

# Garden City Public Schools



## **STUDENT CODE OF CONDUCT**

#### NON-DISCRIMINATION STUDENTS

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

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

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



## Acknowledgment of Civil Rights

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

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

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

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

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



## *Garden City Public Schools*

Administrative Service Center  
1333 Radcliff, Garden City, MI 48135-1126  
734-762-6342 Phone      734-762-6340 Fax

Dr. Stanley Szczotka, Director of Student Services

### Staying Connected with Garden City Schools

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

<https://www.facebook.com/pages/Garden-City-Public-Schools/235523909835888>

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

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

[www.gardencityschools.com](http://www.gardencityschools.com)

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

The categories of misconduct and disciplinary action listed in this student code of conduct are applicable when a student is on school property, en route to or from school, in a motor vehicle being used for a school business related purpose, or at a school related activity, function or event. They also apply when the misconduct involves another student who is en route to or from school or when the misconduct occurs off school property but is of such a serious nature that the student's continued attendance in school would present a danger to the health and safety of students or employees or would endanger the proper functioning of the educational process.

### ***Disciplinary Action***

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

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

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

1. **Administrative intervention.** Disciplinary action which does not result in a student being suspended from school, such as: removal of a student from a class period, Saturday school, a reprimand, before or after school detention, loss of school privileges and/or additional assignments.
2. **Saturday School.** Disciplinary action for attendance issues and possibly other violations of the student code of conduct, where deemed appropriate, students may be assigned Saturday school at the middle and high school levels.

3. **Suspension.** Disciplinary actions that result in the exclusion of a student from school for a specific period of time. By way of example, a student may be suspended as determined by the building administrator for up to ten days. A student may be suspended as determined by the building administrator in consultation with the Director of Student Services from 11 days up to a semester, and/or until a specified condition is met. Teachers may suspend students only in complete compliance with the procedures contained herein under Implementation of Disciplinary Action.
4. **Mandated Parent Conferences.** The student and his/her parent may be required to participate in one or more mandated conferences with administrators and/or school social worker and /or psychologist. Such conferences may be required as a condition of return to school. Parent conferences are mandatory for students suspended by a teacher.
5. **Mandated Outside Intervention.** The student may be required to meet with an outside counselor, psychiatrist, psychologist, or social worker. Such conferences may be required as a condition of return to school.
6. **Chemical Use Assessment.** The student may be required to undergo, at parent expense, a chemical use assessment conducted by an agency licensed by the Office of Substance Abuse Services of the Michigan Department of Public Health. Such an assessment may be required as a condition of return to school.
7. **Referral to Police and/or Prosecution.** In situations involving criminal behavior, the district may contact police and/or refer the matter for criminal prosecution.
8. **Mandated Referral to Social and/or Mental Health Services.** In certain situations—violation of law regarding weapons, arson and rape, for example—the district is required to refer the student to social and/or mental health services.
9. **Ongoing Counseling or Treatment.** A student may be required to begin, and continue a counseling or treatment program addressing his/her behavior and/or misconduct.
10. **Restitution.** When a student’s violation of the Rules for Student Behavior result in damage to, or loss of, property, the student may be required to replace or pay for the damaged or lost property. Such restitution may be required as a condition of return to school.
11. **Expulsion.** The permanent exclusion of a student from the school system by action of the Board of Education. A student may be expelled for committing a gross misdemeanor or persistent disobedience, but a student must be expelled when the law requires. For example, but not limited to, in circumstances involving specified weapons, arson, criminal sexual conduct, bomb threats, staff assault and verbal threats to an employee, contractor or volunteer and/or similar threats. Similar threat is defined as a planned attempt by a student to disrupt the building’s educational process, or the threat of widespread injury or destruction of school property.

### ***Due Process Procedures***

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

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

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

- A. Parent contact: When parent contact is part of the disciplinary action, the teacher or administrator involved in the disciplinary action will notify the student that his/her parent will be contacted.
- B. Parent conference: When a parent conference is part of the disciplinary action, the staff person(s) or administrator(s) involved in the disciplinary action and conference will notify the student that his/her parent will be requested to confer, and the student may request permission to attend the conference.
- C. When suspension or expulsion is part of the disciplinary action, the following procedure shall apply (in each case of appeal, each side may request an exchange of written evidence at least five days in advance. Those appealing have a right to see prepared statements of the witnesses, not the identity of the witnesses.):
  1. Short-term suspension: short-term suspension of up to five days out of school may be implemented by the building administrator or other person designated. The student and parent are entitled to an informal meeting with the building administrator prior to suspension; entitled to be informed of charges, statements of evidence and statements of witnesses, if any, against him/her; entitled to an opportunity to deny charges and present evidence; entitled to appeal the suspension; and to be notified to whom the appeal should be directed. The final appeal is at the principal's level for the High School and Middle School. The final appeal for the elementary level is the Director of Student Services.
  2. Long-term suspension: The building administrator or other designated person may implement long-term suspensions, wherein a student is suspended more than five days. The student and parent are entitled, after the principal-level appeal, to an informal hearing with the Superintendent's representative or person designated by the local school board; to be informed of charges, evidence and statements of witnesses, if any, against him/her; to be given an opportunity to deny charges and present evidence; to present his/her own witnesses and to be represented; to appeal the

suspension, and to be notified to whom the appeal should be directed. The final appeal is to the Superintendent's designee.

3. Expulsion: permanent removal of a student from the school, may be implemented by the Board of Education upon the recommendation of the Superintendent. The student is entitled to:
  - a. Formal hearing before the school board.
  - b. Written prior notice to the student and his/her parent or guardian if the student is under 18.
  - c. Be informed of charges, evidence and statements of witnesses against him/her, if any.
  - d. An opportunity to deny charges and present evidence.
  - e. Present his/her own witnesses.
  - f. Have representation.

### ***Rules for Student Behavior***

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

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

B. Alcohol/Vaping/Chemical Substances:

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

C. Drugs/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 the influence any drugs, controlled or counterfeit substance.
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. Assault/Fighting/Gross Misbehavior: Fighting, the use and/or threat of force, acts of disrespect, and/or physical violence is prohibited.
- E. Bullying/Cyber-Bullying: Bullying is defined as the repeated use by one or more students of a verbal, written, or electronic expression, or a physical act or gesture, or any combination thereof, directed as a victim that:
- Causes physical or emotional harm to the victim or damage to the victim's personal property
  - Places the victim in reasonable fear of harm to himself or of damage to his property
  - Creates a hostile environment at school for the victim
  - Infringes on the rights of the victim at school; or
  - Materially and Substantially disrupts the educational process or the orderly operation of school.

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

- 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, theft, extortion, blackmail, scholastic dishonesty, falsification of records, coercion, loitering, trespassing, robbery, indecency is prohibited.
- H. Weapons and Dangerous Instruments: any object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury or property damage is a violation of the Weapons-Free School Zone Act. A *weapon* is, but not limited to a knife with a blade of three (3) inches or less, blackjack, baton, martial arts device, a lighter, bb gun, air-soft gun, paint ball or splat gun or, transmitting a laser pointer. A *dangerous weapon* is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
- I. 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
- J. Personal Protection Devices: possessing, handling or transmitting a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, key chain, etc.) capable of inflicting bodily injury or causing physical discomfort to another person is prohibited.

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

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

- M. 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.
- N. 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 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, slides, shower shoes, or slippers 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 they enter 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.

- O. Use of Technology: any unauthorized, illegal, inappropriate, offensive, or immoral use of district owned technology (e.g., copiers, fax machines, computers, scanners, network equipment, software, etc.) is prohibited. To use district owned technology students are required to sign the district's Acceptable Use Policy form.
- P. Suspended/Expelled Students on School Property/Activities/Events: a student, while on suspension or expulsion, is prohibited from entering onto school district property without the permission of a building administrator. A student, while on suspension or expulsion, is prohibited from participating in or attending any school related activity, function or event, held on or off school property, without permission of a building administrator.
- Q. Property Damage/Vandalism: damaging, destroying or defacing any school property or any property which belongs to another or damaging the property of school personnel whether on or off school grounds is prohibited.
- R. Discriminatory Harassment: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion,

height, weight, marital status, handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.) are prohibited. **Copies of the Garden City Public School Sexual Harassment Policy and complete discrimination policies are available in the school handbook or from your building administrator.**

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

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

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

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

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

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

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

- S. Communication- Verbal, Written, Gesture, Electronic: A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, written, by gesture, or electronically to anyone in the school community (students, staff, chaperones, volunteers or visitors).
- T. 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.
- U. Disruption of School: A student shall not cause the disruption, disturbance, or obstruction of school function, activity or event, nor shall they engage in any conduct disrupting the school environment.

- V. Compliance with Staff: A student shall comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel or persons acting in a chaperone or supervisory capacity. A student shall cooperate with School district administrators and/or teaching staff investigating possible violations of the district code of conduct and/or building rules, and no student shall make false statements or give false evidence to school district staff.
- W. 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.
- X. 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.
- Y. Criminal Acts: A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

### ***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 they were suspended without the concurrence of the suspending teacher and the school principal.

#### B. Search and Seizure

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

A building administrator may search a student's car that is parked on school property if the administrator reasonably suspects that drugs, alcohol, weapons, stolen property or other contraband may be present in the vehicle.

Illegal items, such as firearms, drugs and weapons, or other items reasonably determined to be a threat to the health, safety and welfare of students may be seized by school authorities, and police authorities may be notified. Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession. This can include iPods, radios, tape decks and radio equipment.

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

#### C. School Attendance/Truancy Policies

A successful school experience begins with good attendance habits. Compulsory school attendance in the State of Michigan includes all students from age 6 to 18. The school district will work cooperatively with all parents and students to assure positive student attendance. Truancy is defined as the willful non-attendance of school and will result in disciplinary action at the building level. In an extreme case of student non-attendance, the district may seek court action against the student and/or his/her parents/guardians to assure compliance with state law. Complete attendance policies are available in the school handbook or from the school office.

#### D MME Graduation Requirement

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

may only be granted by the building principal after an appeal has been made by the student's parent or legal guardian.

### ***Attendance***

#### **Philosophy**

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the Garden City Board of Education believes that students must be in class in order to fully maximize their educational opportunities.

Students are expected to be on time for school and in class every day. Students and parents should be fully aware that, in most cases, what goes on in the classroom (daily teaching, interactions of students with teachers and with other students, discussions, lectures, audio-visuals, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily academic activities in class. When a student is absent, the educational experience of all the students in the class can be diminished. Regular and constant school attendance helps develop responsibility and self-discipline. In addition, there are few legitimate reasons for tardiness. Tardiness can cause as much of a disruption to classroom work as absences.

#### **Policy**

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

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

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

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

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

***Tardy***  
**Philosophy**

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

**Policy**

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

**E. Internet Code of Conduct**

Use of the Internet by students of Garden City Public School District shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district approved accounts. Use will be in accordance with the district's GCNet Acceptable Use Policy and Procedures and this code of conduct as found on district website ( [www.gardencityschools.com](http://www.gardencityschools.com) ).

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

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.



## **Internet Access for Students**

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

### **Grades K-2**

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

### **Grades 3-6**

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

### **Grades 7-9**

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

### **Grades 10-12**

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

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

1. A district Internet Acceptable Use Policy and Procedures (GCNET) has been written. Procedures for dissemination to all students have been developed.
2. An Internet code of conduct has been written.
3. Rules related to Internet use have been written for inclusion in all schools' student handbooks.
4. All student Internet users will be required to obtain an Internet account that includes parents' permission.
  - A. Compliance with the district GCNET Acceptable Use Policy and Procedures are conditions of the account.
  - B. Internet training will be provided. Training will include personal responsibility, ethical and courteous behavior, the Internet Acceptable Use Policy and Procedures, and the code of conduct.

- C. Parents or guardians are being asked to review the code of conduct and Internet Acceptable Use Policy and Procedures with their children. Parent or guardian permission will be required for students younger than 18 years. All students and staff must have a signed district authorization form for an account.

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