Garden City Public Schools

STUDENT
CODE OF CONDUCT

2017 - 2018

PLEASE NOTE:

Complete 3 signature pages of booklet and return to your school.

1. Student Contract for Use of Technology
2. Family Education Rights & Privacy Act
3. Media Authorization
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
734-762-6342
Staying Connected with Garden City Schools

Remind is a messaging service that has replaced the e-Blast service formerly used by Garden City Public Schools.

With Remind you will be able to sign up to receive reminders about upcoming events by school or category.

Please see below for directions on how to sign up.

Anyone can sign up for these messages and you may sign up for more than one.

You can also choose to be alerted by text or email.

Please choose from the list below and type in the message box (example on the next page):

- @gcdistrict for Garden City Public Schools District
- @gclathers for Lathers Pre-K and Kindergarten Campus
- @gcmemorial for Memorial 1-2 Campus
- @gcdoug for Douglas 4-5 Campus
- @gcfarm for Farmington 5-6 Campus
- @gcmiddle for Garden City Middle School
- @gchigh for Garden City High School
- @gccamb for Cambridge
- @gcsports for Garden City Public Schools Sports Programs
EXAMPLE:

On your phone you will need to enter 81010 and one of the @ addresses from the prior page.

To receive messages via text, text @gcdistrict to 81010. You can opt out of messages at anytime by replying ‘unsubscribe @gcdistrict.’

@gcdistrict in the example above may be replaced with any of the @addresses on the prior page.

Trouble using 81010? Try texting @district to 734-666-0406 instead.

Or to receive messages via e-mail, send an email to gcdistrict@mail.remind.com (or one of the other gc addresses from above). To unsubscribe, reply with ‘unsubscribe' in the subject line.
**EXAMPLE:**

<table>
<thead>
<tr>
<th>Recipients</th>
<th><a href="mailto:gcdistrict@mail.remind">gcdistrict@mail.remind</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>(You can leave the subject blank)</td>
</tr>
</tbody>
</table>

**WHAT IS REMIND AND WHY IS IT SAFE?**

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.

Visit remind.com to learn more.

**Facebook:** Search [Garden City Public Schools] through Facebook or use this link to “like” us on Facebook:

facebook.com/gcpsk12

**Twitter:** The district uses GCPSK12 as the Twitter identity. You can “follow” us there.

**Teleparent:** The district also uses a teleparent service that is linked to your primary phone contact numbers and will occasionally use this service to get the word out to parents.

www.gardencityschools.com
August 2017

Dear Student:

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:

Ms. Rosemary Gross
Garden City Public Schools
1333 Radcliff Street
Garden City, MI 48135
734-762-6342

As the Civil Rights Coordinator, Ms. Gross will process and investigate all complaints of discrimination.

Sincerely,

Mr. Derek Fisher
Superintendent

www.gardencityschools.com
This 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.

**Disciplinary Action**

Michigan law authorizes local school boards to make reasonable rules, regulations and penalties. Usually the establishment and dissemination of such rules, regulations and penalties are enough to gain students’ adherence. Sometimes, however, penalties are necessary. Detailed below are the basic procedures that are followed in implementing such penalties and the appeal process where applicable.

**Range and Definition of Penalties for Violations of Rules for Student Behavior.**

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:

1. **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.
2. **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.
3. **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 complete compliance with the procedures contained herein under Implementation of Disciplinary Action.
4. **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.
5. **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.
6. **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.
7. **Referral to Police and/or Prosecution.** In situations involving criminal behavior, the District may contact police and/or refer the matter for criminal prosecution.
8. **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.
9. **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.
10. **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.
11. **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 specified 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.

**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 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.

Special Education students will be disciplined as set forth by law and these procedures.

**A. 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.

**B. 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.

**C. 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.):**

1. **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.

2. **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.

3. **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:
   a. Formal hearing before the school board.
   b. Written prior notice to the student and his/her parent or guardian if the student is under 18.
   c. Be informed of charges, evidence and statements of witnesses against him/her, if any.
   d. An opportunity to deny charges and present evidence.
   e. Present his/her own witnesses.
   f. Have representation.

**Rules for Student Behavior**

Depending upon the circumstances, a student’s violation of the following rules may result in one or more of the penalties identified above, items 1-10, or in other consequences or penalties as the district determines appropriate.

**A. Tobacco:** A student shall not smoke, chew, use or otherwise possess tobacco in any form.

**B. Alcohol/Chemical Substances:**

1. **Possession or use.** A student shall not manufacture, handle, possess, use, or be under any degree of influence whatsoever, of any alcoholic beverages or intoxicant of any kind; nor may a student inhale glue, aerosol paint, lighter fluid, duplicating fluid or other chemical substance. Further, 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.
2. **Sale or delivery.** A student shall not sell or attempt to sell, deliver or transfer any alcoholic beverage or any intoxicant of any kind; nor may a student sell or attempt to sell, deliver or transfer glue, aerosol paint, lighter fluid, duplicating fluid or other chemical substance for an improper purpose. Further, a student shall not sell or attempt to sell, deliver or transfer any non-prescription drug, medicine or other chemical substance for an improper purpose. (For examples, see above, Section 1)

C. **Drugs, Narcotics, Counterfeit Substances, Paraphernalia:**

1. **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 any degree of influence whatsoever of any drugs, narcotics, marijuana, hallucinogens, stimulants, depressants or other controlled substance or counterfeit substance, “designer drugs” or controlled substance analogue intended for human use.

2. **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.

D. **Student Assault/Gross Misbehavior:** the use and/or threat of force, acts of disrespect, physical violence, and destruction of property are prohibited.

E. **Bullying:** A student shall not participate in bullying. Bullying is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school.”

F. **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.”

G. **Other Prohibited Conduct:** conduct such as false alarms, assault, battery, extortion, blackmail, scholastic dishonesty, falsification of records, coercion, burglary, larceny, loitering, trespassing, robbery, indecency, possession of explosives, weapons, and/or possession of other dangerous objects is prohibited.

H. **Weapon-Free School Zone Act:** possession of a dangerous weapon in a weapon free school zone, committing arson or committing criminal sexual conduct is prohibited. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

I. **Additional Weapons and Dangerous Instruments:** possessing, handling or transmitting a laser, a knife with a blade of three (3) inches or less, blackjack, baton, martial arts device, butane lighter, bb gun, air-soft gun, paint ball or splat gun or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury or property damage is prohibited.

J. **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

K. **Personal Protection Devices:** possessing, handling or transmitting a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person is prohibited.

L. **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.

M. **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 student to relinquish the device for later parent pickup 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.

N. **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.

O. **DRESS and APPEARANCE**: students should dress and groom in good taste and in a manner that will do honor to Garden City Schools and themselves. Student dress should be clean, safe and not disruptive to the educational process. Dress code is enforced during all instructional times, during school related events, on and off school property.

**GENERAL CONSIDERATIONS**

- Outerwear garments are to be removed and placed in lockers upon a student’s arrival into the building. A jacket that is lined, has fasteners all the way down, and is designed for warmth and/or protection from the elements is defined as an outerwear jacket.
- Articles of clothing and tattoos which present words, phrases or characters that are inappropriate for students of school age are not to be displayed. Alcohol or tobacco products, profanity, drugs violence and/or sexual messages (e.g. Hooters Restaurants and Playboy) may not be promoted through clothing directly or via innuendo.
- No bandanas are to be worn or carried in the school.
- Clothing is not to be worn excessively tight nor revealing undergarments.
- No showing of undergarments or midriff while standing or sitting is permitted.
- No clothing or accessory which may be considered a racially divisive symbol that would disrupt school work or school discipline is permitted.

**SHOES**:

- Shoes or footwear must be worn at all times.
- No flip flops are to be worn in the school as they constitute safety hazards, and pose general and specific health risks.

**HATS and HEAD COVERINGS**:

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

**SHIRTS**:

- No midriffs, backs, chests or cleavage may be exposed. A shirt must overlap the pants. 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 its side.
- Shirts are required to be sleeved. No tank tops, muscle shirts or spaghetti strap shirts.

**SHORTS, SKIRTS, PANTS**:

- Fastened at the waist, secured above the buttocks.
- Fingertip length is required for shorts and skirts.
- Holes revealing skin or undergarments within fingertip range are not permitted.

**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.

**P. 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 Procedure for Technology form.

Q. **Suspended/Expelled Students on School Property or Attending School 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.
R. **School and Personal Property:** 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.

S. **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 Schools 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, he 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.

T. **Improper Speech and Communication:** A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gesture, to anyone in the school community (students, teachers, staff members, employees, chaperones, volunteers or visitors).

U. **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.

V. **Disruption of School:** A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of School function, activity or event, nor shall he or she engage in any such conduct for the purpose of causing such disruption or obstruction.

W. **Cooperation:** A student shall cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators, teaching staff and/or school personnel.

X. **Compliance with School Personnel Directions:** 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.

Y. **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.

Z. **Staff Physical Assault:** A student enrolled in 6th grade or above shall not commit physical assault against a district employee, contractor, or volunteer.

AA. **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.
General Information

A. Implementation 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:

1. Fighting,
2. Verbally threatening others,
3. Being physically aggressive,
4. Possessing a dangerous object or look-a-like weapon,
5. Abusing equipment, tools, books, furniture or material belonging to others or to the school,
6. Throwing inappropriate objects,
7. Refusing to abide to safety rules and procedures and wearing safety glasses and clothing,
8. 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 he/she was suspended without the concurrence of the suspending teacher and the school principal.

B. Search and Seizure

Although lockers are assigned to students, the lockers remain the property of Garden City Public Schools and are under the control of the building administrators. 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 Code of Conduct.

C. School Attendance/Truancy Policies

A successful school experience begins with good attendance habits. Compulsory school attendance in the State of Michigan includes all students from age 6 to 18. 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.

D. 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.
Attendance Philosophy
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. Furthermore, 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.

Policy

(High School students will follow the High School Attendance Policy, which is distributed separately).

The purpose of the Attendance Policy is to encourage regular and consistent attendance and punctuality at school by all students. Disciplinary consequences, in most cases, for attendance related offenses would avoid removing the student from class.

Student grades will be solely based upon the quality of work submitted and the quality of class participation.

Garden City Public Schools have attendance offices and/or secretaries to account for each student’s attendance on a daily basis. It is the parent’s responsibility to report each and every absence. If parents do not report the absence, an attempt will be made to contact the home.

At the High School and Middle School level, student attendance will be reviewed regularly. Counselors and building administrators will intervene with students who have excessive unjustified absences. At the elementary level, teachers and building principals will review student attendance quarterly. The building social worker and principal will intervene with parents and students when needed.

Tardy Philosophy

Being on time is a life skill important to each student’s future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone.

Policy

Students are required to be in class on time. Tardiness to class is defined as not being physically in the room when the bell stops ringing. If for some reason the bells are inoperative, the teacher’s discretion will be used.

E. 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 GCNet Acceptable Use Policy and Procedures and this Code of Conduct as found on district website (www.gardencityschools.com).

1. Protect your Internet logon information from others.
2. Respect the privacy of other users. Do not use other users’ passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the property of the creator. Respect copyrights.
6. Use the network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. 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.

9. 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.

10. 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 this 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 student 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-3**
Limited use for specific projects by teacher request. Web sites will be limited.

**Grades 4-6**
Use will be project focused, adult directed and supervised. Web sites will be limited.

**Grades 7-9**
Use will be adult directed and monitored. Web sites will be somewhat more expansive than at the elementary level and student use will be monitored.

**Grades 10-12**
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:

1. A district Internet Acceptable Use Policy and Procedures (GCNET) has been written. Procedures for dissemination to all students have been developed.
2. An Internet Code of Conduct has been written.
3. Rules related to Internet use have been written for inclusion in all schools’ student handbooks.
4. All student Internet users will be required to obtain an Internet account that includes parents’ permission.
   A. Compliance with the district GCNET Acceptable Use Policy and Procedures are conditions of the account.
   B. Internet training will be provided. Training will include personal responsibility, ethical and courteous behavior, the Internet Acceptable Use Policy and Procedures, and the Code of Conduct.
   C. Parents or guardians are being asked to review the Code of Conduct and Internet Acceptable Use Policy and Procedures with their children. Parent or guardian permission will be required for students younger than 18 years. All students and staff must have a signed district authorization form for an account.

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.
Dear Parent/Guardian and Student,

The following is a verification that all of our families received both the Student Code of Conduct and Student Handbook. Please fill out the following, and have your child return it by Friday, Sept. 8th, to their first hour teacher.

We, ___________________________ and ___________________________ have received and reviewed the Garden City Student Code of Conduct and the GCHS Student Handbook for 2017, which were both included in the student packet.

Student (Signature): _______________________________________________

Parent/Guardian (Signature): _______________________________________

Date: ____________________________
Garden City Public Schools
Student Contract for Use of Technology Based Information Systems

In exchange for the use of the Garden City Public Schools technology hardware, networks and Internet connection,
I __________________________________, Grade __________, understand and agree to the following:

1. That the use of the Garden City Public Schools technology equipment, software, networks and Internet connection is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system and the use of obscene, abusive or otherwise objectionable language in either public or, upon registration of complaint, private messages or other systems that are accessed through the Garden City Public Schools Internet connection. The system administrator(s) of the Garden City Public Schools will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.

2. That the use of the Garden City Public Schools Internet connection is a privilege which may be revoked by the system administrator(s) at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the Garden City Public Schools and its faculty and staff, or any organizations, groups and institutions with which the Garden City Public Schools is affiliated. The systems administrator(s) will be the sole arbiter of what constitutes this unacceptable behavior.

3. That the Garden City Public Schools system administrator(s) reserves the right to review any material stored in files, to which all users have access, and will edit or remove any material which the administrator(s), having sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.

4. That all information services and features contained on the Garden City Public Schools networks and/or associated equipment are intended for the educational use of its patrons. Any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden.

5. To abide by such rules and regulations of system usage as may be promulgated from time to time.

6. In consideration for the privilege of using the Garden City Public Schools networks, equipment and software and in consideration for having access to the information obtained through them, I hereby release the Garden City Public Schools and its operators and sponsors, Garden City Public Schools and its faculty and staff, and all organizations, groups and institutions with which the Garden City Public Schools is affiliated, for any and all claims of any nature arising from my use, or inability to use, the aforementioned networks, etc.

7. I understand that intentional damage, misuse, destruction of, or disabling of equipment, networks, software or other components, is cause for revocation of my privilege to use the above; and may subject me to further disciplinary measures.

8. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

9. Plagiarism, i.e., the use of another’s material as one’s own, without crediting the original author, is unethical and may be illegal. Users may be required to substantiate and document sources of any and all work. The inability to do so may result in loss of credit and/or other disciplinary measures.

10. My access to and use of the Garden City Public Schools networks, etc. is subject to such limitations as may be established by the system administrator(s) and may be changed from time to time.

_________________________________________  ___________________________________________
Signature of Parent or Guardian                 Signature of Student

__________________                           ________________________  __________________
Date
Intentionally left blank
The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children’s education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child’s education records and to request changes under limited circumstances. To protect your child’s privacy, the law generally requires schools to ask for written consent before disclosing your child’s personally identifiable information to individuals other than you.

School officials are regularly asked to balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires schools to ask for written consent before disclosing a student’s personally identifiable information to individuals other than his or her parents, it also allows schools to take key steps to maintain school safety. Understanding the law empowers school officials to act decisively and quickly when issues arise.

In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. Accordingly, schools may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without parental consent.

FERPA also allows for disclosure of “directory information” defined as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

• name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
• participation in officially recognized activities and sports;
• weight and height of members of athletic teams;
• degrees, honors, and awards received; and
• the most recent school attended.

The parent(s) or legal guardian(s) of ___________________________ have read the (Print student’s name) FERPA disclosure and understand that: [CHOOSE ONE]

☐ My child’s personal information is confidential with the exception of directory information that may be disclosed for general education purposes.

Parent’s Name (Please Print) ___________________________________ Parent/Guardian’s Signature _______________ Date ______

☐ Where possible, I do not want my students directory information disclosed and ask that the school make persistent effort to keep my student’s directory information private.

Parent’s Name (Please Print) ___________________________________ Parent/Guardian’s Signature _______________ Date ______
Intentionally left blank
Garden City Public Schools

Media Authorization

Garden City Public Schools (GCPS) want to show the world the excellent work both we and your student are doing here, but before we can do that, we need your permission. The law states that the public and private use, broadcast, publication, exhibition, or distribution of student work or images must have parental permission. This includes newspapers or magazine articles, educational video productions, wall art exhibits, and local contests.

On our website and in other forms of video and print media we will…

- show students as part of a group or as individuals.
- NOT identify any student by first or last name in photographs.

Additionally…

- Faculty and/or an administrator will approve ALL pictures placed on the Website before they are uploaded and available to be seen on the GCPS Web site or publication.
- If a parent, student, staff or community member is uncomfortable with any images of themselves or their children on the Web site, they can inform the school district and the photograph will be quickly and courteously removed.

_____ I agree to allow Garden City Public Schools to use my student’s photo on the Garden City School’s Web site for purposes of providing information regarding Garden City Public Schools’ programs and activities.

_____ I do not allow Garden City Public Schools to use individual photos of my student on the District’s Web site.

Parent / Guardian Signature: ___________________________________________ (Date)

STUDENT NAME (Please Print): ____________________________________________

SCHOOL NAME (Please Print): ____________________________________________
Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Garden City Public Schools (hereinafter the District) receives a request for access.

   Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the District to amend their child’s or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

• To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

• To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

• Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

• To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

• To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))