

Patrick Henry Middle School

2021-2022

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
Mrs. Heather Fondaw, Assistant Principal

Mrs. Elizabeth Kanagawa, Counselor (last name L-Z)
Mrs. Kelsey Smith, Counselor (last name A-K)

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 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 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.

Ms. Stacy Vespremi
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

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 busses 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.

Visitors

Each visitor must report to the main office upon entering school to obtain a pass. Visitors must sign in identifying their name, the date and time of arrival, and the location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. 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 should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

An unauthorized person is one 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 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 counseling 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 center of the hallway clear.

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) absences (excused absences include medical, funeral or court related) and **NO** suspensions.

Cell Phones and Electronic Communication Devices

Electronic Communications Devices, including: cellular phones, pagers, laptops, iPad, iPod, or any other type may not be permitted in any instructional area during the school day. An instructional area includes: ALL classrooms, offices (including main office and counseling), gym areas (including locker rooms), and large group instructional areas. These devices should be securely stored in your locker during all class times. If a device is **seen** or **heard** in any of these settings the following consequences will be issued: **1st offense: warning and reflection (one per semester), 2nd offense: one hour detention, 3rd offense: two hour detention, 4th offense: referral to office for administrative intervention and consequence. This is cumulative throughout the year.**

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 contact 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 a written request signed by the parent, a person whose signature is on file in the Main office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. 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.

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. $(GPA \times 400) + (SAT) =$

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	8th grade boys' basketball	8th grade boy's baseball
9th grade football	9th grade boys' basketball	9th grade boy's baseball
V/JV football	JV/Varsity boys basketball	*JV/Varsity boy's baseball
V/JV boys/girls cross country	8 th grade girls' basketball	8 th grade girls' softball
V/JV girls cross country	9 th grade girls basketball	*JV/Varsity girls soccer
MS cross country**	JV/Varsity girls basketball	** MS boys track
8 th grade sideline cheer	Varsity boys bowling	** MS girls track
9th 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	

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:
<http://wbsd.co/departments/athletics>. 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:

http://wbsd.co/departments/athletics/eligibility_information/. 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 his/her 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 his/her 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.

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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 his/her classroom without a pass, the following procedure will be followed:

- a. First Offense – Teleparent message
- b. Second Offense – Teleparent message
- c. Third Offense - Teleparent message
- d. Fourth Offense – Teleparent & (1) Lunch Detentions
- e. Fifth Offense –Teleparent & (3) Lunch Detentions
- f. Sixth Offense & Beyond – Teach referral for administrative intervention/restorative discipline and parent contact.

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, substitutes, 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 to 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 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.
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.

PURPOSE OF THE CODE

The Code of Student Conduct identifies standards of conduct needed to support the educational objectives of the school district and to protect each student's right to a safe, orderly, and productive learning environment. While reasonable rules and regulations regarding behavior are necessary for a safe and orderly school environment, the district affirms its commitment to support the efforts of all students to manage their own behavior.

Discipline procedures are necessary in order to protect the rights of each member of the school community. Therefore, effective student discipline can only be achieved through cooperation and a shared commitment among the school community.

Thus, the Code of Student Conduct has been designed to set forth student responsibilities. Upon a violation of the Code of Student Conduct, appropriate action is taken. When determining the appropriate action, school officials may use intervention strategies and/or disciplinary actions dependent upon the severity or repetition of the misconduct; age or grade level of the student; circumstances surrounding the misconduct; the degree upon which the health and safety of the students and the learning environment has been disrupted and any other mandatory or relevant factors.

A major goal of education is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The District asks that parents become partners in explaining and supporting this Code of Student Conduct.

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.

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 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. All of this information can be accessed on the internet through the parent portal. 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 any staff member.

SECTION II: ATTENDANCE

PHILOSOPHY OF ATTENDANCE

The administration and faculty believe that classroom experience and teacher-student interaction are essential components of learning. The promotion of lifelong habits of self-discipline, good attendance, and punctuality is important in the development of a productive student and citizen.

The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and eighteen (18) years shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

PARENT/GUARDIAN RESPONSIBILITIES

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 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. The parent/guardian must call on the day of the absence.

ATTENDANCE DEFINITIONS

Absence: An absence is any day that a student misses school, including a parent call off, and will count towards the truancy definition.

Excused Absence: Any medically documented absence, funeral days, or other absence approved by administration will NOT be counted toward the truancy definition.

Suspended Absence: A suspended absence is an absence from class as a result of a violation of the Code of Student Conduct. Suspended absences will NOT count toward the truancy definition. A student on suspension may not attend or participate in any extra-curricular or school activities.

School Approved Absence: A school-approved absence is an absence from school or class initiated by the school or made necessary by participating in school activities or functions. School approved absences will NOT count towards the truancy definition.

Tardy: A tardy is when a student arrives 10 minutes late to class in the secondary buildings, or less than 50 minutes (per half day) in the elementary buildings. If a student arrives more than 10 minutes late for class, the student is considered absent and attendance will be recorded as an unexcused absence. Guidelines for excessive tardiness are addressed in each school's handbook.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

EXCESSIVE ABSENCES

- If a child accumulates 10 absences in a school year the building administrator will send a letter to inform the parent/guardian of this and of our concerns.
- If the child reaches 15 absences in a school year the building administrator will inform the local police department of a potential truancy issue. The police department will then contact or visit the child's home to discuss the truancy with the parents.
- Students who exceed 15 unexcused days of absence per year will be addressed through the Wayne County Juvenile Court System.
- Students who exceed 15 unexcused days of absences per school year may be considered for loss of course credit, considered for summer school, and/or retention. See WHS handbook for additional attendance rules.
- If the absences reach 20 in a school year, referrals must be made to the Local Police Department and possibly, the Wayne County Prosecutor's Office.
- Students or parents may appeal this procedure to the administration. This policy will be established at the discretion of the building administration.
- Students are expected to arrive on time and attend all assigned classes.
- Students are not permitted to leave the building without parent/guardian permission. If a student must leave school during the school day, the parent/guardian must sign the student out at the designated attendance office. When the student returns to the building s/he must report directly to the designated attendance office first.

- The day a student returns from an absence s/he must contact each teacher to arrange possible make-up assignments. If a student does not contact a teacher, s/he forfeits make-up privileges in that class.
- An attendance line is available to accept absence information 24 hours per day.
- We urge parents to consider school hours and the school calendar when planning medical and dental appointments or other pre-planned activities.

SECTION III: DISCIPLINE

DETENTION

Detention is immediately after school. Detention is used rather than suspension from class for minor violations of the student code of conduct or other minor behavioral problems. Transportation is the responsibility of the parent and all students need to be picked up immediately upon dismissal.

Detention rules are as follows:

- Detentions may only be rescheduled by a parent for medical/dental purposes prior to the date and time of the detention. Medical/dental documentation must be provided upon the student's return to school.
- Detentions must be served before students participate in any extracurricular activities, including athletics. (After school detentions will not be rescheduled for athletic or extra-curricular activities.)
- Students must sign in and will be assigned a seat.
- Students must do school work the entire time and they must bring the items necessary to do that work (pencils, paper, books, etc.).
- Students who do not have homework to complete will be required to read appropriate materials of their choice or read/review materials as provided by the after school detention supervisor(s).
- Silence must be maintained during the entire detention period. Food, beverages, phones, etc., are not allowed in detention.
- No restroom privileges will be allowed during the first half hour of detention. The restroom should be used before entering detention.
- Students must follow the Code of Student Conduct while in detention.
- Any detention that was not served due to an absence, out of school suspension or medical/dental reason must be served on the next available detention day.

Additional detentions may be requested by the detention teachers if proper behavior is not displayed. If the detention teachers have difficulty with a student during detention, the student will be directed to leave. The detention will not count and the student may be suspended. Failure to serve detention will result in further disciplinary action up to and including out of school suspensions.

IN-HOUSE SUSPENSION

In-house suspension is the suspension of a student from their school classes. The student is placed in the in-house suspension room instead of attending classes. In-house suspension is used when deemed appropriate (by administration), instead of an out of school suspension. In-school suspension is supervised by a paraprofessional and operated as a study period. During in-house suspension students must be separated,

quiet and working on task. Students are expected to follow all in-house suspension rules. Any student who is removed from in-house suspension for failure to comply with rules or directions may be suspended out of school.

SECTION IV: 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 Code of Student 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.

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 reasonably, provide the student with his/her 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 act 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

Unless otherwise permitted by law, suspensions and expulsions will not be issued absent consideration of administrative interventions/restorative practices as detailed herein.

Code A	Administrative Intervention/ Restorative Practice	See definition(s)
Code B	Short Term Suspension	Up to ten (10) days
*Code C	Long Term Suspension	In excess of ten (10) days/ fewer than sixty (60) days
*Code D	Expulsion/ Permanent Exclusion	In excess of sixty (60) days

*Require approval of Superintendent and Board of Education

The Corrective Action range is for a single incident of the prohibited act. Repeated or multiple violations may result in more severe punishments or penalties 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.....	Up to D
Arson.....	D
Assaulting a School Employee.....	Up to D
Bullying.....	Up to D
Cheating/Scholastic Dishonesty.....	Up to B
Classroom Disruption.....	Up to B
Conduct Which Endangers Health, Safety, Welfare – Staff or Students...	Up to D
Criminal Sexual Conduct.....	Up 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.....	Up to D
Extortion, Coercion, Blackmail.....	Up to C
Failure to Serve Detention.....	Up to B
False Fire Alarms, Bomb Threats.....	Up to D
Fighting.....	Up to C
Firecrackers/Explosives/Chemical Substances.....	Up to D
Forgery.....	Up to B
Gambling.....	Up to B

Gang or Gang Related Activity.....	Up 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.....	Up 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 Communication.....	Up to B
Smoking/Tobacco/E Cigarette and Vaping.....	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.....	Up 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.....	Up to D
Weapons: Dangerous Weapons.....	Up 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 Code of Student 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.
- 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. A student, while on suspension, 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 APPROPRIATE

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 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 shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause an explosion on school property.

Bullying– A student will not engage in bullying 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. The term "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 District students, either directly or indirectly, by doing any of the following: (i) substantially interfering with educational opportunities, benefits or programs; (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or, (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school. "At school," means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" includes the off- premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

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, idea and/or thought 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, 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, 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.

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.

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 shall not sign or use another's name without prior consent.

Gambling – A student shall not commit the act of betting money or other consideration on the outcome of a game, contest, or other event.

Gang or Gang Related Activity - A student is not allowed to participate in known gang activities. The school administration will address any student behavior appearing to represent gang affiliation or behavior. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a "secret society" is prohibited.

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].

Harassment/Intimidation- A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.

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.

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 intentional non-permissible touching.

Possession of Inappropriate Items – A student shall not possess an inappropriate 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.

Smoking/Tobacco – A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

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.

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.”

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 knife, toy gun, etc.)

A. ADMINISTRATIVE INTERVENTION/RESTORATIVE PRACTICES

Administrative intervention is a form of *restorative practice which may or may not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions, activities, events, etc.

The principal may require a student to remain after school providing the parents have been given at least one (1) days' notice and have agreed to be responsible for their child's transportation at the end of the detention period. The principal shall also ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction or an out-of-school restriction or an out-of-school suspension.

*Practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. These practices shall be considered as an alternative or in addition to suspension or expulsion.

Before suspending or expelling a student the following factors will be considered:

1. Student's Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. ***Restorative Practices**
7. Whether lesser interventions would address behavior

*Restorative practice will be the first consideration for:

1. Class Disruptions
2. Property Damage
3. Theft
4. Interpersonal Conflicts
5. Bullying/Cyberbullying
6. Harassment

B. SHORT TERM SUSPENSION

A short term suspension is the denial of a student's right to attend school, be present on school grounds, or attend any school function for a period of 10 school days or less.

DUE PROCESS PROCEDURE:

1. A short-term suspension may be imposed by the building administrator following an informal hearing involving the administrator and the student. At this meeting, the student is advised of the misconduct with which he/she is charged, the evidence supporting the charges and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charges.
2. If, at the conclusion of the informal hearing, the building administrator determines that the student has engaged in misconduct, a short-term suspension may be imposed upon the student by the building administrator. The principal or his/her designee shall inform the student's parent/guardian in writing and/or by phone and/or in person of the suspension and the reasons for and conditions of the suspension. The written notice of short term suspension is delivered to the parent and filed in the student's records.

3. If, at the conclusion of the informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents regarding the discipline shall be removed from the student's records.
4. An appeal of a short term suspension may be taken to the Superintendent by the affected student or his/her parents or guardians. The Superintendent shall review the determination of the building administrator. However, the filing of such appeal shall not serve to stay the imposition of the short term suspension imposed on the student by the building administrator. In the event the Superintendent determines from such review that the student has not engaged in misconduct, any record of same shall be removed from the student's records. The Superintendent's decision is final and not subject to further review or appeal to the Board of Education.

C & D. LONG-TERM SUSPENSION AND/OR EXPULSION

A long-term suspension is the denial of the student's rights to attend school, be present on school grounds, or attend any school function for a period of more than ten (10) school days and fewer than sixty (60) school days or more based on the student's misconduct.

Expulsion is the exclusion of a student from school for disciplinary reasons for a period of sixty (60) or more school days.

DUE PROCESS PROCEDURE:

1. A long-term suspension or expulsion may be recommended by a building administrator following an investigation of charges of misconduct by a student. Prior to the recommendation, the administrator conducts an informal hearing with the student and his/her parents or guardians where the student shall be advised of the misconduct with which he/she is charged, the evidence supporting the charges and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist the resolution of the charges.
2. If, at the conclusion of the investigation and the informal hearing, the building administrator determines that the student has engaged in misconduct that warrants, based upon this code of conduct, a long-term suspension or expulsion, the building administrator shall recommend in writing that the student be so disciplined, identifying the basis(es) upon which his/her recommendation is founded, and forward such recommendation to the Superintendent. The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending disposition of his/her recommendation by the Superintendent and the Board of Education.
3. If, at the conclusion of the investigation of the charges by the building administrator and at the conclusion of an informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the student's records.
4. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent shall schedule a hearing upon the charges leading to that recommendation before him/her. In the event that the student is suspended by the building administrator, pending disposition of his/her recommendation, the Superintendent shall schedule the hearing within ten (10) days following the commencement of the student's suspension. The Superintendent shall

notify the student and his parents or guardians of their opportunity for a hearing on the charges and the date upon which the hearing has been scheduled, requesting a timely response from either of them as to whether they wish to have such a hearing. The student and the parent(s) or guardian(s) shall be notified of:

- a) the charges against the student;
- b) the recommended disciplinary action;
- c) the fact that a hearing will be held before the superintendent of schools;
- d) the time, place, location and procedures to be followed at the hearing;
- e) the right to appeal any adverse decision of the hearing officer if the superintendent recommends a suspension of 10 or more school days or recommends expulsion.

6. If the student and/or parents and guardians do not elect to have such a hearing by failing to respond to such notice or if they affirmatively decline the opportunity for a hearing, the Superintendent shall review the recommendations of the building administrator and make a determination. This recommendation shall be reported in writing to the Board of Education prior to the next regular or special meeting of the board where it can be acted upon. The Board of Education shall authorize the imposition by the Superintendent of the recommended long-term suspension or expulsion, modify the discipline, or reject the determination with direction to the Superintendent as to the Board's disposition of the charges.

7. If the Superintendent does conduct the hearing on the charges, evidence in support of the charges shall be presented by the building administrator. All witnesses shall be sworn. The student may be represented by counsel and may present witnesses in his/her behalf as well as cross examine witnesses who testify in support of the charges. The formal rules of evidence as apply in courts of law shall not apply for purposes of such hearing. However, the Superintendent shall allow admission of evidence during the hearing. An opportunity for opening and closing argument shall be provided to both parties. Following the hearing, the Superintendent shall in a written report provided to the student and his/her parents or guardians, either dismiss the charges, modify the discipline, impose a short-term suspension, or refer the case to the Board of Education for formal imposition of a long-term suspension or expulsion. The parent is notified of their right to appeal the Superintendent's decision to the Board of Education in open or closed session.

8. In the event the Superintendent requests authorization from the Board of Education to impose a long-term suspension or expulsion, he/she shall provide such written report to the Board of Education prior to the next regular or special meeting of the Board where it can be acted upon. Included within such report shall be:

- a) a statement of the charge,
- b) the student's response to the charges, if any,
- c) a description of the evidence, including the names and witnesses and the substance of their testimony considered;
- d) copies of any written documents submitted by the parties or either of them in support of their arguments or positions;
- e) the findings of fact.

The Board shall review such report and shall, through an appropriate resolution, either authorize the imposition by the Superintendent of a long-term suspension or expulsion

of the student, modify the discipline sought to be imposed by the Superintendent or reject the Superintendent's findings and conclusion. The Board shall direct the Superintendent as to the disposition of the charges appropriate to the Board's decision. Students who are recommended for expulsion or long-term suspension may appeal to the Board of Education in open or closed session. The Board may grant the appeal. This appeal, if granted, will not constitute another hearing, but be a careful review of all substantial facts which led to the final recommendation from the Superintendent.

9. If there is reason to believe that a student who has been charged with misconduct is handicapped, the Director of Special Education should be contacted by the parent/guardian or administrator to determine if an evaluation or other action should be conducted prior to proceeding with these due process procedures.

10. Voluntary Agreements of Discipline: At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian(s) setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian(s).

11. Suspended/Expelled Students On School Property Or Attending School Activities: A suspended or expelled student who enters onto school property or appears at a school activity, event or function without the permission of a building administrator shall be deemed to be trespassing and subject to further discipline including possible legal action.

12. Maintaining Class Progress: A suspended student has the right to maintain progress, when practical and in the judgment of the building principal, during the period of suspension.

COMPUTER USE POLICY AND PROCEDURES

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 Code of Student 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, parents of new students to the district and all 8th graders 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).

DRUG FREE SCHOOL ZONE

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any 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.

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 his/her 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.

The primary function of a school is to develop a student academically, socially, and emotionally. Student dress should not come into competition or conflict with this goal. Studies have shown that behavior is influenced by how students are dressed. Proper dress promotes a positive self-image. The style and manner in which a student dresses while he/she attends school shall be the responsibility of his/her parents.

The District, however, maintains the right to impose reasonable restrictions on dress for the following reasons:

1. If the style of dress or grooming is disruptive to the educational process.
2. If the style of dress or grooming is detrimental to the health, safety, or welfare of the student or other students with whom he/she attends school.
3. If the dress is of a type which may cause physical damage to school premises.

Any apparel, jewelry, accessories, notebooks or grooming which by virtue of color arrangement, trademark, logo, symbol, or slogan denotes membership in gangs or advocates drug, alcohol, or tobacco use, violence, disruptive behavior, vulgarity/profanity, or contains sexual connotation are prohibited. Any apparel deemed inappropriate by school standards or which endangers the health, safety, or welfare of

students or staff is prohibited. The determination of appropriateness of attire will be made by the school administration.

DRESS GUIDELINES

HEADWEAR

- (hats, visors, scarves, sweatbands, sunglasses, do-rags, etc.)
- The wearing of headwear is prohibited in the school building.
- Headwear must be in the student's locker, desk, cubbie, etc. during school hours.

****SHIRTS/SKIRTS/PANTS**

- Shorts and skirts must be no more than 5 inches above the crease in the back of the knee.
- Slits in skirts must be not more than 5 inches above the crease in the back of the knee.
- Rips in jeans and/or pants may not be more than 5 inches above the crease in the back of the knee.
- Pants shall be worn at waist level; no sagging of pants.
- Underwear must be fully covered.
- Thin pants, pajama pants or see through materials are not allowed.

***In the elementary schools, shorts are allowed in August, September, May and June unless otherwise designated by the principal.*

SHIRTS

- No tank tops or low cut tops.
- Shoulders must be covered with sleeves that cover the shoulder/upper arm.
- Necklines should expose no more than three (3) inches below the collarbone.
- No see through or mesh material.
- Shirts must be long enough to remain tucked in when arms are raised above the head AND no skin at the waist may show.
- Hooded apparel must not cover the head.
- Undergarments must not be visible.
- Shirts must be tucked in OR hang no longer than 5 inches above the crease in the knee.

COATS/JACKETS

- Jackets larger or bulkier than varsity jackets or trench style jackets are not allowed.

ACCESSORIES

- Chains, pointed rings, spikes, danglies, are not permitted in school.
- Footwear must be worn at all times. Slippers are not allowed. Flip flops are not recommended for the student's safety and for sanitary concerns.
- Bags and purses that create any safety concerns need to be stored in the students' locker, desk, cubbie, etc.

All items that are inappropriate or dangerous to others will be confiscated and returned to parents when appropriate.

VI. 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 HIS/HER 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