

**WOODHAVEN HIGH SCHOOL
24787 VAN HORN ROAD
BROWNSTOWN, MI 48134
734-783-3333**

MAIN OFFICE.....783-3333

ADMINISTRATION OFFICE

Mr. Matthew Czajkowski, Principal
Secretary, Ms. Debra Fortin 783-3333 ext. 7
Mr. Jay Vesperman, Assistant Principal
Secretary, Mrs. Kim Robert-Warren 783-3333 ext. 6

ATHLETIC OFFICE 783-3333 ext. 5

Mr. Zac Stevenson, Athletic Director
Secretary, Mrs. Geri Strucel

ATTENDANCE-OFFICE 783-3333 ext. 3

Attendance Secretary, Mrs. Melanie Abair

Parents must call Attendance Office within twenty-four (24) hours of student's absence to excuse it.

CAFETERIA.....789-2088

Mrs. Karen Cumming, Food Service Coordinator

COUNSELING OFFICE 783-3333 ext. 4

Ms. Stephanie Coleman..... A - G
Mrs. Jenna Hagan..... H -Pe
Mrs. Teresa McGuckin..... Pf- Z
Secretary – Ms. Claudia DiResta

DEPARTMENT HEADS

English & Language Arts Mr. Michael Mayo
Social Studies Mr. Keith Christnagel
Math..... Mr. Marc Huddy
Science TBD
Career & Life Skills Ms. Stacie Okonski
Art, Music & Physical Education Mrs. Maryann Chapman
Special Education Mrs. Irene Meadows

MEDIA CENTER789-2093

Mrs. Debbie Morse, Media Specialist

*Additional information can be found at whs.wbsd.co

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, please feel free to give us a call.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised after April 1, 2013, the language in the most current policy or administrative guideline prevails. The Board's comprehensive policy manual can be accessed on the Internet.

WOODHAVEN HIGH SCHOOL MISSION STATEMENT

The mission of Woodhaven High School is to provide an environment which prepares all students as life-long learners and contributing members of society.

VISION STATEMENT

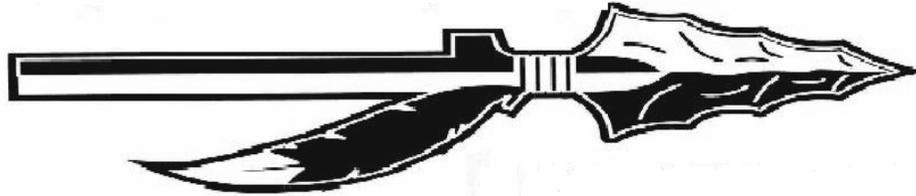
The vision of Woodhaven High School is to provide a rigorous curriculum that is relevant to our students' futures in an environment that promotes positive relationships.

WARRIOR HEAD

The Woodhaven Warrior head mosaic inlay (located in the wall of A hall) was donated by the Booster Club in 1974. A committee of high school students worked together with the Booster Club to design the Warrior Head that serves as a constant reminder of the pride and spirit of Woodhaven High School students.

FIGHT SONG

Fight, Woodhaven Warriors
We're proud to sing your song,
Charge Woodhaven Warriors,
You're brave and true and strong,
Win Woodhaven Warriors,
We'll always loyal be,
To the victors mighty in a victory.
Onward team.



EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Andrea Stevenson
Curriculum Director
(734)783-3300

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- providing for the proper health, safety, and well-being for their child.

SCHOOL DAY

Business Hours: 6:30 AM – 3:30PM

School Hours: 7:43 AM (classes begin) – 2:25 PM (classes end)

CLASS SCHEDULE AND LUNCH PERIODS

1ST LUNCH PERIOD	2ND LUNCH PERIOD	3RD LUNCH PERIOD
1st hour 7:43 - 8:54	1st hour 7:43 - 8:54	1st hour 7:43 - 8:54
2nd hour 8:59 – 10:08	2nd hour 8:59 – 10:08	2nd hour 8:59 – 10:08
1st LUNCH 10:13–10:43	3rd hour 10:13- 10:48	3rd hour 10:13- 11:22
3rd hour 10:48- 11:57	2nd LUNCH 10:53 -11:23	3RD LUNCH 1:27-11:57
4th hour 2:02 – 1:11	3rd hour 11:23- 11:57	4th hour 12:02 – 1:11
5th hour 1:16 - 2:25	4th hour 12:02 – 1:11	5th hour 1:16 - 2:25
	5th hour 1:16 - 2:25	

HALF DAY SCHECULE

1st hour 7:43 - 8:18 2nd hour 8:23 – 08:55 3rd hour 9:00 – 9:32
4th hour 9:37 – 10:09 5th hour .10:14 – 10:45

***Additional bell schedules can be found at whs.wbsd.co**

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. All of this information can be accessed on the internet through the parent portal. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from any staff member.

I. STUDENT WELL-BEING

School safety is a responsibility of all members of the learning community. All staff members are familiar with emergency procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed that is updated yearly, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs to the School Office.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

A. Prohibited Conduct.

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

COUNSELING OFFICE

The services offered by the guidance department are varied and extensive and fall generally into three areas: academic, career, and personal planning. Students are encouraged to get to know their counselor and seek their assistance in these three areas. All students should work with their counselor when scheduling; counselors can help students to select courses that will best meet their needs, abilities, and career plans. Sometimes, counselors can offer suggestions which will help students succeed in those chosen courses. When necessary, they can help make schedule adjustments. They will explain and answer questions about prerequisites, credits, honor points, graduation requirements, attendance, and other school policies. The counseling department can furnish college bound students with information concerning tests, scholarships, and financial aid.

Arrangements for homework for absent students can be made by calling the counseling department secretary.

Counseling Department Assignments

Ms. Coleman A – G Mrs. Hagan H – Pe Ms. McGuckin Pf – Z

EMERGENCY PREPAREDNESS DRILLS

Fire and tornado drills at regular intervals are required by law and are an important part of our safety procedures. The teacher in each classroom will train the students for each emergency situation. It is essential that everyone follow the predetermined guidelines. We are required to run a certain number of drills each school year they are as follows (subject to change). **6 Fire Drills, 2 Tornado Drills & 2 Shelter in Place (Lock Down) Drills.**

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

INJURY AND ILLNESS

All injuries must be reported to staff or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A Student Accident Report form will be completed.

A student who becomes ill during the school day should request permission to go to the office. An administrator will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

MEDICATION

Ideally, all medication should be given to students at home. If it is necessary for a student to take medication during school hours, he/she must take the medication (must have doctor or pharmacy directions with student name on prescription) to the assistant principals' office. Only those medications which are necessary to maintain the student in school, and which must be given during school hours, will be administered. In order for school personnel to administer medication (even aspirin) to a student, the School District's "Medication Authorization Form" must be completed and on file in the school office. The "Medication Authorization Form" must be completed annually for students receiving ongoing medications. Students are **NOT** to carry/or take medication of any kind during the school day on their own. **ALL MEDICATION PRESCRIPTION AND NON-PRESCRIPTION MUST BE ADMINISTERED THROUGH THE ASSISTANT PRINCIPALS' OFFICE.**

STUDENT SAFETY RESPONSIBILITY

1. Report all suspicious persons or activities to the office immediately.
2. Let staff know if you are aware of anyone bringing a weapon to school.
3. Keep our school drug free – let staff know immediately if you see someone with drugs, someone trying to sell drugs, or someone under the influence of drugs.
4. Let staff know immediately if you have information regarding anyone who talks about bombs/explosives, or makes a threat to use bombs or explosives.
5. Let staff know if you are aware of anyone who is talking about suicide, or Expressing thoughts of hurting himself/herself.
6. Let staff know if you are being bullied and/or harassed, or if you are aware of someone else who is being bullied and/or harassed.

VIDEO SURVEILLANCE

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, law enforcement personnel may view the footage.

VISITORS/UNAUTHORIZED PERSONS

Each visitor must report to the office upon entering school to obtain a pass. Visitors must sign in identifying their name, the date and time of arrival, and the location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any visitor

found in the building without a pass shall be reported to the principal. If a person wishes to have a conference with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

An unauthorized person is one who does not have lawful business to pursue at school, or who acts in a manner that disturbs the normal education function of the school. The school administration has the right to seek the immediate removal of unauthorized persons from school property. This includes students who are under suspension or expulsion.

VOLUNTEERS

All school volunteers must complete a "Volunteer Waiver Form" on a yearly basis. Volunteers of the Woodhaven Brownstown School District will undergo a search via the Offenders Registry (SOR) list, and/or the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the Offender Tracking information System (OTIS) prior to be allowed to participate in any activity or program. Any individual who volunteers and has access to students on a regular and continuous basis in the schools or on any school sponsored overnight activity shall submit to a criminal history records check through Live Scan Fingerprinting prior to being allowed to participate in any activity or program

II. GENERAL INFORMATION ACCIDENTS

Every accident that occurs on school grounds during the school day or at any school sponsored activity should be reported immediately to the person in charge and/or to the school office.

AGE OF MAJORITY

When a student reaches the age of majority, he/she is afforded all of the rights and privileges of adulthood. It is imperative that the student who reaches this status recognizes that in this new "age of majority legislation", schools have been given the right to establish reasonable rules regarding their operation. A student attending school, regardless of age, is covered by school board policies which have been adopted officially and published. An 18-year-old student's responsibility to the school does not change upon reaching the age of majority. Each student who has reached the age of majority shall assume full responsibility for his/her performance in school, attendance, and compliance with school administrative guidelines. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.

ASSEMBLY

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participation in demonstrations which interfere with the operation of the school or classroom is inappropriate and will not be tolerated.

CAFETERIA COURTESY

The school cafeteria is maintained as a vital part of the school. Breakfasts and lunches are served. Management and fellow students will appreciate your cooperation by:

1. Depositing all lunch litter in wastebaskets, and placing recycled containers in boxes provided.
2. Leaving the table and floor around your area in a clean condition for others. No food will be taken from the cafeteria.

DISTRIBUTION AND/OR POSTING OF MATERIAL

All materials printed or otherwise, must meet with the approval of an administrator prior to distribution or posting. Only special areas, designated for the posting of material, may be used. Materials posted in unauthorized areas will be removed. Posting of materials or advertisements for a private enterprise is not permitted.

DRIVING/AUTOMOBILES AT SCHOOL

Students who drive a motor vehicle to school must know and obey the following rules including, but not limited to, the following:

1. Parking privileges are extended to all students who have at least a level two license and are in good academic standing meaning they have passed three (3) of the previous trimesters courses. Privileges may be revoked if a student falls out of good academic standing within the school year.
2. Each student must register the vehicle each school year. Registration forms may be obtained from the main office or on our web page. There is a \$30 registration fee each year. There is a \$5.00 fee for a replacement parking sticker. If you drop from Woodhaven High School your parking spot will be forfeited and is non-refundable.
3. Each student must display a parking permit (in the lower corner of the front window on driver's side) for the current year. One permit per student. Permits are non transferable.
4. Each student must park only in assigned parking spot. Student parking areas are numbered. In the event another car is parked in your spot you should both 1) park in a non-numbered spot and 2) report the situation to the main office.
5. Students leaving school property in a vehicle must have proper authorization.
6. Students may NOT allow another student to drive their car to or from school without prior administrative authorization.
7. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted. In addition, students must abide by school policies and procedures while driving into, out of, and on school property.
8. Sitting in cars during the school day is not permitted. Students must leave cars within one minute after arriving at school.
9. Students may not go to their cars during the school day unless permission is obtained from the office.
10. Student cars must be locked at all times. The school district will not be held responsible for damage to or theft from cars.
11. Motorcycles, motor bikes of any type, or other non-standard motorized vehicles such as ATV's are not to be driven to school at any time.

12. Students may lose their privilege to drive because of violation of these policies and related items in the Student Code of Conduct.
13. Students will lose their parking privileges the remainder of the trimester if they are absent or late to 1st hour only for a total of five (5) occurrences. Absences or tardies will only be excused with medical, court, or funeral documentation.
14. Reasonable searches of automobiles and students may be done by the administration or designated employee. (New Jersey v T. L. O., case No. 83- 172). **Failure to comply with the above rules may result in loss of parking privileges and/or vehicle being towed at owner's expense. Administration reserves the right to revoke the parking privileges with no refund to owner.**

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cell phone, electronic communication device, iPod, MP3 or similar electronic storage device. Administration gives students permission to use electronic devices during passing time and lunch. Students are not allowed to talk on the phone. Administration reserves the right to revoke the privilege of electronic communication devices at any time. During school hours the cell phone, other ECD/ESD or other electronic device including a camera must remain off and out of sight unless expressly permitted by a teacher or building administrator.

Electronic communication devices that are used during class without permission will be confiscated and students will be disciplined.

All electronic devices need to be put away and the sound turned off during direct instructional time and during any assessment. At no point in time should a cell phone or electronic device be out or used in the bathroom or locker room! Confiscated device(s) can be picked up from the office.

- First Offense – Detention, student may pick up
- Second Offense–1 Day In-School Suspension, parent/guardian MUST pick up
- Third Offense – 1 Day Out-of-School Suspension, parent/guardian MUST pick up
- Fourth Offense – Progressive discipline

Any student who refuses to hand over a communication device when asked to do so by a staff member will be subject to a disciplinary action of up to a three (3) day out of school suspension for insubordination.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its property.

FOOD/BEVERAGE CONTAINERS

Food or beverage containers (plastic bottles, cans, cartons, etc.) are not allowed in the class rooms unless expressly permitted by a teacher or building administrator. Students found with these items will have them confiscated. The student may face detention and/or suspension.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

Restrooms may be used before and after school, between class periods and at the beginning or end of the lunch period. Students are expected to keep them clean. If a student is feeling ill, he/she should report to the main office. Do not remain in the restroom.

HALLWAY COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Leave the school building immediately after dismissal unless under the supervision of a teacher or coach.

INCLEMENT WEATHER

When it is necessary to modify bus transportation or close schools due to inclement weather, tune to one of the following stations:

Radio: WXYT (am 1270), WWJ (am 950), WJR (760)

TV: WJBK (2), WDIV (4), WXYZ (7)

Cable: School Access Channel

District website: www.wbsd.co

DO NOT CALL THE SCHOOL DISTRICT

LOCKERS

Each student will be assigned a locker with a combination lock when school begins each fall. There is no charge for use of the locker, except if the locker is damaged. Students are advised not to share the locker combination with **anyone**. Only the student(s) assigned to a locker are to have the combination. The student is responsible for the locker and school district property within the locker.

All lockers are the sole property of the school district. Lockers are assigned to students for the purpose of storing supplies, clothes, and other items necessary for the student's education and physical well being. School authorities respect the rights of all students with regard to their property. Searches of lockers may be conducted, but will be limited to instances when:

1. Students are suspected of using their locker for an illegal purpose or when suspicion of law violation is present.
2. Students are believed to be using their locker in such a way that would interfere with the learning atmosphere or the duty of school authorities. **Periodic locker checks will be conducted to ensure that media books and other school property is returned.**
3. Students are using their locker to endanger the health and safety of other persons.

School Administration has the right to and will search all lockers in an emergency situation. Reasonable searches of lockers and students may be conducted by the administration (New Jersey v. T.L.O., case No. 83-172). Periodic unannounced use of canines accompanied by law enforcement officials are permitted by law.

LOST AND FOUND

All articles that are found should be delivered to the main office. Those items not claimed will be disposed of at the end of the trimester. Students should check there for missing items.

MEDIA CENTER

The media center is open from 7:30 a.m. until 2:25 p.m. Except in case of emergency, students are to enter and exit through the security gate. Students must have a current school identification card with photo and bar code to sign out materials.

Our media center print collection includes approximately 10,000 volumes of fiction, non-fiction, and reference materials as well as periodicals. All computers in the media center have Internet access with printing capabilities. On-line subscription databases are also provided for students' use. A full-time certified Media Specialist and an experienced media paraprofessional staff the media center.

Most books can be checked out for two weeks. Reserved books and magazines can be checked out overnight. The fine on overdue books is five cents per school day. Failure to return books or pay fines will result in the withholding of report cards and schedules.

NON-SCHOOL SPONSORED PUBLICATIONS

Students who edit, publish, and or wish to distribute non-school sponsored handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to the legal definition, or would threaten to disrupt the educational process.

PROCEDURE FOR LEAVING SCHOOL EARLY

No student is permitted to leave the school grounds during the school day without a permission slip from the attendance office. **Unauthorized leaving will result in a suspension of at least three days.** In order to obtain a permission slip, the students must report to the attendance office before school and receive the slip which must be confirmed by a phone call. In the event of an unexpected need to leave the building (illness, emergency, etc.) the office will call home/work to verify the need and to make arrangements for transportation before the permission slip is issued.

Woodhaven High School is a closed campus. Students may not leave campus during lunch. Students that sign out understand that the he/she will remain out of school for the duration of the day unless medical, court, or funeral documentation is provided.

PUBLIC ADDRESS ANNOUNCEMENTS

The Public Address System will be used for announcements concerning school functions only. All announcements must be cleared through the Principal's or Assistant Principal's office. Only authorized personnel may use the PA system.

STUDENT IDENTIFICATION CARD/PLANNERS

All students will be issued a student identification card and a handbook/planner in the fall at no cost. (Pictures for the I. D. cards will be taken at Orientation in August or at make-up session.) There will be a \$5.00 charge for the replacement of I.D. cards or purchasing a card if student did not attend Orientation or makeup session. I. D. cards can be purchased in the main office. There will be a \$5.00 charge for replacing or purchasing the handbook/planner. Planners can be purchased in the principal's office. The identification card is needed for the following: bus transportation, checking out materials from the media center, voting in school elections, serving detentions, admission to the Woodhaven High School co-curricular activities such as athletic events and dances, and identification as a student upon request of staff member. Refusal to present an I.D. card upon request by staff member will result in suspension from school (insubordination). Student I. D. cards are also used for checking out library cards and leaving early for co-op or work study. Failure to do so will result in disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. At no time shall the school be responsible for preventing theft, loss, or damage to student valuables.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help whenever our regular teachers are ill or attending conferences. A substitute teacher's impression of WHS is important, and will be carried into the community. Be certain these are good impressions by being polite, helpful and considerate.

TELEPHONE CALLS/MESSAGES

Students may use an office phone in case of an emergency for free. Calls must be limited in their duration.

Only in the event of a verified emergency will the school accept and deliver a telephone message to students. Messages of a personal nature will not be accepted.

WARRIOR TRADE - SCHOOL STORE

The Warrior Trade, located in the Commons, is the school store. The school store is managed by the Woodhaven High School students who are enrolled in the Marketing/Distributive Education classes, which are part of the Business Education curriculum. The store is open during lunch hours for the students' shopping pleasure.

WORK PERMITS

Work permits may be obtained in the Main Office. A portion of the permit is to be filled out by the employer, a portion by the student and the remainder by the Main Office. A birth certificate or driver's license must be presented for verification of birth date.

III. ACADEMICS

ADVANCED PLACEMENT

The Advanced Placement Program provides students with the opportunity to pursue college level studies while still in high school. Advanced Placement examinations are offered throughout the world each May. They are administered at participating schools. Woodhaven High School is a test center. Over 90% of the nation's colleges give credit and/or advanced placement to students whose advanced placement examinations are considered acceptable.

Because of the AP programs available at Woodhaven High School, it is important for capable students to plan their three-year curriculum carefully, in order to sequence proper prerequisites to AP classes and to provide themselves with the opportunity to take some AP classes. We highly recommend that AP students take the AP exams in May. It should be noted that grades received in all Advanced Placement courses are weighed on a 4.5 basis instead of our standard four point system. Advanced Placement courses require departmental permission.

AWARDS/HONORS PROGRAM/VALEDEICTORIAN/SENIOR SCHOLARS

Students who have demonstrated superior academic performance, service to their school and community, or outstanding citizenship are honored at this program. Winners of scholarships and certificates are also announced.

Procedures have been established for the selection of Valedictorian, Salutatorian, and Honor Students.

The Board of Education has authorized the use of a class ranking system for grades 9 - 12 and an honor roll for all grades. The system to be used is detailed below. At the end of every trimester, students will be ranked scholastically. After the third trimester of their junior year the formula given below will be used to calculate class rank. The final class rank will be calculated after the second trimester in their senior year.

The final average will be used in all subjects in which units of credit are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors.

- A. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.
- B. In recognition of the heavier burden of advanced work, grade point averages shall be weighed by awarding (.5) extra units for unusually difficult courses as approved by the Superintendent

Beginning with the class of 2013, the high school will use a formula for selecting students for top academic honors. This formula is a point system that consists of 50% grade point average and 50% ACT score and is calculated as follows:

- A. $(\text{GPA} \times 250) + (\text{ACT} \times 27.777) =$
 - B. All subjects will be used in computing grade point average and class ranking.
 - C. Final class rank will be determined after the completion of the second trimester in the senior year of high school work at Woodhaven High School.
 - D. Foreign exchange students will not be considered eligible for academic honors.
 - E. To be eligible for any Academic honor status, a student must be enrolled at Woodhaven High School prior to and continuously following the tenth school day of the student's senior year.
 - F. The Valedictorian will be the student with the most total points.
 - G. The Salutatorian will be the student with the second highest total points.
 - H. In case of a tie for Valedictorian, Co-Valedictorian will be honored.
 - I. In case of a tie for Salutatorian, Co-Salutatorian will be honored.
 - J. The following will be used for selecting students for Honor Students

Summa Cum Laude	GPA 3.9 or above
Magna Cum Laude	GPA 3.7 and above; less than 3.9
Cum Laude	GPA 3.5 and above; less than 3.7
Honor Roll	GPA 3.0 and above; less than 3.5
 - K. Senior Scholars ACT +GPA (Totaling 1700 points and above)
 - L. Students achieving the status of Senior Scholar, Summa Cum Laude and Magna Cum Laude will receive invitations to Honors night.
 - M. The highest composite ACT score will be used in the calculation and must be reported to the counseling office before the end of the second trimester of the student's senior year.
 - N. Advanced Placement Classes will be graded on a 4.5 scale.
- In the event of a tie for valedictorian the local news will only allow us to nominate one student. In this event the principal will look at academic rigor, extracurricular activities, community service, and any other aspects of the students involved to select one of the valedictorians for the media.

ACADEMIC RECOGNITION

Woodhaven High School will recognize students with a cumulative GPA of 3.5 or higher. The 3.5 GPA is the established GPA required to receive Cum Laude during commencements. The Sophomores that have a cumulative GPA of 3.5 will receive an Academic Varsity Letter. The Juniors that have a cumulative GPA of 3.5 will also receive the same Academic Varsity Letter. If a student has already earned the letter they will then receive an Academic Pin. During the first year of the Academic Recognition "Varsity Letter", Juniors that have maintained the cumulative GPA of 3.5 during both Sophomore year and Junior year will receive both Academic Letter and Pin. The students will be recognized of their accomplishment during the start of the following school ye

COLLEGE ENTRANCE EXAMINATIONS AND SCHOLARSHIP QUALIFYING TESTS

The following tests are available to students in their Sophomore, Junior and Senior years:

PLAN

PLAN includes tests in communication arts, mathematics, reading, and science reasoning. This portion of the test helps to give an early indication of readiness for the ACT Assessment. PLAN also contains an interest inventory—a list of sixty activities related to different kinds of work. There is also a set of questions that will let you see how much you know about effective study methods and habits. Finally, there are some items that ask for basic facts about you, your plans, and your needs. This test is administered in the fall of the student's sophomore year, and it is an important aid for college and career planning.

(PSAT) Preliminary Scholastic Aptitude Test

This is also the National Merit Scholarship Qualifying Test. This test is administered in October of the student's junior year, and it is an important aid in college guidance.

(ACT) American College Test

This test is administered in the spring of the student's junior year or any time during the senior year. It is required by most colleges for admission purposes. Students may use the test to qualify for a Michigan Competitive Scholarship if the test is taken in April or June of the junior year or October of the senior year.

(MME) MICHIGAN MERIT EXAM

Board policy requires that all students must take this test in order to be eligible for graduation. Since the Michigan Merit Exam (MME) now includes the ACT, all Woodhaven High School students will take the ACT.

(SAT) Scholastic Aptitude Test

This test may be administered during the student's senior year. The SAT is not required as an admission test for most Michigan colleges and universities, however, it may be used as such for many out-of-state institutions. Students should check with their counselor regarding the need for SAT testing prior to registering.

COURSE DESCRIPTION GUIDE

The Course Description Guide has been prepared for Woodhaven High School students and their parents as an aid in helping them select the proper classes during their high school career. The guide is available on the Woodhaven High School web site.

DUAL ENROLLMENT

Woodhaven High School permits eligible sophomores, juniors or seniors to enroll and attend classes at a local college or university and use those credits earned at the college or university to meet the requirements for high school completion and graduation. In order to be eligible, a student must have taken either the PLAN, PSAT, MME, or ACT test with qualifying scores. A copy of the letter explaining Dual Enrollment and test information may be found on the WHS counseling web site. See your counselor for details.

ENROLLMENT REQUIREMENTS

All students at Woodhaven High School will be enrolled in at least five classes each trimester. All students are expected to begin attending classes on the first day of school, or as soon as possible thereafter. Absences accrued will count towards the

attendance policy (see Attendance Section of Handbook). Students who are 16 or older and do not begin attending within the first two weeks of school may be dropped from school. Students in the class of 2016 and beyond who are 18 or older and do not begin attending within the first two weeks of school may have truancy paper work filed against the student. *Note:* A student who has been suspended or expelled by another public school in Michigan, or in another state, may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

AGE RESTRICTION

Students' must be less than 20 years of age on September 1, of the school year.

HONOR ROLL

At the end of each trimester, students who have attained a GPA of 3.00 or higher are listed on the honor roll. The honor rolls are determined each trimester.

GRADES AND REPORT CARDS

An interim grade report is issued at the sixth week of each trimester. A final grade report is issued at the end of the trimester (twelfth week). The final grade is based upon the final exam and total performance during the trimester. **Report cards** can be viewed on the Internet via Parent Portal. Letter grades carry the following values for purpose of calculating a student grade point average.

Standard values: A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67,
C+=2.33, C=2.00, C-=1.67, D+=1.33, D=1.00, D-=0.67,
E=0

AP values: A=4.500, A-=4.170, B+=3.830, B=3.500,
B-=3.170, C+=2.830, C=2.500, C-=2.170,
D+=1.830, D=1.500, D-=1.170, E=0

GRADUATION REQUIREMENTS

Requirements for Receiving Diploma

In order to be eligible for a Woodhaven High School diploma, students must be in attendance for one full year and carry a full academic program. The student must also satisfy all credit and course requirements for graduation (see below). Diplomas will only be issued in June of each year

Woodhaven High School can offer you a great variety of courses and subjects, which can provide for a wide range of career interests and future plans. To qualify for a high school diploma, certain course and credit requirements must be met. All required courses and credit requirements are either mandated by state law or are established and adopted by the Woodhaven Board of Education and are offered with the intent to help you prepare for your individual future. Failure to successfully earn credit in a required course in a trimester will result in the possibility recycling the same course the following trimester.

GRADUATION REQUIREMENTS

Subject	Total Credit
English (<i>must include: Freshman English* Sophomore English*, Junior English*, Senior English*</i>) *or equivalent ELA class	4.00
Social Studies (<i>must include: World Hist/Geog., Amer. Hist., Govt., and Econ., Cons. Econ. or AP Econ.</i>)	3.00
Mathematics (<i>must include equivalent of Alg.1, Geometry and Alg. 2, plus one additional credit of math or math related credit in senior year.</i>)	4.00
Science (<i>must include: Biology, Chem/Chem.Com. Physic/PT.Physics</i>)	3.00
Life Long Fitness	1.00
Personal Living Skills	.50
Introduction to Computers	.50
Visual, Performing or Applied Art (<i>Check with your counselor for course list</i>)	1.00
Electives	11.00

Senior Status: 20.5 credits
Junior Status: 13 credits

Only those who have successfully completed all requirements for graduation will be permitted to participate in the graduation ceremony. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

MAKING UP LOST CREDITS

Summer school and after school credit recovery information is available in the counseling office. Only those students who are deficient in credits may qualify for credit recovery. Credits can only satisfy course requirements if the student has failed the course. All courses must be taken through Woodhaven High School unless prior approval is obtained.

MME REQUIREMENT

In addition to academic graduation requirements listed above, all students must participate in any and all ACT, MME, and WorkKeys testing or their state sanctioned alternatives, to be eligible for graduation.

SCHOOL PRODUCTIONS

(Yearbook, Newspaper, Internet Media, Broadcasting, Videos)

The yearbook, newspaper and other student publications provide many learning experiences. Such publications shall operate within the rights and limitations as interpreted by the Supreme Court, which both guarantees freedom of the press under the 1st Amendment and grants school officials the authority to ensure that school productions do not disrupt the educational purposes of the school. Hence, school officials may edit or delete objectionable materials and prohibit the following:

- A. libel or slander
- B. obscenity or pornography
- C. materials which violate copyright or trademark laws.
- D. any other materials which might incite destruction of property, harm self or others, or otherwise disrupt school activities or the educational process. The responsibilities and authority for decisions based on the standards mentioned above are vested with the principal or to whomever he delegates this authority. Violation of this policy will result in disciplinary action.

WITHDRAWAL AND TRANSFER

If a student finds it necessary to leave Woodhaven High School or transfer to another school, the student must fill out and complete all requirements for proper withdrawal or transfer. An exit form may be obtained from the counseling office. No transcripts will be forwarded until all books and/or fines have been returned and the exit form has been submitted and approved by the counseling department. The procedure for withdrawal or transferring is as follows:

- A. Secure authorization withdrawal or transfer note from your parent or guardian.
- B. Obtain appropriate forms from the guidance office.
- C. Have the forms filled out by teachers, return all school books and make sure all fees are paid.
- D. Take completed forms to guidance office for final clearance.

Note: School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

IV. STUDENT ACTIVITIES

ATHLETICS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
JV/Varsity Boys Soccer	JV/Varsity Boys Basketball	JV/Varsity Baseball
JV/Varsity Football	JV/Varsity Sideline Cheer	Varsity Boys Golf
JV/Varsity Girls Swimming	JV/Varsity Girls Basketball	JV/Varsity Girls Soccer
JV/Varsity Volleyball	Varsity Boys/Girls Bowling	JV/Varsity Softball
JV/Varsity Boys Tennis	Varsity Boys Swimming	JV/ Varsity Girls Tennis
JV/Varsity Sideline Cheer	Varsity Competitive Cheer	Varsity Boys/Girls Track
Varsity B/G Cross Country	Varsity Dance Team/Pom	
	Varsity Hockey	
	Varsity Wrestling	

SPORTSMANSHIP EXPECTATIONS FOR SPECTATORS:

EACH SPECTATOR IS EXPECTED TO:

- A) Remember that s/he is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- B) Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C) Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.

- D) Learn the rules of the game, so that s/he may understand and appreciate why certain situations take place.
- E) Show respect for the opposing players, coaches, spectators and support groups. Treat them as one would treat a guest in his/her own home.
- F) Refrain from taunting or making any form of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- G) Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- H) Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- I) Use only those cheers that support and uplift the teams involved.
- J) Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming. Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the police. Unacceptable behavior by non-student spectators may result in removal from the event, denial of admission to school athletic events for a season or school year, or referral to local authorities.

**Educational Material for Parents and Students
(Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice

symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Return this signed form to the Woodhaven-Brownstown School District that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

CLUBS AND ACTIVITIES (School Sponsored)

The following clubs and activities are sponsored by the Woodhaven High School. Students are encouraged to participate in extracurricular activities to help provide them with a well-rounded high school experience. (Some clubs require enrollment in class.)

Art Club	
Business Professionals (BPA)	Robotics
DECA	School Play
Drama Club	Science Olympiad
Health Occupation (HOSA)	Skills USA
Interact	Students Against Destructive Decisions
Link Crew	Student Council
National Honor Society	
Quiz Bowl	

DANCES (School Sponsored)

The following rules and regulations apply to all high school sponsored dances:

1. Students are permitted to attend dances upon administrative approval. Students must be in good academic standing to attend dances by passing with credit three (3) of the previous trimesters classes. Students may make up credit in credit recovery to be eligible to attend dances.

2. Only currently enrolled Woodhaven High School secondary (10th – 12th grade) students (and their previously approved guests*) may attend high school sponsored dances. *Guests (age limitation – 20 years old) are only allowed at the Homecoming, SnoBall and Prom dances. Guests may be subject to criminal background checks prior to approval.
3. Visitor pass forms will be available in the main office. Students must have visitor passes completely filled out and returned to the main office prior to deadline date.
4. Students must present their ID cards prior to entering the dance.
5. Students suspended or expelled are **not** permitted into dances.
6. Students are to arrive at the dance no later than 1/2 hour after starting time and cannot leave before administration approved (usually 30 minutes before the end of the dance).
7. All Student Code of Conduct rules apply at all extra-curricular activities. In addition, school officials will enforce, at their discretion, appropriate conduct while dancing.

ELIGIBILITY

ELIGIBILITY REQUIREMENTS FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES (e.g., Athletics, Marching Band, Student Government, Clubs, Cheerleaders, Theatre Arts)

The Board recognizes the educational value of student participation in extracurricular activities (school sponsored activities for which grades and credit are not received). However, participation should not be at the expense of or detrimental to the student's academic studies and normal progress toward graduation.

I. GRADE REQUIREMENTS

- A. All students in grade seven through twelve who are participants in school sponsored extracurricular activities which require, on the average, three (3) or more hours of participation in a week and/or requires absence from a class for participation will be subject to academic eligibility regulations.
- B. A student's eligibility to participate in extra-curricular activities will be determined by the previous trimester.
- C. A student will be eligible to participate in an extra-curricular activity if he/she can demonstrate a 1.67 or higher, using a twelve (12) factor system: A=4.000, A-=3.670, B+=3.330, B=3.000, B-=2.670, C+=2.300, C=2.000, C-=1.670, D+=1.330, D=1.000, D-=.670, and E=0; and a passing grade in four (4) courses out of five (5) from the previous trimester. A grade of "E" or "W" is not considered a passing grade.
- D. A student with a grade point of 1.33 to 1.66 on a twelve (12) factor system and who passed four (4) courses during the previous trimester may apply through the building administrator for a probationary status. These standards will be evaluated at the end of six (6) weeks and must maintain a grade of "C- " on a twelve (12) scale system or better in all classes. A student who does not meet the requirement will be ineligible for the remainder of the trimester. A student may apply for probationary status once per school year.

- E. Once eligibility is established to begin participation in an extracurricular activity, continuing eligibility for the duration of the sport season or activity schedule is maintained through weekly eligibility established by the building administrator which meets or exceeds the minimum standards as established by the MHSAA.
- F. A student falling below the adopted standard at the end of the school year can use summer school work to bring his/her record up to or above the required minimums.
- G. Special Education students may be exempt from the District's eligibility requirements for extra-curricular activities if so indicated in their I. E. P. (Individualized Education Plan). Such students will, however, still have to meet the MHSAA eligibility requirements to participate in interscholastic athletics.
- H. Higher eligibility requirements **may be established** for clubs (Student Council, Class Officers, etc.) and special activities (Snowball, Homecoming, etc.) not covered by this policy.
- I. Middle School grades sixth through eighth will not carry over to the high school for the purpose of eligibility. **However, students in the ninth grade going into the tenth must meet the Woodhaven-Brownstown School District eligibility requirements to participate in interscholastic athletic at the high school**
- J. Transfer students must meet all established eligibility requirements of the Board of Education and MHSAA. All official transcripts must be on file before a student can practice or participate in an extra-curricular activity.
- K. For a student to be able to participate in an extracurricular activity on a given day, they must be in attendance for the full school day, other than for documented reasons with prior exception and/or approved by an Administrator.
- L. **CODE OF CONDUCT – Refer to the Woodhaven-Brownstown School District Athletic and Activities Code of Conduct. Student participants abide by this code 365 days a year.**

FUND RAISING ACTIVITIES

School clubs and organizations may engage in fund raising activities. The purpose, nature and date of the fund raising activity must be approved by administration. A calendar of fund raising activities will be developed to eliminate competitive sales of similar items by clubs and organizations. Thereafter, no deviation from the scheduled fund raising calendar will be permitted unless permission is authorized by administration.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is governed by the National Association of Secondary School Principals. Membership in NHS is an honor bestowed upon a student. Membership in NHS is not a right, it is a privilege earned by observable performance in the areas of character, service, scholarship, and leadership. NHS is not an honor roll nor are all students granted membership who qualify academically. All other areas of qualification must also be present in the student's repertoire.

Students who are nominated and apply for membership in NHS should only do so with full understanding and intention of active involvement and participation in the Chapter's ongoing schedule of events.

WHS National Honor Society Membership and Code of Conduct

Membership in the National Honor Society is based upon the following areas: scholarship, leadership, service, and character.

Scholarship is based upon the maintenance of a 3.75 grade average throughout high school.

Leadership is demonstrated by the ability of members to be a positive and active part of the school culture and to be able to demonstrate the effects of good decision making.

Service is demonstrated by active involvement in activities both on and off campus.

Character is demonstrated by personal integrity, honesty and the upholding of the high ideals of the organization, both on and off campus.

Induction and Membership

The names of all students who qualify academically are given to the faculty advisor and then applications are distributed to those students. A review of these applications takes place and membership is extended to those who have successfully addressed the membership requirements in a timely fashion.

National Honor Society offers free after school tutoring for all core curriculum classes every Wednesday from 2:00-3:00 in the Media Center. For more information please check with your classroom teacher or NHS sponsor, Mr. Ellis.

PROCEDURES FOR STUDENT ELECTIONS

Applications to run for a Student Council office, a class office, and/or court honors (Homecoming or Snowball) are available in the Main Office several weeks before the event. Elections for Homecoming are in September, for SnoBall in January, and for Student Council in April. Students should secure an application and follow the instructions on it for proper teacher signatures. Please note the DEADLINE which is located at the top of the form. Be advised that the deadline is **NOT** negotiable under any circumstances. After the spring office elections, if a student still wishes to be considered for a position on Student Council, there is an application for At-Large Representative available. This allows four to eight additional representatives to be appointed by the Student Council Advisor, the Class Advisors and next year's Executive Board. These applications are also available in the Main Office the day after the election results are posted.

ELIGIBILITY RULES:

To run for any **court honors**, a candidate must meet the following requirements. Campaigning for court honors is limited and need to be done in good taste. Fifty dollars is the maximum amount that can be spent on campaigning.

1. have earned at least a 2.75 cumulative GPA .
2. not have a total of 5 (five) or more days of In-School and/or Out-of-School Suspension during high school career;

3. obtain the valid signatures of three teachers and/or coaches;
4. maintain the same standard as required to run for Court Honors once elected;
5. obtain applications for said honor(s) from the main office;
6. be aware that applications are reviewed by the high school administrative staff before being passed along the Student Council Sponsor;
7. be aware that should an application not be approved, for any reason, the student council sponsor, will contact the applicant's parent(s) and/or guardian(s) as soon as the determination is made not to approve said application and that the reason(s) for said denials are fully disclosed to the parent(s)/guardian(s);
8. be aware that participation as a member in Court activities means that the participant becomes a representative of Woodhaven High School and that *any* Conduct unbecoming, either during school or outside of school, as outlined in the Woodhaven High School Student Code of Conduct, is cause for immediate dismissal from said activities and/or cause for Denial to Participate in said activities as determined by the high school administrative staff;
9. be aware that the high school administrative staff have the sole discretion to enforce said policies at will.

To run for Student Council office (which includes class officers), a candidate must meet the following requirements:

1. Must have earned at least 2.5 grade point average and
2. Must not have a total of 5 (five) or more days of In-School and/or Out-of-School Suspension during high school career;
3. Obtain valid signatures from three teachers
4. Elected officers must maintain the same standard as required to run for the office (including grade point average and suspensions).

To run for a **Student Council Executive Board** position, a candidate must meet all of the above requirements. In addition, a candidate must have served on the Student Council for one year. The office of the President is limited to a student with senior status.

DISMISSAL PROCEDURES

Student Council is representing our school as the whole student body; therefore, all members must actively participate. If the executive board feels that a member does not do this they have the power to impeach them. They will be removed if:

1. They accumulate three or more unexcused absences from student council activities.
These absences can be either in or out-of school meetings by not showing up or not following the dress code, or by not participating in any activity that the student council puts on (such as spirit week) or by not bringing necessary items to help out with the activities.
2. If their GPA falls below a cumulative 2.5.
3. Finally, since all members should be representing our school in a positive way, any member involved in violations of the code of student conduct as written in the student handbook may be subject to dismissal.

V. STUDENT CONDUCT ATTENDANCE

The administration and faculty believe that classroom experience and teacher-student interaction are essential components of learning. The promotion of lifelong habits of self-discipline, good attendance, and punctuality is important in the development of a productive student and citizen. The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and sixteen (16) years through 2015 (2016 and beyond is the ages of six (6) and eighteen (18)), shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

DEFINITIONS

A. Parent Call Off (Coded 4)

An excused absence is an absence which has been confirmed by the parent, counts toward their attendance.

B. Unexcused Absence (Coded A)

An unexcused absence is an absence which has not been confirmed by a parent.

C. School Approved Absence (Coded S)

A school-approved absence is an absence from school or class initiated by the school or made necessary by participating in school activities or functions. School approved absences will not accumulate in the seven (7) day limitation per trimester.

D. Tardy (Coded T)

A tardy is when a student is less than ten (15) minutes late to class.

E. Excused with documentation (Coded M-Medical, C-Court, F-Funeral)

Any medically documented absence, funeral days, or other absence approved by the attendance office will not be counted against the student in the seven (7) day limitation per trimester.

F. Suspended Absence (Coded I-In-School Suspension; O-Out-of-School Suspension)

A suspended absence is an absence from class as a result of a violation of the Student Code of Conduct. Suspended absences will not accumulate in the seven (7) day limitation. A student on suspension may not attend or participate in any extra-curricular or school activities.

RESPONSIBILITIES

A. Student/Parent Responsibility

- 1) Parents within the Woodhaven-Brownstown School District are required by law to have their children attend school continuously and consecutively until they have reached the age of sixteen (16) through 2015, (2016 and beyond is age 18).
- 2) Students within the Woodhaven-Brownstown School District are required to attend school continuously and consecutively for the entire year up to the time that they have reached the age of 16 through 2015 (2016 and beyond is age 18).
- 3) Attendance Requirements:
 - a. Student absences must not exceed six (6) days per trimester.

- b. Students who exceed six (6) days of absence per trimester may be considered for loss of course credit, considered for summer school, and/or retention.
 - c. The policy will be established at the discretion of the building administration.
- 4) Students are expected to arrive on time and attend all assigned classes.
 - 5) Students are not permitted to leave the building without parent/guardian permission. If a student must leave school during the school day, the parent/guardian must sign the student out at the designated attendance office. When the student returns to the building s/he must report directly to the designated attendance office first.
 - 6) The day a student returns from an absence s/he must contact each teacher to arrange possible make-up assignments. If a student does not contact a teacher, s/he forfeits make-up privileges in that class.
 - 7) If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the attendance office by PHONE ON THE DAY of the student's absence. In those cases, when the call is recorded, the recording will be used to verify receipt of the phone call. The parent/guardian must call on the day of the absence or the absence will be recorded as unexcused.

An attendance line is available to accept absence information twenty-four (24) hours per day.

- 8) Students fifteen (15) years (through 2015) (2016 and beyond seventeen (17)years) and younger who exceed six (6) days of absence per trimester will be addressed through the Wayne County **ERASE TRUANCY PROGRAM**. The steps of the **ERASE TRUANCY PROGRAM** are as follows:
 - a. Attendance Officer (police liaison officer, counselors, and/or assistant principal) investigates and notifies parents and guardians by letter of child's school attendance problem. A **school meeting** is arranged to discuss the student's sporadic attendance, failing work, or behavior problems.
 - b. Parents and guardians who fail to attend meeting or continue to fail to send child to school are sent a **formal notice** by registered mail requiring child to appear the next day upon receipt of the notice.
 - c. Parents and guardians who fail to comply with formal notice are issued a **warning letter** from the Prosecuting Attorney informing them of a mandatory meeting.
 - d. If steps "a" through "c" fail, a **warrant** will be issued by the Prosecuting Attorney for the parents and guardians charging educational neglect.
 - e. If defendant parents and guardians fail to appear and answer charges in District Court, law enforcement will make physical **arrest**.
 - f. Students or parents can appeal this procedure to the administration. This policy will be administered at the discretion of the administration.
 - g. We urge parents to consider school hours and the school calendar when planning vacations, medical and dental appointments or other pre-planned activities.

9) Teacher Responsibility

- 1) To initiate early intervention to prevent further absences by notifying the attendance office of students with five (5) or more days absent in a trimester.
- 2) To take attendance and maintain accurate attendance records for each assigned class, this is a legal requirement.
- 3) To assist administration by reporting the name(s) of student(s) who are not physically present in class that may be loitering, skipping, or in an unauthorized area.
- 4) Coaches, club advisors, teachers, etc., are to inform the designated attendance office, as soon as possible prior to the event, when students will miss class due to a scheduled event and to reinforce the attendance policy.
- 5) To provide make-up assignments when a student arranges for them. In-School suspension work will be provided and credit will be given if completed during in-house. Out of school suspension work will be provided upon request and the student will be given credit for work if turned in within two (2) days of student return.

C. Counselor Responsibility

- 1) To assist in monitoring student's attendance.
- 2) To contact and conference with parents and students, upon being notified of attendance problems such as unexcused absences, excessive absences, etc.
- 3) To make referral to Wayne County Juvenile Court System for truancy.

D. Administrative Responsibility

- 1) To monitor student attendance.
- 2) To contact parents when a student has seven (7) or more absences in a trimester.
- 3) To assign an administrative consequence to students who exceed the six (6) day limit.
- 4) For every hour that a student skips, s/he will serve an administrative consequence.
- 5) For each subsequent infraction, discipline will be progressive.
- 6) The student may be recommended for loss of credit, summer school, and/or retention.
- 7) To notify parents through parent portal of hourly attendance.

TARDINESS

- 1) Classroom Tardies - when a student is in school, but arrives tardy to his/her assigned classroom, the following procedure will be followed:
- 2) Late Arrival (to the building) - Students must be present a certain amount of time to be counted for attendance. Any student arriving fifteen (15) minutes or more to the building after the building start time must report to the main office to be accounted for. When a bus is late there will be an announcement letting teachers know to hold their attendance for a certain amount of time. **Students will only be marked Late Excused when documentation is provided.** Sleeping in, missing the bus, or any other excuse will not be accepted.

- 3) Students must report to the office to be admitted to the building, before going to class, and receive a pass.
- 4) All late arrivals must be verified by medical, court, or funeral documentation or by a phone call to the office, within twenty-four (24) hours, or it will be considered unexcused.

ATTENDANCE POLICY

After receiving seven (7) absences, excused or unexcused, the student must receive a 79% raw score or better on the final exam/assessment in order to receive credit for the class. Students must be passing the class (grade of D- or better) to have the opportunity to earn credit for the class through the final exam/assessment. Once the student has reached seven (7) absences, excused or unexcused, the parent(s) will be notified that the student is in Attendance Violation Status (AVS) and will need to pass the final exam/assessment with a 79% raw score or better to earn credit for the course. Students on AVS are expected to remain in class and actively participate as a learner. Teachers will continue to evaluate student assignments, record grades, and report attendance. Students must be passing the class (grade of D- or better) to have the opportunity to earn credit for the class through the final exam/assessment. The student has the opportunity to earn credit in that class and will receive a grade that counts towards their GPA.

DEFINITIONS

- A. Absence- a student is out of a class period for more than fifteen (15) minutes at any given time.
- B. Parent call off- An absence which has been confirmed by the parent counts towards the accumulation of six (6) absences.
- C. Unexcused Absence- An unexcused absence is an absence which has not been confirmed by a parent that counts towards the accumulation of six (6) absences.
- D. School Approved Absence – A school-approved absence is an absence from school or class initiated by the school or made necessary by participating in school activities or functions. School approved absences will not count in the accumulation of the six (6) day limitation.
- E. Excused with Documentation- Any documented medical, court, or funeral absence that is turned in to the attendance within 24 hours of the absence. These absences will not count in the accumulation of the six (6) day limitation.
- F. Out-of-School Suspension and In-School Suspension will not count in the accumulation of the six (6) day limitation.

WHS Tardy Policy

3rd Tardy – Telephone call placed home

4th Tardy – One Hour Detention*

5th Tardy – One Hour Detention*

6th Tardy – One Hour Detention*

7th Tardy – Progressive Discipline

*Detention runs Monday – Thursday right after school in room B106. Students are given four (4) days to serve their detention. The day the detention is given does not count as day one (1). Students who fail to serve will be issued an out-of-school suspension.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

TRUANCY

A student absent without the consent of a parent is truant. Work must be made up. Truancy may be cause for disciplinary action, suspension, expulsion or legal action. Truancy is defined as:

1. Leaving school without signing out in the Attendance Office.
2. Leaving school at lunch without a pass.
3. Being absent from school without prior permission from your parent.
4. Being absent from class without permission (skipping).
5. Misuse of hall pass.
6. Becoming ill and staying in the restroom instead of going to the Main Office for assistance.
7. Coming to school but not attending classes.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

CODE OF STUDENT CONDUCT

INTRODUCTION

The Board of Education is convinced that an ordered, disciplined school environment is essential to an effective educational program. The citizens of the District, in generously providing the resources that enable our school to function; rightfully demand that their elected trustees insist on high standards of student conduct. The goal of the District is to develop positive, constructive student behavior. Discipline is administered to change student behavioral patterns and to instill the realization of the need for the self-discipline within each individual and with the group. It should be recognized that every student must be responsible for his/her own action. Because the Board, staff, and community are dedicated to the goal of realizing each student's full potential, the Board has adopted the following Code of Student Conduct.

expected behaviors...

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. pursue academic studies diligently and maintain the highest level of academic achievement;
- E. be prompt to school and attentive in class;

- F. refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
- G. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- H. complete assigned tasks on time and as directed;
- I. help maintain a school environment that is safe, friendly, and productive;
- J. act at all times in a manner that reflects pride in self, family, and in the school.

DRESS CODE

The style and manner in which a student dresses while he/she attends school shall be the responsibility of his/her parents. The District, however, maintains the right to impose reasonable restrictions on dress for the following reasons: If the style of dress or grooming is disruptive to the educational process. If the style of dress or grooming is detrimental to the health, safety, or welfare of the student or other students with whom he/she attends school. If the dress is of a type which may cause physical damage to school premises Any apparel, jewelry, accessories, notebooks or grooming which by virtue of color arrangement, trademark, logo, symbol, or slogan denotes membership in gangs or advocates drug, alcohol, or tobacco use, violence, disruptive behavior, vulgarity/profanity, or contains sexual connotation are prohibited. Any apparel deemed inappropriate by school standards or which endangers the health, safety, or welfare of students or staff is prohibited. The determination of appropriateness of attire will be made by the school administration.

GUIDELINES

Headwear (hats, visors, scarves, sweatbands, sunglasses, do-rags, etc.)

- The wearing of headwear is prohibited in the school building.
- Headwear must be in the student's locker during school hours.

Shorts/Skirt/Pants

- A. Shorts and skirts must be no more than 5 inches above the crease in the back of the knee.
- B. Slits in skirts must be not more than 5 inches above the crease in the back of the knee.
- C. Rips in jeans and/or pants may not be more than 5 inches above the crease in the back of the knee.
- D. Pants shall be worn at waist level; no sagging of pants.
- E. Underwear must be fully covered.
- F. Thin pants/leggings, pajama pants or see through materials are not allowed.

Shirts

- No tank tops or low cut tops.
- Shoulders must be covered with sleeves that cover the shoulder/upper arm.
- Necklines should expose no more than three (3) inches below the collarbone.
- No see through or mesh material

- Shirts must be long enough to remain tucked in when arms are raised above the head AND no skin at the waist may show
- Hooded apparel must not cover the head
- Undergarments must not be visible
- Shirts must be tucked in OR hang no longer than 5 inches above the crease in the knee.

Coats/Jackets

- Jackets larger or bulkier than varsity jackets or trench style jackets are not allowed.
Accessories Chains, pointed rings, spikes, danglies, are not permitted in school
- Footwear must be worn at all times. Slippers are not allowed. Flip flops are not recommended for the student's safety and for sanitary concerns.
- Bags and purses that create any safety concerns need to be stored in the students locker.

All items that are inappropriate or dangerous to others will be confiscated and returned to parents when appropriate.

DISCIPLINE

SCHOOL-WIDE CLASSROOM RULES...

1. Follow directions the first time they are given.
2. Come to class prepared, on time, and ready to learn.
3. Keep hands, feet, and objects to yourself.
4. Use appropriate language and attitude.
5. Respect school and other's personal property.
Consequences could include; a warning, student written reflection, detention and office referral.

DISCIPLINARY POLICY AND PROCEDURES

The Woodhaven-Brownstown School District Board of Education wishes to assure students, staff, and community of an ordered, disciplined, learning atmosphere which is essential to quality education. Furthermore, the Board seeks to assure students that their rights as students and citizens will be protected relative to disciplinary proceedings, student suspension and expulsions. Keeping this in mind, the following suspension and expulsion policy and procedures have been adopted.

IN SCHOOL SUSPENSION & DETENTION

In-School Suspension and Detention are options that the principal may use to improve attendance and/or modify student behavior. The Principal may assign students who have violated any section of the Code of Conduct to In-School Suspension or Detention. Students suspended to the In-House Suspension room will be given daily classroom work, quizzes, and tests. Credit will be accepted for all In-House work.

Following are the rules for detention:

1. Students must serve detentions in the specified amount of time given at the time of detention.
2. Students must have school I.D.
3. Students will be responsible for providing their own transportation.
4. Students must do school work and come prepared with pencils, books, and paper.

5. Students must follow the rules of Student Code of Conduct while in detention.
6. Failure to comply with the above rules may result in a suspension.

DISCIPLINARY POLICY AND DUE PROCESS PROCEDURES

Reference Board Policies 5500, 5511, 5610, 5610.01, 5610.02

The Woodhaven-Brownstown School District Board of Education wants to ensure that students, staff and community a disciplined learning environment which is essential to quality education. Furthermore, the Board seeks to assure students that their rights as students and as citizens will be protected relative to disciplinary proceedings, student suspensions and expulsions. Keeping this in mind the following suspension and expulsion policy and due process procedures have been adopted. The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in the paragraphs below. If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal or Superintendent, then such action of reinstatement shall not limit or prejudice the District's right to suspend or expel the student following a decision by the principal or Superintendent.

VIOLATIONS AND RECOMMENDED CORRECTIVE ACTION

The prohibited acts and penalties listed below are applicable when a student:

1. engages in a prohibited act on school property;
2. engages in a prohibited in a motor vehicle being used for a school related purpose;
3. engages in a prohibited act at a school-related activity, function or event;
4. engages in a prohibited act enroute to or from school;
5. engages in a prohibited act involving another student who is enroute to or from school;
6. engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness 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; or,
7. engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District. The following outline represents corrective action for student conduct violations. The WBSD subscribes to a progressive discipline model. The corrective action for these violations has been approved by the Board of Education.

Corrective Action for Types of Suspensions or Expulsion

Code A	Administrative Intervention	(See definition)
Code B	Short Term Suspension	Up to ten (10) days
*Code C	Long Term Suspension	In excess of ten (10) days
*Code D	Expulsion	Permanent exclusion

*Required approval of Superintendent and Board of Education

The Corrective Action range is for a single incident of the prohibited act. Repeated or multiple violations may result in more severe punishments or penalties including referral to the Board of Education for expulsion. This is consistent with the District's philosophy of progressive discipline.

Violation/Prohibited Acts Corrective Action

Alcohol/Chemical Substances.....	Up to D
Arson.....	D
Assaulting a School Employee.....	Up to D
Bullying/Intimidation/Hazing.....	Up to D
Cheating/Scholastic Dishonesty	Up to B
Classroom Disruption	Up to B
Conduct Which Endangers Health, Safety, Welfare – Staff or Students.....	Up to D
Criminal Sexual Conduct	D
Destruction/Defacement or Vandalism of School Property.....	Up to D
Discriminatory/Sexual Harassment.....	Up to D
Dress Code Violation.....	A
Drugs/Narcotic Drugs/Look-A-Like substances.....	Up to D
Extortion, Coercion, Blackmail.....	Up to C
Failure to Serve Detention.....	Up to B
False Fire Alarms, Bomb Threats.....	Up to D
Fighting.....	Up to C
Firecrackers/Explosives/Chemical Substances.....	Up to D
Forgery.....	Up to B
Gambling.....	Up to B
Gang or Gang Related Activity.....	Up to D
Heckling or Display of Poor Sportsmanship or Manners in Public Assemblies	Up to B
Inappropriate Public Displays of Affection/Undue Familiarity.....	A
Indecency.....	Up to C
Instigating or Participating in a Prohibited Act.....	Up to C
Insubordination.....	Up to B
Loitering/Skipping Class.....	Up to B
Malicious Mischief.....	Up to B
Physical Violence/Assault/Battery.....	Up to D
Possession of Drug Related Paraphernalia.....	Up to C
Possession of Inappropriate Items.....	Up to C
Presence in an Unauthorized Area.....	Up to B
Profanity or Vulgarity/Improper Communications.....	Up to B
Smoking/Tobacco.....	B
Theft/Possession of Stolen Property or Possession without Owner's Permission	Up to C
Trespassing.....	Up to B
Unauthorized Sale of Food or Merchandise.....	A
Unlawful Interference or Intimidation of School Authorities.....	Up to C
Verbal Assault/Threat.....	Up to D
Violation of Computer Acceptable Use Policy.....	Up to D
Violation of Driving Regulations (and Suspension of Driving Privileges).....	A
Weapons: Dangerous Instruments.....	Up to D
Weapons: Dangerous Weapons.....	Up to D

Weapons: Look-A-Like.....Up to C

ADDITIONAL NOTES

- A. Repeat offenses or serious incidents may result in more severe punishments or penalties including referral to the Board for expulsion
- B. The above rules and regulations do not include all conceivable student misbehavior that might result in administrative disciplinary action taken against a student.
- C. School authorities will immediately notify the appropriate law enforcement agency whenever school officials believe a student has committed a criminal act.
- D. Student disciplinary records are cumulative for any violation of the student code of conduct which requires a suspension of nine (9) or more days along with documentation and shall be held throughout their entire enrollment within each respective school.
- E. If deemed appropriate by school authorities, a violation of these rules or regulations may result in immediate referral to the Board with a recommendation for expulsion.
- F. The length of a suspension within a code violation will be at the discretion of the building administrator.
- G. In-house suspension may be assigned at the discretion of the building administrator. The length of in-house suspension will be determined by building administrator.
- H. Where deemed appropriate, the building administrator may arrange for parents to attend their child's classes in lieu of suspension. The length of the parent attendance will be established by the building administrator.
- I. A student, while on suspension, shall not enter onto School District property. A student, while on suspension, shall not participate in or attend any school related activity, function or event, held on or off school property.

DEFINITIONS OF VIOLATIONS WHERE APPROPRIATE

Alcohol/Chemical Substances – A student shall not manufacture, sell, handle possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverage or intoxicant of any kind. A student shall not inhale glue, aerosols, lighter fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

Arson – A student shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause an explosion on school property.

Bullying/Intimidation/Hazing – A student is prohibited from engaging in conduct whether written, verbal or physical, that unreasonably interferes in another's participation in or enjoyment of school or school-related activities. Bullying means intimidating or attempting to intimidate others by any means or methods, including but not limited to: taunting, name-calling, put-downs, discriminatory harassment, extortion or exclusion. Hazing means initiating another student into any grade, school or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment or discomfort.

Cheating/Scholastic Dishonesty - A student shall not commit cheating which includes, but is not limited to, the actual giving or receiving of any unauthorized aid

or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work.

Discriminatory/Sexual Harassment - A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)

Drugs/Narcotic Drugs/Counterfeit Substances - A student shall not manufacture, sell, possess, use, deliver transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance, nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance.

Extortion/Coercion/Blackmail - A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not secure, or attempt to secure, money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Firecrackers/Explosives/Chemical Substances - A student shall not sell, possess, use, or deliver/transfer firecrackers, explosives and/or chemical substances that include but are not limited to any flammable or combustible material and/or device that is or can be ignited by flame, heat, electricity, gas and/or compression whether or not such discharge or ignition produces flame, noise, projectiles, smoke or fumes.

Forgery - A student shall not sign or use another's name without prior consent.

Gambling - A student shall not commit the act of betting money or other consideration on the outcome of a game, contest, or other event.

Gang or Gang Related Activity - A student is not allowed to participate in known gang activities. The school administration will address any student behavior appearing to represent gang affiliation or behavior. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a "secret society" is prohibited.

Indecency - A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, in pictures, in caricatures or in gestures, which are offensive to the general standards of propriety.

Instigating or Participating in a Prohibited Act - A student shall not assist or help in a rule violation which causes a disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.

Insubordination - A student shall comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity

Loitering/Skipping Class – A student shall not deliberately delay, hang around, lag behind, aimlessly idle in getting to an assigned destination.

Physical Violence/Assault/Battery – A student shall not intentionally cause or attempt to cause great physical harm to another through force or violence. Battery is defined as an intentional non-permissible touching.

Possession of Inappropriate Items – A student shall not possess an inappropriate item is any item that causes a disruption to the educational process.

Profanity or Vulgarity/Improper Communications – A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures.

Smoking/Tobacco – A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

Verbal Assault/Threat – A student shall not produce an oral or written communication of intent to cause harm or injury.

Weapons: Dangerous Instrument – A student shall not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A dangerous instrument is defined as any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection.

Weapons: Dangerous Weapons – A student shall not possess, handle, transmit, or use a dangerous weapon in a weapons free school zone (As referenced in State Law MCL 380.1312 and 380.1313). A dangerous weapon is defined as any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, “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 metallic knuckles” or guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives.”

Weapons: Look-A-Like Weapon – A student shall not possess, handle, or transmit any object or instrument that is a “look-a-like” weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.)

A. ADMINISTRATIVE INTERVENTION

Administrative intervention is disciplinary action which does not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending after school functions, activities, events, etc. The principal may require a student to remain after school providing the parents have been given at least one (1) day’s notice and have agreed to be responsible for their child’s transportation at the end of the detention period. The principal shall also ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in an in-school restriction or an out-of-school restriction or an out-of-school suspension.

B. SHORT TERM SUSPENSION

A short term suspension is the denial of a student's right to attend school, be present on school grounds, or attend any school function for a period of 10 school days or less.

DUE PROCESS PROCEDURE:

1. A short-term suspension may be imposed by the building administrator following an informal hearing involving the administrator and the student. At this meeting the student is advised of the misconduct with which he/she is charged, the evidence supporting the charges and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charges.
2. If, at the conclusion of the informal hearing, the building administrator determines that the student has engaged in misconduct, a short-term suspension may be imposed upon the student by the building administrator. The principal or his/her designee shall inform the student's parent/guardian in writing and/or by phone and/or in person of the suspension and the reasons for and conditions of the suspension. The written notice of short term suspension is delivered to the parent and filed in the student's RECORDS.
3. If, at the conclusion of the informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents regarding the discipline shall be removed from the student's records.
4. An appeal of a short term suspension may be taken to the Superintendent by the affected student or his/her parents or guardians. The Superintendent shall review the determination of the building administrator. However, the filing of such appeal shall not serve to stay the imposition of the short term suspension imposed on the student by the building administrator. In the event the Superintendent determines from such review that the student has not engaged in misconduct, any record of same shall be removed from the student's records. The Superintendent's decision is final and not subject to further review or appeal to the Board of Education.

C. LONG-TERM SUSPENSION AND/OR EXPULSION

A long-term suspension is the denial of the student's rights to attend school, be present on school grounds, or attend any school function for a period of more than ten (10) school days or more based on the student's misconduct. Expulsion is the total and permanent exclusion of a student from the Woodhaven-Brownstown School District, based upon the student's misconduct.

DUE PROCESS PROCEDURE:

1. A long-term suspension or expulsion may be recommended by a building administrator following an investigation of charges of misconduct by a student. Prior to the recommendation, the administrator conducts an informal hearing with the student and his/her parents or guardians where the student shall be advised of the misconduct with which he/she is charged, the evidence supporting the charges and is given the opportunity

to present his/her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist the resolution of the charges.

2. If, at the conclusion of the investigation and the informal hearing, the building administrator determines that the student has engaged in misconduct that warrants, based upon this code of conduct, a long-term suspension or expulsion, the building administrator shall recommend in writing that the student be so disciplined, identifying the basis(es) upon which his/her recommendation is founded, and forward such recommendation to the Superintendent. The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending disposition of his/her recommendation by the Superintendent and the Board of Education.
3. If, at the conclusion of the investigation of the charges by the building administrator and at the conclusion of an informal hearing, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the student's records.
4. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent shall schedule a hearing upon the charges leading to that recommendation before him/her. In the event that the student is suspended by the building administrator, pending disposition of his/her recommendation, the Superintendent shall schedule the hearing within ten (10) days following the commencement of the student's suspension. The Superintendent shall notify the student and his parents or guardians of their opportunity for a hearing on the charges and the date upon which the hearing has been scheduled, requesting a timely response from either of them as to whether they wish to have such a hearing. The student and the parent(s) or guardian(s) shall be notified of:
 - a) the charges against the student;
 - b) the recommended disciplinary action;
 - c) the fact that a hearing will be held before the superintendent of schools;
 - d) the time, place, location and procedures to be followed at the hearing;
 - e) the right to appeal any adverse decision of the hearing officer if the superintendent recommends a suspension of 10 or more school days or recommends expulsion.
6. If the student and/or parents and guardians do not elect to have such a hearing by failing to respond to such notice or if they affirmatively decline the opportunity for a hearing, the Superintendent shall review the recommendations of the building administrator and make a determination. This recommendation shall be reported in writing to the Board of Education prior to the next regular or special meeting of the board where it can be acted upon. The Board of Education shall authorize the imposition by the Superintendent of the recommended long-

term suspension or expulsion, modify the discipline, or reject the determination with direction to the Superintendent as to the Board's disposition of the charges.

7. If the Superintendent does conduct the hearing on the charges, evidence in support of the charges shall be presented by the building administrator. All witnesses shall be sworn. The student may be represented by counsel and may present witnesses in his/her behalf as well as cross examine witnesses who testify in support of the charges. The formal rules of evidence as apply in courts of law shall not apply for purposes of such hearing. However, the Superintendent shall allow admission of evidence during the hearing. An opportunity for opening and closing argument shall be provided to both parties. Following the hearing, the Superintendent shall in a written report provided to the student and his/her parents or guardians, either dismiss the charges, modify the discipline, impose a short-term suspension, or refer the case to the Board of Education for formal imposition of a long-term suspension or expulsion. The parent is notified of their right to appeal the Superintendent's decision to the Board of Education in open or closed session.
8. In the event the Superintendent requests authorization from the Board of Education to impose a long-term suspension or expulsion, he/she shall provide such written report to the Board of Education prior to the next regular or special meeting of the Board where it can be acted upon. Included within such report shall be,
 - a) a statement of the charge,
 - b) the student's response to the charges, if any,
 - c) a description of the evidence, including the names and witnesses and the substance of their testimony considered;
 - d) copies of any written documents submitted by the parties or either of them in support of their arguments or positions;
 - e) the findings of fact.

The Board shall review such report and shall, through an appropriate resolution, either authorize the imposition by the Superintendent of a long-term suspension or expulsion of the student, modify the discipline sought to be imposed by the Superintendent or reject the Superintendent's findings and conclusion. The Board shall direct the Superintendent as to the disposition of the charges appropriate to the Board's decision. Students who are recommended for expulsion or long-term suspension may appeal to the Board of Education in open or closed session. The Board may grant the appeal. This appeal, if granted, will not constitute another hearing, but be a careful review of all substantial facts which led to the final recommendation from the Superintendent.
9. If there is reason to believe that a student who has been charged with misconduct is handicapped, the Director of Special Education should be contacted by the parent/guardian or administrator to determine if an evaluation or other action should be conducted prior to proceeding with these due process procedures.
10. **Voluntary Agreements of Discipline:** At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a

written contract with the student and/or his/her parent(s) or guardian(s) setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian(s).

11. **Suspended/Expelled Students On School Property Or Attending School Activities:** A suspended or expelled student who enters onto school property or appears at a school activity, event or function without the permission of a building administrator shall be deemed to be trespassing and subject to further discipline including possible legal action.
12. **Maintaining Class Progress:** A suspended student has the right to maintain progress, when practical and in the judgment of the building principal, during the period of suspension.

DRUG FREE SCHOOL ZONE

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

INAPPROPRIATE USE OF COMPUTER

The use of the Woodhaven-Brownstown School District's Technology and Internet access is a privilege, not a right. Inappropriate use may result in loss of that privilege as well as consequences defined in the Woodhaven-Brownstown School District's Student Code of Conduct. The administration of the Woodhaven-Brownstown School District will deem what is appropriate and their decision is final. The administration, faculty, and staff may request that the privilege be denied, revoked, or suspended for inappropriate use. Students and parents must review, sign, and return to the school yearly the school district's "Acceptable Use Policy." The Woodhaven-Brownstown School District uses a filtering program which prevents students from accessing inappropriate areas on the Internet. The district's web browser accesses filtering software that complies with the children's internet protection act (CIPA).

VIOLATION OF TECHNOLOGY USE AGREEMENT

Guidelines to the penalties include (but are not limited to) the following:

- A. General Violations
This includes general technology misconduct such as (but not limited to) unauthorized use of software, hardware or website, or not following proper procedures;
First Offense – warning
Second Offense – 5 day suspension of technology privileges (in that class only)
Third Offense – 9 day suspension of technology privileges (in that class only)

- B. Serious Violations
 This includes persistent general violations or serious technology misconduct such as: inappropriate, mischievous, or insubordinate use of software, hardware, data, or websites; unauthorized downloading or uploading; or any act that interferes with the district's ability to use that technology for an educational purpose, such as changing settings or files or clogging memory or bandwidth.
 First offense – 5 day suspension of technology privileges
 Second Offense – 9 day suspension of technology privileges
 Third Offense – up to 45 day suspension of technology privileges
- C. Severe Violations
 This includes persistent serious violations or severe technology misconduct such as: any act that damages software, hardware, or data; inappropriate downloading or uploading; or any act that damages the district's ability to use technology for an educational purpose, such as corrupting or deleting settings or files or unauthorized network access (e.g., using another student's log-in and password).
 First Offense – up to 45 day suspension of technology privileges
 Second Offense – up to 90 day suspension of technology privileges
 Third Offense – Recommendation to the Superintendent's Office for a permanent suspension of technology privileges

Note: The actual penalty for any particular technology violation is at the discretion of an administrator. In addition to these consequences, any behavior that violates the student code of conduct will result in appropriate disciplinary action.

SEARCH AND SEIZURE

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

A request for the search of a student or a student's possessions will be directed to the administration. A search will be conducted when there is a reasonable suspicion preferably with student agreement. A search will be conducted by an administrator in the presence of another staff member. When health and safety are immediately threatened, a search will be conducted as soon as possible.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

THEFT

Woodhaven High School does not assume responsibility for lost and/or stolen articles belonging to students. Students are responsible for paying for all textbooks and other materials that are issued to them and not returned at the end of the school year.

VI. TRANSPORTATION BUS PRIVILEGE

Use of the Woodhaven-Brownstown School District provided transportation is a privilege. It is absolutely necessary that all students riding the bus conduct themselves in the best possible manner. Misbehavior aboard the bus is a very serious matter when up to seventy-eight lives are in the hands of the bus driver. **IT MUST BE REALIZED THAT ANYTHING THAT HAPPENS ON THE BUS TO DIVERT THE DRIVER'S ATTENTION FROM HIS/HER JOB IMMEDIATELY PUTS THE SAFETY OF YOUR CHILD AND ALL ON BOARD IN JEOPARDY.** District-provided transportation is an extension of the school, so student conduct requirements (see section V) apply and must be followed.

CHANGE BUS PERMISSION

In order to ride a different bus, each student requesting a change in bus transportation must turn in a note dated and signed by a parent or guardian. The note must provide a contact phone number for verification, and must be turned in to the Assistant Principal's office in the morning. Permission may or may not be granted, and is at the discretion of the administrator.

TRANSPORTATION RULES AND REGULATIONS

A violation of the following rules and regulations may result in the suspension of transportation privilege for a period of time as determined by the administration.

1. Passengers are forbidden to do anything hazardous to the health and safe transportation of any passenger while loading, riding, or unloading.
2. Student conduct rules and regulations (see section V) apply and will be enforced.
3. Passengers must quickly follow directives by the driver at all times.
4. Passengers must be at their designated stop FIVE MINUTES before the bus is scheduled to arrive. **DRIVERS WILL NOT WAIT FOR LATE PASSENGERS.** Use caution prior to loading and line up well off the roadway when waiting for the bus.
5. When loading, passengers are required to find their seat quickly and remain in that seat for the entire trip unless directed otherwise by the driver. Passengers can be required to occupy assigned seats at the discretion of the driver; if not, seats are first come, first served -- do not attempt to reserve or "save" a seat for a friend. **THREE** students may be assigned to a seat, if necessary.
6. Passengers may not bring anything on a bus that cannot be safely and comfortably held on the lap. **NOTHING SHOULD BE PLACED IN THE AISLE, NEAR THE DRIVER OR AT THE EMERGENCY EXIT.**
7. During the ride, any behavior that distracts the driver is not permitted, such as (but not limited to): throwing any object inside or out of the bus; pushing, shoving or horseplay; shouting, yelling or screaming; startling gestures or movements.
8. Passengers are not permitted in the driver area at any time.
9. **SILENCE IS MANDATORY AT ALL RAILROAD CROSSINGS.**
10. Disrespect or damage of school property is not permitted. For example, passengers are not permitted to write on seats, side walls or the exterior of the bus. Reimbursement for repair/replacement of any damage will be required.

11. Windows will be opened ONLY with permission of the driver. At no point may passengers extend anything through the bus window (e.g., hand or head) or pass anything in or out through a window.
12. Eating, drinking or chewing gum is not allowed on the school bus. An exception may be made by the driver for long or special trips.
13. Passengers must not litter. Bus is to be kept clean.
14. Do not move to unload until the bus has come to a COMPLETE stop. Exit the bus in an orderly fashion and use caution. In the event you need to cross the road, use this procedure:
 - After exiting from the bus, move to the front of the bus in view of the driver.
 - Look both ways for traffic.
 - Check with the driver.
 - Walk, do not run, in front of the bus when crossing the road.

NEVER ASSUME THAT VEHICLES WILL STOP FOR THE FLASHERS.
15. The EMERGENCY DOOR is for emergencies ONLY.
16. DRIVERS ARE NOT ALLOWED TO CHANGE STOP LOCATIONS. Passengers will be picked up and let off at the designated stop. Request for bus stop location changes **MUST** be made in writing to:
 - Director of Support Services

Woodhaven-Brownstown School District
 24793 Van Horn Rd
 Brownstown MI 48134

VIOLATION OF BUS SAFETY RULES

Guidelines to the penalties include (but are not limited to) the following:

- D. General Violations
 This includes general transportation misconduct such as (but not limited to) any act that could distract the driver or otherwise interfere with safe, expedient transportation.
 First Offense – Warning or 1 day suspension of transportation privileges
 Second Offense – 3 day suspension of transportation privileges
 Third Offense – 5 day suspension of transportation privileges
- E. Serious Violations
 This includes persistent general violations or serious transportation misconduct such as (but not limited to) any act that is likely to distract the driver and/or threaten the health, safety, or welfare of anyone in the vehicle.
 First offense – 3 day suspension of transportation privileges
 Second Offense – 5 day suspension of transportation privileges
 Third Offense – 9 day suspension of transportation privileges
- F. Severe Violations
 This includes persistent serious violations or severe transportation misconduct such as (but not limited to) any act that immediately threatens the health, safety, or welfare of anyone in the vehicle.
 First Offense – 9 day suspension of transportation privileges
 Second Offense – up to 45 day suspension of transportation privileges

Third Offense – Recommendation to the Superintendent's Office for a permanent suspension of bus privileges

Remember that the bus driver is not ONLY responsible for the bus, but also has complete authority to control the conduct of all passengers, who must follow the above rules and regulations and any other instructions given by the driver to ensure the safety of all. If at any time, in the judgment of the driver, a student fails to follow instructions or violates bus rules and regulations, the driver will file a written Bus Conduct Report. This report will result in a warning notice to the parents of the violator or the suspension of transportation service. Students are not permitted to ride ANY Woodhaven-Brownstown School District bus while under suspension of transportation privilege. Bus suspension is not a suspension from school, but parents will be required to provide transportation for their child to attend school and school events.

Student Policy

Adopted	8-13-84	Revised	08-02-93
Revised	3-18-85	Revised	01-11-99
Revised	5-04-87	Revised	04-16-07
Revised	5-08-89	Revised	04-01-11
Revised	6-23-08	Revised	05-03-12
Revised	01-09-90	Revised	05-06-13