

Garden City High School

Student Handbook



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Mr. Steve Herman, Associate Principal
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Vision, Mission and Beliefs

Vision Statement

GCHS Cougar Pride

Pride in where our students came from, pride in their education, and pride in where they are going.

Mission Statement

To educate all students, giving them the opportunity, to explore, excel and thrive in the world beyond **GCHS**.

Globally diverse
College/Career ready
Hometown Pride
Socially strong citizens

Beliefs Statement

We believe in the students of Garden City High School, the families who teach them, and the Educational Community who supports them.

TITLE IX DISCRIMINATION POLICY

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, height, 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

WELCOME TO STUDENTS:

From the staff and administration, we want to welcome all of our students to the 2016/17 school year. This year is a most important one for everyone at Garden City High School. It will be a year of challenge and commitment.

Challenges will be presented to everyone. The challenge to do well in your classes is first and foremost. To be involved in school activities will be another challenge. Continued efforts will be made to reach out and provide you with opportunities for student involvement and school achievement. You are encouraged to accept these challenges to become involved and to improve your academic performance.

Finally, commitment from students is essential for a successful school year. The staff and administration also have a commitment—to offer to work with you, be involved with you, and to support you in every way. If you need help, we'll be there for you.

We hope you will meet the challenges and make a commitment to give studies your best effort. If you do, the 2014/15 school year will be a great year.

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REGULAR BELL SCHEDULE

Class Hours

1st Hour		7:20	-	8:18
2nd Hour		8:23	-	9:25
3rd Hour		9:30	-	10:28
4th Hour	LUNCH	10:33	-	12:10
5th Hour		12:15	-	1:13
6th Hour		1:18	-	2:16

Lunch Hours

"A" Lunch 10:33 - 11:03
(Students are released from 2nd hour and go directly to lunch.)

"B" Lunch 11:07 - 11:37
(Students are to be released from class at 10:29 for "B" lunch.)

"C" Lunch 11:40 - 12:10
(Students are to be released from class at 11:11 for "C" lunch.)

GARDEN CITY HIGH SCHOOL

The high school program of studies consists of several different subject-matter areas and career interest fields that enable students to concentrate on preparing for **COLLEGE** and/or **EMPLOYMENT** after graduation. The school day has five-class periods with one half-hour period for lunch. The entire day is devoted to actual class work without provisions for study halls. Course offerings range from **REMEDIAL** programs to **ADVANCED** courses, which meet the needs of nearly all our students. **SPECIAL EDUCATION** classes are also provided for eligible students.

ACCREDITATION

Garden City High School continues to be accredited by the North Central Association of Colleges and Schools. Annual reports submitted to these organizations regarding program, facilities, equipment, and staff has continued to fulfill necessary NCA requirements. Beginning this year, Garden City High School has begun a five-year cycle to remain accredited by North Central Association of Colleges and Schools.

CLOSED CAMPUS

After arriving at school, students may not leave the high school campus unless they have an official "early dismissal" pass or, have been approved for Coop or Work Experience or Tutoring and are reporting to their place of work. No students may be in the parking lot, their car, or anywhere outside of the building during the school day. *If students become ill during the school day, to leave school there must be a parent contact and the student must sign out in the attendance office prior to leaving. Student will be excused to leave school to go to their car with administrative approval.* Violation of this policy will result in disciplinary action, including suspension, and loss of driving privileges for the student driver.

REMEMBER REMEMBER REMEMBER

1. Do not leave campus for **any** reason without signing out in the attendance office.
2. If you become ill during the school day, **DO NOT STAY IN THE LAVATORY** or other school locations for an extended period of time. Have someone come to the office to get help for you if you are unable to come by yourself.
3. If you must officially leave campus during the school day, you may not be driven to or accompanied by another student to your destination.
4. Closed campus means you are to come immediately to the cafeteria at the start of your lunch period. **NO ONE IS TO EAT IN ANY OTHER LOCATION**—unless an administrator grants special permission.
5. Under no circumstance are you to be at or in your car or the parking lot during the school day.
6. **All GCHS rules and regulations are in effect at all-home and away-school events and activities.**
7. Participating in a graduation ceremony is a privilege, not a right.

GENERAL BUILDING PROCEDURES

1. Teachers will release students when bell rings. Students are to remain in seats until bell rings.
2. Hall passes will be issued for emergencies only! (Planner only)
3. Classroom windows are to be opened or closed by the teacher. There is to be no sitting, hanging out, yelling, or throwing anything out of the windows.
4. No candy sales are to take place in school.

GUIDANCE AND COUNSELING

The counselor/student assignments are established on an alphabetical listing, which is published each August. Activities that counselors assist students with are:

1. Course selection and scheduling,
2. Career information,
3. College applications,
4. Financial aid for post high school study,
5. Personal problem counseling,
6. Scholarship information,
7. Special testing and interpretation, and
8. Assistance with attendance problems as they relate to academic achievement.

TAKING ON-LINE, NIGHT SCHOOL, SUMMER SCHOOL CLASSES

(Students are limited to 10 total credits per school year.)

1. Students must have pre-approval from their counselor.
2. Garden City High School will grant a ½ credit for each pre-approved course.
3. All senior grades must be turned in to the counselors by the last day of senior final exams.

* Special education advisors will assist their students in the scheduling process.

REPORT CARDS/PROGRESS REPORTS

Student report cards are issued three times each year. Each Semester is about 90 days in length. The first two report cards are given to students to take home approximately 1 ½ weeks after the end of the Semester.

Progress reports are given to students half way through each marking period. Generally, progress reports alert parents of poor achievement. Teachers also use progress reports from time to time to let parents know of very good student achievement or of improvements that have occurred. Parents are encouraged to keep track of their student's progress on **Parent Connect**.

SCHOOL DRESS

GCHS students must dress in accordance with the Board of Education Code of Conduct and adhere to the following GCHS guideline:

GCHS DRESS & 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. *Yoga pants/tights/leggings are considered under garments and **MUST** have clothing worn over top.*
- No showing of undergarments or midriff while standing or sitting 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.
- Shoes should have backs and made for the outdoors, no slippers

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 part 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.

Note: Exceptions are made for school sponsored athletic uniforms.

JEWELRY/PIERCINGS:

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

Appropriate attire is expected at all school-sponsored events. Failure to comply with the dress code will result in disciplinary action. Individuals who fail to follow the dress code will be sent to the office and asked to change into appropriate attire. If he or she possesses no appropriate garment, such a garment may be provided. In the case of refusal to change or repetitive violations of the dress code, further disciplinary action will be taken as deemed necessary by the student's administrator.

STUDENT CARS AND PARKING

Students who drive cars to school and park in the school parking lot are required to register their car and to obtain a sticker and an assigned parking space. The fee for a school-parking permit is \$20.00. This fee is used to administer and maintain the parking facilities. Student parking slots are limited. Spaces are allotted on a first come basis to seniors, then juniors who have a job immediately after school. If open spaces remain, all juniors will have the next priority. Always lock your car. **DO NOT LEAVE EXPENSIVE EQUIPMENT IN YOUR CAR IN THE SCHOOL PARKING LOT. THE SCHOOL CANNOT ASSURE THE SECURITY OF SUCH ITEMS.** Students may not go to their car during the school day (see Closed Campus Policy, page 5). Students should understand that any vehicle entering or parking on school property is subject to search.

LOCKERS AND LOCKS

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.**

- Students are assigned lockers to be shared with at least one other student as a place of security for outdoor clothing, books, and supplies.
- Money and other valuable items are not to be left in lockers.
- Always turn the lock after using to re-lock the locker.

BEVERAGES

There are to be no open beverages in the hallways or classrooms at any time. This includes but not limited to:

1. Open cans or bottles.
2. Mugs or cups of any type.
3. Beverages are to be consumed only in the cafeteria. The exception to this is water.
4. Teachers and administrators will confiscate on the spot for any violation.

CAFETERIA/LUNCH POLICY

1. All students are required by Board of Education policy to be in the cafeteria during their assigned lunch period. Students are to remain in the Cafeteria or Commons during lunch. Those leaving will be considered truant.
2. Table clean-up is expected of all. Students are responsible to dispose of their garbage when they have finished eating. Supervisors are expected to supervise - not to clean up student garbage. Supervisors will assist if there is a problem or spill at any table.

3. Fourth hour teacher assigns lunches. You will be told your assigned lunch by the 4th hour teacher on the first day of school.
4. Students are to report to the cafeteria immediately following dismissal for lunch and must be in the cafeteria by the end of passing time.
5. Lunches may be eaten **only** in the cafeteria. NO FOOD MAY BE TAKEN OUTSIDE THE CAFETERIA FOR ANY REASON.
6. No one may order food delivered to the cafeteria at any time.
7. Beverages brought to the school for lunch must be **cans unopened, no screw tops**, not to be opened for any reason until they are taken to the cafeteria during the lunch period.
8. The lavatories outside of the cafeteria are the only ones that may be used during the lunch period.
9. Lavatories are to be used during the passing time.
10. You may NOT use your cell phone during school.
11. During the lunch period, students who have finished eating may choose to remain in the cafeteria or go to the Commons.
12. Students are not to solicit money from other students. Soliciting of money from other students will not be tolerated and may lead to disciplinary action.
13. At the conclusion of lunch, students are not to take any food or drink from the cafeteria.
- 14.

ATTENDANCE

ATTENDANCE POLICY

Philosophy

The purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic achievement and successful every day work experience. To foster positive work and study habits, the Garden City High School administration and faculty believe that students must be in class in order to fully maximize their educational opportunities.

Students are expected to be on time and attend every class daily. Daily teaching strategies, such as, interactions between students and teacher, discussions, lectures, audio-visuials, and reports cannot be duplicated outside of the classroom and constitute a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily academic activities in their classes. When a student is absent the educational experience of all students will be diminished. Regular and constant school attendance helps develop responsibility, self-discipline and fosters the skills necessary for successful every day work experiences.

Policy

All students shall be in attendance a minimum of 90% of the time. This equates to missing no more than nine **(9) days per semester**. Every two **(2) tardies** to a class will **equates to one (1) absence**.

The following absences will not be used to determine the 90% minimum standard:

- A. School-related absences
- B. Absences due to documented funeral attendance.
- C. Court mandated appearances (must have court documentation)
- D. All medical notes must be signed by a health provider, have the address of the facility pre-printed or stamped on the letter/note, with a medical reason for the student not to be in school. We ask that the days excused and return date be clearly marked on the note. There will be no discretion given before or after the dates of the note.

The school will not be responsible for contacting the health provider for medical notes. Parents are welcome to sign a release of information for the high school if they would like to have the provider fax the medical notes. Students have no more than 3 days to provide a medical note to have an absence reclassified as medical.

- E. Up to two (2) college visitations. The visits must be pre-approved through the student's counselor and the attendance office. A college official's signature on college stationary must be turned into the attendance office immediately upon return to school.

All other absences including family emergencies, vacations, truancies and suspensions count toward the total limit of nine. Students who are suspended or truant will not receive credit for the class activities missed. However, a student will be able to make up credit for assignments and tests that are essential to the completion of the course at a reduction of one letter grade.

Long term illnesses and/or family emergencies that necessitate extended absences will be reviewed by the Associate Principal to determine whether or not class requirements have been fulfilled.

Students who accumulate **more** than nine (9) absences will not have their semester grade calculated unless they score a 78% (C+) or better on the course final exam. Students who do not score 78% (C+) or better on the final exam will earn an "E" for the class. **REGARDLESS OF THE NUMBER OF ABSENCES, STUDENTS ARE REQUIRED TO ATTEND ALL CLASSES.**

Procedure

1. Each and every absence must be accounted for by parents calling the school attendance office on school days between the hours of 7:00 am to 3:30 pm at 762-8370. A taped recording is available to accept messages during non-school hours.
2. Students reporting late to school must report to the attendance office before going to class.
3. Early dismissals and late arrivals, other than those assigned to a student's schedule, must be accounted for by the parents through a phone call to the attendance office at the time of the late arrival or early dismissal. **A student must be in class for thirty (30) minutes or more to be marked present.**
4. The attendance office will record any absence unverified by a parent within 24 hours as unexcused and the student will not be able to make up the daily assignments missed.
5. Documentation excusing absences due to attending a funeral, college visits, court-mandated appearances and doctors notes must be given to the attendance secretary the day the student returns to school.
6. An attempt will be made by the attendance office to contact home each time an unverified absence occurs.
7. **Parents are encouraged to check Parent Connect frequently for attendance information.**
8. School-related absences must be verified by the event sponsor and a list provided to the attendance office.
9. Students who are under 16 years old and have attendance problems may be referred to Juvenile Court.
10. On a student 'ninth (9) absence in any class an intervention by the student's counselor will be held. During the intervention a contract will be issued covering all classes and informative telephone call will be made to the parent. The student and parent must sign the contract and return it to the counselor.
11. It is the student's responsibility to monitor their attendance. Prior to the end of each semester students who have not met the attendance requirement will be notified if they must take the final exam and earn a C+ (78%) or better to have their semester grade calculated.

Make-up work

A student who has been absent has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has a responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests. Regular classroom assignments may not be made up when absences are unexcused.

A student with an absence due to suspension, has the responsibility for securing and completing make-up assignments, and will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absences, due to suspension, a student will be allowed no more than three days to make-up missed work.

An absence does not automatically extend a due date for a class assignment. In general, daily assignments can be turned in upon the student's return to school/class. Obligations, such as term papers and classroom assignments, which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher.

TARDINESS POLICY AND PROCEDURE

Philosophy

Being on time is a life skill that is important to each student's future. Schools have the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time. Promptness to class protects the teachers' rights to begin instruction on time for all students.

Policy

Students are required to be in all classes on time every day. **Tardiness to class is defined as not being physically in the classroom when the bell stops ringing.** Students with a legitimate pass will not be considered tardy. If for some reason the bells are inoperative, the teacher's discretion will be used. **TWO TARDIES PER HOUR SHALL EQUAL ONE UNEXCUSED ABSENCE, WHICH SHALL COUNT TOWARD THE TOTAL LIMIT OF 9 ABSENCES PER SEMESTER.** For example, if a student is tardy first hour on Monday and then again on Tuesday, the student has accumulated one (1) absence for first hour.

Students will be considered absent to first hour if they are more than ten (10) minutes late. If students are more than five (5) minutes late to any other hour they will be considered absent. A student must be in class for thirty (30) minutes or more to be marked present. For example, if a student goes to their third hour class and has an early dismissal ten minutes after the class starts they will be marked absent to third hour.

The best way of keeping track of your child's attendance is through Parent Connect on the internet. <https://zangleweb.resa.net/GardenCity/parentconnect/>

Procedure

- The teacher will close their classroom door after the bell stops ringing.
- The teacher will notify the student each time the student is tardy.
- The teacher will record every tardy.
- **PARENTS SHOULD CHECK Parent Connect TO MONITOR CLASSROOM TARDINESS.**

Attendance Incentive – Second semester seniors only

Seniors (unless enrolled in an AP and/or Honors class) with a grade of B- (80%) and four (4) or less absences for the second semester will not be required to take the final exam. All AP and/or Honors students must take their final exams. School related absences and absences due to death in the immediate family will not be counted in this total are not calculated in this exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade.

Outstanding Attendance

Outstanding attendance will be recognized at the end of each school year for any student in grades nine through twelve who does not exceed three absences in all classes throughout the school year. All underclassmen with perfect attendance will be recognized annually at the Beverly Fristick Awards ceremony. All graduating seniors with perfect attendance for that school year and/or perfect attendance for all four years of high school will be recognized at the Senior Honors Convocation.

Attendance Appeals

When a student accumulates more than nine (9) absences during a semester a parent may do the following:

1. Set up an appeal hearing through the associate principal.
2. Be prepared to present explanation of ALL absences and tardiness at the time of the attendance hearing.
3. The student may, as a result of the attendance hearing:
 - a. Have credit reinstated based on appropriate documentation.
 - b. Lose credit in the class receiving an "E" for the semester, indicating credit was not received for the class.
 - c. Be given the opportunity to take the final exam and earn a C+ which may allow their grade to be calculated.
4. If a student has accumulated more than nine (9) absences and tardies (or any combination of absences and tardies totaling more than nine) and any of the absences are unexcused, the appeal may be denied. Unexcused absences may include but are not limited to:
 - a. Absences not reported by a parent within 24 hours.
 - b. Absences resulting from leaving class or school without permission.
5. If the student and parent disagree with the associate principal's decision; the parent has the right to appeal the decision to the principal within five days. The following procedure is to be followed for appeals beyond the principal.
 - a. Within five days of the principal's decision, the parent has the right to appeal to the Director of Student Services or the Superintendent's designee to hear the case.
 - b. If the appeal is denied the parent has the right to appeal to the Board of Education within five days of the previous denial and is entitled to the following:
 1. A formal hearing before the school board.
 2. To be informed of the reason why credit was denied.
 3. An opportunity to state why credit should be restored and to present evidence.
 4. To have representation.

MEDICATION PROCEDURE

Definition: Medications are both doctor-ordered and over-the-counter and are administered orally, by inhaler, by injection (including Epi-pens), in drop form, or applied to the skin.

1. The student's parent/legal guardian must provide the school with written permission and request to administer medication, in addition to the Physician's Order to administer. (Same form)
2. Medications are to be in a prescription container. All medications to be used while under jurisdiction must be registered with the school office in advance.
3. Written instructions, which include name of student, name of medication, dosage, and approximate time to be administered, must be submitted to the school. (The school maintains the right to arrange times so that all or most students receive their medications at the same time, unless the doctor can validate that a specific other time is imperative.)
Parent notification of the school's designated time for administering medications will be done in the first principal's newsletter in August or September of each year; the parent is responsible to communicate this to the physician so that the instruction for administering the medication can align with the school's common scheduled time.
4. Medication should be brought to the school by the parent/guardian, unless other safe arrangements can be made with the principal's approval.
5. Medication should be stored in a locked location with limited access. All will be in one safe location.
6. Where the District has to verify the amounts of medication (i.e. Ritalin or other controlled substance), the amount of the drug should be counted on a monthly or biweekly basis and the amount recorded and reconciled with the prior amount in a medical administration log/record; the student's individual log is the best place.
7. A log of medication administration by individual student should be kept. The log should contain the name of student, name of medication, prescribed dosage and general time to be given. The person giving the medication should record the date and time of administration of the medication and affix signature. If an error is made in recording, the person who administers should line out, initial the error, and make the correction in the log. The individual log should be kept until one year after the student's graduation from high school.
8. If the person administering the medication errs in the administering of the medication, he or she should report it to the building administrator immediately. The building administrator or his designee should report the error to the parent/guardian and should suggest consultation with the physician. A report of the error must be made and filed. An adverse reaction to the medication should also be reported to the parent.
Identifiable errors: wrong medication, wrong dosage.
Acceptable: medication given approximately within one-half hour either way unless specifically stated otherwise by the physician.
9. Only the physician can determine the amount of medication. The prescription and physicians instructions must be renewed annually.
10. Prescription and medication supply renewal is the responsibility of the parent/guardian. One month's supply is requested.
11. Medication left over at the end of the school year must be picked up by the parent/guardian or the school will appropriately dispose of the medication and record this disposal on the medication log; an adult should witness disposal. (If not picked up, pills will be destroyed by the end of the week after the students are out of school in June.)

YOU ARE INVITED TO JOIN...

- A.F.J.R.O.T.C.** Students must be active in Air Force Junior Reserve Officer Training Corp. Students participate in drills and competition. Perform drills at awards nights and civil ceremonies, visit military bases, and raise funds for equipment.
- Art Club** All students are welcome to come and work on their own projects as well as group projects. Meets every Wednesday at 2:20 in room 151
- Band** Performs at various school activities, including football games and pep assemblies. Also, performs throughout the community, attends summer band camp and takes spring trips. The band participates in state MSBOA music festivals.
- Cheerleading** The Junior Varsity & Varsity Co-Ed teams are open to boys and girls alike. Cheerleaders lead cheers during football and basketball games, pep assemblies and attend cheer camp and stunt camp in the summer. Cheerleaders have performed at the Detroit Pistons games, and are slotted to perform every year. The Holiday Bowl, Sugar bowl and Gator Bowl have been among many different organizations that have requested a special performance from the teams. Tryouts are held in May and clinics are in October.
- Club One Way** A place for Christian students to gather for prayer, Bible reading and support
- Colorguard** Squad performs at football and basketball games and band activities. Attend summer camp.
- DECA** Marketing and Business Management students with exceptional skills in leadership development, civic consciousness, social intelligence and occupational understanding. These students perform role-plays and take tests in their choice of occupation. The District 5 Conference is held in January. The Michigan Career and Development State Conference are held in March for those who qualify.
- EPIC** Environmental Protection information Club – students are responsible for recycling at the high school; sponsors the Rouge Education trip; raises funds to adopt an animal from the WWF and is currently building a schoolyard habitat.
- GSA** Gay Straight Alliance sponsored by Mrs. Marsh. Check the bulletin boards for time and place of regularly scheduled meetings.

International Thespian Society (ITS)

An honorary troupe for students that demonstrate excellence in the theatre arts. There will be two induction ceremonies, one in the fall and one in the spring for students that earn enough points through participation in New Concepts Theatre products.

Key Club Kiwanis Educating Youth is a student service organization that meets regularly in Mr. Fulton's classroom. See the bulletin boards for scheduled meetings.

Language Club

Students raise money for trips to foreign countries or cities with ethnic background and eat at Japanese, German and Spanish/Mexican restaurants.

Model United Nations

Students belong to an international organization that competes in debates on timely world issues. There is a two-day competition at Hope College in Holland, Michigan in March.

National Honor Society

Groups of students with exceptional skills, such as leadership, scholarship, service, raise funds each year for the Children's Hospital and other charities. Two candlelight induction's are in spring and in fall.

New Concepts Theater

Drama group that puts on two or three productions a year, one is a musical. Students involved in all areas of stage production, acting, building sets and ushering and selling tickets.

Pom Pon

Perform at school pep assemblies and school athletic events and competitive events doing dance routines to music with Pom Pons. Attend camp in summer.

Read & Watch Club

Students read selected book each month and watch the movie at the end. Meetings are Wednesday after school in the MRC. Students can attend any time. Club activities include fundraisers, annual lock in, and book fair sponsors.

S.A.D.D.

Students Against Destructive Decisions – Provides students with the best prevention tools possible to deal with underage drinking, drug use, impaired driving and other destructive decisions. Through positive peer role modeling and environmental strategies, students prevent destructive decisions and set a healthier, safer course for the lives of others.

Sports

Female: Basketball, swim, tennis cross country, volleyball, track softball, and soccer
Male: Football, basketball, swim, tennis, cross country, track, baseball, soccer, golf, hockey, and wrestling

Student Council

An elected group from the student body. The purpose is to coordinate and sponsor student activities, advocate students' concerns with the school administration, and to provide the opportunity for leadership development and positive social interactions. The Student council sponsors such events as the Coming Home spirit days; Cougar Cub program and the senior breakfast. Be a voice for your classmates, develop your leadership skills and have fun!

Yearbook

Create school yearbook throughout the year, create captions, sell ads, design covers and proofread.

TEXTBOOKS

All basic texts and/or materials are free of cost to the students. Students are responsible for the text and/or supplemental teaching materials. Fees will be charged for damages caused by students above normal wear and tear. If this text is lost or severely damaged, or if the book number is altered or defaced in any way, students will be required to pay the price of a new book.

GAMBLING

Gambling of any kind is prohibited.

WORK PERMITS

Applications for work permits may be obtained from a secretary in the main office. To receive the permit, the application must be completed by the employer and then be submitted with the birth certificate or driver's license. GARDEN CITY HIGH SCHOOL DOES NOT GRANT DEVIATION OF HOUR'S REQUESTS.

STUDENT IDENTIFICATION CARDS

Students are required to carry their GCHS identification cards with them each school day and present them upon request. Students must be prepared to present their GCHS ID at each athletic event and school-sponsored activity. Replacement of a GCHS ID will be at the student's expense and may be obtained in the main office.

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, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. 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 of lockers and desks 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 this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

DANCE REGULATIONS

1. Students must attend GCHS and have a GCHS ID Card. Outside students will be considered with administrative approval through the submission of a Guest Approval Form.
2. Once a student leaves the dance, he/she cannot return.
3. Any student who is a problem at the dance will be excluded from that dance and subsequent dances.
4. All ticket sales are in advance and final - no refunds.
5. Students who are discipline problems in school may be banned from dances.
6. All students, unless they are the clean-up committee, must clear the building at the conclusion of the dance.
7. Sponsoring organizations will not be responsible for lost or stolen items.
8. All school policies will be in effect.
9. Request for a dance must be turned in to the principal a minimum of one month prior to date of the dance.
10. Teacher in charge of dance will be responsible to contract with the band/deejay and be responsible for checking out the type of music played at the dance.

FAMILY RIGHTS AND PRIVACY ACT

Educational records of Garden City students are protected under FERPA, 1974. These records are those official school records concerning a student and maintained for other school personnel to see. GCPS maintains the students' main record file, either a CA39 or CA60, student disciplinary files, Special Education files, Section 504 files, and student portfolios.

- Parents and students may access these files until the student graduates.
- Parents who are divorced or separated may access their child's records unless specifically prohibited by a court order on file in the school office.
- If you wish to access a file, contact the school principal and make an appointment.
- School personnel have access to student files in their normal course of duties. Information from the files will be given to others if:
 - Parent or student request
 - School regulations allow release to courts or certain state or federal agencies
 - The safety of others is affected
 - The student enrolls in another school

Federal guidelines allow a school district to publish certain information without obtaining authorization each time, if families are informed in advance that this information will be released. If a family does not want this made public, the principal should be contacted and this information will be withheld. In Garden City Schools, that information includes student name, address, phone number, grade level; awards received participation in activities, field of study.

A 1992 amendment to this law exempted from its coverage, "records maintained by a law enforcement agency or institution that were created by that law enforcement unit for the purpose of law enforcement." This permits school officials to make criminal investigation reports available to the press and law enforcement agencies and their personnel. If parents or students believe that an educational record is inaccurate, misleading or violates the student's rights, they may request in writing that the record be amended or destroyed. If the request is refused, the parent or age of majority student may request an appeal with Rosemary Gross, Director of Student Services, 1333 Radcliff, Garden City, 48135, and 734-762-8300.

Parents of age of majority students have the right to file a complaint with the US Department of Education regarding the failure of the school district to comply with FERPA officials (202-732-2057).

ATHLETIC ELIGIBILITY

WARNING: Participation in supervised interscholastic athletics and activities may be one of the least hazardous activities in which any student will engage in or out of school.

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS STILL INCLUDES A RISK OF INJURY WHICH MAY RANGE IN SEVERITY FROM MINOR TO LONG-TERM CATASTROPHIC.

Although serious injuries are not common in supervised athletic programs, it is impossible to eliminate this risk. Participants can have the responsibility to help reduce the change of injury.

PLAYERS MUST OBEY SAFETY RULES, REPORT PHYSICAL PROBLEMS TO THEIR COACHES, FOLLOW A PROPER CONDITIONING PROGRAM, AND INSPECT EQUIPMENT DAILY.

All student/athletes are required to meet the State's eligibility criteria plus have obtained a **2.00 GPA** in the previous marking period in order to participate in athletic competition.

Participating student/athletes who do not meet the State's eligibility criteria (pass a minimum of four [4] classes) and achieve a 2.00 GPA will be ineligible to participate in games and scrimmages with other schools. However, at the discretion of the coach, the student/athlete may practice with the team. Please note that the student's overall GPA would take precedent over the individual semester, unless the student goes below a 2.00 GPA in successive semesters. *Example:* Student receives a GPA of 1.8 in his first semester, but his overall GPA including this semester is still 2.0 or above, student would still be eligible to participate. However, if said student earns a 1.8 GPA in the second semester and overall GPA is still above a 2.0, the student is ineligible. A student may use the "window" of overall 2.00 average one time during his/her athletic career at GCHS.

Athletic eligibility must be determined prior to the official start of the individual sports season. Those students transferring from another school may not participate until their eligibility has been determined.

SUMMER SCHOOL

If a student/athlete attends summer school to make up a deficiency, the passing summer school grade will be averaged into the ENTIRE previous marking periods; it will NOT replace a failing grade(s).

Example: Instead of dividing by six (6) classes to achieve the GPA: the GPA will be computed by dividing by seven (7) for one class or eight (8) if two classes.

If a student/athlete falls below a 2.00 GPA in the middle of the semester, (i.e. progress reports at the conclusion of the fifth week) the coach will use his judgment of whether to allow that student to participate or not, until the below 2.00 grade(s) is improved upon.

i.e. In the past that individual would have to sit until that class or classes were at the passing level. This data was normally procured via weekly progress reports.

This procedure may be kept in place, with weekly progress reports administered through the Athletic Director's office. The passing grade must be for the class—NOT the week.

This Academic Achievement Procedure will affect ALL extra-curricular activities, including Cheerleading, Colorguard, and Pom-Pon.

GARDEN CITY HIGH SCHOOL RULES FOR ATHLETES

A. NO DRINKING, STEALING, POSSESSING OR USING DRUGS

1. Violators during the season (beginning with first practice week allowed by MHSAA) are removed from that sport for the remainder of the season, or 30 days from athletic activities, whichever is greater and cannot return to any athletic team until counseled by coach and school social worker.
2. Violators out of season will miss the first 20% of the scheduled events in the next season of competition. (Scrimmage games do not count as scheduled games.) Counseling by coach and school social worker is required prior to return.
3. Violators the second time will forfeit all rights to participate in all sports for one year from the time that training rule is broken. Counseling by coach and school social worker is required.
4. The third offense will carry an automatic suspension from all sports at Garden City High School. (The Athletic Council will review each case individually upon request of the suspended athlete.)

B. NO POSSESSION OR SMOKING, CHEWING TOBACCO OR SNUFF

1. 1st offense - in season - 2 week suspension from competition and counseling by coach.
2. 1st offense - out-of-season - miss first 2 weeks of competition and counseling by coach.
3. 2nd offense - in season - out for remainder of season or 30 days from athletic activities and cannot return to any athletic team until counseled by coach and school social worker.
4. 2nd offense - out-of-season - misses one-third of season and counseling by coach and school social worker.
5. 3rd offense - forfeit all rights to participate in all sports for one calendar year from date of offense.
6. 4th offense - will carry automatic suspension from all sports at Garden City High School.

C. SUSPENSION FROM SCHOOL

If for any reason you are suspended from school, the Athletic Council (an administrator, all head coaches and Athletic Director) will review the case and consider further punishment, if necessary.

D. ATTENDANCE AT PRACTICE

You are expected to attend all practices. An excuse will be presented to your coach (or AD if coach is out of building) BEFORE leaving school the day you miss a practice. If you are ill, please call and leave a message for your coach.

1. If you do not attend school during the day, you cannot practice (or participate in a scheduled contest) unless you had a pre-arranged absence through an administrator.
2. On suspension you cannot practice or participate in a scheduled contest. In or out-of-school suspensions will eliminate you from practice or participation in a scheduled contest.
3. If you are sick three or more days you cannot practice without permission from your doctor or parents.
4. If you have an injury that requires you to see a doctor, you must have the doctor's permission to return to practice.

E. ATHLETIC INSURANCE

The school policy is that the student must be covered by their parents' plan or the school insurance plan must be purchased. You must have some coverage in order to participate in any team practice or competition.

F. RULES MEETING

Each athlete must be present with a family adult at the annual presentation concerning school rules or a special meeting with the Athletic Director.

G. TRAVELING TO AND FROM GAMES

1. Most of the time our teams travel by bus. You are expected to travel to and from the game by the school transportation provided; or other transportation designed and approved by the Board of Education. The coach can make the decision to allow the student to return home with parents if the parents request this in person.
2. You will dress according to what the coach wants in your sport.
3. You represent Garden City High School while traveling as a team. We expect your conduct to be that of a lady or gentleman at all times. (i.e. no swearing, mooning, etc.) The coach, with involvement of the school administration will handle violations, where school rules have been violated.

F. EQUIPMENT

All equipment that is checked out to you is your responsibility during that sport season. Deadline for return of equipment is one week after season or you will be referred to an administrator for disciplinary action. You will be required to pay for lost equipment. DO NOT LOAN OR LET ANOTHER ATHLETE TURN IN YOUR EQUIPMENT. ALWAYS KEEP YOUR LOCKER LOCKED.

**STUDENT
CODE OF CONDUCT
2016/2017**

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.
 - **Ongoing Counseling or Treatment.** A student may be required to begin, and continue a counseling or treatment program addressing his/her behavior and/or misconduct.
 - **Restitution.** When a student’s violation of the Rules for Student Behavior result in damage to, or loss of, property, the student may be required to replace or pay for the damaged or lost property. Such restitution may be required as a condition of return to school.
 - **Expulsion.** The permanent exclusion of a student from the school system by action of the Board of Education. A student may be expelled for committing a gross misdemeanor or persistent disobedience, but a student must be expelled when the law requires. For example, but not limited to, in circumstances involving 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):

Personal Use

Student electronic devices and technology are permitted before and after school, during the student’s designated lunch period, as well as during passing times from bell to bell. When the bell rings for a period to begin, all electronic devices and technology should no longer be used. Students are expected to adhere to the student technology acceptable use policy when using electronic devices or other technology anywhere in the district.

Educational Use

Electronic devices and technology may be used during the class period at the discretion of the teacher. No unauthorized electronic devices or technology should be used during instruction. Electronic devices, personal and otherwise, that are used to defame, intimidate, or otherwise harass students and staff are unacceptable and will result in disciplinary action.

Considering these updates, the following rules continue to remain in place regarding Cell Phones and other Electronic Communication Devices (ECDs):

- * During school hours, cell phones and other personal electronic devices are to be silenced. Ringing phones are considered an interruption to instruction.
- * During school hours, students are not to make or receive calls. This includes calls to parents and calls from parents. If there is a situation where a parent must contact a student or vice-versa, the call **must** go through the high school front office.
- * When accessing the district network, students are not to bypass filters.
- * Use of Media-Players in the classroom will be at the teacher's discretion. For safety purposes, students using a media-player while in lunch or other common areas are only permitted to utilize one ear bud/earphone.
- * During school hours, students are not to video record, audio record or take pictures on school property without teacher consent.

Note to parents: Sending communications electronically (texting, paging, calling) to your students during school hours is a violation of this code and will result in disciplinary action.

- 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.

Note: Exceptions are made for school sponsored athletic uniforms.

JEWELRY/PIERCINGS:

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

- 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 16. 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.
11. 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 parent permission.
 - Compliance with the district GCNET Acceptable Use Policy and Procedures are conditions of the account.
 - 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.
 - 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.

Student User Internet Access Release Form

As a condition of my privilege to use the Internet, I understand and agree to the following:

1. To abide by the GCNET Acceptable Use Policy and Procedures and Code of Conduct.
2. That network administrators have the right to review any material stored in GCNET files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the Garden City Public School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the GCNET, including, without limitation, access to public networks.
4. That the Garden City Public School District does not warrant that the functions of GCNET or any of the networks accessible through GCNET will meet any specific requirements you may have, or that GCNET will be error free or uninterrupted.
5. That the Garden City Public School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to GCNET.

6. That the use of the GCNET, including use to access public networks, is a privilege which may be revoked by network administrators at any time for violation of GCNET Acceptable Use Policy and Procedures and Code of Conduct. Network administrators will be the sole arbiter(s) of what constitutes a violation of the GCNET Acceptable Use Policy and Procedures or Code of Conduct.
7. In consideration for the privilege of using the GCNET and in consideration for having access to the public networks, I hereby release Garden City Public School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the GCNET.