. Students are encouraged to get to know their counselor and seek their assistance in these three areas. All students should work with their counselor when scheduling; counselors can help students to select courses that will best meet their needs, abilities, and career plans.

Sometimes, counselors can offer suggestions which will help students succeed in those chosen courses. They will explain and answer questions about prerequisites, credits, honor points, graduation requirements, attendance, and other school policies.

Guidance services are available for every student in the school. In addition to assistance with educational planning, interpretation of test scores, career information, and academic concerns, counselors can also assist students with home, school and social concerns.

Arrangements for homework for students absent can be made by calling the counseling department secretary at 734-362-6100. Please allow 24 hours from the time of request for homework to be received in the Counseling Office before pickup.

Counseling Department/Attendance line: 734-362-6100 ext: 1110

DRESS GUIDELINES

Must Wear:

Top - Shirt that consists of fabric that covers front, back, sides, and have straps/sleeves that cover undergarments

Bottoms (pants, shorts, skirts) - Must cover buttocks and undergarments

Shoes

May Wear:

Hats, including cultural/religious headwear

Hoodie sweatshirts (hood must remain off so face/head is visible to school staff)

Ripped jeans (as long as buttocks and undergarments are not exposed)

Tank tops (as long as undergarments are covered)

Cannot Wear:

Violent language or images

Images that depict drugs, alcohol, or other illegal items/activities

Hate speech, profanity, or pornography

Images that create a hostile or intimidating environment

Bathing suits or visible undergarments

Undergarments as tops or bottoms

Hoods

Emergency Preparedness Drills

The State of Michigan requires all schools to conduct Emergency Preparedness Drills. Throughout the course of this school year we will conduct a minimum of: 5 fire drills, 3 lock-down drills, and 2 tornado drills.

Injury and Illness

Should a student be injured or ill throughout the course of the day they should report to the main office. Parents will be contacted if necessary and an incident report filed.

Medication

Students are NOT to carry/or take medication of any kind during the school day on their own. ALL MEDICATION PRESCRIPTION AND NONPRESCRIPTION MUST BE ADMINISTERED THROUGH THE MAIN OFFICE.

Student Responsibility for Safety

1. Report all suspicious persons or activities to the office immediately.
2. Let staff know if you are aware of anyone bringing a weapon to school.
3. Keep our school drug free – let staff know immediately if you see someone with drugs, someone trying to sell drugs, or someone under the influence of drugs.
4. Let staff know immediately if you have information regarding anyone who talks about bombs/explosives, or makes a threat to use bombs or explosives.
5. Let staff know if you are aware of anyone who is talking about suicide, or expressing thoughts of hurting themselves.
6. Let staff know if you are being bullied and/or harassed, or if you are aware of someone else who is being bullied and/or harassed.

Video Surveillance

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, law enforcement personnel may view the footage. Videos may not be released or seen without administrative permission.

Visitors/Unauthorized Persons

Visitors, especially parents and guardians, are welcome at the school.

Visitors and volunteers will be required to bring in a state ID that will be digitally scanned to create visitor passes. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

An unauthorized person is one **found in the building without a visitor pass**, who does not have lawful business to pursue at school, or who acts in a manner that disturbs the normal education function of the school. The school administration has the right to seek the immediate removal of unauthorized persons from the school property. This includes students who are under suspension or expulsion.

Positive Behavior Intervention Support (PBIS) Expectations

CAFETERIA COURTESY

The school cafeteria is maintained as a vital part of the school. Breakfasts and lunches are served.

Management and fellow students will appreciate your cooperation:

1. Depositing all lunch litter in wastebaskets, and place recycled containers in boxes provided.
2. Leaving the table and floor around your area in a clean condition for others. No food or drink may be taken from the cafeteria.
3. Book bags and sports bags are not allowed in the cafeteria during lunch.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

Restrooms may be used before and after school, between class periods and at the beginning or end of the lunch period. Students are expected to keep

them clean. If a student is feeling ill, they should report to the main office. Do not remain in the restroom.

HALLWAY COURTESY

1. Follow adult directions. Use appropriate language. Talk quietly during passing time.
2. Get to class on time. Have a pass to be in the hall.
3. Walk on the right side of the hall. Walk at a safe pace. Keep your hands, feet and objects to yourself.
4. Keep the center of the hallway clear.

CLASSROOM COURTESY

1. Follow adult directions. Use appropriate language.
2. Get to class on time.
3. Come prepared to class with all required materials.
4. Leave personal items: coats, purses, bags, backpacks in your locker.

PBIS

PHMS Staff supports the Positive Behavior Intervention Support program. In order to qualify for the end of semester/quarter rewards you may not have received any detentions or suspensions.

CEDAR POINT ELIGIBILITY

In order to qualify for the Cedar Point trip you cannot have more than five (5) unexcused absences (excused absences include medical, funeral or court related) and **NO** suspensions.

Cell Phones and Electronic Communication Devices

Please refer to each teacher's syllabus for their classroom expectations. Consequences will be given based on each teacher's classroom policy. Consequences will be given in the following order; **1st offense: verbal warning/explanation of expectations, 2nd offense: one lunch detention, 3rd offense: two lunch detentions, 4th offense: one hour after school detention, 5th offense: Administrative intervention and consequence. This is cumulative throughout the semester. Consequences are per class and reset at the beginning of a new semester.**

A phone is available for student usage during class time with a pass from a teacher. This is located in the counseling office and should be used for contact with a parent/guardian for urgent matters only. If a parent or guardian needs to contract their child during class time, please call the main office and the staff can get them a message. **At no point will school staff be responsible for searching for lost, or misplaced cell phones or electronic devices.**

Inclement Weather

When it is necessary to modify bus transportation or close schools due to inclement weather, tune to one of the following stations:

Radio: WXYT (am 1270), WWJ (am 950), WJR (760)

TV: WJBK (2), WDIV (4), WXYZ (7)

Follow us on Facebook, Twitter, Instagram, and Youtube @PHMSWarriors

Nixle: Text WBSD to 888777 to register

Lockers

Each student will be assigned a locker with a combination lock when school begins each fall. There is no charge for use of the locker, except if the locker is damaged.

Students may not share the locker combination with **anyone**. Only the student(s) assigned to a locker are to have the combination. The student is responsible for the locker and school district property within the locker. All lockers are the sole property of the school district. Lockers are assigned to students for the purpose of storing supplies, clothes, and other items necessary for the student's education and physical well being. School authorities respect the rights of all students with regard to their property. Searches of lockers may be conducted, but will be limited to instances when:

1. Students are suspected of using their locker for an illegal purpose or when suspicion of law violation is present.
2. Students are believed to be using their locker in such a way that would interfere with the learning atmosphere or the duty of school authorities. Periodic locker checks will be conducted to ensure that media books and other school property is returned.
3. Students are using their locker to endanger the health and safety of other persons.

School Administration has the right to and will search all lockers in an emergency situation.

Lost and Found

Students who find lost articles are asked to take them to the main office, where they can be claimed by the owner. Lost and found is in the main office.

Procedure for Leaving School Early

No student will be allowed to leave school prior to dismissal time without consent of a parent, guardian, or emergency contact. Students will only be released upon verification of a photo ID. If a student must leave the building because of illness or any other emergency, a parent or designee (the designee must be listed on the student's emergency card) must sign out the student in the Main Office. Failure to follow the proper procedure will be considered skipping. **In an effort to maintain an effective functioning**

school, students may not be released from school within thirty (30) minutes of the end of the day, except for emergency purposes.

Parent/Guardian Responsibility

If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the school office by phone or through parent portal prior to or on the day of the student's absence. In those cases, when the call is recorded, the recording will be used to verify receipt of the phone call.

Student Planner

All students will be issued a student identification card and a handbook/*planner in the fall at no cost. (Pictures for the I. D. cards will be taken during Picture Day in early August/September or at make-up session.) Student planners are used for recording assignments and for receiving hallway passes from a classroom teacher. Planners can also be used to foster communication. (*Planners available upon request.)

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, these are tempting targets for theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. **At no time shall the school be responsible for preventing theft, loss, or damage to student valuables nor will the school investigate this.**

Guest Teachers

Our school is fortunate in having capable people to help whenever our regular teachers are ill or attending conferences. A substitute teacher's impression of PHMS is important, and will be carried into the community. Be certain these are good impressions by being polite, helpful and considerate.

Telephone and Call Messages

Students may use an office phone in case of an emergency for free. Calls must be limited in their duration. Only in the event of a verified emergency will the school accept and deliver a telephone message to students.

Work Permits

Work permits may be obtained in the Main Office. A portion of the permit is to be filled out by the employer, a portion by the student and the remainder by the Main Office. The main office will verify the permit.

Freshmen Academics

Class of 2017+ AWARDS/HONORS PROGRAM/VALEDICTORIAN/ SENIOR SCHOLARS

Students who have demonstrated superior academic performance, service to their school and community, or outstanding citizenship are honored at this program. Winners of scholarships and certificates are also announced.

Procedures have been established for the selection of Valedictorian, Salutatorian, and Honor Students.

The Board of Education has authorized the use of a class ranking system for grades 9 - 12 and an honor roll for all grades. The system to be used is detailed below. At the end of every semester, students will be ranked scholastically. After their junior year the formula given below will be used to calculate class rank. The final class rank will be calculated after the first semester in their senior year.

The final average will be used in all subjects in which units of credit are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors.

1. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.
2. In recognition of the heavier burden of advanced work, grade point averages shall be weighed by awarding (.5) extra units for unusually difficult courses as approved by the Superintendent.
3. Woodhaven high school will use a formula for selecting students for top academic honors. This formula is a point system that consists of 50% grade point average and 50% SAT score and is calculated as follows:
 - A. $(\text{GPA} \times 400) + (\text{SAT}) =$
 - B. All subjects will be used in computing grade point average and class ranking.
 - C. Final class rank will be determined after the completion of the second trimester in the senior year of high school work at Woodhaven High School.
 - D. Foreign exchange students will not be considered eligible for academic honors.
 - E. To be eligible for any Academic honor status, a student must be enrolled at Woodhaven High School prior to and continuously following the tenth school day of the student's senior year.
 - F. The Valedictorian will be the student with the most total points.
 - G. The Salutatorian will be the student with the second highest total points.
 - H. In case of a tie for Valedictorian, Co-Valedictorian will be honored.
 - I. In case of a tie for Salutatorian, Co-Salutatorian will be honored.
 - J. The following will be used for selecting students for Honor Students:

Summa Cum Laude GPA 3.9 or above

Magna Cum Laude	GPA 3.7 and above; less than 3.9
Cum Laude	GPA 3.5 and above; less than 3.7
Honor Roll	GPA 3.0 and above; less than 3.5

K. Senior Scholars SAT (GPA x 400) + SAT (Totaling 2730 points and above)

L. Students achieving the status of Senior Scholar, Summa Cum Laude and Magna Cum Laude will receive invitations to Honors night.

M. The highest composite SAT score will be used in the calculation and must be reported to the counseling office before the end of the first semester of the student's senior year.

N. Advanced Placement Classes will be graded on a 4.5 scale.

In the event of a tie for valedictorian the local news will only allow us to nominate one student. In this event WHS Administration will look at academic rigor, extracurricular activities, community service, and any other aspects of the students involved to select one of the valedictorians for the media.

HONOR ROLL

At the end of each semester, students who have attained a GPA of 3.00 or higher are listed on the honor roll. The honor rolls are determined each marking period, mid-semester and semester. The grade point average (GPA) determines eligibility for the following honor rolls:

- 4.0+
- 3.50 - 3.99
- 3.00 - 3.49

GRADES AND REPORT CARDS

An interim progress report is issued during each semester. A final grade report is issued at the end of the semester. The final grade is based upon the final exam and total performance during the semester. Report cards are picked up at parent teacher conferences. Report cards are mailed home following the end of the semester.

Letter grades carry the following values for purpose of calculating a student's grade point average. Students may check their grades on Student Connect.

Standard values: A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C=2.00, C-=1.67, D+=1.33, D=1.00, D-=0.67, E=0

AP values: A=4.500, A-=4.170, B+=3.830, B=3.500, B-=3.170, C+=2.830, C=2.500, C-=2.170, D+=1.830, D=1.500, D-=1.170, E=0

GRADUATION REQUIREMENTS

Requirements for Receiving Diploma

In order to be eligible for a Woodhaven High School diploma, students must be in attendance for one full year and carry a full academic program. The student must also satisfy all credit and course requirements for graduation (see below). Diplomas will only be issued in June of each year.

Woodhaven High School can offer you a great variety of courses and subjects, which can provide for a wide range of career interests and future plans. All required courses and credit requirements are either mandated by state law or are established and adopted by the Woodhaven Board of Education and are offered with the intent to help you prepare for your individual future. Failure to successfully earn credit in a required course in a semester will result in the possibility recycling the same course the following semester.

GRADUATION REQUIREMENT OVERVIEW

English	<ul style="list-style-type: none"> · 4 years · English 9 · English 10 · English 11 · English 12
Mathematics	<ul style="list-style-type: none"> · 4 years · Algebra 1 · Geometry · Algebra 2 · Additional Math or Math related credit must be earned. At least (1) of which is earned during the senior yr. See Senior Year Math list.
Science	<ul style="list-style-type: none"> · 3 years · Investigations of Chemistry and Investigations of Physics · Biology · Chemistry or Physics
Social Studies	<ul style="list-style-type: none"> · 3 years · World History · Economics and Government · US History
PE/Health	<ul style="list-style-type: none"> · ½ credit Physical Education · ½ credit Health
World Language	<ul style="list-style-type: none"> · 2 years in world language · Beginning with the class of 2016 students must obtain credit in 2 yrs. of world language
Visual, Performing, Applied Arts	<ul style="list-style-type: none"> · 1 year · Courses meeting this requirement are listed in the VPAA course lists.

Online Learning Experience	This experience will be acquired for all Woodhaven High School students during their senior year English experience.
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Only those who have successfully completed all requirements for graduation will be permitted to participate in the graduation ceremony. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

MAKING UP LOST CREDITS

Only those students who are deficient in credits may qualify for credit recovery. Credits can only satisfy course requirements if the student has failed the course. All courses must be taken through Woodhaven High School unless prior approval is obtained.

Student Activities

National Junior Honor Society

Membership is an honor bestowed upon a student, and thus is a privilege, not a position for which one "applies," or to which one is "elected," nor a "right" of any individual. Selection or membership is by invitation and recommendation of the Faculty Council based upon outstanding performance in the five established criteria of scholarship, character, leadership, service, and citizenship.

Candidates must have a cumulative grade point average of 3.55 or higher on a 4.0 scale, and must have been in attendance at Patrick Henry Middle School for at least three consecutive quarters.

Complete membership requirements are clarified in the NJHS Constitution.

ATHLETICS

Fall	Winter	Spring
8th grade football baseball	8th grade boys' basketball	8th grade boy's
9th grade football baseball	9th grade boys' basketball	9th grade boy's
V/JV football baseball	JV/Varsity boys basketball	*JV/Varsity boy's
V/JV boys/girls cross country softball	8 th grade girls' basketball	8 th grade girls'
V/JV girls cross country soccer	9 th grade girls basketball	*JV/Varsity girls

MS cross country**	JV/Varsity girls basketball	** MS boys
track		
8 th grade sideline cheer	Varsity boys bowling	** MS girls track
9 th grade sideline cheer	Varsity girls bowling	*JV/Varsity boys
track		
V/JV sideline cheer	* Varsity boys swimming	*JV/Varsity girls
track		
*Varsity girls swimming	**MS girls swimming	*Varsity boys golf
*JV/Varsity boys tennis	**MS boys swimming	*JV/Varsity girls
tennis		
*JV/Varsity girls volleyball	*Varsity Competitive cheer	
9 th girls volleyball	**MS Competitive cheer	
8 th girls volleyball	*Varsity Sideline cheer	
*JV/Varsity boys soccer	* Varsity Dance	
	*Varsity Hockey	
	** MS Wrestling	
	*JV/Varsity Wrestling "A" "B"	

Please note: ** teams will consist of 7th and 8th grade students

* teams will consist of 9th-12th grade students

Woodhaven- Brownstown Athlete's Code of Conduct

Please view full athletic code of conduct including infractions and penalties at: <https://www.mywbsd.org/Page/271> . Any questions regarding the Athletic Code of Conduct should be directed to the office of Athletic Director via phone at 734-783-3333.

Academic Eligibility

Woodhaven-Brownstown School District (Grades 7-12) Academic Eligibility
The Board recognizes the educational value of student participation in extra-curricular (school sponsored activities for which grades and credit are not received). However, participation should not be at the expense of or detrimental to the student's academic studies and normal progress toward graduation.

For more information about academic eligibility please visit:

<https://www.mywbsd.org/Page/272> . Any questions regarding eligibility should be directed to the office of the Athletic Director via phone at: 734-783-3333.

SPORTSMANSHIP EXPECTATIONS FOR SPECTATORS:

EACH SPECTATOR IS EXPECTED TO:

A) Remember that s/he is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.

- B) Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C) Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- D) Learn the rules of the game, so that s/he may understand and appreciate why certain situations take place.
- E) Show respect for the opposing players, coaches, spectators and support groups. Treat them as one would treat a guest in their own home.
- F) Refrain from taunting or making any form of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- G) Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- H) Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- I) Use only those cheers that support and uplift the teams involved.
- J) Be a positive behavior role model through their own actions and by censuring those close by whose behavior is unbecoming. Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the police. Unacceptable behavior by non-student spectators may result in removal from the event, denial of admission to school athletic events for a season or school year, or referral to local authorities.

Dances

All Student Code of Conduct rules and Dress Code Policies apply at all extra-curricular activities.

Tardiness

Students are expected to be in class when the bell rings.

Classroom Tardies – when a student is in school, but arrives late (within the first 10 minutes) to their classroom without a pass, the following procedure will be followed:

1-3 Tardies in a period-Verbal Warning

4th Tardy in a period- (1) Lunch Detention

5th Tardy in a period- (2) Lunch Detentions

6th Tardy in a period- 1 Hour After/Before School Detention

7th Tardy in a period- 2 Hours After/Before School Detention

Any student arriving ten (10) minutes or more to the building after the building start time must report to the main office to be accounted for. When a bus is late there will be an announcement letting teachers know to hold their attendance for a certain amount of time.

WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT CODE OF STUDENT CONDUCT

SECTION I: INTRODUCTION

The Woodhaven-Brownstown School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades K-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.

2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding, while following trauma informed principles.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.
8. Participate in training and professional learning communities provided by the district that supports providing a positive culture and climate and promotes student learning.

Purpose of the Code

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or

disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

When and where the Code of Student Conduct applies

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning 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.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

SECTION II: DISCIPLINARY POLICY AND DUE PROCESS PROCEDURES

The Woodhaven-Brownstown School District Board of Education wants to ensure that students, staff and community a disciplined learning environment which is essential to quality education. Furthermore, the Board seeks to assure students that their rights as students and as citizens will be protected relative to disciplinary proceedings, student suspensions and expulsions. Keeping this in mind the following restorative practice, suspension and expulsion policy, and due process procedures have been adopted.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator. The Woodhaven-Brownstown School District in concordance with all applicable laws considers restorative practices with all students as a first measure of discipline.

Recognizing exclusionary discipline's negative impact, the school community will reserve exclusion for only the most serious offenses. We will also employ positive behavioral expectations, restorative practices and discipline measures and early intervention/diversion strategies that focus on screening and treatment to minimize suspended students' time away from school and potential court involvement.

However, if a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with their due process rights as set forth in the paragraphs below.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal or Superintendent, then such action of reinstatement shall not limit or prejudice the District's right to suspend or expel the student following a decision by the principal or Superintendent.

Violations and Recommended Corrective Action

The prohibited acts and penalties listed below are applicable when a student:

- engages in a prohibited act on school property;
- engages in a prohibited in a motor vehicle being used for a school related purpose;
- engages in a prohibited act at a school-related activity, function or event;
- engages in a prohibited act enroute to or from school;
- engages in a prohibited act involving another student who is enroute to or from school;
- engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees or would endanger the proper functioning of the educational process; or, engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District.

The following outline represents corrective action for student conduct violations. The WBSD subscribes to a progressive discipline model. The corrective action for these violations has been approved by the Board of Education.

Corrective Actions for Types of Suspensions or Expulsions

Code A Administrative Intervention/Restorative Practice

See definition(s)

**Code B Short Term Suspension
to nine (9) days**

Up

**Code C* Long Term Suspension
In excess of nine (9) days/
fewer than sixty (60) days**

**Code D* Expulsion/ Permanent Exclusion
excess of sixty (60) days**

In

*Require approval of the Superintendent and Board of Education

The Corrective Action range is for a single incident of the prohibited act. Repeated or multiple violations shall result in more severe punishments or penalties up to and including referral to the Board of Education for expulsion. This is consistent with the District's philosophy of progressive discipline.

Violation/Prohibited Acts

Corrective Action

Alcohol/Chemical Substances	B to D
Arson	B to D
Assaulting a School Employee	B to D
Bullying...	Up to D
Cheating/Scholastic Dishonesty	Up to B
Classroom Disruption	Up to B
Conduct Which Endangers the Health, Safety, Welfare – Staff or Students	Up to D
Criminal Sexual Conduct	B to D
Destruction/Defacement or Vandalism of School Property	Up to D
Discriminatory/Sexual Harassment	Up to D
Dress Code Violation	Up to A
Drugs/Narcotic Drugs/Look-A-Like substances	B to D
Extortion, Coercion, Blackmail	Up to C
Failure to Serve Detention	Up to B
False Fire Alarms, Bomb Threats	B to D
Fighting including Fight Promotion	B to D
Firecrackers/Explosives/Chemical Substances	B to D
Forgery	Up to B
Gambling	Up to B
Gang or Gang Related Activity	B to D
Harassment/Intimidation	Up to D
Hazing	Up to D
Heckling or Display of Poor Sportsmanship or Manners in Public Assemblies	Up to B
Inappropriate Public Displays of Affection/Undue Familiarity	Up to A
Indecency	Up to C
Instigating or Participating in a Prohibited Act	Up to C
Insubordination	Up to B
Loitering/Skipping Class	Up to B
Malicious Mischief	Up to B
Physical Violence/Assault/Battery	B to D
Possession of Drug Related Paraphernalia	Up to C
Possession of Inappropriate Items	Up to C
Presence in an Unauthorized Area	Up to B
Profanity or Vulgarity/Improper Communications	Up to B
Smoking/Tobacco including vaping, electronic cigarettes	Up to B
Theft/Possession of Stolen Property or Possession without Owner's Permission	Up to C
Trespassing	Up to B
Unauthorized Sale of Food or Merchandise	Up to A
Unlawful Interference or Intimidation of School Authorities	Up to C
Verbal Assault/Threat	B to D
Violation of Computer Acceptable Use Policy	Up to D

Violation of Driving Regulations (and Suspension of Driving Privileges)	Up to A
Weapons: Dangerous Instruments	B to D
Weapons: Dangerous Weapons	B to D
Weapons: Look-A-Like	Up to C

Additional Notes

- A. Repeat offenses or serious incidents may result in more severe punishments or penalties including referral to the Board for expulsion
- B. The above rules and regulations do not include all conceivable student misbehavior that might result in administrative disciplinary action taken against a student.
- C. School authorities will immediately notify the appropriate law enforcement agency whenever school officials believe a student has committed a criminal act.
- D. Student disciplinary records are cumulative for any violation of the student code of conduct which requires a suspension of nine (9) or more days along with documentation and shall be held throughout their entire enrollment within each respective school.
- E. If deemed appropriate by school authorities, a violation of these rules or regulations may result in immediate referral to the Board with a recommendation for expulsion.
- F. The length of a suspension within a code violation will be at the discretion of the building administrator or restorative team where applicable.
- G. In-house suspension may be assigned at the discretion of the building administrator. The length of in-house suspension will be determined by building administrator.
- H. Where deemed appropriate, the building administrator may arrange for parents to attend their child's classes in lieu of suspension. The length of the parent attendance will be established by the building administrator.
- I. A student, while on suspension, shall not enter onto School District property and shall not participate in or attend any school related activity, function or event, held on or off school property.
- J. A student, while on suspension shall be allowed to complete all work/assessment for full credit. A student, while expelled from school may request the opportunity to complete all work/assessments for full credit.

Definitions of Violations where Applicable

Alcohol/Chemical Substances – A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverage, marijuana (CBD) or intoxicant of any kind. A student shall not inhale glue, aerosols, lighter fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Arson – A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee may be required to expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].

Bullying/Cyberbullying – A student will not engage in bullying or cyberbullying any student for any reason 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. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to Cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cheating/Scholastic Dishonesty - A student shall not commit cheating which includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, ideas and/or thoughts of another and representing it as one's own original work.

Discriminatory/Sexual Harassment - A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or

handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)

Drugs/Narcotic Drugs/Counterfeit Substances – A student shall not manufacture, sell, possess, use, deliver transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, THC and CBD, depressant, controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance, nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance. This includes, but is not limited to, wax pens.

Extortion/Coercion/Blackmail – A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not secure, or attempt to secure, money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

False Fire Alarm or Bomb Report - Tampering with Fire Alarm System: Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

Fighting and Fight Promotion - displaying or engaging in violence, combat, or aggression. Fight Promotion includes comments made to encourage/assist fighting, "look out" person or recording of fight.

If a student enrolled in grade six (6) or above makes a bomb threat or similar threat directed at a school building, school property, or a school-related event, then the school board or its designee may be required to suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee [MCL 380.1311a(2)].

Firecrackers/Explosives/Chemical Substances – A student shall not sell, possess, use, or deliver/transfer firecrackers, explosives and/or chemical substances that include but are not limited to any flammable or combustible material and/or device that is or can be ignited by flame, heat, electricity, gas and/or compression whether or not such discharge or ignition produces flame, noise, projectiles, smoke or fumes.

Forgery – A student will not sign the name of another person for the purpose of defrauding another.

Gambling – A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

Gang or Gang Related Activity - A student will not, by the use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes any one of the following:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

Harassment/Intimidation - 1) A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. Harassment and/or intimidation is defined as any aggressive or intimidating behavior, or statement/images therein, intended to cause fear, discomfort, or that display bigotry or hate speech, whether overt or perceived (e.g., Confederate Flag, Swastika, etc...). Harassment and/or threat is prohibited in all forms, and includes, but is not limited to the following: 1) Having the purpose or effect of creating an intimidating, hostile or offensive environment. 2) Having the purpose or effect of unreasonably interfering with an individual's participation in or access to educational activities, learning opportunities, and/or educational programs. 3) Adversely affecting an individual's learning space, or access to extracurricular activities and programs, including athletics. 4) Harassment and/or threat carried out on the basis of sex, age, race, ability, familial status, height/weight, national origin, political affiliation, religion, gender, sexual orientation, and/or veteran status.

Hazing - The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or

maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].

Indecency - A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, in pictures, in caricatures or in gestures, which are offensive to the general standards of propriety.

Instigating or Participating in a Prohibited Act - A student shall not assist or help in a rule violation which causes a disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity. *Including the use of video or photography to advertise or promote misconduct on social media or other platforms.*

Insubordination - A student shall comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity

Loitering/Skipping Class - A student shall not deliberately delay, hang around, lag behind, aimlessly idle in getting to an assigned destination.

Physical Violence/Assault/Battery - A student shall not intentionally cause or attempt to cause great physical harm to another through force or violence. Battery is defined as an intentional non-permissible touching.

Possession of Inappropriate Items - A student shall not possess an inappropriate item is any item that causes a disruption to the educational process.

Profanity or Vulgarity/Improper Communications - A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures.

Sexual Assault - A student will not sexually assault another person. If a student commits and is convicted of criminal sexual conduct the school board or its designee may be required to expel the student from the school district permanently, subject to possible reinstatement in a different school from the victim, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code [MCL 750.520b to MCL 750.520g].

Smoking/Tobacco – A student shall not smoke, chew, vape, including any form of e-cigarettes, or otherwise use tobacco and nicotine products. A student shall not, while on school property, have in their possession or under their control, tobacco in any form or tobacco related items. This includes, but is not limited to, vape/e-cigarettes not containing nicotine.

Verbal Assault/Threat – A student shall not produce an oral or written communication of intent to cause harm or injury.

Weapons: Dangerous Instrument – A student shall not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A dangerous instrument is defined as any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper spray or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.

Weapons: Dangerous Weapons – A student shall not possess, handle, transmit, or use a dangerous weapon in a weapons free school zone (As referenced in State Law MCL 380.1312 and 380.1313). A dangerous weapon is defined as any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, “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 metallic knuckles” or guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives.” Except as noted below, the school board or its designee may be required to expel permanently a student who possesses a dangerous weapon, subject to possible reinstatement.

Note that under Michigan law, school boards are not required to expel a student for weapons possession if the student can establish in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

Weapons: Look-A-Like Weapon – A student shall not possess, handle, or transmit any object or instrument that is a “look-a-like” weapon or instrument (e.g., starter pistol, rubber knives, toy gun, etc.)

Corrective Action Due Process **Short-Term Suspension Definition**

For purposes of this code, a short-term suspension occurs when a student is suspended for one (1) school day, up to and including nine (9) school days. During a short-term suspension, the student’s rights and privileges of attending school, including extracurricular activities, are suspended.

Due Process for Short-Term Suspensions

For a suspension of nine (9) days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student’s removal from school. If the student’s presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student’s removal from school as soon as possible.

Except in extraordinary circumstances, alleged violations of The Code of Student Conduct are initially handled at the student’s school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations and an explanation of the evidence or basis for the charges. Barring a situation requiring immediate action, the student shall be given the opportunity to contact an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or an attorney before presenting an explanation or a differing statement of the facts. The student’s request to have a parent/guardian present should be respected.

If misconduct is found, the principal may authorize disciplinary action in accordance with The Code of Student Conduct, including short-term suspension. A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension and Expulsion Definition

A long-term suspension is when a student is suspended for more than nine (9) school days. During a long-term suspension, the student’s rights and privileges of attending school, including extracurricular activities, are suspended.

Recognizing exclusionary discipline’s negative impact, based on a

preponderance of research, the school community will reserve exclusion for only the most serious offenses and employ discipline measures and early intervention/diversion strategies with a focus on screening and treatment to minimize suspended students' time away from school and potential court involvement.

An expulsion occurs when the school district's board of education or designee terminates the student's rights and privileges to attend school, including extracurricular activities, for sixty (60) days or more. An expulsion may be for an indefinite time, as specified by the school board or state law.

Due Process for Long-Term Suspension and Expulsion

A more formal due process procedure is required when serious disciplinary measures are alleged against a student. When the student's misconduct requires legal action, school district staff will work to protect the student's due process by explaining what the student is accused of and giving him/her the opportunity to speak with an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or attorney. The school district may also provide, upon request, a list of resources for representation. The student shall be given reasonable time to prepare for a hearing. The person conducting the disciplinary hearing must be impartial.

If recommended by the principal or assistant principal, the school district's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion. If the student has a hearing before the Board of Education, the board has the exclusive and final authority to long term suspend or expel a student from the school district.

The student and parent/guardian shall be notified of the allegation(s), the recommended disciplinary action, the time, date, and location of the hearing, and of their right to attend and participate in the hearing.

Prior to the hearing, the student and parent/guardian will have an opportunity to review all documents, videos, and other media, or any other types of evidence, and a list of all witnesses slated to testify.

Prior to the hearing, the student and parent/guardian should be notified of all of the district's processes for hearings and appeals.

The board of education or its designee shall conduct a hearing, which may be recorded if the hearing is held in Open Session. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others, but the names or personally identifying information of student witnesses may be redacted.

At the request of the student or the student's parent/guardian, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student" [MCL 15.268(b)].

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law or as specified by the Board of Education at the time of removal.

Appeal Process

In the event new evidence is obtained, A student may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request an appeal or reconsideration by the board or its designee. The petition shall be in writing and contain the reason that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or the request for reconsideration.

SECTION III: OTHER STUDENT RESPONSIBILITIES

The school community encourages student responsibility in terms of attendance, technology, and property. The expectations for these issues are defined below.

Attendance

The Woodhaven-Brownstown School District emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential conditions beyond the student's control prevents attendance. However, as a District, we understand that extenuating circumstances require accommodations to support the learning of our students. If a student has a planned extended absence, we ask that you work with building administration to develop a plan for possible continued education and a return to school plan.

The United States Education Department links school attendance with

academic success and links exclusionary discipline with lower school performance and higher rates of students' academic failure. Recognizing exclusionary discipline's negative impact, the school community will prioritize getting suspended or expelled students back into school and will not count a student's suspension days as unexcused absences or truant days, but rather as disciplinary absences.

Recognizing that grades should reflect learning rather than behavior, when suspension is used, students have the right to complete, turn in, and receive any credit earned on assignments and tests scheduled during their disciplinary absences.

Technology

The use of the Woodhaven-Brownstown School District's Technology and Internet access is a privilege, not a right. Inappropriate use may result in loss of that privilege as well as consequences defined in the Woodhaven-Brownstown School District's Student Code of Conduct.

The administration of the Woodhaven-Brownstown School District will deem what is appropriate and their decision is final. The administration, faculty, and staff may request that the privilege be denied, revoked, or suspended for inappropriate use. Students and parents must review, sign, and return to the school yearly the school district's "Acceptable Use Policy."

The Woodhaven-Brownstown School District uses a filtering program which prevents students from accessing inappropriate areas on the Internet. The district's web browser accesses filtering software that complies with the Children's Internet Protection Act (CIPA)

Cell Phones / Audio Visual Recorders

A student may possess a cell phone during school hours. The cell phone should remain out of sight out of mind unless expressly permitted by staff, teacher or building administrator. The use of cell phones in locker rooms or restrooms is prohibited. The use of audio or video recording during regular school hours is prohibited without prior permission by staff, teacher or building administrator. WBSD assumes no responsibility for lost, stolen, damaged devices. Disciplinary action can be issued by staff, teacher or building administrator including, but not limited to, loss of privilege of having a cell phone during school hours.

Lockers are School Property

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or their designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or their designee.

Legitimate Use of School Lockers

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store

school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or their designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or their designee.

Search and Seizure

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student. The Board directs the school principals to conduct a routine inspection at least annually of all storage places. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the administration has reasonable suspicion that illegal drugs or devices may be present on school property.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

A request for the search of a student or a student's possessions will be directed to the administration. A search will be conducted when there is a reasonable suspicion preferably with student agreement. A search will be conducted by an administrator in the presence of another staff member. When health and safety are immediately threatened a search will be conducted as soon as possible.

Search of a student's person or intimate personal belongings shall be conducted in the presence of another staff member and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

TRANSPORTATION

BUS PRIVILEGE

Use of the Woodhaven-Brownstown School District provided transportation is a privilege. It is absolutely necessary that all students riding the bus conduct themselves in the best possible manner.

Misbehavior aboard the bus is a very serious matter when up to seventy-eight lives are in the hands of the bus driver. **IT MUST BE**

REALIZED THAT ANYTHING THAT HAPPENS ON THE BUS TO DIVERT THE DRIVER'S ATTENTION FROM THEIR JOB IMMEDIATELY PUTS THE SAFETY OF YOUR CHILD AND ALL ON BOARD IN JEOPARDY.

District-provided transportation is an extension of the school, so student conduct requirements (see section V) apply and must be followed.

CHANGE BUS PERMISSION

In order to ride a different bus, each student requesting a change in bus transportation must turn in a note dated and signed by a parent or guardian. The note must provide a contact phone number for verification, and must be turned in to the Assistant Principal's office in the morning. Permission may or may not be granted, and is at the discretion of the administrator.

TRANSPORTATION RULES AND REGULATIONS

A violation of the following rules and regulations may result in the suspension of transportation privilege for a period of time as determined by the administration.

1. Passengers are forbidden to do anything hazardous to the health and safe transportation of any passenger while loading, riding, or unloading.
2. Student conduct rules and regulations (see section V) apply and will be enforced.
3. Passengers must quickly follow directives by the driver at all times.
4. Passengers must be at their designated stop FIVE MINUTES before the bus is scheduled to arrive. DRIVERS WILL NOT WAIT FOR LATE PASSENGERS. Use caution prior to loading and line up well off the roadway when waiting for the bus.
5. When loading, passengers are required to find their seat quickly and remain in that seat for the entire trip unless directed otherwise by the driver. Passengers can be required to occupy assigned seats at the discretion of the driver; if not, seats are first come, first served -- do not attempt to reserve or "save" a seat for a friend. THREE students may be assigned to a seat, if necessary.
6. Passengers may not bring anything on a bus that cannot be safely and comfortably held on the lap. NOTHING SHOULD BE PLACED IN THE AISLE, NEAR THE DRIVER OR AT THE EMERGENCY EXIT.
7. During the ride, any behavior that distracts the driver is not permitted, such as (but not limited to): throwing any object inside or out of the bus; pushing, shoving or horseplay; shouting, yelling or screaming; startling gestures or movements.
8. Passengers are not permitted in the driver area at any time.
9. SILENCE IS MANDATORY AT ALL RAILROAD CROSSINGS.
10. Disrespect or damage of school property is not permitted. For example, passengers are not permitted to write on seats, side walls or the exterior of the bus. Reimbursement for repair/replacement of any damage will be required.

11. Windows will be opened ONLY with permission of the driver. At no point may passengers extend anything through the bus window (e.g., hand or head) or pass anything in or out through a window.
 12. Eating, drinking or chewing gum is not allowed on the school bus. An exception may be made by the driver for long or special trips.
 13. Passengers must not litter. Bus is to be kept clean.
 14. Do not move to unload until the bus has come to a COMPLETE stop. Exit the bus in an orderly fashion and use caution. In the event you need to cross the road, use this procedure:
 - After exiting from the bus, move to the front of the bus in view of the driver.
 - Look both ways for traffic.
 - Check with the driver.
 - Walk, do not run, in front of the bus when crossing the road.
- NEVER ASSUME THAT VEHICLES WILL STOP FOR THE FLASHERS.
15. The EMERGENCY DOOR is for emergencies ONLY.
 16. DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS. Passengers will be picked up and let off at the designated stop

*****Remember: The bus driver is not ONLY responsible for the bus but also has complete authority to control the conduct of all passengers. All passengers must follow the above rules and regulations and any other instructions given by the driver to ensure the safety of all. If at any time, in the judgment of the driver, a student fails to follow instructions or violates bus rules and regulations, the driver will file a written Bus Conduct Report. This report will result in a warning notice to the parents of the violator or the suspension of transportation service. DO NOT LOSE YOUR BUS RIDE. Suspended students are not permitted to ride ANY Woodhaven-Brownstown School District bus while under suspension. Bus suspension is not a suspension from school; parents are required to provide transportation for their child to attend school in case of suspension.**

Note: Dangerous Weather Conditions – When it is necessary to modify bus transportation or close schools due to inclement weather, tune to one of the following stations:

**Director of Support Services
Woodhaven-Brownstown School District
24793 Van Horn Rd
Brownstown MI 48134**