

GULL LAKE

Community Schools

Gull Lake Middle School Student Handbook

2020-21

Gull Lake Middle School
9550 East M-89
Richland, MI 49083
Office Phone: 269.548.3600
Office Fax: 269.548.3601

www.gulllakecs.org

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**2020-2021
STUDENT HANDBOOK
GULL LAKE MIDDLE SCHOOL**

9550 East M-89
Richland, MI 49083
www.gulllakecs.org

Main Office	269.548.3600
Fax	269.548.3601
Athletics	269.548.3520
Transportation	269.548.3891

Building Administration & Main Office Staff

Dr. Carmen Maring, Principal
Mr. Jack Boerman, Assistant Principal
Mrs. Rachel Stinnett, Secretary
Mrs. Jan Thorn, Secretary

Mr. Jay Linebaugh, Dean of Students
Mrs. Kim Ditto, School Counselor
Mrs. Annie Hampel, School Counselor

Office Hours: 7:00 a.m. – 3:00 p.m.

DAILY SCHEDULE

1st hour	7:35-8:31
2nd hour	8:35-9:31
3rd hour 8th lunch	9:35-10:31 10:01-10:31
4th hour 7th lunch W 7th lunch B	10:35-11:31 10:31-11:01 11:01-11:31
5th hour 6th lunch W 6th lunch B	11:35-12:31 11:31-12:01 12:01-12:31
6th hour	12:35-1:31
7th hour	1:35-2:31
Early Release	1:15
½ Day	11:13

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TRANSPORTATION

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

<https://www.gulllakecs.org/departments/transportation/transportation-handbook>



Welcome to Gull Lake Middle School!

Our mission at GLMS is **Growing Learners, Becoming Leaders**. We strive to facilitate learning opportunities for students to grow. In addition, we want to strengthen 21st Century skills so our students can develop into leaders of themselves, their school, and the community.

Middle school can be a challenging time for families as children navigate through the self-development stage associated with adolescence. We are excited about the opportunity to partner with families in educating children towards the district goal of "Graduating Leaders". The staff are committed to helping your child feel welcome and connected to the GLMS family as s/he grows his or her unique leadership capacities.

We teach students to embrace the values of **Respect, Ownership, Community, Kindness, and Safety** in our ROCKS expectations. Policies and procedures are in place to maintain safe operation of the school and to ensure that every child is able to achieve his or her potential. The student handbook is prepared to provide families with information pertaining to the middle school. We encourage you to review the handbook with your child and discuss how the ROCKS expectations connect to the outlined procedures. If you have any questions at any time, please do not hesitate to contact us at the office (269-548-3600).

We look forward to the school year ahead.

Sincerely,

Carmen Maring & Jack Boerman
Building Leadership Team

GULL LAKE MIDDLE SCHOOL PROCEDURES

ENROLLING IN THE SCHOOL

Students who are new to Gull Lake Middle School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: a certified birth certificate, custody papers from a court (if appropriate), proof of residency, and proof of immunizations. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Any questions regarding School of Choice should be addressed to the Administration Office at 488-5000.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Gull Lake Middle School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact Gull Lake Middle School for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents.

PARENT DROP OFF AND PICK UP LOCATIONS

Before and After School

Parents/guardians/ family members who drop off students in the morning before school starts, or pick up their child after school ends, are to use the back of the school.

The student entrance in the back of the school is unlocked from 7:00 – 7:35 a.m.

Do not park on designated fire lanes or pick up/drop off at the front of the school building at the start of the day or dismissal. When you drop off or pick up in the back of the school, please exit the south end of the parking lot.

During the School Day

Parents/guardians/family members who drop off or pick up students during the school day are asked to use the front of the school and report to the office. All students entering or exiting the school during the school day must be signed in or signed out by a parent/guardian.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the main office and will be done for emergency purposes only. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change through the office.

USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a teacher. Books on the shelves may be checked out for a period of two weeks. To check out any materials, contact the media specialist. All materials checked out of the library must be returned to the library within the due date. Replacement fees will be charged for lost or damaged media center materials. Computer databases are available for research and software is accessible for the creation of assigned projects. Access to the Internet is granted to students for whom an Acceptable Use Policy agreement is on file.

STUDENT SALES

No student is permitted to sell any item or service without the approval of the Principal. Violation of this may lead to disciplinary action.

HEALTH AND WELLNESS

The school promotes healthy lifestyle choices in many ways including: Healthy Living Class, Food Service Programs, Healthy Vending Machine, Athletics/Physical Education. A school nurse is available to provide care and facilitate wellness programs.

LOST AND FOUND

Students who have lost items should check the lost and found area and may retrieve their items if they give proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF SCHOOL PHONES

Office or classroom telephones can be used for personal calls. Students will not be called to the office to receive a telephone call except in an emergency. If your child is feeling sick, they will be sent to the office and will be allowed to use the office phone. We do not allow the use of personal electronic devices during the school day.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Administrative Office and the building Principal. A minimum of twenty-four (24) hours' notice is required.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Parental consent is required for participation in any school-sponsored trip.

TEACHING AND LEARNING OVERVIEW

Teachers follow the District's curriculum and attend dedicated department meetings to align curriculum content. However, each teacher has professional discretion when achieving curriculum and/or unit objectives. These objectives are contained in the course syllabus given to students and parents. Learning standards are made known at the start of each unit and assessments are based on objectives.

If a student falls behind in their academics the student may have a parent contact, team meeting, or an academic referral. We are striving to have all teachers have the same standards for allowing students to be assessed.

All students will have the opportunity for enrichments described in class syllabi. If teachers decide to make enrichments part of their overall grade, this will be communicated in the class syllabi.

GRADING SCALE

Use of a percentage-based system.

A	100-93%	C	76-73%
A-	92-90%	C-	72-70%
B+	89-87%	D+	69-67%
B	86-83%	D	66-63%
B-	82-80%	D-	62-60%
C+	79-77%	E	59-0%
I	student work not complete		
CR	student issued credit		
NCR	no student credit		

COURSE SYLLABI

As a staff we have agreed to provide course syllabi for all graded classes and include:

1. Course Objectives
2. Units to be covered
3. Textbooks and materials to be used
4. Grading procedures
 - a. grading scale
 - b. timelines
 - c. how grade will be determined
 - d. if homework is graded, what percentage it will be towards final grade

EXAMS

Seventh and eighth grade students may be issued exams in courses at the end of each marking period. Exams will be a summative assessment of a student's learning of all the material presented during the preceding instructional period. Unified Arts and Fine Arts classes may give final exams. The content of the exams will include a writing component and may contain other forms of assessment.

Information regarding exams for a courses can be found in the course syllabi. No exams will be given early.

GRADING PERIODS

Students shall receive a report card at the end of each trimester indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they may talk with the teacher about what actions may be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, social maturity

When promotion of a student is in question, a letter will be sent to the student's home and a meeting scheduled with the parents.

Placement: If a student does not meet promotion criteria, the building principal may choose to place a student into the next academic level. It is recommended that parents, administration, teacher team, and the counselor meet to discuss the impact of this decision. A document will then be placed in the student's CA-60 file stating the parental choice.

Retention of a student who does not meet promotion criteria may occur if a student would benefit from additional time at the same grade level. It is recommended that parents, administration, teacher team, and the counselor meet to discuss the impact of this decision. A letter of possible retention will be sent for students who receive two or more E's in their first two trimesters in core classes.

The Principal has the final responsibility for determining the promotion, placement, or retention of each student.

HOMEWORK

Homework will be used to enhance student learning. The assignment of homework will be expected. Homework helps a student's preparation for state standardized tests and other assessments.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Unless exempted, each student will be expected to take the annual state standardized tests. Although make-up dates are scheduled, unnecessary absences should be avoided. Classroom tests or other forms of assessment will be used to determine student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The rights of consent and privacy of a student participating in any form of evaluation will not be violated.

CURRICULAR CLUBS AND ACTIVITIES

The school has many student groups, both curricular and non-curricular in nature. These groups include art club, Choir, equestrian club, band, ski club, student senate, robotics, and yearbook.

All students are permitted to participate in the curricular clubs and school activities of their choosing, as long as they meet the eligibility requirements and are present at school for at least four class periods or a comparable period on the day of the activity. In some cases, a student may be suspended from after-school activities for infractions that happen during the school day. Any student with four or more classes of S.R.C. will not be allowed to attend after school activities for that day, including dances and athletic events.

NON-CURRICULAR CLUBS AND ACTIVITIES

Non-curricular sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission may be obtained in the office. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event during contracted time, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Non-curricular organizations may not use the name of the school or school mascot.

ATHLETIC OPPORTUNITIES

The school provides physical education classes to all students. Other athletic programs are available when a student meets eligibility requirements. The following is a list of activities currently offered. For further information, contact the District Athletic Director at 269.548.3520.

Boys and Girls basketball	Ski Club	Boys and Girls track	Wrestling
Boys and Girls cross country	Cheer Club	Girls Volleyball	Tennis

All students participating in athletics shall abide by the Gull Lake Middle School Athletic Code. The Athletic Code will be in effect from August 1 to July 31 for all students who participate in athletics in that school year. Any student who has a substantiated violation of the Athletic Code within one year prior to their participation in any athletics at Gull Lake Middle School will be subject to the conditions and consequences outlined in the Athletic Code.

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 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). For more information, please go to the District website www.gulllakecs.org and see policy 2112 under the policy link.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against based on his/her race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information (collectively, "Protected Classes") while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Lisa Anderson
Assistant Superintendent
269.548.3400

Drew Bordner
Director of Curriculum & Instructional Technology
269.548.3400

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.

NON-DISCRIMINATION 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, including employment opportunities. For inquiries regarding nondiscrimination policies, please contact Lisa Anderson, Assistant Superintendent at 269.548.3400, Gull Lake Community Schools, 10100 East D. Avenue, Richland, MI 49083

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 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.

State law requires that all students have an emergency medical card completed, 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 submit those needs, in writing and with proper documentation by a physician, 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. The office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

Each student must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. If a student does not have the necessary immunizations 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. Any questions about immunizations or waivers should be directed to the building office.

Immunization Requirements

Unless a waiver from the Health and Community Services Department is given to the office, students must meet the following requirements:

Required for all children entering kindergarten, all sixth-grade students and all children changing school districts:

- Varicella-2 doses or history of varicella disease
- Dtap- 4 doses DTP or DTaP 1 dose must be at or after 4 years of age.
- Polio-4 doses (3 doses if dose 3 was given at or after 4 years of age)
- MMR- 2 doses
- Hepatitis B- 3 doses

Required for all children 11-18 years old who are changing school districts or who are enrolled in 6th grade:

- DTaP-4 doses D and T or 3 doses Td if 1st dose given at or after 1 year of age, 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
- Meningococcal-1 dose at 11 years of age or older upon entry into 7th grade or higher

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that 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

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Before any prescription, non-prescription, and/or homeopathic medication may be administered to any student during the school hours, the school requires completion of our medication prescriber form. Administration of non-prescription, over the counter medication (including cough drops, aspirin, Tylenol, etc.) by District employees to students is prohibited without completion of the medication prescriber form.

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 two to four (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 for emergency medications for allergies and/or reactions. All medications must be in their original containers.

Students may carry inhalers, only if prior permission is obtained from the physician and parent. The office must be notified if the inhaler is to be carried.

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 of a physical or emotional disability. 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. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A 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 AND PESTS

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 or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Health and Community Services Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their student's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against 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.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Office at 269.548.3417 to inquire about evaluation procedures and programs.

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of 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, in writing to the Principal. Directory information includes name, address and contact information.

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, the adult student, or a surrogate. The only exception to this is to comply

with the State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Information on former students 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. 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. 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. Failure to pay fines, fees or charges may result in withholding of grades and credits.

STUDENT FUNDRAISERS

The following general rules will apply to all fundraisers:

- 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.**

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 if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. See policy 6152.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also 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.

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, www.gulllakecs.org, with an e-check or credit card. Go to the school website, click on Public Portal, Payschools Link.

Students will be allowed to charge a maximum of 5 lunches at any time until their charges are paid. Please see the school guideline 8500D for procedure for the collection and payment for charged meals.

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 during the tornado season 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
WOOD – Channel 8/41
FOX – Channel 17

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

VISITORS

Visitors, particularly parents, are welcome at the School. 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 should call for an appointment prior to visiting the school. Students may not bring visitors to school.

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. 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.

SCHOOL ISSUED DEVICE AND COMPUTER RESOURCES/ACCESS

The use of District resources is to support the academic program and will include School Issued Device use, stand-alone computer use, networked computer use 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 at school, students understand and agree to the following:

- A. The use of the computer resources is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their computer access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. District resources are intended for the exclusive use of their registered user. The student is responsible for the use of his/her access privilege. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of access privileges will result in suspension of those privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
 - Misrepresenting other users.
 - Disrupting the operation of any resource through abuse of the hardware or software.
 - Malicious use through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
 - Interfering with others' use of the resource.
 - Illegal installation of copyrighted software.
 - Unauthorized downsizing, copying or use of licensed copyrighted software.
- F. The district cannot guarantee that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. While the computers around the district are protected by virus-protection software, the School or its employees will not accept responsibility for damage to a student's home equipment that might be the result of a virus contracted at school. It is recommended that home computers be protected with up-to-date virus protection.
- G. The student may transfer files from the information services and electronic bulletin board services. For each file received through a file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the student intentionally transfer a file, shareware, or software, which infects the District's resources with a virus and causes damage, the student is liable

for any and all repair costs and may be subject to other disciplinary measures by the District.

- H. The Student may only log on and access the resources under the immediate supervision of a staff member.
- I. The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account.

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.

ATTENDANCE

Regular attendance at school 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.

Board Policy 5200 – Attendance

The Board of Education requires all students enrolled in Gull Lake Community Schools to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Reporting Absences

Parents/guardians have an obligation to validate any student absence with the school. We request that parents call the school to verify the student's absence on the day the absence occurs. Parent/guardians should call the school office to communicate information regarding the student's absence during normal school hours. If a parent is unable to call during normal school hours, voicemail is available during the evening hours until the next morning for the purpose of acknowledging your student's absence. The school reserves the right

to determine if the absence is excused or unexcused. The school messenger will attempt to contact a parent/guardian if no call is received by 10:30 a.m. Written excuses from home will not be accepted. Failure to communicate with the school office within the time frame mentioned above will result in a student receiving an unexcused absence for the day.

Departure from School Property

If a student is required to leave school prior to the end of the regular school day, he/she must come to the attendance office and the student or office personnel will attempt to contact the parent/guardian to have the student excused. Students are not allowed to leave the building without parental/custodial permission. If the student has an appointment with a doctor or dentist, the student must have a parent call the office to have the time missed excused, prior to the time of the appointment. Failure to sign out in the office before leaving will result in an unexcused absence and disciplinary action may be taken by administration.

No student will be released to a person other than a custodial parent(s) without permission by the custodial parent/guardians(s).

Excused and Unexcused Absences

Excused Absences Include: Hospitalization, parent excused illness, professional treatment, attending funerals, court dates and pre-arranged absences.

Unexcused Absences Include: Skipping class, failure to sign in/out properly upon entering/leaving the building and failure to communicate with the school office in the appropriate time frame will result in an unexcused absence.

Truancy from school for any part of the school day will be considered an unexcused absence. Teachers will provide work or assignments missed due to an unexcused absence. Tests and quizzes may be made up for credit. Disciplinary action will also follow. Students who skip school will subject to after-school detention and/or suspension. Students who chronically skip class will be subject to further suspension time. Additionally, students who skip school or who are habitually truant may not attend after school activities. Students will also receive poor attendance marks on their permanent record. Permanent records may be sent out to future employers and post-secondary schools.

This policy also applies to secondary students who are enrolled in off-site courses such as ATYP and the Kalamazoo Math and Science Center.

Absences of 8 or more days (Per Trimester): When a student reaches 8 absences (per trimester) excused or unexcused, teachers will provide work or assignments missed. Tests and quizzes may be made up for credit. Exceptions to the 8-absence limit may be granted by the administration in cases of prolonged illness, hospitalization, death in the family, or family crises. We also ask that the doctor and dental notes be turned in to administration in order to waive/extend absences.

Students who show a repeated pattern of non-illness related absence cannot be treated in the same manner as those who have used the absence for unavoidable purposes. Some of the criteria indicating a poor attitude towards attendance are:

- Frequent absence without the school being notified by parents.
- Frequent absence without proper documentation by medical personnel.
- Leaving school early without permission.
- Frequent tardiness resulting in unexcused absences.
- Frequent missing of one or two classes during the day.
- Missing classes on test days.
- Repeated outside appointments in the same class period.

Notice of Absence

A notice of absence letter will be sent to the parents when the student has received eight (8) absences and again at 12 within any given class/period during the trimester.

Make-Up Work Policy

Excused Absences - The student will have one day to complete missed work for every day he/she was absent if fewer than 4 absences. If the student has four or more consecutive absences, he/she will have 2 days to complete work for every day he/she was absent. Long term assignments, however, will be due on the original due date or date of return. In the event of a pre-arranged absence, make-up work may be required to be due prior to the absence or directly upon return. Failure to comply with this protocol could result in loss of credit for assignments.

Unexcused Absences – Teachers will provide work or assignments missed due to an unexcused absence. Tests and quizzes may be made up for credit.

Absences Due to Suspension - Students who have been suspended from school or assigned In-School Suspension (ISS) will be given the opportunity to complete work. Work requests will be sent to teachers for all suspended students. Students assigned ISS are expected to complete work on day assigned. Make-up work due to out-of-school suspensions must be completed by the time the student returns to school. Special circumstances may be approved by administration.

Emergency Situations

It is understood that emergency situations where a lengthy absence may require special consideration. Students who can produce a doctor's note for absences relating to a serious illness may be given special consideration by the Administration. Deaths in the immediate family will also be dealt with on an individual basis.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. The school considers any student tardy who is late up to ten minutes. Any student that is more than ten minutes late is considered absent from the instructional period and will receive an absence. Tardy students are to report to the school office before proceeding to his/her assigned location. A student who intentionally enters a class ten minutes late to avoid the tardy policy will be subject to the provisions of both the attendance and tardy policies.

Vacations during the School Year

Parents are encouraged not to take their student out of school for vacations. When a family vacation must be scheduled during the school year, the parents must obtain a Pre-Arranged Absence form which is available in the school office or online. This form should be completed and returned at least **5 days prior to student departure**. Vacations that have been excused by parents are considered absences. Students will have the opportunity to make-up schoolwork if the above guidelines are followed.

STUDENT DISCIPLINE

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed 10 days and the number of expulsions.

This Board Policy applies to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

Student Code of Conduct

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: (1) identify offenses that may result in discipline; (2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; (3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and (4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

Definitions

For purposes of this Board Policy:

"Suspend" or "Suspension" means a disciplinary removal from school for less than 60 school days.

"Expel" or "Expulsion" means a disciplinary removal from school for 60 or more school days.

"Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board

must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

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. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

The Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

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

Discretionary Suspension or Expulsion

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of greater than 10 school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days or an expulsion, District administration or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption) by considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Building Administrators – 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension. The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider all of the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

Superintendent – Less than 60 days

The Board delegates to the Superintendent the authority to suspend a student for up to 59 school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension of up to 59 school days. Before exercising this authority, the Superintendent must consider all of the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;

- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent’s rationale must be based on the above factors.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in the section of this policy entitled “Due Process.” If the student is a student with a disability, the student’s discipline is also subject to the section of this policy entitled “Students with Disabilities.”

Board – Expulsion

The Board may suspend or expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension or expulsion. Before exercising this authority, the Board must consider all of the following factors.

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must explain its rationale in writing. The Board’s rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described in the section of this policy entitled “Due Process.” If the student is a student with a disability, the student’s discipline is also subject to the section of this policy entitled “Students with Disabilities.”

Mandatory Suspension or Expulsion

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. *Nothing in this section of the Board Policy may be construed to limit the Board’s discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.* The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;

- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Applicable Definitions for Dangerous Weapon Offense

“Weapon-Free School Zone” means school property and a vehicle used by a school to transport students to or from school property.

“School Property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3)

any firearm muffler or firearm silencer; or (4) any destructive device. "Firearm" does not include an antique firearm.

"Destructive device" means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

"Antique firearm" means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: (1) is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or (2) uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. "Antique firearm" also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. "Antique firearm" does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

Additional Procedures for Dangerous Weapon Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Board further directs the Superintendent or designee to make a referral to local law enforcement and to contact the student's parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

Arson

If a student is convicted of, or pleads guilty or no contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;

- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additional Procedures for Arson Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student’s permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student’s parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

Criminal Sexual Conduct

If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additional Procedures for Criminal Sexual Conduct Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for committing criminal sexual conduct, the student’s permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and to notify the student’s parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the District.

Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim’s behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

Additional Procedures for Physical Assault Against Employee/Volunteer/Contractor Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student’s permanent record reflects the expulsion. The Board directs the Superintendent, or his or her designee, to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student’s parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311a(5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

Additional Procedures for Physical Assault Against Another Student

A resident student in grade 6 or above who was expelled by another school for committing a physical assault against another student may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board’s decision is final.

Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additional Procedures for Bomb Threat or Similar Threat

A resident student in grade 6 or above who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board's decision is final.

Reinstatement Following Suspension or Expulsion

It is the policy of the Board to consider a petition for reinstatement from an expelled student and the parent/guardian and to follow the requirements of sections 1311 and 1311a of the Revised School Code.

Reinstatement Following Mandatory Permanent Expulsion

The parent/guardian (or the student if emancipated or at least 18 years old) of a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon may file a petition for reinstatement 60 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon no sooner than 90 school days after the date of the expulsion.

The parent/guardian (or student if emancipated or at least 18 years old) of a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a dangerous weapon but not for possessing a firearm or threatening another person with a dangerous weapon, or who was expelled for committing arson or criminal sexual conduct, may file a petition for reinstatement at any time. The Board, in its discretion, may reinstate a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a dangerous weapon (unless the possession was of a firearm or involved threatening another person with a dangerous weapon) or for committing arson or criminal sexual conduct no sooner than 10 school days after the date of the expulsion.

The parent/guardian (or student if emancipated or at least 18 years old) of a student who was in grade 6 or above at the time of expulsion and who was expelled for (1) possessing a dangerous weapon; (2) committing arson; (3) committing criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor, may file a petition for reinstatement 150 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 6 or above at the time of expulsion and who

was expelled for (1) possessing a dangerous weapon; (2) committing arson; (3) committing criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor, no sooner than 180 school days after the date of the expulsion.

It is the responsibility of the parent/guardian (or the student if emancipated or at least 18 years old) to prepare and submit the reinstatement petition. The Board will, however, provide a reinstatement petition form, upon request, for the parent/guardian or student to use. The Board may request that the parent/guardian or the student attach additional relevant information to the reinstatement petition.

The Board will appoint a reinstatement committee, consisting of 2 board members, 1 administrator, 1 teacher, and 1 parent of a current District student, to consider a reinstatement petition. The Board will appoint the reinstatement committee no more than 10 school days after receiving a reinstatement petition. The Superintendent is directed to prepare and submit information to the reinstatement committee related to the circumstances surrounding the student's expulsion and any factors supporting and not supporting reinstatement.

The reinstatement committee must convene not later than 10 school days following its appointment to: (1) review the reinstatement petition and supporting documentation submitted by the parent/guardian or the student; (2) review the information submitted by the Superintendent; and (3) submit to the Board a written recommendation on whether the Board should unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement to the student, based on consideration of all of the following factors:

- The extent to which reinstatement would create a risk of harm to other students or personnel;
- The extent to which reinstatement would create a risk of school liability or individual liability for the board or school personnel;
- The age and maturity of the student;
- The student's school record before the incident that caused the expulsion;
- The student's attitude concerning the incident that caused the expulsion;
- The student's behavior since the expulsion and the student's prospects for remediation; and
- If the petition was filed by a parent or guardian, the degree of cooperation that the parent or guardian has provided the student and the degree of cooperation that the parent or guardian can be expected to provide the student if the student is reinstated.

Before making its recommendation, the reinstatement committee may request that the student and his or her parent/guardian appear in person to answer questions. If the committee recommends that the student be conditionally reinstated, the committee must include in its written recommendation to the Board a list of recommended conditions.

At or before its next regularly scheduled meeting following receipt of the reinstatement committee's recommendation, the Board will consider the recommendation and make a final decision to unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement. The Board may require a student, and if the petition was filed by a parent/guardian, the parent/guardian, to agree in writing to specific conditions to reinstatement, including, without limitation, a behavior contract, completion of an anger management program, a "last-chance" agreement, counseling, drug treatment, or a psychological evaluation. The Board's decision to unconditionally grant, conditionally grant, or deny the reinstatement petition is final. Unless otherwise expressly authorized by the Board at the time of denial, if the Board denies reinstatement,

the parent, guardian, or student may not file another petition for reinstatement until 180 school days after the date of the denial.

Reinstatement Following Discretionary Permanent Expulsion

Unless otherwise expressly authorized by the Board at the time of a permanent expulsion, a student expelled for reasons other than those resulting in a mandatory permanent expulsion may not petition the Board for reinstatement until at least 150 school days after the date of the expulsion, and the student may not be reinstated until at least 180 school days after the date of the permanent expulsion. Upon receipt of a timely reinstatement petition, the Board will hold a hearing at its next regularly scheduled meeting to consider the petition and any information submitted by the student or his or her parent/guardian and the Superintendent in either support of or opposition to the petition. The Board may unconditionally grant, conditionally grant, or deny the reinstatement petition. The Board's decision is final. Unless otherwise expressly authorized by the Board, if the Board denies reinstatement, the parent, guardian, or student may not file another petition for reinstatement until at least 180 school days after the date of the denial.

Enrollment Following Misconduct at Another District

To the extent permitted by law, the District may deny enrollment to a student who engaged in misconduct in another school and who seeks to enroll in the District either: (1) before the previous school imposes disciplinary consequences for the misconduct, or (2) while the student is suspended or expelled from the previous school. The Superintendent is directed to refer any such student to the Board if, under the District's student code of conduct, the student's misconduct in the previous school would result in a long-term suspension or expulsion from the District and, in the Superintendent's opinion, the student's enrollment in the District would jeopardize the safety, welfare, or good order of the District. The Board will hold a pre-enrollment hearing following the Superintendent's referral to consider whether the student may enroll and, if so, any conditions on enrollment. The Board will consider any information submitted by the student or his or her parent/guardian and the Superintendent in either support of or opposition to the student's enrollment.

Due Process

It is the Board's policy to ensure that all students are provided due process as required by state and federal law before a student is suspended or expelled. The Board directs the Superintendent and all school administrators to protect the due process rights of students as explained below.

If a school administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this section of the policy.

Before making the decision to suspend a student for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator's decision to suspend a student for 10 or fewer school days to the Superintendent. The appeal must be submitted to the Superintendent within 3 calendar days of the suspension. The Superintendent's decision is final. The student will remain suspended while the appeal is pending.

Before making the decision to suspend a student for more than 10 school days, the Superintendent will provide the student and his or her parent/guardian: (1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a hearing, at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal the Superintendent's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the suspension. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student will remain suspended while the appeal is pending.

Before the Board suspends or expels a student, administration will provide the student and his or her parent/guardian: (1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a Board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. Administration will provide the student and his or her parent/guardian at least 3 calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or the Revised School Code and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Law Enforcement

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy.

Reporting

The Board directs administrators to notify law enforcement when required by the Statewide School Safety Information Policy and to make all other reports and provide all other notifications required by the School Safety Information Policy or any state or federal law.

The Board directs administrators to refer a student who is expelled for (1) possession of a dangerous weapon; (2) arson; (3) criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Educational Programming During Suspension or Expulsion

Except as otherwise provided in this policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion. The Board authorizes school officials to assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete course work during the period of the student's suspension or expulsion.

Students with Disabilities

It is the Board's policy to follow all applicable state and federal laws related to disciplining students with disabilities. Additionally, students with disabilities are entitled to the same due process protections as all other students.

On the date on which the District decides to (1) expel a student with a disability; (2) suspend a student with a disability for more than 10 consecutive school days; (3) suspend a student with a disability for more than 10 cumulative school days in the same school year if a pattern of removals exist (explained below); or (4) place a student with a disability in an interim alternative educational setting (explained below), the District will notify the student's parent/guardian of that decision and will provide the parent/guardian a copy of procedural safeguards.

Within 10 school days of a decision to (1) expel a student with a disability or (2) suspend a student with a disability for more than 10 consecutive school days, the District will convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP or 504 team, to determine whether the student's conduct was a manifestation of his or her disability. If the team concludes that the conduct was a manifestation of the student's disability, the District may not continue the suspension or expulsion. For a student with an IEP, if the team finds the conduct to be a manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan for the student, or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the IEP or 504 team concludes that the conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to change the placement or unless the student may be placed in a 45-school day interim alternative educational setting (explained below). If the team concludes that the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by observing the due process requirements discussed above and, if the student has an IEP, must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

Before suspending a student with a disability for more than 10 cumulative days in a school year, District administration must determine whether the student's removals from school constitute a pattern. If the District determines that the removals constitute a pattern, the District will, within 10 school days of a decision to expel the student or to suspend the student for more than 10 cumulative school days in a school year, convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP team, to determine whether the student's conduct was a manifestation of his or her disability.

If the team concludes that the conduct was a manifestation of the student's disability, the District may not continue the suspension or expulsion. For a student with an IEP, if the team finds the conduct to be a

manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the team concludes that the conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to change the placement or unless the student may be placed in a 45-school day interim alternative educational setting (explained below). If the team concludes that the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by observing the due process requirements discussed above and, if the student has an IEP must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

District administrators may remove a student with a disability who engages in any of the following conduct to an interim alternative educational setting for not more than 45 school days, even if the conduct is a manifestation of the student's disability:

- Carrying a weapon to or possessing a weapon at school, on school premises, or to or at a school function;
- Knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance, while at school, on school premises, or at a school function; or
- Inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

For purposes of this section of the Policy *only*, a "weapon" means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. A "weapon" does not include a pocketknife with a blade of less than 2½ inches in length. No student may be removed to an interim alternative educational setting without first receiving the due process rights afforded under this Board Policy.

Within 10 school days of a decision to place a student in an interim alternative educational setting, District administration must convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP team, to determine whether the student's conduct was a manifestation of his or her disability. If the student has an IEP and the team concludes that the conduct was a manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the student has an IEP and the team concludes that the conduct was not a manifestation of the student's disability, the District must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

The District reserves its right to remove a dangerous student from school to the maximum extent permitted by law. The Board directs administration to follow all state and federal laws governing the removal of dangerous students with disabilities.

If a student who is eligible for services under the Individuals with Disabilities Education Act is expelled or suspended for more than 10 school days during a school year or placed in a 45-school day interim alternative educational setting, administrators must ensure that the student continues to receive programs and services, although in a setting other than the regular school setting, that are sufficient to enable the student to

participate in the general education curriculum and to progress toward meeting the goals contained in the student's IEP.

A student who is not currently identified as a student with a disability is entitled to the rights and procedures provided to students with disabilities if the District had knowledge that the student was a student with a disability before the misconduct occurred. The District will be deemed to have knowledge that a student was a student with a disability only if: (1) the student's parent/guardian expressed concern in writing to a District administrator that the student needed special education or related services, (2) the student's parent/guardian requested a special education evaluation, or (3) the student's teacher or other personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the District's special education director or to other supervisory personnel. The District will, however, be deemed to not have had knowledge that the student was a student with a disability if: (1) the student's parent/guardian refused to allow the District to evaluate the student; (2) the student's parent/guardian refused special education for the student; or (3) the student was previously evaluated and determined to not be a student with a disability.

This policy does not provide a comprehensive description of the disciplinary rights and procedures due to students with disabilities. The Board directs administration to ensure that all other rights of students with disabilities are protected and all procedures applicable to students with disabilities are followed as required by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, state law, and Board policy.

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.

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.

Dress and Grooming

While fashions change, the reason for attending school does not change. Students are in school to learn. 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. The final decision in any situation involving inappropriate attire may rest with the building administrators.

The following styles or manners of dress are prohibited in school and at all related functions:

1. Midriffs (stomach) which are bare under normal wearing circumstances.
2. Clothing that does not cover the majority of the shoulder.
 - Inappropriate: halter tops, spaghetti straps, tube tops.
3. Shorts, skirts, and dresses shorter than the length of the extended thumb with relaxed shoulders.
 - Minimum 3" inseam for shorts.
4. Clothing made of a sheer (see-through) material or visible undergarments.
5. Tops cut low enough to expose cleavage under normal wearing circumstances.
6. Clothing with questionable printed material or advertisement of anything prohibited to minors.
7. Sunglasses, hats, or any other item that completely covers the head.
8. Pants/shorts worn lower than at waist/hip level.
9. Clothing with holes in them that could be considered inappropriate exposure or holes that violate the guidelines for the length of shorts.
10. Chains worn/connected on pants or shirts.
11. No pajama bottoms or tops are to be worn at school.
12. Coats or large vests unless permitted by supervising adult.

Students who are representing Gull Lake Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups.

Backpacks/Athletic Bags/Purses

Students are not allowed to carry backpacks, athletic bags, or purses during the school day. Backpacks, athletic bags, and purses must be used for the sole purpose of transporting books, school-related, or personal items to and from school. These bags may impede in the educational process. Over-sized bags should be stored in assigned athletic lockers and not in teacher classrooms. Students who fail to comply with this requirement will be subject to further disciplinary action. The final decision in any situations involving a backpacks, athletic bags, or purses 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.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

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.

STUDENT DISCIPLINE CODE
(Organized by Rule Number)

1. Use of drugs/alcohol

The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school 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. Sale also includes the possession or sale of over-the-counter medication to another student. The student caught in violation of the school's policy will receive a 10-day suspension, and possible recommendation for expulsion. Law enforcement officials may be contacted.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. If the results indicate a violation of school rules as described in this handbook, the student will be disciplined in accordance with the disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This includes any type of electronic (vapor) cigarette or electronic cigarette paraphernalia. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity. Violations of this rule could result in suspension or expulsion.

5. Possession of a weapon

The term "weapon" means 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, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

6. Use of an object as a weapon

Any object that is used to threaten or harm another may be considered a weapon. This includes but is not

limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause of civil action.

7. Knowledge of Dangerous Weapons or Threats of Violence

The Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Arson is considered a felony. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

9. Aggressive behavior / Instigation of aggressive behavior (student to student and/or student to district employee, volunteer, contractor or visitor).

No student shall engage in, or threaten to engage in, physical action upon an individual.

10. Instigation of Aggressive behavior

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.

11. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer or contractor which may or may not cause injury may result in charges being filed. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

12. Verbally threatening a staff member/student/person associated with the District

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Use of profanity or vulgar language is not accepted.

13. Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

14. Gambling

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

15. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

16. False alarms and false reports

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violation of this rule could result in suspension or expulsion.

17. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violation of this rule could result in suspension or expulsion.

18. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. This can also pertain to citizens or parents who have acted inappropriately or disrupted the educational process. Violations of this rule could result in suspension or expulsion.

19. Theft

When a student is caught stealing school or someone else's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The School is not responsible for personal property. Violations of this rule could result in suspension or expulsion.

20. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given reasonable direction by a staff member, the student is expected to comply. Substitute teachers are also considered to be staff members.

21. Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations of this rule could result in suspension or expulsion.

22. Persistent absences or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish attendance habits in order to succeed in school and in the world of work.

23. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

24. Refusing to accept discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion

25. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Profanity

Any behavior or language, which in the judgment of the staff or administration is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste, will be subject to disciplinary action.

27. Indecent Displays of Affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

28. Possession of Non-school provided Electronic Devices – iPads, Cell Phones, etc.

Students may be in possession of laptops, iPads, cell phones, or any other electronic communications device, however, students are subject to the terms of the policy outlined below:

- A. The use of such devices shall be permitted during instructional class time if the device is used for educational uses. "Educational Use" refers to use as an e-reader, books on-line, stop watches for a lab, etc.
- B. The use of such devices shall NOT be permitted during instructional class time, passing time, or during lunches if the device is used for entertainment uses. "Entertainment Use" refers to making and/or receiving phone calls, text messaging, gaming, listening to music, e-mailing or taking photos.
- C. Ringers and speakers must be turned off during the entire instructional day.
- D. Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or exams, taking pictures or contributing to or constituting harassment. Devices operated in violation of this policy, or for any illegal purpose, shall be confiscated.
- E. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action including suspension, loss of privileges, and may be recommended for expulsion.
- F. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.
- G. Talking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive disciplinary action.
- H. The District is not responsible for the loss, theft, damage, or vandalism to student's personal electronic devices. Students are strongly encouraged not to leave them unattended or unsecured.

29. Violation or individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

30. Violation of bus rules

Please refer to the Transportation Handbook

31. Disruption of the educational process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, band and performing arts events.

32. Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual orientation, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of suggestive or insulting gestures, sounds, leering, whistling, and the like, to a fellow student, staff member, or other person associated with the District.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District

Gender/Ethnic/Religious/Disability Harassment

A. Verbal:

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, sexual orientation, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with a person.

B. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

GRIEVANCE PROCEDURES

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Lisa Anderson
Assistant Superintendent
269-548-3400

Drew Bordner
Director of Curriculum & Instructional Technology
269-548-3400

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal

procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes she/he has been unlawfully harassed may make an informal complaint, either orally or in writing: **(1)** to a teacher, other employee, or building administrator in the school the student attends; **(2)** to the Superintendent or other District-level employee; and/or **(3)** directly to one of the Compliance Officers. All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.

Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a

meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant," may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant Administrative Guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

D. Hazing:

By any school group, club or team is not permitted. This 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 — 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 harassment complaints.

33. Anti-Bullying Policy

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

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.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- a. Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the afore mentioned individuals.

C. Complaints Against Certain School Officials. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

D. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

E. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

F. Annual Reports. At least annually, the building principal or designee, or the Responsible School Official(s) shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

G. Responsible School Official. The Superintendent and/or designee ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

H. Posting/Publication of Policy. Notice of this policy will be: (a) annually circulated to all students and staff, (b) annually discussed with students, and (c) incorporated into the teacher, student, and parent/guardian handbooks.

I. Training and Educational Programs. The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

J. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
 - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (*e.g.*, an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
 - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:
 - a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

34. Possession of a Firearm

In compliance with State law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students receiving educational services under IDEA or Section 504 shall be expelled only in accordance to federal and state laws, as well as Board Policy #2461. It must be determined by an IEPC that the student’s behavior with a disability is not a result or manifestation of the student’s disability.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the Principal’s office.

CRIMINAL ACTS

Any students engaging in criminal acts taken at or related to the school will be reported to law enforcement officials as well disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated.

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 School recognizes the right of students' self-expression. 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:

A. A material cannot be displayed if:

- 1.** Is obscene to minors, libelous, indecent, or vulgar.
- 2.** Advertises any product or service not permitted to minors by law.
- 3.** Intends to be insulting or harassing.
- 4.** Intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. 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 or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display

TRANSPORTATION

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

<https://www.gulllakecs.org/departments/transportation/transportation-handbook>