



GARDEN CITY PUBLIC SCHOOLS

Student
Code
of conduct

Non-Discrimination Statement

NON-DISCRIMINATION STUDENTS

The Garden City Board of Education complies with all federal and state laws prohibiting discrimination based upon race, color, creed, religion, national origin, sex, handicap or disability, age, weight, marital status, Veteran status, citizenship, or any other factor prohibited by law. Sexual harassment of students will not be tolerated. Appeal procedures will be found in the Garden City Board of Education *Student Code of Conduct*.

Special Services Director
Section 504 Coordinator
1333 Radcliff
Garden City, MI 48135
734-762-6372

Student Services Director
Civil Rights Coordinator
1333 Radcliff
Garden City, MI 48135
734-762-6385

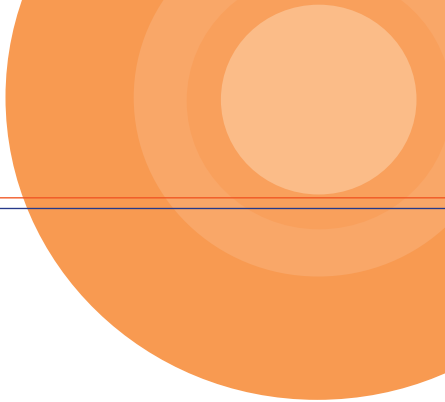


Table of Contents

| | |
|---|----|
| Non-Discrimination Statement | 2 |
| Acknowledgment of Civil Rights | 5 |
| Staying Connected with Garden City Schools | 6 |
| Student Code of Conduct Overview | 7 |
| Due Process Procedures..... | 8 |
| Definition of Range of Penalties..... | 8 |
| Administrative Intervention | 8 |
| Parent Contact | 8 |
| Parent Conference..... | 8 |
| Saturday School..... | 8 |
| Suspension..... | 8 |
| Mandated Parent Conferences | 9 |
| Mandated Outside Intervention..... | 9 |
| Chemical Use Assessment..... | 9 |
| Referral to Police and/or Prosecution..... | 9 |
| Mandated Referral to Social and/or Mental Health Services | 9 |
| Ongoing Counseling or Treatment..... | 9 |
| Restitution | 9 |
| Expulsion | 9 |
| Suspension or Expulsion..... | 10 |
| Short-term Suspension..... | 10 |
| Long-term Suspension..... | 10 |
| Expulsion..... | 10 |
| Rules for Student Behavior | 11 |
| Definition of Violations of Rules for Student Behavior..... | 11 |
| Tobacco/Nicotine | 11 |
| Alcohol/Vaping/Chemical Substances | 11 |
| Possession or Use..... | 11 |
| Sale or Delivery..... | 11 |
| Drugs/Counterfeit Substances/Paraphernalia..... | 11 |
| Possession or Use..... | 11 |
| Sale or Delivery..... | 11 |
| Assault/Fighting/Gross Misbehavior | 11 |
| Bullying/Cyber-Bullying..... | 12 |
| Hazing..... | 12 |
| Other Prohibited Conduct..... | 12 |
| Weapons and Dangerous Instruments..... | 12 |
| Look Alike Weapons..... | 12 |
| Personal Protection Devices..... | 13 |

Table of Contents (cont.)

| | |
|--|-----------|
| Fireworks/Explosives/Chemical Substances..... | 13 |
| Electronic Communication Devices (ECDs)..... | 13 |
| Gang-Related Activity..... | 13 |
| Dress & Appearance..... | 13 |
| Overview | 13 |
| General Considerations | 14 |
| Shoes..... | 14 |
| Hats and Head Coverings..... | 14 |
| Shirts | 15 |
| Shorts, Skirts, and Pants | 15 |
| Jewelry/Piercings..... | 15 |
| Use of Technology | 15 |
| Suspended/Expelled Students on School Property/Activities/Events | 15 |
| Property Damage/Vandalism..... | 15 |
| Discriminatory Harassment..... | 15 |
| Discriminatory Harassment Student Complaint Procedure | 16 |
| Step One | 16 |
| Step Two | 16 |
| Step Three | 16 |
| Step Four | 16 |
| Step Five | 16 |
| Step Six | 16 |
| Communication - Verbal, Written, Gesture, Electronic..... | 16 |
| Distribution of Literature..... | 16 |
| Disruption of School..... | 17 |
| Compliance with Staff | 17 |
| Recording Without Permission | 17 |
| Bomb Threats/Similar Threats..... | 17 |
| Criminal Acts | 17 |
| Authorization of Disciplinary Action..... | 17 |
| Search and Seizure..... | 18 |
| School Attendance/Tuancy Policies..... | 18 |
| MME Graduation Requirement..... | 19 |
| Internet Code of Conduct..... | 19 |
| Internet Access for Students..... | 20 |
| Grades K-2..... | 20 |
| Grades 3-6..... | 20 |
| Grades 7-8..... | 20 |
| Grades 9-12..... | 20 |

Acknowledgment of Civil Rights

Have you ever felt you missed out on something important in school? Perhaps you lost an opportunity to enroll in a class or to receive information regarding a career. Maybe it was a chance to try out for a school play or make the varsity team. Not having the opportunity to explore your interests or take advantage of opportunities in school is a sure way to miss out.

As a student you have rights and responsibilities guaranteed to you under federal laws that provide that no person in the United States shall, on the basis of race, color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination of an educational program, service or activity receiving federal financial assistance.

The laws simply mean that your school cannot treat students differently. Knowing your rights is your first responsibility. Exercising your rights fairly, honestly, and reasonably is your second responsibility. If you or your parent/guardian would like more information about your rights as a student, please contact the Civil Rights Coordinator:

Dr. Stanley Szczotka
Garden City Public Schools
1333 Radcliff Street
Garden City, MI 48135
734-762-6385

As the Civil Rights Coordinator, Dr. Szczotka will process and investigate all complaints of discrimination.

Staying Connected with Garden City Schools

www.GardenCitySchools.com: The primary way to stay connected with Garden City Public Schools is through accessing the district's webpage: www.GardenCitySchools.com

[Intouch](#): The district also uses a teleparent service that is linked to your primary phone contact numbers and this service is used to send parents emails and text messages. Parents must keep contact information, email and phone numbers up to date to reliably receive this district messaging.

[Facebook](#): Search [Garden City Public Schools] through Facebook or use this link to "like" us on Facebook.

[Twitter](#): The district twitter account is named GCPSK12.

[Instagram](#): The district instagram account is named GCPSK12.

Student Code of Conduct Overview

The Garden City Schools *Student Code of Conduct* is issued by the Garden City Board of Education for the information and guidance of students, parents, teachers and administrators. The goal is to provide a fair code that protects students while, at the same time, retains for school officials the necessary authority to maintain order and to provide a good educational experience for the students in the district. The code identifies student responsibilities, student rights, certain categories of misconduct which call for disciplinary action, and the kinds of disciplinary actions, up to and including expulsion, which may be imposed while considering such things as the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel and all other circumstances deemed relevant. The code also sets forth procedures for carrying out such disciplinary actions. Because neither this nor any student code can cover every issue, procedure or question that may arise in a public school setting, students and parents should address specific questions or requests for additional information to the building administrator.

The categories of misconduct and disciplinary action listed in this student code of conduct are applicable when a student is on school property, en route to or from school, in a motor vehicle being used for a school business related purpose, or at a school related activity, function or event. They also apply when the misconduct involves another student who is en route to or from school or when the misconduct occurs off school property but is of such a serious nature 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.

Michigan law authorizes local school boards to make reasonable rules, regulations and penalties as outlined in the district *Student Code of Conduct*. Most students do not violate the code of conduct after being informed about the expectations for student behavior; however, in the event of a conduct violation the district supports the philosophy of Restorative Practices as alternative to suspension. Restorative Practices is an approach to addressing student misconduct, conflict, or offense while keeping students in school and allowing them to account for the harm they have caused. Students are assisted with repairing the harm and restoring relationships wherever possible. If penalties are ultimately necessary, the basic procedures used to implement penalties and the appeal process is detailed below.

Due Process Procedures:

The following procedures only govern the suspension or expulsion of a student from the school district's educational program. Discipline in the nature of a Saturday school assignment, written reprimand, detention before or after school, removal from the lunch program, additional classroom assignments, or exclusion of a student from class or extracurricular activities, etc., is solely within the discretion of the building principal or designee and is not covered by this code of conduct or the procedures of due process.

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

Definition of Range of Penalties:

While not intended to be an exhaustive list of any or all penalties which may be imposed upon a student who violates the *Rules for Student Behavior* below. These represent the most common alternatives from which the district selects one or more appropriate consequences and penalties.

Administrative Intervention:

Disciplinary action which does not result in a student being suspended from school, such as: removal of a student from a class period, Saturday school, a reprimand, before or after school detention, loss of school privileges and/or additional assignments.

Parent Contact:

When parent contact is part of the disciplinary action, the teacher or administrator involved in the disciplinary action will notify the student that his/her parent will be contacted.

Parent Conference:

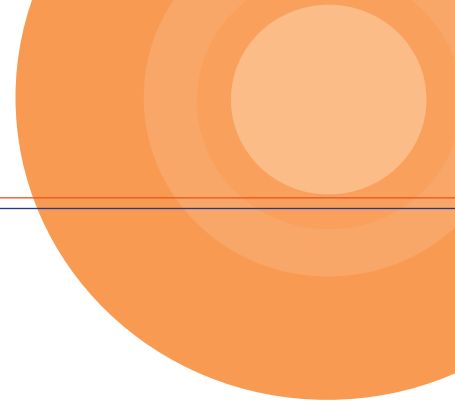
When a parent conference is part of the disciplinary action, the staff person(s) or administrator(s) involved in the disciplinary action and conference will notify the student that his/her parent will be requested to confer, and the student may request permission to attend the conference.

Saturday School:

Disciplinary action for attendance issues and possibly other violations of the *Student Code of Conduct*, where deemed appropriate, students may be assigned Saturday school at the middle and high school levels.

Suspension:

Disciplinary actions that result in the exclusion of a student from school for a specific period of time. By way of example, a student may be suspended as determined by the building administrator for up to ten days. A student may be suspended as determined by the building administrator in consultation with the Director of Student Services from 11 days up to a semester, and/or until a specified condition is met. Teachers may suspend students only in compliance with the procedures contained herein.



Mandated Parent Conferences:

The student and his/her parent may be required to participate in one or more mandated conferences with administrators and/or school social worker and /or psychologist. Such conferences may be required as a condition of return to school. Parent conferences are mandatory for students suspended by a teacher.

Mandated Outside Intervention:

The student may be required to meet with an outside counselor, psychiatrist, psychologist, or social worker. Such conferences may be required as a condition of return to school.

Chemical Use Assessment:

The student may be required to undergo, at parent expense, a chemical use assessment conducted by an agency licensed by the Office of Substance Abuse Services of the Michigan Department of Public Health. Such an assessment may be required as a condition of return to school.

Referral to Police and/or Prosecution:

In situations involving criminal behavior, the district may contact police and/or refer the matter for criminal prosecution.

Mandated Referral to Social and/or Mental Health Services:

In certain situations—violation of law regarding weapons, arson and rape, for example—the district is required to refer the student to social and/or mental health services.

Ongoing Counseling or Treatment:

A student may be required to begin, and continue a counseling or treatment program addressing his/her behavior and/or misconduct.

Restitution:

When a student's violation of the *Rules for Student Behavior* result in damage to, or loss of, property, the student may be required to replace or pay for the damaged or lost property. Such restitution may be required as a condition of return to school.

Expulsion:

The permanent exclusion of a student from the school system by action of the Board of Education. A student may be expelled for committing a gross misdemeanor or persistent disobedience, but a student must be expelled when the law requires. For example, but not limited to, in circumstances involving specific weapons, arson, criminal sexual conduct, bomb threats, staff assault and verbal threats to an employee, contractor or volunteer and/or similar threats. Similar threat is defined as a planned attempt by a student to disrupt the building's educational process, or the threat of widespread injury or destruction of school property.

Suspension or Expulsion:

When suspension or expulsion is part of the disciplinary action, the following procedure shall apply (in each case of appeal, each side may request an exchange of written evidence at least five days in advance. Those appealing have a right to see prepared statements of the witnesses, not the identity of the witnesses.)

Short-term Suspension:

Short-term suspension of up to five days out of school may be implemented by the building administrator or other person designated. The student and parent are entitled to an informal meeting with the building administrator prior to suspension; entitled to be informed of charges, statements of evidence and statements of witnesses, if any, against him/her; entitled to an opportunity to deny charges and present evidence; entitled to appeal the suspension; and to be notified to whom the appeal should be directed. The final appeal is at the principal's level for the High School and Middle School. The final appeal for the elementary level is the Director of Student Services.

Long-term Suspension:

The building administrator or other designated person may implement long-term suspensions, wherein a student is suspended more than five days. The student and parent are entitled, after the principal-level appeal, to an informal hearing with the Superintendent's representative or person designated by the local school board; to be informed of charges, evidence and statements of witnesses, if any, against him/her; to be given an opportunity to deny charges and present evidence; to present his/her own witnesses and to be represented; to appeal the suspension, and to be notified to whom the appeal should be directed. The final appeal is to the Superintendent's designee.

Expulsion:

permanent removal of a student from the school, may be implemented by the Board of Education upon the recommendation of the Superintendent. The student is entitled to:

- formal hearing before the school board
- written prior notice to the student and his/her parent or guardian if the student is under 18
- be informed of charges, evidence and statements of witnesses against him/her, if any an opportunity to deny charges and present evidence
- present his/her own witnesses
- have representation

Students with disabilities are afforded enhanced due process procedures. The *Individuals with Disabilities Education Act (IDEA)* set requirements and protections for the discipline of students with an individualized education program (IEP) Details are available at the Department of Education link available [HERE](#).

Rules for Student Behavior

Definition of Violations of Rules for Student Behavior:

A student's violation of the following rules may result in a range of consequences or penalties as defined above.

Tobacco/Nicotine:

A student shall not smoke, chew, use or otherwise possess tobacco/nicotine in any form.

Alcohol/Vaping/Chemical Substances:

Possession or Use.

A student shall not manufacture, handle, possess, use, or be under any degree of influence whatsoever, of any intoxicant of any kind; nor may a student inhale glue, aerosol paint, lighter fluid, duplicating fluid, vape, or other chemical substance. Furthermore, a student shall not use any non-prescription drug, medicine or other chemical substance for an improper purpose. While it is impossible to provide a complete list of such drugs, medicines or other chemical substances, some examples may include pain relievers, stimulants, diet pills, pep pills, cough medicines or laxatives.

Sale or Delivery:

A student shall not sell or attempt to sell, deliver or transfer any intoxicant of any kind.

Drugs/Counterfeit Substances/Paraphernalia:

Possession or Use:

A student shall not possess or use drug related paraphernalia; nor (with the exception of possession and use of drugs prescribed for the student) shall a student possess, use, manufacture or be under the influence of any drugs, controlled or counterfeit substance.

Sale or Delivery:

A student shall not sell, deliver or transfer any drug-related paraphernalia, drugs, narcotics, marijuana, hallucinogens, stimulants, depressants or other controlled substance or counterfeit substance, "designer drug" or controlled substance analogue intended for human use.

Assault/Fighting/Gross Misbehavior:

Fighting, the use and/or threat of force, acts of disrespect, and/or physical violence is prohibited.

Bullying/Cyber-Bullying:

Bullying is defined as the repeated use by one or more students of a verbal, written, or electronic expression, or a physical act or gesture, or any combination thereof, directed as a victim that:

- Causes physical or emotional harm to the victim or damage to the victim's personal property.
- Places the victim in reasonable fear of harm to himself or of damage to his property.
- Creates a hostile environment at school for the victim.
- Infringes on the rights of the victim at school; or
- Materially and substantially disrupts the educational process or the orderly operation of school.

Cyber-bullying is bullying through the use of technology or any electronic means. This includes the posting of information online if these acts create any of the conditions listed above.

Hazing:

A student should not solicit, encourage, aid, or engage in hazing. Hazing means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.

Other Prohibited Conduct:

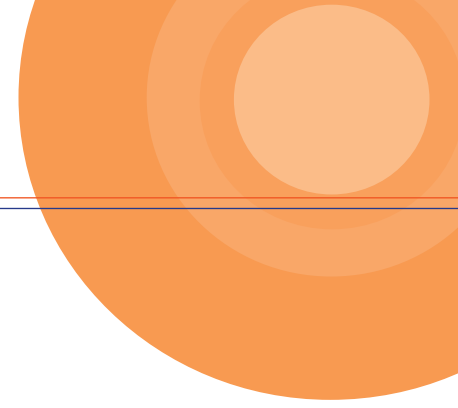
Conduct such as false alarms, theft, extortion, blackmail, scholastic dishonesty, falsification of records, coercion, loitering, trespassing, robbery, indecency is prohibited.

Weapons and Dangerous Instruments:

Any object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury or property damage is a violation of the Weapons-Free School Zone Act. A weapon is, but not limited to a knife with a blade of three (3) inches or less, blackjack, baton, martial arts device, a lighter, bb gun, air-soft gun, paintball or splat gun or, transmitting a laser pointer. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

Look Alike Weapons:

Possessing, handling or transmitting any object or instrument that is a "look-alike" weapon or instrument (e.g., rubber knife, toy gun, etc.) is prohibited.



Personal Protection Devices:

Possessing, handling or transmitting a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, key chain, etc.) capable of inflicting bodily injury or causing physical discomfort to another person is prohibited.

Fireworks/Explosives/Chemical Substances:

Possessing, handling or transmitting any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person or property damage is prohibited.

Electronic Communication Devices (ECDs):

During instructional school hours and on all school property, students are prohibited from making and receiving voice calls. All ECDs (e.g. Cellular phone, Personal Data Assistant (PDA) pager, laptop, handheld computer, or other communication devices) must be silenced at all times. Exceptions, for health or other unusual reasons, may be requested from the building principal and any exception must be in writing and arranged prior to use. ECD use is limited to permissible times and instructional purposes as defined by building administration and teaching staff. Violations of ECD use will immediately result in a request for students to relinquish the device for later parent pick up and further discipline as defined by a building's student handbook.

Note to parents: Communicating electronically (texting, paging, calling) with your student(s) during instructional time is a violation of this code and will result in student disciplinary action. Emergency matters are best channeled through office staff and building administration.

Gang-Related Activity:

Behavior such as the writing of graffiti, hand gestures and dress which is worn for the purpose of designating gang association is prohibited. This includes any item, which by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan or other attributes denotes membership in gangs.

Dress & Appearance:

The purpose of the Garden City School Dress Code is to support safety/security, student achievement, and career preparedness, each a pillar of student health, wellness, and success.

Overview:

The style and manner in which a student dresses while he/she attends school is largely the responsibility of the student and parents/guardians. The District; however, maintains the right to impose reasonable restrictions on dress, where:

- The style of dress or grooming is thought to be disruptive to the educational process; or
- The style of dress or grooming is considered detrimental to the School District's mission and/or health, safety, or welfare of the students with whom he/she attends school.

Students must dress in accordance with the Code of Conduct; Appropriate attire is expected at all school-sponsored events. The dress code is enforced during all instructional times, during school-related events, and on and off school property. Failure to comply with the dress code will result in disciplinary action. Repeated dress code violations will result in progressive discipline. Individuals who fail to follow the dress code will be sent to the office and asked to change into appropriate attire. If the student does not possess an appropriate garment, such a garment may be provided and voluntarily worn by the student. If a student refuses efforts to accommodate compliance with the dress code, further action will be taken as deemed necessary by the school administrator.

General Considerations:

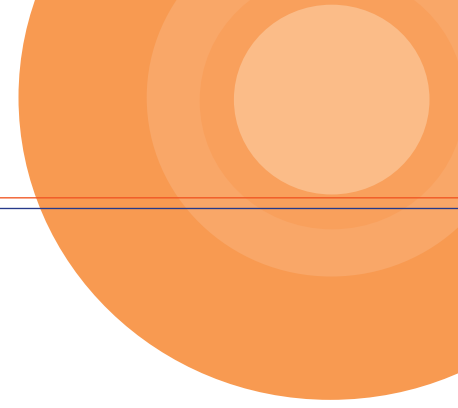
- Students should dress and groom in a manner consistent with safety protocols, optimized instruction, and career preparedness.
- Student dress should be clean, and safe, and support the health and hygiene of themselves and others.
- Student dress may not disrupt the educational process.
- Outerwear garments are to be removed and placed in lockers upon a student’s arrival into the building.
- Outerwear is clothing that is designed for warmth and/or protection from the elements.
- Outerwear is clothing designed to be worn over other clothing, especially outdoors, often lined with fasteners all the way down.
- Words, phrases, pictures, themes, and/or characters on clothing and tattoos that are inappropriate, provocative, or distracting to students of school age are not to be displayed.
- References to alcohol, drugs, tobacco products, and profanity are prohibited.
- References to violence, and/or sexual messages on clothing, explicitly or via innuendo are prohibited.
- No bandanas are to be worn or carried in the school.
- Clothing is not to be worn excessively tight or revealing undergarments. Yoga pants/tights/leggings are considered undergarments and MUST have clothing worn over top of them.
- No showing of undergarments or the stomach while standing or sitting is permitted.
- No clothing or accessory that may be considered a racially divisive symbol and/or a symbol that could disrupt schoolwork or school discipline is permitted.

Shoes:

- Shoes or footwear must be worn at all times.
- No flip-flops, slides, or shower shoes are to be worn in the school as they constitute safety hazards, and pose general and specific health risks.
- Shoes should have backs and be made for the outdoors, no slippers.

Hats and Head Coverings:

- Hats and head coverings, except for religious reasons, are prohibited.
- Hats and head coverings are to be put in a student’s locker when he or she enters the building.
- Hats and head coverings are not to be carried into the classrooms, hallways, or any other part of the building during school hours.
- Hooded sweatshirts may be worn, providing the hood is not worn on the head and is worn below the ears.



Shirts:

- A shirt must overlap the pants. No stomach, back, or chest may be exposed.
- Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone.
- An outfit may not reveal the chest and/or sides of the student's body through the splitting or cutting of a hole in the garment.
- Shirts are required to be sleeved.

Shorts, Skirts, and Pants:

- Shorts, skirts and pants must be fastened at the waist, secured above the buttocks.
 - Shorts and skirts must be fingertip length.
 - Shorts, skirts, and pants with holes revealing undergarments within fingertip range are not permitted.
- Note: Exceptions are made for school-sponsored athletic uniforms.

Jewelry/Piercings:

- Noisy, distracting, and excessive jewelry or accessories are prohibited (including wallet chains).
- Jewelry/Piercings must not detract from or interfere with the learning environment or present a safety or health hazard.

Use of Technology:

Any unauthorized, illegal, inappropriate, offensive, or immoral use of district owned technology (e.g., copiers, fax machines, computers, scanners, network equipment, software, etc.) is prohibited. To use district owned technology students are required to sign the district's Acceptable Use Policy form.

Suspended/Expelled Students on School Property/Activities/Events:

A student, while on suspension or expulsion, is prohibited from entering onto school district property without the permission of a building administrator. A student, while on suspension or expulsion, is prohibited from participating in or attending any school related activity, function or event, held on or off school property, without permission of a building administrator.

Property Damage/Vandalism:

Damaging, destroying or defacing any school property or any property which belongs to another or damaging the property of school personnel whether on or off school grounds is prohibited.

Discriminatory Harassment:

Unwelcome sexual advances, requests for sexual favors or other verbal 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.) are prohibited. Copies of the Garden City Public School Sexual Harassment Policy and complete discrimination policies are available in the school handbook or from your building administrator.

Discriminatory Harassment Student Complaint Procedure:

The Garden City Public Schools will make available the following process for addressing student complaints. In appropriate situations the administrator may waive one or more steps of the procedure.

Step One:

As soon as possible, and ordinarily within 20 days of the conduct that caused the complaint, the student must submit the complaint to a building administrator or the district's Complaint Coordinator. It is preferable for the complaint to be in writing.

Step Two:

The complaint will be investigated promptly and thoroughly. The investigation may involve such actions as interviews with the alleged offender, witnesses, and the complaining student. To the extent possible, confidentiality will be maintained: there will be no unlawful retaliation against a student for making a complaint or taking part in the investigation of a complaint under this procedure.

Step Three:

The complaining student, and the alleged offender, will be informed of the outcome of the investigation, and of corrective action to be taken, if any.

Step Four:

If either the complaining student or the alleged offender is dissatisfied with the resolution, they may contact the district's complaint coordinator within a week and a meeting will be scheduled promptly to consider the complaint.

Step Five:

If either party remains dissatisfied with the resolution at step four, a prompt appeal may be made to the Superintendent who will respond in writing within two weeks of receipt of the appeal.

Step Six:

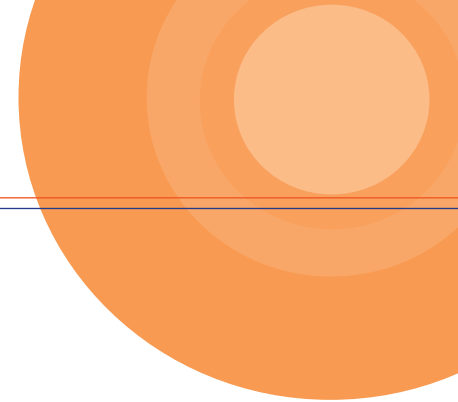
If either party remains dissatisfied with the resolution at step five, a prompt appeal may be made to the Board of Education through its Secretary and the Board will respond within 30 days of its receipt of the appeal. The decision of the Board is final and binding on all parties.

Communication - Verbal, Written, Gesture, Electronic:

A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, written, by gesture, or electronically to anyone in the school community (students, staff, chaperones, volunteers or visitors).

Distribution of Literature:

A student shall not distribute, post or display any materials in the school buildings or grounds without the approval of the building administrator.



Disruption of School:

A student shall not cause the disruption, disturbance, or obstruction of school function, activity or event, nor shall they engage in any conduct disrupting the school environment.

Compliance with Staff:

A student shall comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel or persons acting in a chaperone or supervisory capacity. A student shall cooperate with School district administrators and/or teaching staff investigating possible violations of the district *Student Code of Conduct* and/or building rules, and no student shall make false statements or give false evidence to school district staff.

Recording Without Permission:

A student shall not record by any means (i.e., audio, video, digital, etc.) a communication with any administrator, teacher or other school district employee without the expressed permission of the person(s) involved.

Bomb Threats/Similar Threats:

A student shall not make, take part in, or assist in a bomb threat or a plan to disrupt the school building's educational process or event or threaten widespread or collective injury or destruction of school property.

Criminal Acts:

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

Authorization of Disciplinary Action

The Board of Education authorizes its administrators to implement disciplinary action in accordance with established laws and/or existing law. Additionally, teachers may implement disciplinary action according to the provisions of P.A. 103 and the procedures listed below.

A secondary teacher may suspend a student for one class period and an elementary teacher may suspend a student for one school day, in accordance with Michigan State Law and Garden City Public School's Board policy, if the student's presence creates a clear threat to the safety and welfare of others. Examples are, but not limited to:

- Fighting,
- Verbally threatening others,
- Being physically aggressive,
- Possessing a dangerous object or look-a-like weapon,
- Abusing equipment, tools, books, furniture or material belonging to others or to the school,
- Throwing inappropriate objects,
- Refusing to abide to safety rules and procedures and wearing safety glasses and clothing,
- Intimidating or harassing other students and/or staff.

The teacher must have good reason to believe that the student's conduct is a clear threat to the safety and welfare of others. The teacher must immediately report the suspension, and the reason for the suspension, to the appropriate building administrator. As soon as possible after the teacher imposes the suspension, the teacher must contact the student's parent or guardian at home and/or work and schedule a parent-teacher conference to discuss the suspension. No student shall be removed from the school without the knowledge and concurrence of the building administrator and parent contact made. The building administrator will attend the conference at the teacher's, the parent/guardian's request, or if deemed necessary. Also, when deemed practicable by the building principal, a school counselor, school psychologist, or school social worker may attend. The student will not be returned that school day to the class, subject, or activity from which they were suspended without the concurrence of the suspending teacher and the school principal.

Search and Seizure

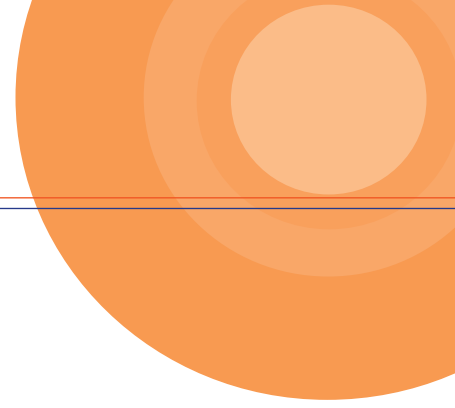
Lockers are the property of Garden City Public Schools and are under the control of the building administrators, while assigned to students. District administrators reserve the right to inspect and search a locker if they reasonably deem it necessary, with or without prior notice to students.

A building administrator may search a student's car that is parked on school property if the administrator reasonably suspects that drugs, alcohol, weapons, stolen property or other contraband may be present in the vehicle. Illegal items, such as firearms, drugs and weapons, or other items reasonably determined to be a threat to the health, safety and welfare of students may be seized by school authorities, and police authorities may be notified. Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession. This can include iPods, radios, tape decks and radio equipment.

Administrators may search a student's personal effects, including coats, book bags, purses, wallets and pockets if the administrator reasonably suspects that the student possesses contraband or has violated the *Student Code of Conduct*.

School Attendance/Truancy Policies

School attendance is compulsory in the State of Michigan for all students from age 6 to 18. There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the Garden City Board of Education believes that students must be in class in order to fully maximize their educational opportunities. Students are expected to be on time for school and in class every day. Students and parents should be fully aware that, in most cases, what goes on in the classroom (daily teaching, interactions of students with teachers and with other students, discussions, lectures, audio-visuals, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work.



Each student is expected to contribute to the daily academic activities in class. When a student is absent, the educational experience of all the students in the class can be diminished. Regular and constant school attendance helps develop responsibility and self-discipline. In addition, there are few legitimate reasons for tardiness. Tardiness can cause as much of a disruption to classroom work as absences.

The school district will work cooperatively with all parents and students to assure positive student attendance. Truancy is defined as the willful non-attendance of school and will result in disciplinary action at the building level. In an extreme case of student non-attendance, the district may seek court action against the student and/or his/her parents/guardians to assure compliance with state law. Complete attendance policies are available in the school handbook or from the school office.

MME Graduation Requirement

Beginning with the class of 2008 no student shall be permitted to graduate from Garden City High School unless (s)he has taken the State required MME (Michigan Merit Exam) exam, or State of Michigan approved alternative test. Beginning with the class of 2009 no student shall be permitted to graduate from Garden City High School unless (s)he has taken the State required MME (Michigan Merit Exam) exam, earned valid scores as determined by the State on all portions of the exam or earned a valid score, as determined by the State, on a State of Michigan approved alternative test(s) by their junior year. Exceptions to this requirement may only be granted by the building principal after an appeal has been made by the student's parent or legal guardian.

Internet Code of Conduct

Use of the internet by students of Garden City Public School District shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district approved accounts. Use will be in accordance with the district's [Technology Use Agreement](#) found on the district website:

- Protect your internet logon information from others.
- Respect the privacy of other users. Do not use other users' passwords.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
- Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
- Treat information created by others as the property of the creator. Respect copyrights.
- Use the network in a way that does not disrupt its use by others.
- Do not destroy, modify or abuse the hardware or software in any way.
- Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, ResEdit, etc. Do not "hack" the system.
- Do not attempt to circumvent any firewall, filtering or monitoring device in accessing the internet and/or World Wide Web or otherwise use the network to gain access to inappropriate materials.
- Do not use the internet for commercial purposes.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating the *Internet Code of Conduct*.

Internet Access for Students:

The rich sources of information available on the internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, internet access will be made available to students in Garden City Public School District for the purpose of communication, research, and education. It is our intention to provide an internet environment that is safe and appropriate for the maturity level and needs of student users. Internet access by students will be monitored by district personnel and the degree of access to the internet will be dependent upon the age of the students.

Grades K-2:

Limited use for specific projects by teacher request. Web sites will be limited.

Grades 3-6:

Use will be project focused, adult directed and supervised. Web sites will be limited.

Grades 7-8:

Use will be adult directed and monitored. Websites will be somewhat more expansive than at the elementary level and student use will be monitored.

Grades 9-12:

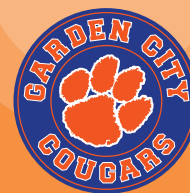
Students will have more independent use than lower grade levels, but on-line computers will be monitored. World Wide Web sites will be more expansive than at middle school levels but will be subject to any district approved firewall. The district has in place an internet screening system for grades K-12. It filters and limits access only to those internet sites that contain educational materials and is intended to block access to internet sites that contain (a) materials harmful to minors, as defined by 47 U.S.C. § 254(h)(7)(G); (b) visual depictions of obscene materials, as defined by M.C.L. § 752.361-364 and (c) child pornography, as defined by 18 U.S.C. §2256.

In addition to limiting internet access, the following steps have been taken to provide a wholesome internet environment:

- A district *Internet Code of Conduct* has been written
- A district *Technology Use Agreement* has been written.
- Procedures for dissemination to all students have been developed.
- Rules related to internet use have been written for inclusion in all schools' student handbooks.
- All student internet users will be required to obtain an internet account that includes parents' permission.
- Compliance with the district *Internet Code of Conduct* and *Technology Use Agreement* are conditions of the account.
- Internet training will be provided. Training will include personal responsibility, ethical and courteous behavior.
- Parents or guardians are being asked to review the *Internet Code of Conduct* and the *Technology Use Agreement* with their children. Parent or guardian permission will be required for students younger than 18 years. All students and staff must have a signed *Technology Use Agreement* in conjunction with authorized use.

The district will endeavor to provide a safe and wholesome internet environment. However, an adroit net user may be able to find ways to circumvent internet access limits and controls.

GARDEN CITY PUBLIC SCHOOLS



1333 Radcliff | Garden City, Michigan 48135 | gardencityschools.com | (734) 762-8300
