



**Gull Lake  
Gateway  
Academy  
Student  
Handbook**

**2020-21**

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[www.gulllakecs.org](http://www.gulllakecs.org)

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**2020-2021**

**STUDENT HANDBOOK**

Gull Lake Gateway Academy

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Richland, MI 49083

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**Building Staff**

Mrs. Lynnette Walker, Supervisor

Ms. Gretchen Schwab, Teacher

Ms. Lori McQueen, Teacher Liaison

Gull Lake Gateway Academy operates under the guidance of Gull Lake Community Schools' Board of Education and Superintendent. Additional contact criteria for individuals can be found on the Gull Lake Community Schools website: [www.gulllakecs.org](http://www.gulllakecs.org)

**BOARD OF EDUCATION**

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**ACCREDITATION**

Gull Lake Gateway Academy is registered with the State of Michigan and endorsed by Gull Lake Community Schools' Board of Education. Students who attend Gateway Academy will, upon meeting all graduation requirements, receive a regular high school diploma. A Gateway Academy School diploma is readily accepted by institutions of higher learning throughout the United States. Students participate in state mandated testing such as MSTEP, PSAT and SAT.

### Daily Schedule

<b>Doors Open</b>	<b>7:00 am</b>
<b>Class Begins</b>	<b>7:40 am</b>
<b>10 Minute Break</b>	<b>9:00 am</b>
<b>30 Minute Lunch</b>	<b>11:00 am</b>
<b>10 Minute Break</b>	<b>1:00 pm</b>
<b>School Dismissal</b>	<b>2:00 pm</b>
<b>Early Release Dismissal</b>	<b>12:45 pm</b>
<b>½ Day Dismissal</b>	<b>10:45 am</b>

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## **GATEWAY ACADEMY PROCEDURES**

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Gateway believes in giving students an opportunity to earn a diploma in a nontraditional setting. We strive to give students another chance to make choices that will open the doors to a brighter future. Knowing that this is a “last chance” for many students to earn their diplomas, students who violate the handbook will be dealt with individually at the discretion of the Supervisor.

### **BUILDING HOURS**

Office Hours:	Monday – Friday	7:00 a.m. – 2:25 p.m.
School Hours:	Monday – Friday	7:40 a.m. – 2:00 p.m.

### **CALENDAR**

GLGA follows the same calendar as Gull Lake High School, which is available on our website at [www.gulllakecs.org/gateway](http://www.gulllakecs.org/gateway).

### **ATTENDANCE/APPOINTMENTS**

Improving attendance requires coordinated efforts of a variety of people, including staff, students and parents. There is no “one size fits all” approach to improve student attendance that will work for all students. Gateway’s attendance requirements are outlined below.

#### **Student Absence**

If your child is going to be absent, please call the following number and leave a message: 269.548.3425.

When a student is absent, a parent/guardian must notify the school if the absence is excused. An unexcused absence will result in the student being suspended the following school day.

When the student is suspended, all coursework is disabled.

Students who need to leave the building during the school day due to an appointment must have permission from a parent/guardian as well as documentation of the appointment. Without documentation, a student will be unexcused and suspended the following day. GLGA operates on a “Closed Campus” basis. Students are to remain on school property after their arrival at school until the end of their normal school day. Lunch hours off campus are not permitted. Students may not leave and return unless they have an appointment that is documented. Due to a closed campus setting, any case in which a student leaves District property without prior permission is considered a SKIP and therefore will result in a suspension (1 - 10 days depending on the number of occurrences).

According to Industry, one of the main problems employers face is the tardiness/absenteeism of their workers (<http://pattyinglishms.hubpages.com/hub/Fired>). GLGA places strong emphasis on addressing issues of tardiness and absenteeism and focuses on instilling good work habits to help students succeed in the workplace. Because of this, students are expected to be in class by 7:40 a.m., each morning. Due to the limited class time offered at GLGA there is a lower tolerance for absenteeism and tardiness. All tardies are unexcused unless the student is brought into the school by parent/guardian with a note from the court system or physician. Over-sleeping, losing keys, alarm not working, car not starting, and poor road conditions are not acceptable reasons for tardiness. If a student is more than 20 minutes late (without a note, as stated above) he/she will not be permitted to attend school that day.

Students are expected to be at school at least 75% of their scheduled time. Falling below 75% on a normal basis can be grounds for dropping a student from the program.

At the end of the school year, students who are interested in returning the next academic year should contact the Supervisor. Readmission is based upon: Attendance (tardiness included), Academic Achievement, and Attitude. Due to the limited seating in the program, readmission is not guaranteed.

### **GENERAL INFORMATION**

Students may enter the school as early as 7:00 a.m. Students need to be picked up by 2:15 p.m.

If a student is unable to/restricted from participation in off-campus activities, a parent/guardian must provide notice to the school in writing.

### **CURRICULUM**

The curriculum at GLGA is in accordance with the State of Michigan mandated Michigan Merit Curriculum. All required classes are offered as needed. Students will take most of their core/academic classes via a computer aided curriculum. Some teacher-led courses may be offered at the discretion of the District.

### **GRADUATION REQUIREMENTS**

A total of 19 academic credits: 4 English, 4 Mathematics, 3 Science, 1 U.S. History & Geography, 1 World History & Geography, ½ Economics, ½ Civics, ½ Physical Education, ½ Health, 2 Fine, Visual or Applied Arts, 1 Foreign Language (or 1 Fine, Visual or Applied and 2 Foreign Language) 1 Elective.

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and must complete the required number of credits.

Students are given the Michigan Merit Exam and are expected to complete it in its entirety in order to receive a GLGA Diploma. The test is taken during a student's junior year. Specific dates and information will be provided to all students.

Curriculum guides, available to all students outline specific elective classes to fulfill their course requirements.

Students must complete 20 hours of Community Service per year (or as determined by staff). If a student does not have their required hours by graduation, they will be required to return to school and finish their commitment. Once all hours are accrued, a diploma will then be awarded. If returning students did not complete the required hours, the remaining hours will be added to the following year. Students sign up for community service activities and have until the day before the activity to remove their name. All students whose names are on the sign-up sheet on the day of the community service activity are required to attend.

### **HUMAN LIFE AND SEXUALITY COMMITTEE-CURRICULUM**

The Board of Education has established a program of instruction in sex education in accordance with Board Policy 5420. Topics are age-appropriate, and the instruction is medically accurate. Topics may include, but are not limited to, family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted diseases.

Parents/guardians have the right to review the course materials. The public notification will be your only official notification.

If you wish to review the course materials or observe the course instruction in the class in which your child is being instructed, please call the school for arrangements.

By law, you have the right to excuse your child from participation in the classes which include reproductive health. If you wish to excuse your child from reproductive health instruction, without penalty, please send written notice to the principal of your child's building.

### **STUDENT ASSESSMENT**

The Michigan Merit Examination (MME) for Juniors will include our summative assessments designed to measure student growth effectively for today's students. 11th grade consists of the Scholastic Aptitude Test (SAT) Plus Writing, ACT Work Keys and M-Step summative in science and social studies.

The SAT is used to apply to a college or university. SAT scores are used during the college admissions process to assess high school students' general educational development and their ability to complete college-level coursework. ACT Work Keys test in mathematics and reading, plus additional assessments in the areas of mathematics, science, social studies, and future work skills.

M-STEP is an online adaptive assessment that covers state standards in science and social studies.

Sophomores complete the PSAT 10 which assesses reading, writing, and math at a grade appropriate level. Freshmen complete the PSAT 9 which assesses reading, writing, and math at a grade appropriate level.

### **NON-SMOKING POLICY**

Possession of tobacco, tobacco products, or products containing nicotine (including vaping related products) are illegal on school grounds, at school events, or in sight of a school building. Possession is defined as having tobacco on one's person whether lit or not, exhalation of smoke or other obvious uses of tobacco.

Consequences for bringing items to school/school events may range from suspension to expulsion depending on the specific circumstances of the incident.

### **CELL PHONE USAGE**

Students may not use their cell phones during class time unless permitted so by their teacher. Student may only be listening to music on their phones using headphones during class time, which must be on an already downloaded playlist. Cell phones must be placed on the designated area on their desk. Streaming music is prohibited. If students are misusing their phones, they will be confiscated and not returned until the end of the day. Students who do not follow classroom rules may lose cell phone privileges in school permanently. This usage of student's cell phones is at the discretion of the teachers.

In case of an emergency that requires a parent to contact his or her student during the school day, please contact the classroom at 269.548.3425, if no one answers call 269.543.3410. If your message is not an emergency, we will make a note for the student or have them call you at their first available break.

### **BEVERAGES**

Pre-opened and unsealed beverages are not permitted. Students may bring unopened beverages to school and may consume them after staff initials the cap. Any beverage that is previously opened without staff initialing will be disposed.

### **DRESS CODE**

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted and the student may be removed from the educational setting. Personal expression is permitted within certain guidelines. Students could be asked to leave the premises and accept an absence if they come to school dressed in violation of this code. The following styles or manners of dress are prohibited in school and at all school-related functions:

- Attire that is materially and substantially disruptive, or that school officials can reasonably forecast will create a substantial disruption,
- Any item that is obscene, sexually explicit, indecent or lewd,
- Any item that promotes the use of or advertises illegal substances, including substances illegal for minors to possess,
- Attire or items that incite violence,
- Attire or items that contain fighting words or constitutes a true threat of violence,
- Any item that urges a student walkout, a violation of law, or a violation of Board Policy or school rule,
- Sagging pants,
- Straps on clothing must be two fingertips in width,
- See through attire is prohibited,

- Clothing that exposes cleavage,
- Shorts or skirts that are shorter than fingertip length when standing,
- Items with gang affiliation colors, practices, or logos,
- Tattoos that violate any portion of the dress code or that contain racist symbols or language will always be required to be covered.

### **SAFE LEARNING ENVIRONMENT**

GLGA must be a place in which all students can feel safe in attending. GLGA staff is dedicated to providing a safe learning environment and encouraging positive problem-solving among all staff, students, neighbors...etc. Fighting, harassment, threats, violence, or any other violation of the Student Code of Conduct will not be tolerated.

Students must not talk about drugs, alcohol, being under the influence, or any other “party ‘ talk. This behavior is disrespectful to GLGA staff and abstaining and recovering students. There is no place for these topics in the educational setting.

Because every situation is different, the consequences a student may receive is he/she chooses to participate in fighting, threats, or acts of violence will range from a warning up to recommendation for expulsion.

### **ACADEMIC INTEGRITY POLICY**

As students submit and complete work, they need to be aware of the concept of Academic Integrity and the guidelines that they should follow to ensure that they are making a sincere effort to learn, while avoiding cheating, plagiarism, and other forms of academic dishonesty.

Academic Integrity means that students are completing and submitting their own work and that the papers, assessments, and completed assignments represent their own efforts and abilities. Students are expected to follow the Academic Integrity guidelines for the GLGA and the virtual program in which they are enrolled.

When students exhibit a lack of Academic Integrity, they are putting themselves in a situation that may have consequences for their actions that could range from receiving a zero on an assignment to possibly failing the course. Serious incidents could result in suspension or expulsion from school. Because of these serious consequences, it is important that the student is aware of what actions constitute a lack of Academic Integrity. Examples and definitions of these actions follow.

#### **Cheating**

Cheating means that a student has broken the rules for an assignment. As an example, a student would be cheating if he or she gets the answers for an assignment from someone or looks up the answers on the internet instead of figuring out the correct answer on his or her own. Other types/examples of cheating include copying from an answer key or plagiarism.

## **Plagiarism**

Plagiarism is defined by Dictionary.com as the “unauthorized use of close imitation of the language and thoughts of another author and the representation of them as one’s own original work”. Simply changing some of the words in a document does not make the work your own and could still be a form of plagiarism.

Some examples that demonstrate a lack of Academic Integrity and could be considered plagiarism include:

1. Improper or lack of citations in written assignments (no footnotes, bibliography).
2. Copying and pasting written work or resources from the internet to pass it off as original work.
3. Recopying written work of another author.
4. Students submitting other students’ assignments or work as their own.

Students are expected to know these guidelines and follow them. If students have any questions about the Academic Integrity policies, they are advised to contact their teacher.

## **STUDENT CODE OF CONDUCT**

A major component of the educational program at Gull Lake Community Schools is to prepare all students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

A violation of Board policy or the Student Code of Conduct may lead to disciplinary action up to, and including, suspension or expulsion.

### **Expected Behaviors**

Each student shall:

- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

### **Backpacks/Athletic Bags/Purses**

Students may carry a small purse, wallet, backpack or book bag during the school day under the following conditions. Backpacks and book bags must be used for the sole purpose of transporting books and other school related items to and from class. Additionally, such bags may not impede in the educational process. Students who fail to comply with this requirement will be subject to further disciplinary action. The final decision in any situations involving a backpack or book bag will rest with building administrators.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

## **DISCIPLINE CODE OF CONDUCT REFERENCE CHART**

Building administrators may suspend a student for 10 or fewer school days. The Superintendent may suspend a student for 59 or fewer school days. The Board of Education handles all suspensions over 59 days, expulsions, and permanent expulsions. Students will be provided due process in accordance with Board Policy 5206A before being suspended or expelled.

Before suspending or expelling a student for any offense, except possession of a firearm in a weapon-free school zone, the building administrator, superintendent, and/or Board of Education will consider the following mandatory 7 factors:

1. The student's age,
2. The student's disciplinary history,
3. Whether the student has a disability,

4. The seriousness of the behavior,
5. Whether the behavior posed a safety risk,
6. Whether restorative practices are a better option and
7. Whether lesser interventions would address the behavior.

Student discipline matters will be handled in accordance with Policy 5206.

The following table is meant to be a guide and is subject to the discretion of Administration and the Board of Education. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to, suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the mandatory 7 factors. Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically outlined in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>1. Drugs/Marijuana/Alcohol:</b> 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.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police</li> <li>• Referred to Collaborative Action Team</li> <li>• Suspension or expulsion</li> <li>• Drop from the program</li> </ul>
<p><b>2. Use of Tobacco/Nicotine:</b> no sale, distribution, use or possession of any form of tobacco during school hours or at any school activity. This includes any type of electronic (vapor) cigarette or electronic cigarette accessories. This prohibition applies going to and from school and at school bus stops.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• In most cases: Drop from the program</li> </ul>
<p><b>3. Student disorder/demonstration:</b> disruption of any school activity or class is prohibited.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion.</li> </ul>
<p><b>4. Possession of a weapon:</b> guns, pellet guns, knives, or club type instruments. Also including any toy that is presented or perceived as a real weapon. Certain weapons under state law require mandatory permanent expulsion from all public schools in Michigan.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>

<p><b>5. Use of an object as a weapon:</b> any object used to threaten or harm another (including but not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.) Intentional injury to another can be a felony and/or a cause of civil action.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul>
<p><b>6. Arson:</b> purposefully setting a fire on school property. Arson on school property is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Arson is a felony and will result in referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>7. Aggressive Behavior</b> (student to student &amp; student to district employee, volunteer, contractor, or visitor): No student shall engage in, or threaten to engage in, physical action (fighting) upon an individual.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension and/or expulsion 2nd offence: up to 10 days suspension and/or expulsion.</li> <li>• Drop from the program</li> </ul>
<p><b>8. Instigation of Aggressive Behavior:</b> No student shall engage in action that encourages, instigates, or pressures (through any means) other students to engage in physical action (fighting) with another student.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</li> </ul>
<p><b>9 A. Physical Assault (student to student):</b> Causing or attempting to cause physical harm to another through intentional use of force or violence.</p> <p><b>9 B. Physical Assault (student to employee, volunteer, or contractor):</b> Causing or attempting to cause physical harm to another through intentional use of force or violence. Such action is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan Public Schools</li> </ul>
<p><b>10. Threats Verbal (student to student &amp; student to district employee, volunteer, contractor, or visitor):</b> Any statement or non-contact action that constitutes a threat against a staff member student, or other person.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</li> </ul>

<p><b>11. Extortion:</b> use of threat, intimidation, force or deception to take, or receive something from someone else.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral police (when warranted)</li> <li>• Suspension or expulsion</li> <li>• In most cases, minimum 5-day suspension</li> </ul>
<p><b>12. Gambling:</b> casual betting, betting pools, organized sports betting, or any form of wagering. Includes betting on activities in which students are involved.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral police (when warranted)</li> <li>• Suspension or expulsion</li> <li>• In most cases, minimum 5-day suspension</li> </ul>
<p><b>13. Falsification of schoolwork, identification, forgery:</b> hall/bus passes, excuses, false I.D.'s, plagiarism, cheating, or similar behavior.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• Student will receive zero credit on assignment, paper, quiz, and/or test</li> <li>• After school detention for minor offense</li> <li>• In most cases, 1-5-day suspension for serious offense, up to expulsion for the most serious offenses</li> </ul>
<p><b>14. False alarms and false reports:</b> false emergency alarm or report; setting off an alarm without cause.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• Possible referral to police (when warranted)</li> <li>• Payment of damages</li> </ul>
<p><b>15. Use or Possession of Explosives:</b> explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral police (when warranted)</li> <li>• Suspension or expulsion</li> </ul>
<p><b>16. Trespassing:</b> (unauthorized entry to GLHS grounds, buildings, classrooms) If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Students who have not been removed, suspended, or expelled are also prohibited from trespassing in any area on school property which the student is not expressly authorized to access.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5 days suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</li> <li>• Suspended/expelled students who trespass on District property may be subject to additional discipline.</li> </ul>

<p><b>17. Theft:</b> stealing school or other’s property</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5 days suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</li> </ul>
<p><b>18. Disobedience:</b> School staff is acting “in loco parentis.” If given reasonable direction by a staff member, the student is expected to comply. Insubordinate behavior is prohibited.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Chronic disobedience can result in expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension 2nd offense: 3 day minimum</li> </ul>
<p><b>19. Damaging Property:</b> vandalism and disregard for school property.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• Restitution for damage</li> </ul>
<p><b>20. Persistent absences or tardies:</b> skipping classes, tardiness</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to truant officer (when warranted)</li> <li>• Suspension</li> <li>• Skipping class: After-school detention</li> <li>• Skipping day: After-school detention, in-school suspension, and/or suspension</li> <li>• Chronic Truancy: up to 5-day suspension and/or expulsion.</li> <li>• Potential parent meeting.</li> <li>• Restorative practices or exercises in the importance of attendance.</li> </ul>
<p><b>21. Unauthorized Use of School or Private Property:</b> using another’s property or belongings, or using school property, without permission; using school or another’s property in a manner that damages the property or is inconsistent with its intended use</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police (when warranted)</li> <li>• Suspension or expulsion</li> </ul>
<p><b>22. Refusing to Accept Discipline:</b></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Subject to further and sterner action such as suspension or expulsion, depending on the severity of the misconduct.</li> </ul>

<p><b>23. Aiding or abetting violation of school rules:</b> students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension 2nd offense: 3 day minimum</li> </ul>
<p><b>24. Indecent Displays of Affection:</b> touching, petting, or other contact that may be considered sexual in nature.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: 1-3 day suspension 2nd offense: 3-5 day suspension</li> </ul>
<p><b>25. Possession of Non-School Provided Electronic Devices (Cell Phone, iPod, PDA, Camera, etc.):</b> The use of such devices shall NOT be permitted during instructional class time. Acceptable use will be permitted during passing time and lunches only. "Use" refers to making and/or receiving phone calls, text messaging, gaming, listening to music, e-mailing or taking photos.</p> <ul style="list-style-type: none"> <li>• District is not responsible for the loss, theft, damage, or vandalism to students' personal electronic devices. Students are strongly encouraged not to leave them unattended or unsecured.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st &amp; 2nd offense: device will be confiscated and returned at the end of the day in main office.</li> <li>• 3rd offense: device will be confiscated and returned when a parent picks it up and a conference is held with the building administrator.</li> <li>• Student will also serve an after-school detention.</li> <li>• Persistent violations will result in suspension or expulsion.</li> </ul>
<p><b>26. Gull Lake Community School Issued Electronic Devices Acceptable Use:</b> Non-compliance with <i>The Gull Lake High Device Guidelines, Procedures, and Information Handbook</i>.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Loss of privileges as outlined in handbook.</li> <li>• Suspension or expulsion.</li> </ul>
<p><b>27. Violation of individual school/classroom rules:</b> rules are for the safe and orderly operation of said environment. Including Dress Code violations.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Detention, in-school suspension</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: 1-day suspension 2nd offense: 3-5 day suspension</li> </ul>
<p><b>28. Violation of bus rules:</b> Transportation V.</p> <ul style="list-style-type: none"> <li>• Self-Transportation: is a privilege</li> <li>• Bus Transportation: is a privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to Section V, Transportation, Page 35 of the handbook.</li> </ul>
<p><b>29. Disruption of Educational Process:</b> delay of or prevention of lessons, assemblies, field trips, athletic and performing arts events.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Exclusion from activity</li> <li>• Suspension or expulsion</li> </ul>
<p><b>30. Harassment:</b></p> <ul style="list-style-type: none"> <li>• Sexual Harassment</li> <li>• Gender/Ethnic/Religious/ Disability Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> </ul>

<b>31. Anti-Bullying Policy:</b>	<ul style="list-style-type: none"> <li>• Notify parents of all involved students.</li> <li>• Suspension or expulsion</li> </ul>
<b>32. Violation of individual school/classroom rules:</b> rules are for the safe and orderly operation of said environment.	Notify parent <ul style="list-style-type: none"> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense:1-3-day suspension 2nd offense:3-5-day suspension</li> </ul>
<b>33. Possession of a Firearm:</b> Any possession of a firearm by a student on school property is strictly prohibited	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Permanent expulsion from all public schools in Michigan</li> </ul>
<b>34. Dress Code Violations</b>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Correct violation</li> <li>• Persistent, deliberate, or serious violations may result in suspension from school</li> </ul>
<b>35. Bomb Threat/Similar Threat:</b> any threat directed at a school building, other school property, or a school-related event	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Suspension or expulsion from school, as required by state law</li> </ul>
<b>36. On-Campus Criminal Sexual Conduct:</b> Conduct on school property or at a school-sponsored event that rises to the level of criminal sexual conduct, as determined by the District	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Permanent expulsion from all public schools in Michigan</li> </ul>
<b>37. Off-Campus Criminal Sexual Conduct against another student:</b> Conduct that rises to the level of criminal sexual conduct, as determined by the school; may result in permanent expulsion from all public schools in Michigan	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Suspension or expulsion</li> <li>• If conduct results in conviction, plea, or adjudication for criminal sexual conduct, mandatory permanent expulsion from all public schools in Michigan</li> </ul>
<b>38. Profanity:</b> Behavior or language, which in the judgment of the staff or administration is obscene, vulgar, or profane will be subject to disciplinary action.	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> </ul>
<b>39. Knowledge of threats or dangerous weapons:</b> Students who have knowledge of a threat or the presence of a dangerous weapon at school must report the threat or weapon. Failure to report may result in discipline.	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> </ul>

## **DISTRICT-WIDE POLICIES & PROCEDURES**

### ***MISSION STATEMENT***

The mission of the Gull Lake Community Schools is to educate every child to achieve his/her full potential.

### ***BELIEF STATEMENTS***

- We believe in developing and fostering an environment of trust and respect that ensures all members of the school community reach their fullest potential.
- We believe in best practice research and a program of character development.
- We believe in a comprehensive system of intervention and support to achieve student success.

### ***PARENT INVOLVEMENT IN SCHOOL PROGRAMS***

The Board of Education believes student learning 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). For more information, please go to the District website [www.gulllakecs.org](http://www.gulllakecs.org) and see policy 5401 under the policy link.

### ***NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY***

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

**Race, color, and national origin harassment** is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or

perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

**Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

**Sex-based harassment** is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by Policy 5202 includes harassment based on gender identity or sexual orientation and harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described by Board Policy. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described by Board Policy.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Lisa Anderson  
Assistant Superintendent  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[landerson@gulllakecs.org](mailto:landerson@gulllakecs.org)

Drew Bordner  
Director of Curriculum & Instructional Technology  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[dbordner@gulllakecs.org](mailto:dbordner@gulllakecs.org)

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Molly Rabe  
Special Education Supervisor  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[mrabe@gulllakecs.org](mailto:mrabe@gulllakecs.org)

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Lisa Anderson  
Assistant Superintendent  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[landerson@gulllakecs.org](mailto:landerson@gulllakecs.org)

Drew Bordner  
Director of Curriculum & Instructional Technology  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[dbordner@gulllakecs.org](mailto:dbordner@gulllakecs.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

### **TITLE IX SEXUAL HARASSMENT**

The District prohibits unlawful sexual harassment in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct.
- B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity.
- C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact the District's Title IX Coordinator:

Lisa Anderson  
Assistant Superintendent  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[landerson@gulllakecs.org](mailto:landerson@gulllakecs.org)

Drew Bordner  
Director of Curriculum & Instructional Technology  
10100 E D Ave, Richland MI 49083  
269.548.3400  
[dbordner@gulllakecs.org](mailto:dbordner@gulllakecs.org)

For more information, please see Board Policy 3118.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

School rules and procedures are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their student is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their student better accomplish his/her educational goals. A concern should first be addressed with the person most closely related to a situation (usually the teacher) before proceeding to a building administrator.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the counselor.

At Gull Lake High School or Gateway Academy, any adult students (age 18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office.

Students with specific health care needs should submit those needs, in writing and with proper medical documentation, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher 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 who becomes ill during the school day should request permission from the teacher to go to the office. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

### **IMMUNIZATIONS**

Each student must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements, on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with Board Policy 5713 and state law. Any questions about immunizations or waivers should be directed to the building office.

### **EMERGENCY MEDICAL AUTHORIZATION**

Every student must have a Student Profile Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The School has made the form available to every parent during the student orientation.

## **USE OF MEDICATIONS**

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See Policy 5703 for detailed medication administration procedures.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or with transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A 2-4-week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except as otherwise outlined in this handbook and in Board Policy 5703.

All medications must be in their original containers and in the exact dosage required.

Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the student's teachers and other staff, as appropriate. Any student who possesses an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

## **HOME-BOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are hospitalized or confined to the home due to a physical or emotional disability for a period longer than 5 consecutive days. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by administration. The District will provide home-bound

instruction only for those confinements expected to last at least 5 days, consistent with Board Policy 5416 and state law. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A licensed physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. District personnel will not ostracize or embarrass a student who has been exposed to a communicable disease and will maintain student confidentiality.

Specific diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period, or as directed by the local health department.

### **LICE, NITS, AND BED BUGS**

Students with live lice, nits, or bed bugs will be readmitted to school after treatment to ensure that pests are not brought to school. When lice or nits are found in a student's hair, the student will be permitted to remain at school for the remainder of the school day but will be restricted from activities that involve close head-to-head contact or sharing of personal items. District personnel will not ostracize or embarrass a student and will maintain student confidentiality. Board Policy 5709 contains additional information about lice, nits, and bed bugs.

### **INDIVIDUALS WITH DISABILITIES**

State and federal law prohibit discrimination on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. Any claim of disability-based discrimination will be addressed using the procedures in Policy 5202.

The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by IDEA. Contact the Special Education Office at 269.548.3416 to inquire about evaluation procedures and programs.

Section 504-eligible students are entitled to a free appropriate public education through a Section 504 plan. IDEA-eligible students will receive a free appropriate public education through an IEP, not a Section 504 plan. Contact Molly Rabe to inquire about evaluation procedures and programs.

## STUDENT RECORDS

Many education records are kept by the teachers, counselors and administrative staff. Education records may include, but are not limited to: student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

There are two basic kinds of education records – directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information by using the Directory Information Opt-Out Form, which is provided to all parents/guardians and eligible students within the first 30 days of the school year. Directory information includes:

- Student names, addresses, and telephone numbers.
- Photographs, including photographs and videos depicting a student's participation in school-related activities.
- Major field of study.
- Enrollment status (e.g., full-time or part-time).
- Dates of attendance (e.g., 2013-2017).
- Participation in officially recognized activities and sports.
- Weight and height of athletic team members.
- Degrees, honors, and awards received.
- Most recent educational agency or institution attended.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents/guardians or the adult student. Certain exceptions apply, which may, in some cases, allow or require disclosure without consent. .

Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Information on former students that was collected while the student attended or that relates to the student's attendance at school also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records, consistent with Board Policy 5309. Copying costs may be charged. If a review of records is desired, please contact the building office, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions.

## **STUDENT FEES, FINES, AND CHARGES**

Gull Lake Community Schools charges specific fees for the non-curricular activities and programs consistent with Board Policy 5404. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. The District may pursue legal remedies to collect unpaid fines.

## **STUDENT SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies. See Policy 5404.

## **STUDENT FUNDRAISERS**

The following general rules will apply to all fundraisers:

- Student fundraising activities are subject to review and approval by the Superintendent or designee.
- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- No house-to-house canvassing is allowed by any student for any fundraising activity.
- A staff member, to prevent a student from over-extending himself/herself to the point of potential harm, will monitor fund-raisers that require students to exert themselves physically beyond their normal pattern of activity.
- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, (including cell phones), and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request made consistent with building procedures. They may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. Please see Board Policy 5401 for additional information.

## MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfast and lunch available to both students and staff. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the Food Service Director at 269.548.3550.

Gull Lake Community Schools offer an online payment processing system PaySchools. Parents can make payments on the school website, [gulllakecs.org/departments/food-service/payschools](http://gulllakecs.org/departments/food-service/payschools) with an e-check or credit card.

Students will be allowed to charge a maximum of 5 lunches at any time until their charges are paid.

## FIRE, TORNADO, AND LOCK DOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous signal and strobe light until alarm is turned off.

Tornado drills will be conducted using the procedures provided by the State. The alarm signal for tornadoes consists of a wail alarm. When the warning is given, students will walk quietly to the assigned area and remain there until an "all clear" signal or statement is given. Extracurricular activities will be canceled when a tornado watch occurs.

Lock down drills in which the students are restricted to the interior of the classroom or school building and the building is secured, will occur according to State law each school year. The alarm system for a school lock down consists of an announcement over the PA stating, "This is a lock down; remain in your room until further notification."

## EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the District will notify the following television stations:

**WWMT-Channel 3**  
**Gull Lake Website**

**WOOD-Channel 8/41**  
**Gull Lake Facebook**

**FOX-Channel 17**  
**Gull Lake Twitter**

Gull Lake Community Schools uses School Messenger for robocalls in the event of closings and delays. Information is also available at [gulllakecs.org](http://gulllakecs.org). Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the School, consistent with Board Policy 3105. In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the school. Any visitor found in the building without a visitor badge shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she must call for an appointment prior to visiting the school. Students may not bring visitors to school. The District reserves the right to deny visitor access for any lawful reason, including to prevent disruption to the educational process or to ensure student safety.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they can use.

Other individuals may use District property in limited circumstances, as described in Board Policy 3304. To rent space for your next event or meeting or reserve school facilities for your sports team, please visit <http://www.gulllakecs.org>, click on Departments, then Facility Scheduling and Reservations. Use of district property must comply with all Board Policies.

## **SCHOOL ISSUED DEVICE AND COMPUTER RESOURCES/ACCESS**

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policy 3116, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources.

The use of District resources is to support the academic program and will include School Issued Device use, stand-alone computer use, networked computer uses and/or access to the Internet and World Wide Web. As such, this access will:

- Assist in the collaboration and exchange of information.
- Facilitate personal growth in the use of technology.
- Enhance information gathering and communication skills.

In exchange for school-issued device and computer access, students understand and agree to all terms in the applicable acceptable use agreement. In consideration for the privilege of using the District resources, and in consideration for having access to the information contained through them, students release the District and its employees from any and all claims arising from the use or inability to use the resources.

Please refer to the GLCS Electronic Device Acceptable Use Policy on the Gull Lake Community Schools website at [gulllakecs.org/parents/district-forms](http://gulllakecs.org/parents/district-forms).

## **LOCKERS**

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

## **ATTENDANCE**

Regular school attendance is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. Employers and institutions of higher education request attendance records as a part of student application data and weigh such records heavily in their decisions.

While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful to his/her future endeavors.

Finally, as it is sometimes impossible to make-up work done in class, students and parents should be aware that any absence might adversely affect the student's progress for grade. We expect that parents make every effort possible to take vacations, trips, schedule work, dental and doctor appointments after school hours or during school vacations.

Each building has established its own attendance policies and procedures, contained in the building-specific handbook. Students and parents must familiarize themselves with their school's attendance policies and procedures.

## **STUDENT CODE OF CONDUCT**

A major component of the educational program at Gull Lake Community Schools is to prepare all students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. The general expectations below apply to all schools in the District. Each building has also developed its own student code of conduct, contained in the building-specific handbook. All student discipline must comply with Board Policies 5206-5206E, which are available on the District's website and attached to this handbook.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **Expected Behaviors**

### **Each student shall:**

- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

### **Backpacks/Athletic Bags/Purses**

Students may carry a small purse, wallet, backpack or book bag during the school day under the following conditions. Backpacks and book bags must be used for the sole purpose of transporting books and other school related items to and from class. Additionally, such bags may not impede in the educational process. Students who fail to comply with this requirement will be subject to further disciplinary action. The final decision in any situations involving a backpack or book bag will rest with building administrators.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **HAZING**

Hazing is prohibited. Hazing includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing is any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs.
- B. Physical punishment or infliction of pain.
- C. Intentional humiliation or embarrassment.

- D. Dangerous activity.
- E. Activity likely to cause mental or psychological stress.
- F. Forced detention or kidnapping.
- G. Undressing or otherwise exposing initiates.

Under no circumstances will the School threaten or retaliate against anyone who raises or files hazing complaints. See Board Policy 5203 for more information.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concern or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. A student with suggestions, concerns, and grievances may be directed to the Principal or to the student government. A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **STUDENT RIGHTS OF EXPRESSION**

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, and other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

An item cannot be displayed if it:

1. Materially and substantially disrupts the school environment, or school officials can reasonably forecast that it will create a substantial disruption.
2. Is obscene, sexually explicit, indecent or lewd.
3. Promotes the use of or advertises illegal substances.
4. Incites violence.
5. Contains fighting words or constitutes a true threat of violence.
6. Involves a student walkout.
7. Urges a violation of law, Board Policy, or rule.
8. Is not constitutionally protected.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether the materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

## **TRANSPORTATION HANDBOOK**

Bus Transportation/Safety Information on the Gull Lake Website at the following link:

<https://www.gullakecs.org/departments/transportation>

### **Appendices**

All Board Policies are available at: [gullakecs.org/district/board-of-education-and-board-policies](https://www.gullakecs.org/district/board-of-education-and-board-policies). Copies of certain policies are attached as appendices to this handbook for student and parent reference.

**Appendix 1:** Policy 5207 – Anti-Bullying