

# **GULL LAKE**

## **Community Schools**

### **Kellogg Elementary Student Handbook**

# **2021 - 22**

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

9594 N 40<sup>th</sup> Street  
Hickory Corners, MI. 49083  
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**STUDENT HANDBOOK**  
**Kellogg Elementary**  
9594 N 40<sup>th</sup> Street  
Hickory Corners, MI. 49083  
[www.gulllakecs.org](http://www.gulllakecs.org)

**Telephone & Fax Numbers**

Front Office      269.548.3800  
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Food Service      269.548.3550  
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**Building Administration & Front Office Staff**

Krystal Hawkins, Principal,  
Jason Schut, Dean of Students  
Melissa Shepherd, Secretary  
Stephanie Gambee, Secretary

**Office Hours: 8:00 am – 4:00 pm**

**DAILY SCHEDULE**

8:50 am	Students may enter the building
9:00 am	Students are to be in their classroom
11:00 am	Young 5's Lunch
11:35 am	Kindergarten Lunch
12:45 pm	1 <sup>st</sup> Grade Lunch
12:10 pm	2 <sup>nd</sup> Grade Lunch
3:50 pm	Full Day Dismissal
12:30 pm	½ Day Dismissal
2:35 pm	Early Release Dismissal

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## Welcome to Kellogg Elementary!

Welcome to Gull Lake Community Schools! As a new school year begins, I am excited about the many opportunities that lie ahead for our students. The mission at Kellogg is to Invest, Learn, and Grow. The Kellogg staff looks forward to fulfilling this mission with our students and families this year.

We are ~~very~~ proud of our reputation for academic excellence and student achievement. That reputation has been built by our dedicated and professional faculty, exceptionally talented students, involved families, and a supportive community. Our goal at Gull Lake is to challenge all students to strive for educational excellence as we seek to “**Graduate Leaders.**”

The student handbook has been prepared to provide you with the policies and procedures of Kellogg Elementary. Every policy and procedure have been developed to assist in a safe and orderly educational environment for all students. The handbook encourages all students to take responsibility for their actions and to respect and value the rights of others. It is important that all families review this important document with their student and discuss the purpose of school and why education is vital to their future.

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

I am proud to be the principal of Kellogg Elementary. I am looking forward to the 2021-22 school year. Please feel free to contact me with any questions, comments, or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Krystal Hawkins'.

Krystal Hawkins  
Principal

## **KELLOGG ELEMENTARY PROCEDURES**

### **ADMISSION AGE**

According to Michigan Law, a child residing in Gull Lake Community Schools must be at least five years old on or before December 1<sup>st</sup> of the school year to enroll in kindergarten. A child who will turn five years old after September 1<sup>st</sup> and on or before December 1<sup>st</sup>, may only enroll in kindergarten if the child's parent/guardian provides written notice to the District. Enrollment in kindergarten must comply with Board Policy 5302.

### **STUDENT PLACEMENT**

Each year in the spring the elementary staff devotes a significant amount of time developing class lists for the following year. It is a team effort and done with great care. A student's classroom placement is based on District needs, available space, and educational expertise consistent with state and federal law. Every attempt is made to place each child in an environment which encourages the best growth academically, socially, and emotionally. You, as parents, know your child best. If you wish to share information that will help us, complete a Student Placement Form available in the office in the spring. Please do not request teachers, but rather give information which will help us select the right classroom. We discourage specific teacher requests but recognize there may be extenuating circumstances on an individual basis. There is no guarantee of a desired placement.

Student placement is governed by Board Policy 5411. Although the District may consider parent/guardian requests, the District's placement decision is final. Nothing in this section may be construed to limit or modify rights under state and federal laws applicable to students with disabilities, including the right to have placement by an IEP or Section 504 Team.

### **TRANSFER OUT OF DISTRICT**

If a student plans to transfer from the District, the parent must notify the Principal. The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school, consistent with Board Policy 5303. Parents are encouraged to contact school office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

## **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.

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 positive 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.

### **Compulsory Attendance (Board Policy 5301)**

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. *Student Attendance must comply with Board Policy 5301.*

### **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. Parents/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. 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.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. Many elementary classes take field trips sometime during the school year.

Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip. A child will be unable to accompany his/her class without it. Parents will be contacted by the teacher as to where and when their child will be on a field trip. Students must ride school provided transportation to and from field trips.

A student's failure to comply with Board Policy, the Student Code of Conduct, or other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

## **LIBRARY-RESOURCE CENTER**

The children in grades K-2 have, a weekly library period. Students are encouraged to check out books for use at school and for leisure reading at home. Books are checked out for a definite period of time. Students are responsible for any damage to books beyond reasonable "wear and tear". Students and their parents are responsible for damaged and/or lost books.

Parent volunteers are much appreciated and very important to the library-resource center. Volunteers do clerical work to free the librarian to work with children and teachers. Those interested in volunteer work should call the school for further information.

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

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

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

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



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

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. District tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. 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. Richland Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **Report Cards**

Young Fives – Fifth Grade uses a numerical performance level system to indicate current achievement towards mastery of grade level standards. These standards will be aligned to meet the new Common Core Language and state level expectations to better inform parents on the progress of their child. The numerical performance levels are listed below:

- 4 - Exceeds Expectations:** Student demonstrates an understanding beyond the standard; applies skill/concept at an advanced level.
- 3 - Meets Expectations:** Student demonstrates an understanding of the standard; applies skill/concept correctly.
- 2 - Progressing Toward Expectations:** Student demonstrates partial understanding of the standard; applies skill/concept inconsistently.
- 1 - Improvement Needed:** Student demonstrates limited understanding of the standard; cannot apply skill/concept.

### **Specials Classes Reporting**

Reporting for "Specials" standards will take place three times a year, using the numeric level system, previously mentioned. This integration will appear included in the overall report and will not require a separate report for "Specials" classes.

### **Resources for Content Standards**

To learn more about the content standards, please visit the following:  
[www.corestandards.org](http://www.corestandards.org) or [www.michigan.gov/mde](http://www.michigan.gov/mde).

### **PLAYGROUND RULES AND EXPECTATIONS**

1. Students will not play rough on the playground.
2. Students will show respect for fellow students, staff and playground supervisors, and follow instructions given by staff and supervisors.
3. Student will stay outside during recess unless they have a pass or doctors note.
4. Students are to play in designated, grassy areas, staying away from puddles and mud.
5. Students are to stop what they are doing when the whistle blows and line up quickly and quietly.
6. Students will leave rocks, bark, sticks, snowballs and other dangerous objects alone.
7. Students will show pride in their school by keeping the building and grounds free of litter.
8. Students will take turns on equipment, share playground materials and return equipment after recess.
9. Students will not chew gum or eat food on the playground.
10. Students will settle differences peacefully. STOP/THINK/PLAN.
11. Students will remain on the playground unless given staff permission otherwise.
12. Students will abide by all Student Code of Conduct rules and Board Policy.

### **CONSEQUENCES FOR PLAYGROUND INFRACTIONS**

Failure to abide by playground rules may result in a behavior referral, with discipline up to suspension or expulsion. If a behavior referral is submitted to the office, it will be sent home and a parent/guardian must sign the referral, unless contact is made with parent/guardian.

## **BOOT POLICY – RECESS**

1. All students **must** wear winter boots and snow pants when snow is on the ground during the winter months.
2. Students will stay on the blacktop if they do not have boots or snow pants.

## **LUNCHROOM RULES AND EXPECTATIONS**

1. Students enter the lunchroom quietly, and those buying hot lunch stand along the wall and wait patiently.
2. Students remain seated while eating lunch.
3. Students may speak quietly during lunch.
4. If assistance is required, students raise their hand.
5. Supervisors will excuse children by class after their eating area is clean.
6. Students exit quietly.

## **DRESS CODE**

Students should wear appropriate clothing at all times. While fashions change, the reason for attending school does not change. Students are in school to learn, and clothing should not disrupt the learning environment. Any fashion (dress, accessory, or hairstyle) which disrupts the educational process, or presents a safety risk will not be permitted and the student may be removed from the educational setting until appropriate clothing can be secured. 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: tube tops
3. Tops cut low enough to expose chest area under normal wearing circumstances
4. Shorts, skirts, and dresses shorter than the length of the extended thumb with relaxed shoulders
  - Minimum 3" inseam for shorts

5. Clothing made of a sheer (see-through) material or visible undergarments
6. Pants/shorts worn lower than at waist/hip level
7. Clothing that:
  - is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption
  - is obscene or indecent
  - school officials can reasonably forecast will create a substantial disruption or promotes the use of or advertises illegal substances
  - incites violence or constitutes a true threat of violence
  - contains "fighting words"
8. Sunglasses, hats, or any other item that completely covers the head

### **STUDENT CODE OF CONDUCT**

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

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

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

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

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

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

invite a school counselor, school psychologist, or school social worker to attend the conference.

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

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

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

1. The student's age,
2. The student's disciplinary history,
3. Whether the student has a disability,
4. The seriousness of the behavior,
5. Whether the behavior posed a safety risk,
6. Whether restorative practices are a better option and
7. Whether lesser interventions would address the behavior.

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

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

## Student Code of Conduct

Unacceptable Behavior	Range of Disciplinary Action
<p><b>1. Student disorder/demonstration:</b> <i>Disruption of any school activity or class is prohibited.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> </ul>
<p><b>2. Defiance:</b> <i>School staff is acting “in loco parentis.” If given reasonable direction by a staff member, the student is expected to comply. Insubordinate behavior is prohibited.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion                             <ul style="list-style-type: none"> <li>○ In most cases: up to 2 days for first offense</li> <li>○ In most cases: up to 5 days for second offense</li> </ul> </li> <li>• Chronic disobedience can result in expulsion</li> </ul>
<p><b>3. Violation of individual classroom rules:</b> <i>Rules are for the safe and orderly operation of said environment.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Loss of privileges</li> <li>• Suspension or expulsion</li> </ul>
<p><b>4. Dress Code Violations:</b> <i>Students should wear appropriate clothing at all times. Clothing should not disrupt the learning environment.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Change clothing</li> <li>• Suspension or expulsion</li> </ul>
<p><b>5. Disruption of Educational Process:</b> <i>Delay of or prevention of lessons, assemblies, field trips, athletic and performing arts events.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Exclusion from the activity</li> <li>• Suspension or expulsion</li> </ul>
<p><b>6. Profanity:</b> <i>Behavior or language, which in the judgment of the staff or administration is obscene, vulgar, or profane will be subject to disciplinary action.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> </ul>
<p><b>7. Refusing to Accept Discipline:</b> <i>Refusing to accept discipline for actions.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Subject to further and more stern action such as suspension or expulsion, depending on the severity of the misconduct</li> </ul>
<p><b>8. Aiding or abetting violation of</b></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent Meeting</li> </ul>

<p><b>school rules:</b> <i>Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.</i></p>	<ul style="list-style-type: none"> <li>• Suspension or expulsion</li> </ul>
<p><b>9. (Physical) Aggressive Behavior (student to student &amp; student to district employee, volunteer, contractor, or visitor):</b> <i>No student shall engage in, or threaten to engage in, physical action (fighting) upon an individual.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion <ul style="list-style-type: none"> <li>◦ In most cases: up to 2 days for first offense</li> <li>◦ In most cases: up to 5 days for second offense</li> </ul> </li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>10. Instigation of Aggressive Behavior:</b> <i>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.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Parent meeting</li> <li>• Suspension or expulsion <ul style="list-style-type: none"> <li>◦ In most cases: up to 2 days for first offense</li> <li>◦ In most cases: up to 5 days for second offense</li> </ul> </li> </ul>
<p><b>11a. Threats Verbal (student to student &amp; student to district employee, volunteer, contractor, or visitor):</b> <i>Any statement or non-contact action that constitutes a threat against a staff member, student, or other person.</i></p> <p><b>11b. Extortion:</b> <i>Use of threat, intimidation, force or deception to take, or receive something from someone else.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul>
<p><b>12. Forgery, Cheating or Copying Student Work:</b> <i>Hall/bus passes, excuses, cheating, copy student work or similar behavior.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Zero credit on assignment, quiz/test, etc.</li> <li>• Suspension or expulsion</li> </ul>
<p><b>13. False alarms and false reports:</b> <i>False emergency alarm or report; setting off an alarm without cause.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> <li>• Payment of damages, if applicable</li> </ul>

<p><b>14. Trespassing:</b>  <i>(Unauthorized entry to GLHS grounds, buildings, classrooms). If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Students who have not been removed, suspended, or expelled are also prohibited from trespassing in any area on school property which the student is not expressly authorized to access.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police</li> <li>• Suspension or expulsion <ul style="list-style-type: none"> <li>○ In most cases: up to 2 days for first offense</li> <li>○ In most cases: up to 5 days for second offense</li> </ul> </li> <li>▪ Suspended/expelled students who trespass on District property may be subject to additional discipline</li> </ul>
<p><b>15. Theft:</b>  <i>Stealing school or other's property</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Return property</li> <li>• Restitution/Payment of damages, if applicable</li> <li>• Suspension or expulsion</li> </ul>
<p><b>16. Damaging Property:</b>  <i>Vandalism and disregard for school property.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> <li>• Restitution/Payment of damages, if applicable</li> </ul>
<p><b>17. Unauthorized Use of School or Private Property:</b>  <i>Using another's property or belongings, or using school property, without permission; using school or another's property in a manner that damages the property or is inconsistent with its intended use.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul>
<p><b>18. Possession of Non-School Provided Electronic Devices (Cell Phone, Tablet, iPods, Camera, etc.):</b>  <i>The use of such devices shall NOT be permitted during instructional class time. Devices if brought on school property must remain in the student's assigned locker or cubby only. "Use" refers to making and/or receiving phone calls, text messaging, gaming, listening to music, e- mailing or taking photos.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st &amp; 2nd offense: device will be confiscated and kept in the main office and returned at the end of the day</li> <li>• 3rd offense: device will be confiscated and returned when a parent picks it up and a conference is held with the building administrator</li> </ul>



<p><b>19. Indecent Displays of Affection:</b> <i>Touching, petting, or other contact that may be considered sexual in nature.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Referral to School Social Worker</li> <li>• Suspension or expulsion</li> </ul>
<p><b>20. Gull Lake Community School Issued Electronic Devices Acceptable Use:</b> <i>Non-compliance with GLCS Device Guidelines, and Procedures in Acceptable Use Policy</i></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Loss of privileges</li> <li>• Suspension or expulsion</li> </ul>
<p><b>21. Violation of bus rules: Transportation V.</b></p> <ul style="list-style-type: none"> <li>• <i>Self-Transportation is a privilege</i></li> <li>• <i>Bus Transportation is a privilege</i></li> </ul>	<p>Please refer to the Transportation Handbook. The link is on page 35.</p>
<p><b>22. Harassment:</b> <i>(as defined in Board Policy 5202)</i></p> <p><b>22a. Sexual Harassment:</b> <i>(as defined in Board Policy 3118)</i></p> <p><b>22b. Gender/Ethnic/Religious/Disability/Race Harassment:</b> <i>(as defined in Board Policy 5202)</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public school</li> </ul>
<p><b>23. Bullying:</b> <i>(as defined in Anti-Bullying Board Policy 5207)</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Referral to School Social Worker</li> <li>• Exclusion from activities</li> <li>• Suspension or expulsion</li> </ul>
<p><b>24. Bomb Threat/Similar Threat:</b> <i>Any threat directed at a school building, other school property, or a school-related event</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public school</li> </ul>
<p><b>25. On-Campus Criminal Sexual Conduct:</b> <i>Conduct on school property or at a school-sponsored event that rises to the level of criminal sexual conduct, as determined by the District</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public school</li> </ul>

<p><b>26. Off-Campus Criminal Sexual Conduct against another student:</b>  <i>Conduct that rises to the level of criminal sexual conduct, as determined by the school; may result in permanent expulsion from all public schools in Michigan</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public school</li> </ul>
<p><b>27. Knowledge of threats or dangerous weapons:</b>  <i>Students who have knowledge of a threat or the presence of a dangerous weapon at school must report the threat or weapon. Failure to report may result in discipline.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public school</li> </ul>
<p><b>28. Possession of a weapon: guns, pellet guns, knives, or club type instruments:</b>  <i>Also including any toy that is presented or perceived as a real weapon. Certain weapons under state law require mandatory permanent expulsion from all public schools in Michigan.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>29. Possession of a Firearm:</b>  <i>Any possession of a firearm by a student on school property is strictly prohibited</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public school</li> </ul>
<p><b>30. Use of an object as a weapon:</b>  <i>Any object used to threaten or harm another (including but not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.) Intentional injury to another can be a felony and/or a cause of civil action.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> </ul>
<p><b>31a. Physical Assault (student to student):</b> <i>Causing or attempting to cause physical harm to another through intentional use of force or violence.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul>

<p><b>31b. Physical Assault (student to employee, volunteer, or contractor):</b>  <i>Causing or attempting to cause physical harm to another through intentional use of force or violence. Such action is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>32. Use or Possession of Explosives:</b>  <i>Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Suspension or expulsion</li> <li>• Possible referral to police (when warranted)</li> <li>• Payment of damages, if applicable</li> </ul>
<p><b>33. Arson:</b>  <i>Purposefully setting a fire on school property. Arson on school property is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.</i></p>	<ul style="list-style-type: none"> <li>• Notify parent / Parent meeting</li> <li>• Arson is a felony and will result in referral to the police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>

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

### **MISSION STATEMENT**

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

### **BELIEF STATEMENTS**

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

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

The Board of Education believes student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). For more information, please go to the District website [www.gulllakecs.org](http://www.gulllakecs.org) and see policy 5401 under the policy link.

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

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

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

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

- **Race, color, and national origin harassment** is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.
- **Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by Policy 5202 includes harassment based on gender identity or sexual orientation and harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

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

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

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

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

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

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

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

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

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

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

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

### **TITLE IX SEXUAL HARASSMENT**

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

- A. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct.

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

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

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

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

For more information, please see Board Policy 3118.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

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

## **STUDENT WELL-BEING**

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

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

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

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

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

## **IMMUNIZATIONS**

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



## **EMERGENCY MEDICAL AUTHORIZATION**

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

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

## **USE OF MEDICATIONS**

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

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

See Policy 5703 for detailed medication administration procedures.

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

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

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

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

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

### **HOME-BOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are hospitalized or confined to the home due to a physical or emotional disability for a period longer than 5 consecutive days. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by administration. The District will provide home-bound instruction only for those confinements expected to last at least 5 days, consistent with Board Policy 5416 and state law. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A licensed physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

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

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

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

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

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

## **INDIVIDUALS WITH DISABILITIES**

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

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

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

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

## **STUDENT RECORDS**

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

prove that a student was accurately counted in membership for state aid and grant purposes.

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

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

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

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

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

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

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

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

## **STUDENT SUPPLIES**

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

## **STUDENT FUNDRAISERS**

The following general rules will apply to all fundraisers:

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

## **STUDENT VALUABLES**

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

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

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

## **MEAL SERVICE**

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

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

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

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

## **FIRE, TORNADO, AND LOCK DOWN DRILLS**

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

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

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

### **EMERGENCY CLOSINGS AND DELAYS**

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

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

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

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

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

### **VISITORS**

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

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

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

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

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

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

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

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

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

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

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

## **LOCKERS**

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

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



## **ATTENDANCE**

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

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

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

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

## **STUDENT CODE OF CONDUCT**

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

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

## **Expected Behaviors**

Each student shall:

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

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

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

## **Care of Property**

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

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

## **HAZING**

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

- A. Illegal activity, such as drinking or drugs.
- B. Physical punishment or infliction of pain.
- C. Intentional humiliation or embarrassment.
- D. Dangerous activity.
- E. Activity likely to cause mental or psychological stress.
- F. Forced detention or kidnapping.
- G. Undressing or otherwise exposing initiates.

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

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

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

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

## **STUDENT RIGHTS OF EXPRESSION**

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored,

noncommercial written material and petitions; buttons, badges, and other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

An item cannot be displayed if it:

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

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

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

## **TRANSPORTATION HANDBOOK**

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

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

### **Appendices**

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

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