

MILLS E. GODWIN HIGH SCHOOL DISCIPLINE POLICY

Godwin students are afforded numerous opportunities to excel. Such opportunities require a school environment that is open to learning and free from distractions, disruptions, and unsafe conditions. Students who choose to disobey those rules, in any school-related setting, shall be subject to the Henrico County Public Schools Code of Student Conduct. Each parent/guardian and student should read the Code of Conduct to better understand the rules and regulations and their applications.

Detention and Suspension: All faculty have the right to correct any student and to expect a proper response when doing so. Failure to identify one's self correctly upon request will result in disciplinary action including detentions and in-school/out-of-school suspensions.

Detentions are held from 3:55 PM to 4:35 PM, Mon. through Thurs., and 7:55 AM to 8:35 AM Mon. through Fri. **No student will be admitted late. Failure to serve detentions on the day and time assigned will result in the doubling of the number of detentions and possible placement in the Alternative School Program.**

Suspensions (OSS): Students suspended out of school may not return to any Henrico County Public School campus until completion of the suspension. The student assumes the responsibility of meeting with his teachers upon his return to classes to arrange for make-up work.

Alternative School Placement (ASP): Students are assigned to this supervised center for a specific number of days and must complete lessons prepared by the classroom teachers. The supervisor has the authority to assign additional assignments as needed.

Temporary Alternative Placement (TAP):

Mills E. Godwin will also employ a time-out program during the school year. The program is designed for students who are disruptive in the classroom. Following a third assignment to TAP, the student will be assigned 2 days of ASP. Each set of three TAP assignments will result in an increased number of days in ASP.

SRO: School Resource Officer

DRHO: Disciplinary Review Hearing Officer

DISCIPLINE GUIDELINES FOR ATTENDANCE

The consequences listed below should not be viewed as minimums or maximums. Every situation is different and will be evaluated on a case-by-case basis.

Attendance: Tardies to School

Tardies are cumulative and do not clear at second semester.

Tardy #	Consequence	Person Assigning Discipline
3 rd	1 detention	Teacher
4 th	1 detention	Teacher
5 th	2 detentions	Administrator and/or Aide
6 th	1 day ASP, loss of exam exemption, loss of	Administrator and/or Aide

	parking privilege, professional letter sent home	
7 th	2 days ASP	Administrator and/or Aide
8 th	OSS to conference with Administrator, Behavioral Contract	Administrator
9 th	OSS to hearing with Principal or designee within 5 days	Administrator

Attendance: Tardies to Class

Tardies are cumulative and do not clear at second semester.

Tardy #	Consequence	Person Assigning Discipline
1 st	Warning	Teacher
2 nd	Contact home	Teacher
3 rd	Detention, contact home	Teacher
4 th	2 detentions, contact home	Teacher
5 th	2 detentions, contact home	Administrator and/or Aide
6 th	4 detentions, contact home, exam exemption for that class is lost	Administrator and/or Aide
7 th	2 days ASP	Administrator and/or Aide
8 th	OSS to parent conference with administrator	Administrator
9 th	OSS to hearing with principal or designee within 5 days	Administrator

Attendance: Skipping Class

Violation	Consequence
1 st offense	1 day ASP
2 nd offense	2 days ASP
3 rd offense	3 days ASP
4 th offense	OSS to parent conference w/admin. (Insubordination), behavioral contract
5 th offense	OSS to hearing with principal or designee within 5 days (Insubordination)

A student's leaving any class early without permission will be considered skipping; this includes leaving without permission from the library, gym, or study hall.

Attendance: Skipping School

Violation	Consequence
1 st offense	2 days ASP
2 nd offense	3 days ASP
3 rd offense	OSS to parent conference with administrator (Insubordination), behavioral contract, referral to social worker
4 th offense	OSS to hearing with principal or designee within 5 days (Insubordination)

These guidelines are provided for your reference. Please refer to the Henrico County Public Schools *Code of Student Conduct* for policy regarding discipline.

Food and Beverages:

Open food and beverages are not permitted outside the commons area. This includes inside of classrooms unless administrative approval has been granted.

Computer Regulations:

As stated in the HCPS *Code of Student Conduct* (2007-08), members of the school community are entitled to enjoy property free from the abuse of others. **Vandalism** is the willful marring, defacing, or destruction of School Board property, including leased property such as the laptop computer. This is *not limited to* but includes **computer equipment and software**. Causing, intending to cause, or attempting to cause damage to school property such as **laptops, software, and other computer equipment** is prohibited, and the recommended dispositions as listed in the HCPS *Code of Student Conduct* will apply. Students are also responsible for items in the *Code of Student Conduct* referring to appropriate use of technology and the internet to include plagiarism and pornography. Email threats are classified as a felony.

Prohibited Items:

- *Playing cards (during school hours)*
- *Headphones during school hours, unless directed by classroom teacher*
- *CD/DVD/mp3 Players during school hours*
- *Cell phone use on school grounds during school hours. Cell phones are to be off and out of sight during school hours, 8:40 AM to 3:45 PM.*