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## DAILY CLASS SCHEDULE 2009-2010

Students should begin class on time. Students who are 15 or more minutes late for class will be counted as absent.

### DAY CLASSES

Monday-Friday

|          |                       |
|----------|-----------------------|
| Period 1 | 8:15 A.M.-9:10 A.M.   |
| Period 2 | 9:15 A.M.-10:10 A.M.  |
| Period 3 | 10:15 A.M.-11:10 A.M. |
| Period 4 | 11:15 A.M.-12:10 P.M. |
| Lunch    | 12:10 P.M.-12:45 P.M. |
| Period 5 | 12:45 P.M.-1:40 P.M.  |
| Period 6 | 1:45 P.M.-2:40 P.M.   |
| Period 7 | 2:45 P.M.-3:40 P.M.   |
| Period 8 | 3:45 P.M.-4:40 P.M.   |

### EVENING CLASSES

Tuesday and Thursday

|          |                     |
|----------|---------------------|
| Period 1 | 5:00 P.M.-5:45 P.M. |
| Period 2 | 5:45 P.M.-6:30 P.M. |
| Period 3 | 6:30 P.M.-7:15 P.M. |
| Period 4 | 7:15 P.M.-8:30 P.M. |

### GED TESTING

|  |           |
|--|-----------|
| Monday                                     | 6:00 P.M. |
| Tuesday, Thursday                          | 1:00 P.M. |
| Friday                                     | 9:00 A.M. |
| *You must pre-register for all GED testing |           |

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **ACCIDENTS**

Any accidents or serious illnesses which occur in the school building or on school grounds must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident report should be completed for all occurrences.

### **BUS TICKETS**

Bus tickets are given to students ages 15 years – 19 years old. The ticket will only be given to full-time students (students must attend a minimum of six hours a day to be considered a full time student). Part-time students are not eligible for bus tickets.

Students under the age of 20 can purchase a ten ride bus card for the cost of \$4.00 or a one ride for the cost of \$1.30.

The following are bus ticket procedures:

- An eligible student needs to come and see the school secretary to receive a bus card on their first day of class.
- Bus tickets are not given out until the end of the student's class day
- If student needs to leave for a legitimate reason, the secretary will need to contact a parent or legal guardian to obtain approval to release the student.

Once your bus pass has expired, the student will need to come see the school secretary to obtain a new bus card. Note: Students please do not dispose of the expired bus card; you will need to turn the bus card in to the secretary to obtain a new one. Used bus cards that are not turned in will be counted as one loss.

Students can be excused once if they do not bring in the used bus ticket. The second time the bus ticket is lost the student will have to pay \$4.00. Each ride not used for transportation to or from school will be charged \$0.80.

## **TECHNOLOGY ACCEPTABLE USE AND INTERNET/NETWORK SAFETY POLICY**

### **Introduction**

Use of technology at Godwin Heights Public Schools is a tool and privilege extended to students, staff, and community members to enhance learning and information exchange.

The Godwin Heights Public School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and strongly encourages the development of information management skills. These formats allow access to current and relevant resources. In addition, they provide the opportunity to communicate in a technologically rich environment and allow users to become responsible, self-directed, life-long learners.

### **Definition of Godwin Heights Public School Members/Users**

Based upon need and access privileges, members/users on the Godwin Heights Public School District Network will be granted access to relevant network/hardware services. The following members/users may hold accounts on the Godwin Heights Public School Network:

1. **Students.** Students, currently enrolled in the district, may be granted network/hardware accounts upon agreement to the terms and conditions stated in this policy.
2. **Staff.** Staff members, currently employed by the district, are granted a network/hardware account upon agreement to the terms and conditions stated in this policy and are required to use technology in carrying out their work assignments. School computers, networks, and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this Acceptable Use and Internet/Network Safety Policy, and must not damage the school's hardware, software, or computer communications system.
3. **Community Members and Others.** Anyone may request a special account on the district network. These requests are reviewed on a case-by-case basis. Access privileges will be based on need, availability, and agreement to the terms and conditions stated in this policy.

Rules for Acceptable Use and Internet/Network Safety Policies:

1. The following uses of computer equipment and services are not permitted:
  - a. To access or distribute pornography, obscene or sexually explicit material
  - b. To transmit obscene, abusive, sexually explicit, harassing or threatening language or suggestions
  - c. To violate any local, state or federal law
  - d. To access another person's materials, information or files without permission
  - e. To engage in commercial or profit-making enterprises
  - f. To use technology maliciously in order to disrupt the use of technology by others.
2. The privacy of passwords must be maintained. Users are responsible for all activity under network accounts.
3. Written approval must be obtained from supervising administrator prior to the removal of hardware/software technologies from school premises.
4. Students shall only use electronic mail and other forms of direct electronic communications for appropriate school-related purposes.
5. All food and drinks must be kept away from computers and related technologies.
6. All hardware and software must be cared for properly.
7. Users must adhere to district guidelines and copyright laws in the use of hardware, software, and transmission or in the copying of text or files (plagiarism) on the Internet or from other resources.
8. Users must adhere to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school.
9. Students and staff shall not install software or media.

10. The Godwin Heights Public Schools web site provides links to third party sites as a convenience and is not responsible for the contents of any linked site or any links contained in a linked site. The linked sites are not under the control of the district and should not be considered an endorsement.
11. All web pages created by students and student organizations on the district's computer system will be subject to treatment as district-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.
12. Godwin Heights Public Schools uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Godwin Heights Public Schools. The District makes continuous efforts to block student access to inappropriate material but even the best filtering software cannot guarantee total blockage.
13. The technology protection measure that blocks or filters Internet access may be disabled by a Godwin Heights Public Schools staff member for bona fide research purposes by an adult.
14. A Godwin Heights Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
15. Godwin Heights Public School staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy. However, it is not guaranteed. Students are responsible for abiding by the rules in this policy.
16. Godwin Heights Public Schools holds the right to use surveillance technologies to detect plagiarism, misconduct, and crimes.
17. Except for courses of study which have specific lessons related to advertising, students shall not be required to observe, listen to or read commercial advertising in the classroom.
18. Godwin Heights Public Schools will not allow commercial advertising on any district owned web site unless approved by the Board of Education.

#### Network Etiquette:

Recognize that all district owned technology related storage areas are not private (e-mail, files, floppies, hard drives, pda's, etc.)

Be polite. Do not be abusive in messages to others.

Use appropriate language. Do not use profanity, vulgarities, or other inappropriate language. Illegal activities are strictly forbidden.

Do not reveal ANY personal information about yourself or another person (address, phone number, last name, etc.)

Immediately tell your parents, teacher, adult, or administration if you come across anything that is inappropriate, threatening, or uncomfortable.

## **Consequences for Violation of Acceptable Use and Internet/Network Safety Policies:**

1. Members violating any of these Rights for Acceptable Use and Internet/Network Safety Policies may be banned from using school hardware and telecommunications software to access the Internet.
2. Members will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
3. Members violating any of these Rules for Acceptable Use and Internet/Network Safety Policies may face additional disciplinary and/or legal action deemed appropriate in keeping with the disciplinary policies of the school, state, and federal law.

In accordance with this policy, the building administrator and system administrator will determine what is inappropriate use. Violations of this policy will result in disciplinary action. If a member should be found in violation of the Acceptable Use and Internet/Network Safety Policy, he/she can expect the following action to be taken:

### **STUDENT**

In cases of gross misconduct of technology use, the building administrator may proceed to Level III for appropriate disciplinary action. Any acts of attempting to sabotage the system or tampering of data are examples of gross misconduct.

Level I, First Offense: The member will lose all computer privileges through the district for two weeks (ten school days). The offense will be recorded in the student's file. The member will review the Technology Acceptable Use and Internet/Network Safety Policy before computer privileges may be reinstated. The student may be subjected to disciplinary action up to and including Level II and Level III.

Level II, Second Offense: The member will lose all computer privileges throughout the district for six weeks (30 school days). The offense will be recorded in the student's file. The member will review the Technology Acceptable Use and Internet/Network Safety Policy before computer privileges are reinstated. The student may be subjected to disciplinary action up to and including Level III.

Level III, Third Offense: The student will lose all computer privileges throughout the district for one calendar year (180 days) and may be subjected to disciplinary action up to and including expulsion from school.

### **INTERNET POLICY**

The Godwin Learning Center is also entitled to follow these procedures:

If you are on any Internet site other than one designated for class, you will be given a discipline referral and asked to leave school for a certain number of days based on the following:

|                 |   |
|-----------------|---|
| First Offense:  | Out of school for two school days                             |
| Second Offense: | Out of school for five school days                            |
| Third Offense:  | Terminated from the program for the remainder of the semester |

## **DRESS CODE**

Godwin Learning Center strongly believes in and supports the philosophy that all students have the right to a safe and secure structured, learning climate, and academic environment that is second to none. In pursuit of this mission, we incorporate policies and regulations that define the standard for student behavior based on widely accepted morals and values that define appropriate dress, grooming, and behavior. These guidelines will foster the development of good citizenship and promote a well-balanced, highly skilled and prepared graduate for the world of work or the pursuit of a career.

These guidelines below define appropriate “attire and personal grooming” for the purpose of fostering good dress and grooming habits in the school atmosphere by eliminating potential disturbances so as not to interfere with the educational process. All students are expected to attend school in clean, neat, and appropriate student attire and shall observe and practice the following dress guidelines and habits.

1. Shoes must be worn at all times.
2. Dress attire must be free of commercial lettering or printing that represents any of the following:
  - a. Crude, vulgar/profane, or sexually suggestive language.
  - b. Slogans and/or pictures that infer and/or promote drugs, tobacco or alcohol.
  - c. Membership or support of any group(s), gang(s), or the occult that advocate substance use, violence, or disruptive behavior.
  - d. Language, graphics pictures, or drawings that degrade others based on race, religion, nationality, sexual orientation, or related factors.

1. Dress attire must be appropriate and in good taste for a learning environment.

Examples of inappropriate dress are as follows:

- e. Rolled up and or sagging pants.
- f. Blouses, shirts, tops or T-shirts that expose the midriff (stomach area), chest/cleavage, back, or undergarments. Excessively large or long shirts or T-shirts, off the shoulder tops, see-through or fishnet tops, muscle shirts/blouses, strapless tops or dresses, tube tops, halter tops, spaghetti straps, bra tops, or bikini tops.
- g. All clothing items including pants, shorts, and overalls shall be properly worn and free of alterations such as split and rolled pant cuffs, gloves with cut-off fingers, or cut-off shorts. Students will avoid “sagging at the waist” and will always fasten their overall straps. Moderate (knee length to mid thigh) shorts and skirts are permissible.

School staff has final say on what is appropriate dress. If dressed inappropriately you will be asked to go home to change. Your absence will be considered unexcused. Repeat violations will be grounds for dismissal from school, or you may not be allowed to enroll the following semester.

## **EMERGENCY PROCEDURES**

In the event of emergencies at school, each student must become acquainted with fire and tornado procedures. These instructions are posted in each classroom.

## **Fire**

1. The alarm will sound.
2. All students will move quickly and in an orderly manner out of the building using the designated routes of exit.
3. Students are not to go to the restroom.
4. While outside, students must stay as a class in the designated area.
5. Students are to remain outside until the “all clear” is announced.
6. If a fire drill occurs during lunch or an activity, all students are to exit through the closest exit.

## **TORNADO WATCH/WARNING PROCEDURE**

A tornado watch means that weather conditions are favorable to the formation of a tornado. A tornado warning means that a tornado has been sighted in the area. When a tornado warning is issued students and staff will seek shelter in designated areas. Students should assume a sitting position. Staff will be present to assist students.

## **SNOW DAYS**

In case of excessive snow or other severe weather, which may lead to school being closed or delayed, students and parents are asked to listen to one of the local radio stations, local television stations, or log on to the Godwin Heights website ([www.GodwinSchools.org](http://www.GodwinSchools.org)).

## **GRADUATION CEREMONY POLICY**

Participation in the graduation ceremony is a privilege, not a right. In order to participate in the graduation ceremony, students must successfully complete all required course work. In order to keep the dignity of graduation, a modest dress code is required. Male students are to wear slacks and shirt, shoes, and socks. Female students are to wear a dress or an appropriate slack outfit. **NO SHORTS, T-SHIRTS, INAPPROPRIATE CLOTHING, OR MODIFICATIONS OF CAP OR GOWN WILL BE ALLOWED.**

## **ADMINISTRATION OF MEDICATION**

If a student is required to take prescription medication during the school hours and a parent or guardian of this student cannot be at school to administer the medication, the school director will oversee and the director’s designee(s) will administer the medication in compliance with the instructions of a physician (as indicated on the prescription label). The exact dosage and frequency of administration must be set forth on the prescription label and request form or on written instructions signed by a physician. Only in an emergency situation that threatens the life or health of the pupil may school personnel not need to be present when administering medication.

Written instructions, on a form provided by the school, signed by a parent or guardian AND physician will be required. A copy of this form is available in the main office and needs to be turned in to the director’s office before medications can be administered. The school may not supply medication of any kind to students. However, students requiring pain reliever or other non-prescription medication on a regular basis may store them in the main office as well, and should provide written authorization from a parent or guardian for dispensation.

When parents submit a request for administration of medication, a copy of the Board of Education regulations pertaining to the school’s role in administering medication will be given to the parents.

NOTE: Prescription medications given for less than a ten-day duration or non-prescription medicines (in original, unopened containers) do not require a physician's signature on the permission form in addition to the prescription label. However, medications to be administered on an as needed basis throughout the year will require a physician's signature.

### **Storage of Medications**

All medications are to be stored in the main office and will be supervised/secured at all times.

### **MONEY AND VALUABLE ARTICLES**

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

### **PUPIL INFORMATION/CHANGE OF ADDRESS**

In order to assure that the school is communicating effectively with parents, especially if an emergency should arise, it is important that the address and telephone number of each student be current. Therefore, a student or a parent/guardian should immediately report any change in a student's name, home address, mailing address, emergency contacts, or telephone number to the office.

### **SALES AND SOLICITATIONS**

All sales and solicitations within the school by students must have the approval of the director. Completion of an approved fund-raiser request form must be on file prior to the sale. A student may not sell any item(s) to any school personnel or another student for individual profit.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student and student's personal belongings under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. All the above property remains at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their belongings. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action. A student's person and/or personal effect (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

### **SEXUAL HARASSMENT**

#### **I. Policy Statement**

In compliance with both federal and state law, it is the policy of the Godwin Heights Public Schools to provide an educational, employment, and business environment free of sexual

harassment as defined below. The Godwin Heights Public Schools will not tolerate sexually harassing behavior, false reports of sexual harassment, or retaliation against either persons reporting allegations of sexual harassment or persons who cooperate in the investigation of such complaints.

## II. Definition of Sexual Harassment

A. Sexual harassment is prohibited and is defined as follows:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:
  - (a) Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or the student's educational status, receipt of educational benefits or services, or participation in school activities; or
  - (b) Submission to or rejection of such conduct or communication by an individual is used explicitly or implicitly, as a basis for decisions affecting an individual's employment or the student's education status, receipt of educational benefits or services, or participating in school activities; or
  - (c) Such conduct or communication has the purpose or effect of substantially interfering with the individual's employment or educational performance, or by student's creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile or offensive educational environment.

B. Forms of prohibited "sexual harassment" include, but are not limited to:

1. Verbal. Sexual innuendoes, suggestive comments, rumors or jokes of sexual nature, sexual propositions, threats. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning an individual's employment status or a student's educational status (including grades, graduation, participation in curricular or extracurricular activities or other school-related matters).
2. Non-verbal. Sexual suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.
3. Physical. Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, assault.

### III. Regulations

- A. It shall be a violation of Godwin Heights Public Schools' policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Godwin Heights Public Schools:
1. To make sexual advances or request sexual favors when submission to, or rejection of, or rejection of, such conduct is the basis for either implicitly or explicitly recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect the employee's, student's, or individual's employment, public services, or education.
  2. To recommend, impose, grant, withhold, or refuse to take any personnel, academic or other action consistent with his or her duties and responsibilities because of sexual favors, or as a reprisal against an employee, student, or other individual who has rejected or reported sexual advances.
  3. To disregard and fail to investigate allegations of sexual harassment whether reported by the employee, student, or individual who is subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
- B. All employees, students, volunteers, contractors or persons having a business relationship with the School District are required to comply with this policy. Prompt and corrective action designed to immediately stop the harassment and to prevent its recurrence will be taken against persons who violate this policy. Such action will be consistent with the disciplinary procedures contained in the applicable collective bargaining agreement, individual employment contract and/or School District policy.
1. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense.

Sexual harassment under this policy may also be regarded and punished as a violation of their rules of student conduct prohibiting assault, battery, threats, fighting and/or intimidation.

2. Discipline imposed upon employees for violation of this policy may include warnings, written reprimands, suspensions or dismissal depending upon the nature and severity of the offense. Where an employee is covered by a collective bargaining agreement or individual employment contract, discipline shall be imposed according to the procedures and standards contained therein.
3. Volunteers, contractors and persons having a business relationship with the School District who violate this policy may be subject to exclusion from school facilities, programs and activities. The School District reserves the right to discontinue any contracted services or commercial relationship with any contractor, vendor or other service provider found to have violated this policy.

- C. Whenever there is an abuse of authority, or neglect of responsibility, the supervisor or other responsible individual is required to take prompt and corrective action consistent with the discipline provisions of the appropriate collective bargaining agreement and/or Godwin Heights Public Schools policy.

#### IV. Approaches to Complaint Resolution

- A. An individual or student (“Complainant”) who believes that he/she has been subjected to “sexual harassment” should promptly notify the building principal, guidance counselor, or Superintendent of Schools, whose office is located at 15 – 36<sup>th</sup> Street, SW, and whose phone number is 252-2090, extension 1132. Employees and students are encouraged to report any conduct, statements or physical contact which make them feel uncomfortable.

If an employee or student has concerns regarding the nature of any conduct, statements or physical contracts by a School District employee, volunteer, contractor, or another student, such concerns should be reported to one of the persons identified above. In addition, a student should discuss these concerns with the student’s parent or guardian.

1. Under no circumstance is the employee or student required to notify the alleged offender.
  2. Employees or volunteers with a reason to believe sexual harassment of a student is occurring have a duty to report such information to one of the above-identified individuals. Failure to report known sexual harassment of a student by an employee or volunteer may give rise to discipline.
- B. Complaints of sexual harassment shall be promptly and thoroughly investigated by the School District. Complaints of sexual harassment will be treated in a confidential manner, while possibly recognizing the potential need to:
    1. Notify the alleged perpetrator of the facts relative to the claimed violation,
    2. Notify the parent or guardian of the student if the student is a minor,
    3. Make reports required by law, including, but not limited to reports required under the Michigan Child Protection Law.
  - C. The School District will conduct a fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. The investigation of the allegation(s) presented in a complaint. The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses.
  - D. It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate, or retaliate against any student filing a complaint and or assisting in the investigation of a complaint. A Complainant who knowingly files a false complaint, or individual who knowingly provides or knows false information has been provided

during such an investigation or review and fails to report such information to the District-designated investigator shall be subject to discipline.

- E. If the evidence obtained as a result of the investigation reveals that the complaint is substantiated and valid, the District-designed investigator shall recommend a resolution to the Complainant and to the individual against whom the complaint was filed. If the recommended resolution is acceptable to both parties, the investigator shall provide a report with the investigator's recommended resolution to the Superintendent (or designee) for review and action. If the investigator's recommended resolution is not acceptable to any party, either party may request that the investigator schedule a full review of the allegations by the Superintendent (or designee).

Such review will include, but is not limited to, an opportunity for each party to address the Superintendent (or designee) and for the investigator to provide the investigation report and recommended resolution to the Superintendent (or designee).

- F. The Superintendent (or designee) may take such disciplinary and/or remedial action as is consistent with policy, other policies and regulations, and any relevant collective bargaining agreements. If the Superintendent (or designee) determines that the complaint is valid, prompt attention and action designed to stop the harassment immediately and to prevent its recurrence will be taken. The District considers sexual harassment to be a major offense which can result in disciplinary action as described within this Policy.
- G. All investigations of complaints made pursuant to this policy shall be concluded with written findings, regardless of whether or not a complaint is factually substantiated. Such findings shall be maintained in a separate confidential file. The Complainant (his/her parent or guardian, if a minor) and the person against whom the complaint is made shall, upon request, be allowed an opportunity to review the content of the report.
- H. School personnel receiving or processing complaints of alleged sexual harassment by school employees or volunteers which complaints maintain that a student has been a victim of sexual abuse, contact, penetration or of sexual exploitation shall immediately report such complaint to the Department of Social Services.

#### V. Responsibility of the Administration

All levels of administration have a special responsibility for implementation of this policy. If behavior is observed which violates this policy, the person observing such behavior shall bring the matter to the attention of the building principal, immediate supervisor, and the Superintendent of Schools for appropriate action. If an employee, student, or other individual files a complaint, the

administrator with whom the complaint is filed shall inform the complainant of this or her rights under this policy and attempt a correction. When a problem is beyond the capability of the building principal to effectively correct, the matter shall be referred to the Superintendent of Schools or designee for appropriate action.

In all cases, and regardless of the individual remedial measures that have been undertaken, the administrator whom the complaint has been referred shall provide the Superintendent of Schools or designee with a complete written report of each complaint. This report must be submitted within ten (10) days of the date the complaint was first filed with the administrator. If the complaint is filed by or otherwise concerns a student, the building principal shall also forward a copy to the Guidance Counselor. Such reports shall minimally include.

- the date of receipt of the complaint
- identification of the complaint
- identification of the party or parties and the actions complained of, including all relevant background facts and circumstances
- a statement detailing the scope of the investigation that had been undertaken and the results thereof, and
- a statement of corrective measures pursued, the date such measures were undertaken and the results achieved.

## VI. Conclusion

It is the intent of the Board of Education of the Godwin Heights Public Schools that this policy receive wide distribution, and shall be:

- A. Circulated to all schools and departments and to all counselors of the Godwin Heights Public Schools on an annual basis and shall be incorporated in staff and student handbooks.
- B. Publicized in School District and building newsletters.
- C. Distributed to all community organizations having cooperative agreements with the School District.
- D. Annually distributed to all employees, volunteers, and contractors of the School District as well as to any labor organizations representing School District employees.

The Board also directs that affirmative programs be initiated so that the employment and educational environments will be free from sexual harassment. Inquiries regarding this policy shall be directed to:

Secretary of Board of Education  
Godwin Heights Public Schools

### **STUDENT IDENTIFICATION**

Each student will be issued a picture ID. Students are required to have their ID at all times while in school. Students use ID's to buy school lunch. Lost ID's are replaced free once. Five dollars replace fee for subsequent cards.

### **WORK PERMITS**

Work permits may be obtained in the main office.

## ATTENDANCE

### ATTENDANCE PHILOSOPHY

Regular attendance represents an essential cornerstone for learning. Students are responsible for their attendance. Regular attendance, punctuality, self-discipline and responsibility are important educational goals. These goals directly relate to employability and success in future endeavors. It is understood that students attending Godwin Learning Center often have obstacles that prevent daily attendance. Godwin Learning Center will work with students individually to help them working towards their personal goals. The students **MUST** take responsibility for their attendance patterns and keep Godwin Learning Center informed at all times as to why they will be absent on a particular day.

While the current attendance procedure at the Learning Center is sufficient, it would benefit from a few alterations to better serve the students and emphasis those students who are committed to continuing their education. The revised attendance policy would read as follows:

Students attend Godwin Heights Learning Center by choice. However, no school is right for every child. Occasionally some students are misplaced at Godwin Heights Learning Center. At other times students lack a true motivation for school. Since our classes are designed to promote students success with a good attendance who make a “good faith effort” in their classes should not fail. Students who are absent or have poor quality or quantity of work are either in the wrong school or they lack a commitment to school at this particular time in their lives. These students should not be allowed to just “take up space” from another student who is waiting to get in Godwin Heights Learning Center.

Students with more than five absences in a nine week period will be at-risk of being reclassified as inactive. These students will receive a letter warning them about their attendance. Also, eight consecutive absences will be handled immediately using the same criteria. At 10 absences there will be a mandatory meeting with the Director regarding the student’s attendance. The Director will review attendance patterns and the quality and quantity of work completed before making the final decision. If a student is not progressing at a rate appropriate for his or her level, this student will be reclassified as inactive and dismissed from their classes.

NOTE: Students not working/progressing at appropriate rates will be reviewed every nine weeks by the teachers and the Director. After the review is complete, it will be decided if the student should be reclassified as inactive or allowed to continue.

### ABSENCES

An absence occurs when a student misses more than 15 minutes of any class. Absences will fall in one of two categories: **EXCUSED** or **UNEXCUSED**

**Excused Absence** – is one that is excused by both the parent and the attendance office.

#### **Excused absences include:**

- Illness
- Death in the family
- Prior permission to leave school by parents and administrator
- Approved family vacation
- Required court appearance
- Family emergencies
- Agency visits

**Unexcused absence** – is attendance behavior that falls into one of the following categories. Unexcused absences are counted on a semester basis. At the end of the each semester all unexcused absences will be removed.

**Unexcused absences include:**

- Skipping class
- More than 15 minutes late for class
- Leaving class early without permission from the teacher
- Parental failure to excuse a student’s absence
- Missing a class due to illness without reporting to the office

**ABSENCE REPORTING PROCEDURE**

A 24 hour answering machine has been installed for your convenience in calling the office to report the day that your student will be absent. If no call is received by the end of the school day or before Noon the next day when your student is absent, the absence will be recorded as **unexcused**. Since parental contact is important in helping students develop good attendance habits, all communications can be made by phone or in writing. Our number is 616-252-2040.

**TARDY POLICY**

Students are expected to be in the classroom on time. Tardiness disrupts the educational environment and detracts from the quality of every student’s education. Being on time is an important work skill. A student will be marked tardy if he/she enters class up to 15 minutes after class begins. After 15 minutes the tardy becomes an unexcused absence. Students that are unwilling to attend class after a tardy may be dismissed for the remaining of the school day.

**AGE OF MAJORITY**

When a student reaches the age of majority (18), he/she is afforded all rights and privileges of adulthood. It is imperative the student who reaches this status recognize schools are given the right to establish rules governing their operation. A student attending Godwin Heights High School, regardless of age, is expected to adhere to all school policies. Your responsibility to the school does not change upon reaching the age of majority or by becoming an emancipated minor.

**ADVISING**

**GENERAL INFORMATION**

It is important that students become aware of services available so that they can take advantage of all the services offered by the Godwin Learning Center. The Godwin Learning Center currently provides you with an Academic Pathway Mentor who is available to assist and advise students; appointments may be made by signing up with the clerk.

Academic Pathway Mentor:                      Danielle Fulton  
Academic Pathway Mentor:                      John Fisher

## **GRADUATION REQUIREMENTS**

In order for a student to graduate from Godwin Heights Learning Center, the student must successfully complete the equivalent of 8 semesters worth of courses .

| Subject                | Number of Credits<br>Required for Classes of<br>2010 |
|------------------------|--|
| Language Arts          | 3.50   |
| Math                   | 2.50   |
| Science                | 2.50   |
| U.S. History           | 1.00   |
| American Government    | 0.50   |
| Current Global Issues  | 0.50   |
| Economics              | 0.50   |
| Social Studies         | 1.50   |
| Health                 | 0.50   |
| Career Exploration/Cap | 0.50   |
| Computer               | 0.50   |
| Electives              | 2.00   |
| Total                  | 16.00  |

| Subject                       | Number of Credits<br>Required for Classes of<br>2011-2015 |
|-------------------------------|---|
| English 9                     | 1.00  |
| English 10                    | 1.00  |
| English 11                    | 1.00  |
| English 12 and or AP English  | 1.00  |
| U.S. Geography/U.S. History   | 1.00  |
| U.S. Government               | 0.50  |
| World History/World Geography | 1.00  |
| Economics                     | 0.50  |
| Algebra I                     | 1.00  |
| Algebra II                    | 1.00  |
| Geometry                      | 1.00  |
| Math Elective                 | 1.00  |
| Biology                       | 1.00  |
| Chemistry and/or Physics      | 1.00  |
| Science Elective              | 1.00  |
| Physical Education            | 0.50  |
| Health                        | 0.50  |
| Art                           | 1.00  |

## **GRADE CLASSIFICATION**

Students will be classified for registration purposes only based on their age and date the student originally entered the ninth grade. Classification of a certain level does not guarantee graduation or the ability to meet all graduation requirements within that year.

## **INCOMPLETE CREDIT**

Any course not completed before the end of a semester, will need to be completed within the next semester or the student will have to retake the entire course or earn no credit.

## **SPECIAL OPPORTUNITES**

Kent Career/Technical Center (KCTC) and Kent Transition Center (KCT) provide students with quality training in over 30 career and technical programs which include core technical training, academic integration and alignment with post-secondary education. Upon completion of their training, students are assisted by counselors and work-based learning coordinators in finding employment and in exploring further educational opportunities. Bus transportation is provided. Students should remember that the attendance policy at Godwin Heights High School will also be used to determine eligibility at KCTC and KTC.

## **STUDENT DISCIPLINE**

### **FORBIDDEN BEHAVIORS**

Any violations as described below will result in disciplinary action.

- A. **Arson** – the willful and malicious burning or an attempt to burn, any building or part of any property of the School system. This includes other student’s property, or person.
  - 1<sup>st</sup> Violation - Permanent Expulsion- Notification of agencies and individuals as required by law.
  
- B. **Cheating /Plagiarism** – Misrepresentation of another’s work as a student’s own. This includes copying others assignments and tests. This applies to both parties. This applies to use of pre-written material and internet material without appropriate permission.
  - 1<sup>st</sup> Violation – Fails the assignment
  - 2<sup>nd</sup> Violation – Failure for semester in class where cheating occurred.
  
- C. **Criminal Sexual Conduct**
  - 1<sup>st</sup> Violation – Permanent Expulsion – Notification of agencies and individual as required by law.

- D. **Dangerous Weapons/Fire Arms: Possession/Use** – Dangerous weapon means a firearm, chains, 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. “Weapon free zone” on school property, which includes a building, playing field, or property used for school purposes to impart instruction to children or for functions and events sponsored by a school or a vehicle used by a school to transport students to and from school property. Violation – Permanent Expulsion – Notification of agencies and individuals as required by the law.
- E. **Disrespect** – Spoken comments or behaviors which are perceived by the staff as disrespectful. This includes but is not limited to student to staff or student to student.
- F. **Distribution of Unauthorized Printed Materials** -  
The act of distributing unauthorized materials on school property or at school sponsored activities.
- G. **Extortion** – The act of extorting, borrowing, or attempting to borrow any money/thing of value from a student unless both parties enter into the agreement freely.
- H. **False Alarms** – The act of initiating or circulation a report or warning of fire or an impending bombing or other catastrophe.
- I. **Fighting** – The act of involving hostile bodily contact in or on school property, or on school property, or going to or from school, including any activity under school sponsorship (ie., dances, athletic events, etc.)
- J. **Forgery/False Representation** – The act of fraudulently using in writing, the name of another person, or falsifying dates, grades, addresses or other data. Also, falsely representing another person on the telephone.
- K. **Gang Activity** - The Board of Education does not tolerate any gang-related activity within the Godwin Heights Public Schools. The board considers gang activity to constitute gross disobedience which will result in a lengthy suspension and/or expulsion of a student. Gang activity means: any activity by a group of two or more, or by an individual student on behalf of a group, whose purpose includes the commission of one or more illegal act or acts in violation of the Student Code of Conduct and /or the Board of Education policies; where the group is identifiable by name, sign, or symbol, etc., or other conduct as described below; and whose members individually or collectively engage in or have engaged in a pattern of criminal activity or activity disruptive of the educational process.

Students are prohibited from engaging in any gang-like activity which means: any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; (3) to effect the common purpose and design of any gang; or (4) to represent, encourage, promote, or advance a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function. These regulations and the Student Code of Conduct also apply to any gang activity off school premises, which has the effect of disrupting the education environment, is detrimental to the normal functioning of the school and/or of school activities, or jeopardizes the safety or emotional well-being of any student, staff member, or the school district community.

Any student who is found to engage in gang activity, who disrupts the school environment, who facilitates the illegal or disruptive acts of a gang within school or on school premises, or whose continued presence creates a reasonable likelihood of harm to any district student or staff member, as a result of gang affiliation or activity, is subject to discipline, suspension, expulsion, arrest or referral to law enforcement authorities.

The above regulations also apply to any type of written expression or multimedia material processed and/or published by students.

**Any student aware of gang activity is encouraged to contact Silent Observer at 1.866.774.2345. Your identity will be fully protected. A monetary reward may be available depending on the specificity of the information provided.**

- L. **Gross Misconduct** – The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions or the program or activity under school sponsorship; the act of threats or physical violence to staff members or to other pupils; acts that pose a continuing damage to person or property; or acts, physical or verbal, that threaten to disrupt the academic process.
- M. **Inappropriate Behavior in Cafeteria** – Any behavior considered contrary to health and/or safety practice by school personnel will result in discipline. (Examples: throwing food, leaving a mess at a table or on the floor, taking another’s food, etc.)
- N. **Inappropriate Display of Affection** – Students are expected to conduct themselves in an acceptable manner at all times. Physical contact between students will be limited to handholding only.
- O. **Inciting Others to Violence and Disobedience** – To take the role of leadership or give overt encouragement to actions harmful to persons or property, or which disrupt the normal educational process of the school.
- P. **Inappropriate use of electronic photo equipment** – Any taking of photos for the intent of recording any individuals in lewd or compromising actions.
- Q. **Insubordination** – The act of failing to respond to or carry out a reasonable request/directive by school personnel.
- R. **Lewd Behavior** – Any behaviors, gestures, or remarks considered contrary to the standard of good taste and/or societal/school expectations.
- S. **Littering** – The act of littering on school property or on private property to and from school in an extreme or repetitious matter.
- T. **Loitering** – The act of being in or about any school building, property, or in specifically restricted areas of a school building at unauthorized times (without permission), or remaining on site after school personnel gave the directive to leave the premises.
- U. **Misuse of Equipment** - The act of tampering with or unnecessary use of fire extinguishers or other equipment.

- V. **Obscenity/Profanity** – The act of using language in spoken or written form, or in pictures, caricatures, or gestures which are offensive to the general standards of the school and/or community.
- W. **Persistent Disobedience** – Continued disruptive behavior and/or continued failure to obey the rules of the school system.
- X. **Physical Assault** – Intentionally causing or attempting to cause physical harm to another through force or violence. At school means in classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored activity or event whether or not it is held on school premises.
1. A student in grade six (6) or above, while at school, who commits a physical assault on a school employee, a volunteer, or a person under contract with the school, and the assault is reported to the school board, the district superintendent, or building principal by the victim or if he or she is not able to report the assault, by another person on behalf to the victim, will be permanently expelled.
- Y. **Possessions of Fireworks or Smoke Bombs** – Possession using or threatening to use any fireworks, explosive or other such instruments capable of inflicting bodily injury or damage is prohibited by law and school rules.
- Z. **Possession and/or use of potentially dangerous items** – Processing or using any item(s) or substance(s) potentially harmful to oneself or others. This application is regardless of student intent.
- AA. **Stealing** – The act of taking or having in one’s possession any items belonging to the school or another person (staff/student). Violations could result in restitution and possible referral to legal authorities.
- BB. **Substance Abuse** – Students are prohibited from leaving school during assigned school hours for the purpose of consuming or taking controlled substance of any kind, inhalants, and /or anabolic androgenic steroids, unless under the direction of a licensed medical doctor. Using, possessing, selling, and/or delivering a controlled substance, inhalants and/or anabolic androgenic steroids, on school property or while participating in school activities, is prohibited at all times. It also is against school rules for a student to have in his/her possession, to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person represents to be an illegal, abusive, or controlled substance, or represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance in an illegal, abusive, or controlled substance, including paraphernalia to be used with such substances. Attending classes or any other school function while under the influence of or in possession of a controlled substance are prohibited. Parents will be notified of all violations.

**Examples include:**

1. Alcohol or any alcoholic beverage, including “non-alcoholic Malt beverages.”
2. Illicit drugs, including but not limited to those drugs described as a “controlled substance” under either state or federal law.
3. Any abusable glue, or aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and duplicating fluid for inhalation.

4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicine, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school system's authorized use of medication procedures.
5. Steroids, human growth hormones or other performance enhancing drugs.
6. Substance purported to be illegal, abusive or other performance enhancing, i.e. "look-alike drugs.

It shall not be a violation of these regulations for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school system policy and regulations. These standards of conduct apply to all students while on school property or in school sponsored transportation, as well to all student participants in any school system policy and regulations.

- CC. **Tobacco Products** – The use of tobacco products by ALL STUDENTS is prohibited on school property. Students under the age of 18 are prohibited from possessing tobacco products or leaving school grounds during assigned school hours for the purpose of using tobacco products. The Godwin Heights School District has been designated as "Tobacco Free," and the amended State Public Health Code prohibits tobacco use in all buildings owned by public schools, as well as use of tobacco on school property. Violators will be subject to criminal misdemeanor or penalty, which is punishable by a fine. Parents will be notified of all violations, as well as possible reporting of student to legal authorities.
- DD. **Threatening or Intimidation Acts** – The act of verbally or by gesture threatening to hit or strike any person on school property or enroute to or from school.
- EE. **Treatment of Guest Teachers** – Periodically the regular classroom teacher will not be in attendance. At that time, a guest teacher will teach and supervise class activities. This teacher should be accorded all the respect and courtesies that the regular classroom teacher receives.
- FF. **Trespassing** - Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so. Loitering is when students are in the building or on school property without a valid pass and/or not in their regularly scheduled classes.
- GG. **Unauthorized Sale and Petitions** – The act of selling or attempting to sell any object or substance which has not been authorized for sale by the principal to any person on school property. The act of presenting or distributing petitions which contain obscenities, libelous statement, and/or which are not within the bounds of reasonable conduct.
- HH. **Unauthorized Student Protest** – The unauthorized act of protesting or that which results in the disruption of the normal educational process.
- II. **Vandalism and/or Property Damage** – The damage or destruction of property through willfull or improper behavior. This shall also include tampering with, and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safely of the school population or school property.

The above examples are not the only acts or conditions for which disciplinary action are warranted.

### **DISCIPLINARY ACTION**

Disciplinary action may be taken when students are in any of the following situations:

- While a student is attending school.
- While a student is in a school vehicle.
- While a student is under jurisdiction of the school.
- While a student is going to or from school.
- Any inappropriate interaction between students and staff occurring outside of regular school hours, activities, or grounds.
- While attending sporting or any extracurricular event beyond the school day.

### **BEHAVIOR AGREEMENT**

As deemed appropriate by the Learning Center, any student with a serious or persistent disobedient behavior record may be required to sign a behavior agreement. In such cases, the Learning Center will contact a parent/guardian to hold a disciplinary hearing. At this time the student's negative behaviors will be addressed and the behavior agreement will be signed by an administrator or teacher, parent/guardian, and the student. Any student that continues to violate school rules after signing a behavior agreement will be dropped from the program.

### **COMMUNICATION/ELECTRONIC DEVICES**

Students are encouraged to not bring communication or electronic devices to school. The school will not take responsibility for communication/electronic devices that are lost or stolen. Students may not use cell phones or electronic devices in the building during the school day. The school day is defined as from 8:15 am to 4:40 pm, and 5:00 pm to 8:55 pm. Violation of this rule will result in the communication/electronic device being confiscated.

#### **Confiscated communication/electronic devices:**

1<sup>st</sup> Violation – the student will get a warning.

2<sup>nd</sup> Violation – device confiscated by staff for the day.

3<sup>rd</sup> Violation – device confiscated by staff until the following day.

4<sup>th</sup> Violation and continued violations – treated as persistent disobedience. Will be considered to be dropped from the program.

Any use of cell phones with photo options for the intent of producing a photo of an individual in a compromising situation will result in severe disciplinary action.

### **DRIVER EDUCATION**

Driver Education is contracted with Sears Driving School. For more information contact Sears at 616-454-8500.

### **EXTRA CURRICULAR ACTIVITIES**

Students need to be present in the classroom a minimum of 75% of the time and make weekly progress to participate in extra curricular activities.

Revised 09/10/09

**GODWIN HEIGHTS PUBLIC SCHOOLS  
SCHOOL CALENDAR  
2009-10**

September 7, 2009.....No School (Labor Day)

September 8, 2009.....First Day for Students

September 23, 2009.....Early Release – All Buildings

October 28, 2009.....Early Release – All Buildings

November 25 - 27, 2009.....No School (Thanksgiving Break)

December 9, 2009.....Early Release – All Buildings

December 21, 2009 -  
January 1, 2010.....No School (Christmas/New Year Break)

January 4- 6, 2010.....No School (Recruitment and Enrollment Days)

January 13, 2010.....Early Release: 3:00 p.m.

January 22, 2010.....No School (Records Day)

January 27, 2010.....Early Release – All Buildings

February 18 & 19, 2010.....No School (Mid Winter Break)

February 24, 2010.....Early Release – All Buildings

March 1, 2010.....No School (Attendance Review Drop Day)

March 24, 2010.....Early Release – All Buildings

April 1, 2010.....No School (Curriculum/Drop Day)

April 2- 9, 2010.....No School (Spring Break)

April 14, 2010.....Early Release: 3:00 p.m.

April 28, 2010.....Early Release – All Building

April 29, 2010.....No School (Attendance Review/Drop Day)

May 12, 2010.....Early Release: 3:00 p.m.

May 14, 2010.....Last Day of School for Seniors & Student w/Expected Credits

May 27, 2010.....GLC Graduation

May 28, 2010.....One – Half Day – A.M. Only  
May 31, 2010.....No School (Memorial Day)  
June 3, 2010.....Last Day of School for Students  
June 4, 2010.....Last Day for Staff (Records Day)