

# **GULL LAKE**

## **Community Schools**

### **Gull Lake High School Student Handbook**

# **2021-22**

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Richland, MI 49083  
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[www.gulllakecs.org](http://www.gulllakecs.org)

**2021-2022  
STUDENT HANDBOOK  
GULL LAKE HIGH SCHOOL**

7753 N 34<sup>th</sup> Street  
Richland, MI 49083  
www.gulllakecs.org

Main Office	269.548.3500
Fax	269.548.3501
Guidance & Student Services	269.548.3512
Athletics	269.548.3520
Transportation	269.548.3891

**Building Administration & Office Staff**

Mr. Don Eastman, Principal  
Mr. Kris Simms, Assistant Principal  
Mrs. Sara Buelow, Secretary  
Mrs. Samantha VanderSalm, Secretary

Mrs. Karyn Furlong, Athletic Director  
Mrs. Noreen Arnold, Athletic Secretary

Ms. Kelly Quartermaine, Registrar  
Mrs. Diana Bushouse, School Counselor  
Mrs. Diana Kwiatkowski, School Counselor  
Mrs. Katie Soule, School Counselor

**Office Hours: 7:00 a.m. – 3:00 p.m.**

**DAILY SCHEDULE**

<b>Monday, Tuesday, Thursday, Friday</b>			
<b>Block 1</b>	7:30 - 8:42 am		
<b>Block 2</b>	8:47 - 9:59 am		
<b>Block 3</b>	9:59 - 11:51 am	<b>Lunch 1</b>	9:59 – 10:29 am
		<b>Lunch 2</b>	10:40 – 11:10 am
		<b>Lunch 3</b>	11:21 – 11:51 am
<b>Block 4</b>	11:51 – 1:03 pm		
<b>Block 5</b>	1:08 – 2:20 pm		
<b>Wednesday</b>			
<b>Block 1</b>	7:30 - 8:33 am		
<b>*Seminar</b>	8:38 – 9:18 am		
<b>Block 2</b>	9:23 – 10:26 am		
<b>Block 3</b>	10:26 – 12:09 pm	<b>Lunch 1</b>	10:26 – 10:56 am
		<b>Lunch 2</b>	11:03 – 11:33 am
		<b>Lunch 3</b>	11:39 – 12:09 9 pm
<b>Block 4</b>	12:09 – 1:12 pm		
<b>Block 5</b>	1:17 – 2:20 pm		

**EARLY RELEASE SCHEDULE**

(See District Calendar for Scheduled Dates)

<b>Block 1</b>	7:30 - 8:30 am		
<b>Block 2</b>	8:35 - 9:35 am		
<b>Block 3</b>	9:40 – 10:40 am		
<b>Block 4</b>	10:40 – 12:15 pm	<b>Lunch 1</b>	10:40 – 11:10 am
		<b>Lunch 2</b>	11:45 – 12:15 pm
<b>Block 5</b>	12:15 – 1:05 pm		

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## Welcome to Gull Lake High School!

On behalf of the faculty and administration, we would like to extend a warm welcome to returning students and their families and to those are new to Gull Lake High School. We hope that you share in the excitement that each new school year brings.

Gull Lake High School has a reputation for delivering quality education to its students. We offer all students a comprehensive quality educational program, which consistently achieves excellent results as reflected in our classroom, district and state assessment measures. We are committed to provide an outstanding education in an environment where students are focused on academic achievement, have the necessary support to be successful and have the opportunity to be involved in extra-curricular organizations. We place a priority on creating a learning environment where classroom and school programs reflect Gull Lake's emphasis on student success.

The success of Gull Lake High School is also attributed to the solid partnership that exists among students, parents, staff and community. When the community and schoolwork together toward high expectations for student achievement and conduct, students demonstrate great success as positive, confident learners. 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 Gull Lake High School. Every policy and procedure have been developed to assist in a safe and orderly educational environment for all students. It is important that all students review the information contained in this handbook and use it as a reference during the school year.

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.

We take pride in the excellence that our school represents. The faculty and administration of Gull Lake High School are ready to assist in helping you meet the challenges of the year ahead.

Sincerely,

Don Eastman  
Principal

## **GULL LAKE HIGH SCHOOL PROCEDURES**

### **TRANSFER/WITHDRAWAL OUT OF THE DISTRICT**

If a student plans to transfer from Gull Lake High School, the parent or guardian must notify the Principal in writing of the intent to transfer or withdraw.

The student should secure an official withdrawal form from the counselor. The form should be presented to each teacher for signature and current grade, and the form must be signed by the Assistant Principal and counselor. . No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. When transferring student records, school officials are required to transmit disciplinary records including pending and completed suspension and expulsion actions against the student.

### **GUIDANCE AND STUDENT SERVICES**

The services and programs provided by Guidance and Student Services include academic planning, career development, prevention/education programs, personal counseling, and referrals to appropriate resources and/or agencies. The counselors and their class assignments are:

- Mrs. Diana Bushouse** – Freshmen, Sophomores & Juniors last name P-Z
- Mrs. Diana Kwiatkowski** – – Freshmen, Sophomores & Juniors last name A-G
- Mrs. Katie Soule** - – Freshmen, Sophomores & Juniors last name H-O & all Seniors

Appointments to see a counselor are made through the secretary in the Guidance Office. Students should sign up in the Guidance Office before or after school or between classes.

### **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 must be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take a prerequisite. Students are expected to follow their schedules. Any variation must be approved with a schedule change. As a Gull Lake student, changes from your original schedule are not permitted unless:

- The class in which you are currently enrolled is filled beyond capacity.
- The teacher recommends that you do not take the class because it is beyond or below your capabilities.
- A parent signs and delivers a written request to your counselor to make a change.
- You have been accepted into a special program (co-op, consortium class, etc.).
- Extraordinary circumstances exist, in the sole discretion of the building principal, that warrant a change.

Note: A schedule change that results in a student leaving a course after the third week of a semester will result in the student receiving either a "WITHDRAW" or a "WITHDRAW FAILURE" on his/her transcript. The student should also be aware that finding another course to enter at that time will be difficult and that he/she will be required to make up any work that has been assigned during the period of time which was missed. The criteria that will be used in determining whether the withdrawal will result in a failing grade are:

- If after meeting with the counselor, teacher, parent, and student and it is determined the course is beyond the student’s capabilities and that the student has made an effort to pass the class, the student will receive a “withdrawal” only.
- A student who cannot participate in a course such as physical education due to an injury or illness will receive a “withdrawal” only.
- A student who wishes to withdraw because he/she feels they will not receive an acceptable grade, no longer is interested in the course, etc. will receive an “E- withdrawal.” (Includes off- site, dual enrollment, and co-op programs.)
- Extraordinary circumstances warranted a schedule change will be evaluated on a case-by-case basis but will generally result in w “withdrawal” only.

## **ACADEMICS**

### **GRADES**

Gull Lake High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The School uses the following grading system:

<b>A</b> = Excellent achievement	<b>NC</b> = No credit
<b>B</b> = Good achievement	<b>I</b> = Incomplete
<b>C</b> = Satisfactory/average achievement	<b>P</b> = Acceptable achievement
<b>D</b> = Minimum-Acceptable achievement	<b>W</b> = Withdrawal
<b>E</b> = Failure (no credit)	<b>EW</b> = E Withdrawal

An “Incomplete” should only be assigned in cases of extended illness or other unavoidable situations, which makes it impossible for the student to complete the assigned work in the time allotted. Unless otherwise noted, a student receiving an “Incomplete” will have up to two (2) weeks from the end of the marking period to make up missed work. After two weeks, the grade will be entered, which may involve the “I” being changed to an “E”.

### **GRADING PERIODS**

Students shall receive a report card at the end of each trimester indicating the 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 after the sixth week of the twelve- week marking period to the parents. Parents can then contact their student’s teacher(s) about what actions can be taken to improve poor grades.

### **PROGRESS REPORTS**

Progress reports will be made available midway through each trimester. Progress reports are available during Parent Teacher Conferences. Parents and students are encouraged to keep current on student progress throughout the

duration of the trimester by monitoring Synergy. Please visit the district/high school webpage for access. For questions, please contact the Student Services Office.

**CLASS RANKING: G.P.A.**

Class rankings will be determined based on 12 trimesters of high school completion for grades 9-12. Twelfth trimester grades are important for the following reasons:

- Colleges request a student’s twelfth trimester grades.
- Twelfth trimester grades are included as part of a student’s permanent school record.
- GPA is calculated on a 4-point scale, as follows:

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		
NC	No student credit		
P	Acceptable achievement		
W	Withdrawal		
EW	E Withdrawal		

All classes are weighted evenly in calculating class rank and GPA, except honors and Advanced Placement courses, which are weighted 0.7 points higher than other courses.

**EXAMS**

Trimester and/or course exams are given at the end of each trimester. Exams may count for up to 20% of the final grade. All students are required to take exams at the time they are given. No student may take an exam early.

**COURSE REPETITION POLICY**

A student may, upon teacher or counselor recommendation, repeat a Trimester of a course. If credit had been granted due to reception of a passing grade (D- or above) upon the first completion of the course, elective credit will be granted for successful completion of the repeated segment(s) of the course and the grade will be calculated into the student’s GPA. However, in meeting the minimum graduation requirements of a specific department, a course may not be counted more than once.

**WEIGHTED GRADES**

In accordance with the Mission Statement of Gull Lake High School, we want students to grow collectively in knowledge, skills, cultural appreciation, and civic and personal responsibility. We, therefore, encourage every student to select an academic course of study that is intellectually challenging. Advanced coursework opportunities require expectations that are well beyond the parameters of the high school classroom. The coursework opportunities will mandate higher cognitive skills, more rigorous demands of reading, writing, research, language, and extra commitments of time.

To reflect the higher standards, the grades earned in these coursework experiences are “weighted” on the student’s grade point average. Each passing grade, in the advanced classes, will be modified by an additional 0.7 on the grade point average scale. For further information regarding weighted grades and/or for applying to have a course(s) weighted, please contact the Guidance/Student Services Office.

**DUAL ENROLLMENT**

Students can further their education at a post-secondary institution with assistance in tuition and some fees. To qualify, a student must:

1. Be enrolled in both the school district and post-secondary institution during the local school district’s regular academic year.
2. Enroll in academic courses (as opposed to “activity” courses) and must be courses NOT offered by the local school district.
3. Meet all criteria required in the Postsecondary Enrollment Options Act.

If you are interested in dual enrollment options, please schedule a meeting with the counselor to ensure all requirements are met. Students who do not meet all requirements for dual enrollment may not have classes paid for by the District.

**ADVANCED PLACEMENT PROGRAM**

Advanced Placement courses provide qualified junior and senior students a special college-level learning experience. To reflect the quality of the work undertaken, a grade earned in an AP course counts for more in a student’s GPA than the same in a regular course. The student must pass the course in order to receive credit.

Each student has the opportunity to take an Advanced Placement Exam in May that could qualify for college earned credit. The exam will be administered at Gull Lake High School in cooperation with the College Entrance Examination Board. An exam fee will be charged.

**TESTING OUT**

State law provides the opportunity for students to test out of courses. Students will be able to test out of any course except those they are currently taking.

Each student may be required to demonstrate mastery through the basic assessment used in the course, which may consist of a final examination, portfolio, performance, paper, project and/or presentation. It will be necessary for the student to submit a request in advance to be included in the testing out opportunity. Courses tested out will be accepted as fulfillment of a requirement in a course sequence. Courses tested out will be recorded on the student’s transcript. Courses tested out will not count in the computation of the student grade point average.

All applicants requesting testing out must contact the Guidance/Student Services Office for an application at 269.548.3512.

**PHYSICAL EDUCATION WAIVER**

One-half credit of physical education is required to graduate from the Gull Lake Community Schools. The physical education credit may be waived, and students are exempted from this requirement by a doctor’s excuse.

Total graduation credit reduction is not awarded for medical exemptions; therefore, while students who secure

exemptions are excused from the required physical education course, they must earn the same total number of credits to graduate as are required of students without exemption.

**ACADEMICALLY TALENTED YOUTH PROGRAMS (ATYP)**

ATYP course work successfully completed at the middle school level shall be recorded in the following manner:

- The course name and grade received will be placed on the student’s high school (grades 9-12) transcript.
- Course work completed will not count as credits earned toward graduation.
- Grades earned will not count as credits earned toward graduation.
- Grades earned will not be computed into the high school grade point average (GPA).

**PROMOTION, PLACEMENT, AND RETENTION**

Completing required coursework and earning the necessary credits determine a student’s progress toward graduation and receiving a diploma. A student is only granted credit when the necessary requirements are met. It is the student’s responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office/Student Service Office and a counselor will be pleased to answer any questions.

**MICHIGAN MERIT EXAM**

In order to be eligible for graduation, students are required to exhaust all opportunities, beginning in the spring of their junior year, and to put forth diligent effort on all sections of the high school proficiency test required by the State of Michigan, Department of Education (Michigan Merit Exams).

**GRADUATION REQUIREMENTS**

**REGULAR DIPLOMA**

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

Students must complete the Michigan Merit Exam in its entirety in order to receive a Gull Lake High School Diploma. The test is taken during a student’s junior year. Specific dates and information will be provided to all students.

Curriculum guides, available to all students through the Guidance/Student Services Office, outline specific elective classes to fulfill their course requirements.

**COMPLETION CERTIFICATES**

Completion certificates may be available to students who are unable to satisfy District and state graduation requirements, in accordance with Board Policy 5414. A completion certificate is not a diploma and does not mean that the student has satisfied the graduation requirements.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal's office.

### PRIDE CARDS

Students may receive PRIDE cards in the mail from staff throughout the year to recognize various successes, citizenship, improvement, encouragement, etc. These are meant to further recognize the many positive things our students achieve and participate in throughout the school year.

### HONOR ROLL

Students with a trimester GPA of 3.250 to 3.4999 are placed on the **Honor Roll**.

Students with a trimester GPA of 3.5000 to 3.899 are placed on the **High Honor Roll**.

Students with a trimester GPA of 3.9 and above are placed on the **Highest Honor Roll**.

An honor roll list will be published and announced following each trimester.

### NATIONAL HONOR SOCIETY

The object of the Gull Lake High School NHS chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students. These criteria form the foundation upon which the organization and its activities are built. The selection process will happen 2 times during a student's high school career. During the spring trimester, sophomores and juniors that have a cumulative GPA of 3.5, or higher, will receive a letter indicating eligibility for consideration. Eligible sophomores and juniors who wish to apply must complete an application and essay that demonstrates:

- **SERVICE:** Voluntary contributions made by the student to the school or community (no less than 9 hours from 2 sources for sophomores; 12 hours from 2 sources for juniors).
- **LEADERSHIP:** Experiences drawn from school or community activities while working with or for others (sophomores need 1 leadership experience; juniors need 2.)
- **CHARACTER:** A student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

### SENIOR SCHOLASTIC HONORS

Grade point averages for graduating seniors are computed after the conclusion of 12 trimesters. The final rank and GPA will be recorded on each graduate's final official transcript as part of his/her permanent record for use in sending to employers and colleges.

Seniors with a cumulative GPA of 3.250 to 3.4999 graduate with honors and are awarded a silver honor cord. Those seniors with a cumulative GPA of 3.5000 to 3.899 graduate with high honors and are awarded a gold honor cord. Honor students and high honor students will wear their respective cords at the graduation ceremony.

Seniors with a cumulative GPA of 3.9 and above will graduate with the distinction of Distinguished Academic Scholars and are honored by the Gull Lake Foundation. These students are eligible to wear an honor stole during the

graduation ceremony. The honor of Valedictorian and Salutatorian are given to the students with the first and second highest scholastic average in the graduating class based on all twelve trimesters cumulative GPA.

### **ACCREDITATION**

Since 1973, the North Central Association Commission on Accreditation and School Improvement (NCA CASI) has continuously accredited Gull Lake High School. This means that the school must maintain high standards of excellence and must continue to improve its educational program and the effectiveness of its instruction.

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the Michigan Merit Exam/SAT and graduation.

Homework will not be used for disciplinary reasons, but only to enhance the student's learning

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Students will be expected to participate in the following throughout their high school career at GLHS.

**PSAT:** All ninth and tenth grade students take the PSAT test in the spring. This test will be given in April when the juniors participate in the MME. Juniors will take the PSAT/NMSQT as a practice SAT test in the fall.

**Michigan Merit Curriculum:** All eleventh-grade students will be expected to participate in the MME in the spring. This test consists of the SAT college entrance exam, the Work Keys exam, and the Michigan Student Test of Educational Preparedness (M-STEP). The SAT/Work Keys portion of the MME is given in April to all juniors in the State of Michigan. The M-STEP test will be given in late April/early May and will be done in electronic format. The MME will be used to determine whether students are meeting or exceeding the Michigan Curriculum Standards. Students will also be able to submit their SAT test score for admission to colleges and universities.

Additional group 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:** All students will participate in classroom assessments 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.

**Vocational and Interest Surveys:** These may be given to students to identify particular areas of student interest or talent and are often given by the Guidance staff. College entrance testing information can be obtained from the Guidance/Student Services Office.

Depending on the type of testing, specific information and/or parent consent may be needed and obtained. Gull Lake High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **GENERAL INFORMATION**

### **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.

Students are urged to lock all personal belongings securely.

### **LOST AND FOUND**

The lost and found area is in the high school main office. Students who have lost items should check there and may retrieve their items if they give proper description. Unclaimed items will be donated to charity at the end of the school year.

### **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.

### **USE OF SCHOOL TELEPHONES**

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use classroom telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school due to illness.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hour notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **LIBRARY/MEDIA CENTER**

Library Media Center materials support the high school curriculum and independent student reading. Books may be checked out for three weeks and may be renewed. Non-print materials may be checked out overnight. Students are asked to return all borrowed items when due; failure to do so results in the loss of further circulation privileges. There are no daily fines.

The Library Media Center is open Monday through Thursday 7:15 am to 3:30 pm and Friday 7:15 am to 2:30 pm. Passes are required during class hours to use the Media Center.

Computer databases are available for research and software is accessible for the creation of assigned projects. Access to the Internet may be granted to students for whom an Acceptable Use Policy agreement is on file.

## 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. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips. Students are responsible for any work missed in other classes. All regulations governing students, including this Student Handbook, apply during field trips.

## STUDENT ACTIVITIES

### CURRICULAR CLUBS AND ACTIVITIES

Gull Lake High School provides students the opportunity to broaden their learning through curricular- related activities. The school has several student groups that are recognized as approved curricular related groups. The Principal will approve all curricular related clubs or activities and provide a list to the Superintendent. Curricular groups include:

Arduino Club	DECA	NHS (National Honor Society)	Spanish Club
Art Club	Environmental Club	PAC (Performing Arts Company)	Student Senate
Chess Club	E Sports	Quiz Bowl	Unified Champions Bowling
Cyber Patriots	GSA (Gay-Straight Alliance)	Robotics	Volunteens
Debate & Model UN	GL Welcoming Committee	Ski Club	

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. **It is the policy of the high school that a student must be in attendance of at least 2 blocks on a given day to participate in extra-curricular events, unless that student has prior permission to participate from the building principal or designee.**

### SCHOOL ACTIVITY GUIDELINES

The following list of guidelines has been developed to assist students and sponsors. Final responsibility for decision-making shall be given to the individual on charge of the overall planning of the activity or the head chaperone.

- All school policies apply concerning behavior.
- Admission shall be paid upon each entrance, unless approved by the chaperone.
- All evening functions shall end at 11:00 p.m. unless otherwise approved.
- Student may be asked to leave if insubordinate.
- For school dances, non-student dates must be pre-approved.
- Approved guests and dates are subject to all school rules. Failure to follow school rules will result in immediate exclusion from the activity.
- Students are not allowed to leave a dance and return.
- Any student that has been suspended or expelled from school may not attend or participate in any school activity. Attempting to enter an event which the student is not permitted at may result in additional discipline.

- Students who are prohibited from attending social functions due as a disciplinary sanction will not be permitted. Attempting to enter an event which the student is not permitted at may result in additional discipline.
- Disciplinary action for failure to abide by these rules, Board policy, or the Student Code of Conduct may be taken at the discretion of the high school administration.

### **NON-CURRICULAR CLUBS AND ACTIVITIES**

Non-curricular student groups organized for religious, political, or philosophical reasons must comply with Board Policy 5510. Such groups may meet during non-instructional hours with prior permission from the building principal. The application for permission can be obtained from the Principal. The application must verify that students initiate the activity, attendance is voluntary, the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Use of the school name or school mascot is not allowed by any non-district organization.

### **ATHLETICS**

Gull Lake High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The purpose of the athletic program at Gull Lake High School is to improve the image of high school athletics, to strive for playing excellence that will produce winning teams, to insure growth and development that will raise the number of individual participants and to provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This laboratory should provide adequate and natural opportunities for:

- Physical, mental, and emotional growth and development.
- Acquisition and development of special skills in activities of each student's choice.
- Team play with the development of loyalty, cooperation, and fair play.
- Directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship.
- A focus of interest on activity programs for student body, faculty, and community that will generate a feeling of unity.
- Achievement of initial goals as set by the school in general and the student as an individual.
- Provisions of worthy use of leisure time in later life.
- Participation by the most skilled that will enable these individuals to ascertain possibilities for future vocational pursuits.

All students participating in athletics shall abide by the Gull Lake High School Athletic Code. The Athletic Code will be in effect from August 1 to July 31 for students who participate in athletics during that school year.

Any student who violates the Athletic Code within one year prior to their participation in any athletics at Gull Lake Schools will be subject to the conditions and consequences outlined in the Athletic Code.

Each head coach with the approval of the Athletic Director develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

For further information, contact the Athletic Office at 269.548.3521.

### **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must obtain a State of Michigan Combined Offer of Employment and Work Permit/Age Certificate from the main office.

### **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. 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.

### **ATTENDANCE PROCEDURES**

All students who are of mandatory attendance age are required by law to attend school regularly. See Board Policy 5301 for more information and exceptions.

Teachers will provide students with work missed due to excused absence if such work can be made up. Students must initiate this effort on the day in which they return to school and arrange with their teachers to complete work before or after school. Homework requests can be made through the attendance office if the student has been absent for 2 or more days. Requests must be in before 9:00 AM and will be made available for pick-up after 2:45 PM. When an absence is anticipated, students should see the teacher in advance regarding any work which will be missed.

Teachers will provide work or assignments missed due to an unexcused absence. However, credit for the work missed due to unexcused absence will not be given. Tests and quizzes may be made up for credit.

Absence for school-sponsored events, when properly processed, carries the sanction of the school and will not be recorded on daily absence reports.

Staff sponsors of school activities, which take students out of class, MUST provide a list approved by Administration of students participating, alphabetized, to all staff members at least one day prior to the event.

Students must be in school for two blocks in order to participate in extra-curricular activities. Exceptions may be granted by the Administration with prior permission.

Tardiness to class is not allowed. Offenders may be disciplined by the teacher or the administration.

### **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence or illness),
- severe weather,
- medical appointments for the student,
- death or serious illness of the student's family member,
- attendance at a funeral, wedding, or graduation,
- appearance at court or for other legal matters,
- observance of religious holidays of the student's own faith,
- college planning visits, and
- personal or family vacations.

### **DEPARTURE FROM SCHOOL PROPERTY**

The high school campus is a closed campus. All students must remain on campus during school hours. 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 attendance 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 (under no circumstances will the absence be confirmed) 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(s).

## **CLOSED CAMPUS**

Gull Lake High School operates on a “Closed Campus” basis. Students are to remain on school property after their arrival at school until the end of their normal school day. Lunch hours off campus are not permitted. Students who leave school grounds during the day and are not returning prior to the end of the school day shall not be on school property until after 2:30 pm unless special permission is obtained from the Administration. Students who leave the grounds without permission will be considered truant and having displayed insubordinate behavior. Student parking areas and cars are “off limits” to all students during the entire day.

## **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. The instructor shall mark 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. Said student is to report to the school office in order to receive a pass 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. If a student makes the choice to be tardy for a class, the following steps will occur:

- **First & Second Tardy in a Class** – Verbal warning from instructor.
- **Third, Fourth & Fifth Tardy in A Class** – Student will be assigned 1 after-school detention to be served within one 1-week time from initial offense. Additionally, a telephone call will be made to the parent/guardian.

If a student fails to attend a scheduled detention, the student is subject to further detention and/or suspension.

- **Sixth Tardy in a Class** – Student will be placed in In-School Suspension room for one full day. Student will receive a discipline referral. Additionally, a telephone call will be made to parent/guardian

Persistent disobedience will be subject to a specific behavior plan which may include out-of-school suspension.

## **ADULT STATUS**

State law recognizes students are adults at age 18 or when otherwise legally emancipated. An 18-year-old student’s responsibility to Gull Lake High School does not change upon reaching the age of majority. Student who have reached the age of 18 prior to completion or termination of their high school programs will be subject to the same policies, rules and regulations governing student’s behavior as other students, except where specified in Policy 5104 or the student handbook.

Upon reaching the age of 18, a student has the same rights as his or her parents/guardians with respect to accessing and controlling the student’s records. Students who have reached age 18 or who are legally emancipated may apply for adult status by filling out a Request for Adult Status Form. A completed Request for Adult Status Form allows students who are 18 or legally emancipated to, consistent with all District rules, handbooks, and Policies, represent themselves during disciplinary conferences; sign themselves in and out of school; provide reasons for absences and tardies; and have other rights and privileges as determined by the District. The building principal or designee may notify an adult student’s parent/guardian that the student has completed an Adult Status Form.

### **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.

The Administration at Gull Lake High School may perform random breathalyzer screening of students at any elective or optional school sponsored events (specifically student dances). This action is in place to ensure the safety of all students. If a student is found to be under the influence of an illegal substance through random breathalyzer screening or visible evidence, parents will be contacted, and the student will be removed from the activity. The local authorities may be contacted, if deemed necessary by administration.

## **STUDENT DISCIPLINE**

### **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.

### **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 the student:

- A. Intentionally disrupted the class, subject, or activity,
- B. Jeopardized the health or safety of any other participant in the class, subject, or activity, or
- C. 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 for students with disabilities are followed.

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

**DISCIPLINE CODE OF CONDUCT REFERENCE CHART**

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

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

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

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

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

UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>1. Drugs/Marijuana/Alcohol:</b> any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police</li> <li>• Suspension or expulsion</li> </ul>
<p><b>2. Use of Tobacco/Nicotine:</b> no sale, distribution, use or possession of any form of tobacco during school hours or at any school activity. This includes any type of electronic (vapor) cigarette or electronic cigarette accessories. This prohibition applies going to and from school and at school bus stops.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• In most cases: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 3-day suspension</li> <li>• 2<sup>nd</sup> offense: 5-day suspension</li> <li>• 3<sup>rd</sup> offense: 10-day suspension</li> </ul> </li> </ul>
<p><b>3. Student disorder/demonstration:</b> disruption of any school activity or class is prohibited.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion.</li> </ul>
<p><b>4. Possession of a weapon:</b> guns, pellet guns, knives, or club type instruments. Also including any toy that is presented or perceived as a real weapon. Certain weapons under state law require mandatory permanent expulsion from all public schools in Michigan.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>5. Use of an object as a weapon:</b> any object used to threaten or harm another (including but not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.) Intentional injury to another can be a felony and/or a cause of civil action.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>•</li> </ul>
<p><b>6. Arson:</b> purposefully setting a fire on school property. Arson on school property is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Arson is a felony and will result in referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>7. Aggressive Behavior</b> (student to student &amp; student to district employee, volunteer, contractor, or visitor): No student shall engage in, or threaten to engage in, physical action (fighting) upon an individual.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension and/or expulsion 2nd offence: up to 10 days suspension and/or expulsion.</li> </ul>

<p><b>8. Instigation of Aggressive Behavior:</b> No student shall engage in action that encourages, instigates, or pressures (through any means) other students to engage in physical action (fighting) with another student.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> </ul> <p>In most cases: 1st offense: up to 5-day suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</p>
<p><b>9A. Physical Assault (student to student):</b> Causing or attempting to cause physical harm to another through intentional use of force or violence.</p> <p><b>9B. Physical Assault (student to employee, volunteer, or contractor):</b> Causing or attempting to cause physical harm to another through intentional use of force or violence. Such action is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> <li>• Permanent expulsion from all Michigan public schools</li> </ul>
<p><b>10. Threats Verbal (student to student &amp; student to district employee, volunteer, contractor, or visitor):</b> Any statement or non-contact action that constitutes a threat against a staff member student, or other person.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral to police</li> <li>• Suspension or expulsion</li> </ul> <p>In most cases: 1st offense: up to 5-day suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</p>
<p><b>11. Extortion:</b> use of threat, intimidation, force or deception to take, or receive something from someone else.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral police (when warranted)</li> <li>• Suspension or expulsion</li> <li>• In most cases, minimum 5-day suspension</li> </ul>
<p><b>12. Gambling:</b> casual betting, betting pools, organized sports betting, or any form of wagering. Includes betting on activities in which students are involved.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral police (when warranted)</li> <li>• Suspension or expulsion</li> <li>• In most cases, minimum 5-day suspension</li> </ul>
<p><b>13. Falsification of schoolwork, identification, forgery:</b> hall/bus passes, excuses, false I.D.'s, plagiarism, cheating, or similar behavior.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• Student will receive zero credit on assignment, paper, quiz, and/or test</li> <li>• After school detention for minor offense</li> <li>• In most cases, 1-5-day suspension for serious offense, up to expulsion for the most serious offenses</li> </ul>

<p><b>14. False alarms and false reports:</b> false emergency alarm or report; setting off an alarm without cause.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• Possible referral to police (when warranted)</li> <li>• Payment of damages</li> </ul>
<p><b>15. Use or Possession of Explosives:</b> explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Possible referral police (when warranted)</li> <li>• Suspension or expulsion</li> </ul>
<p><b>16. Trespassing:</b> (unauthorized entry to GLHS grounds, buildings, classrooms) If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Students who have not been removed, suspended, or expelled are also prohibited from trespassing in any area on school property which the student is not expressly authorized to access.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5 days suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</li> <li>• Suspended/expelled students who trespass on District property may be subject to additional discipline.</li> </ul>
<p><b>17. Theft:</b> stealing school or other's property</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: up to 5 days suspension and/or expulsion 2nd offense: up to 10-day suspension and/or expulsion</li> </ul>
<p><b>18. Disobedience:</b> School staff is acting "in loco parentis." If given reasonable direction by a staff member, the student is expected to comply. Insubordinate behavior is prohibited.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Chronic disobedience can result in expulsion</li> <li>• In most cases: 1st offense: up to 5-day suspension 2nd offense: 3 day minimum</li> </ul>
<p><b>19. Damaging Property:</b> vandalism and disregard for school property.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• Restitution for damage</li> </ul>
<p><b>20. Persistent absences or tardies:</b> skipping classes, tardiness</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to truant officer (when warranted)</li> <li>• Suspension</li> <li>• Skipping class: After-school detention</li> <li>• Skipping day: After-school detention, in-school suspension, and/or suspension</li> <li>• Chronic Truancy: Suspension may be necessary in extreme cases.</li> <li>• Potential parent meeting.</li> <li>• Restorative practices or exercises in the importance of attendance.</li> </ul>

<p><b>21. Unauthorized Use of School or Private Property:</b> using another’s property or belongings, or using school property, without permission; using school or another’s property in a manner that damages the property or is inconsistent with its intended use</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Referral to police (when warranted)</li> <li>• Suspension or expulsion</li> </ul>
<p><b>22. Refusing to Accept Discipline:</b></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Subject to further and sterner action such as suspension or expulsion, depending on the severity of the misconduct.</li> </ul>
<p><b>23. Aiding or abetting violation of school rules:</b> students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1<sup>st</sup> offense: up to 5-day suspension</li> </ul>
<p><b>24. Indecent Displays of Affection:</b> touching, petting, or other contact that may be considered sexual in nature.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense: 1-3 day suspension 2nd offense: 3-5 day suspension</li> </ul>
<p><b>25. Possession of Non-School Provided Electronic Devices (Cell Phone, iPod, PDA, Camera, etc.):</b> The use of such devices shall NOT be permitted during instructional class time. Acceptable use will be permitted during passing time and lunches only. “Use” refers to making and/or receiving phone calls, text messaging, gaming, listening to music, e-mailing or taking photos.</p> <ul style="list-style-type: none"> <li>• District is not responsible for the loss, theft, damage, or vandalism to students’ personal electronic devices. Students are strongly encouraged not to leave them unattended or unsecured.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1<sup>st</sup> &amp; 2<sup>nd</sup> offense: device will be confiscated and returned at the end of the day in main office.</li> <li>• 3<sup>rd</sup> offense: device will be confiscated and returned when a parent picks it up and a conference is held with the building administrator.</li> <li>• Student will also serve an after-school detention.</li> <li>• Persistent violations will result in suspension or expulsion.</li> </ul>
<p><b>26. Gull Lake Community School Issued Electronic Devices Acceptable Use:</b> Non-compliance with <i>The Gull Lake High Device Guidelines, Procedures, and Information Handbook</i>.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Loss of privileges as outlined in handbook.</li> <li>• Suspension or expulsion.</li> </ul>
<p><b>27. Violation of individual school/classroom rules:</b> rules are for the safe and orderly operation of said environment. Including Dress Code violations.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Detention, in-school suspension</li> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense:1-day suspension 2nd offense:3-5 day suspension</li> </ul>

<p><b>28. Violation of bus rules:</b> Transportation V.</p> <ul style="list-style-type: none"> <li>• Self-Transportation: is a privilege</li> <li>• Bus Transportation: is a privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer the Transportation handbook on Gull Lake website.</li> </ul>
<p><b>29. Disruption of Educational Process:</b> delay of or prevention of lessons, assemblies, field trips, athletic and performing arts events.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Exclusion from activity</li> <li>• Suspension or expulsion</li> </ul>
<p><b>30. Harassment:</b></p> <ul style="list-style-type: none"> <li>• Sexual Harassment</li> <li>• Gender/Ethnic/Religious/ Disability Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Suspension or expulsion</li> </ul>
<p><b>31. Anti-Bullying Policy:</b> See Policy #5207</p>	<ul style="list-style-type: none"> <li>• Notify parents of all involved students.</li> <li>• Conflict Resolutions when appropriate</li> <li>• Restorative Justice when appropriate</li> <li>• Suspension or expulsion</li> </ul>
<p><b>32. Violation of individual school/classroom rules:</b> rules are for the safe and orderly operation of said environment.</p>	<p>Notify parent</p> <ul style="list-style-type: none"> <li>• Suspension or expulsion</li> <li>• In most cases: 1st offense:1-3-day suspension 2nd offense:3-5 day suspension</li> </ul>
<p><b>33. Possession of a Firearm:</b> Any possession of a firearm by a student on school property is strictly prohibited</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Permanent expulsion from all public schools in Michigan</li> </ul>
<p><b>34. Dress Code Violations</b></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Correct violation</li> <li>• Persistent, deliberate, or serious violations may result in suspension from school</li> </ul>
<p><b>35. Bomb Threat/Similar Threat:</b> any threat directed at a school building, other school property, or a school-related event</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Suspension or expulsion from school, as required by state law</li> </ul>
<p><b>36. On-Campus Criminal Sexual Conduct:</b> Conduct on school property or at a school-sponsored event that rises to the level of criminal sexual conduct, as determined by the District</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Permanent expulsion from all public schools in Michigan</li> </ul>
<p><b>37. Off-Campus Criminal Sexual Conduct against another student:</b> Conduct that rises to the level of criminal sexual conduct, as determined by the school; may result in permanent expulsion from all public schools in Michigan</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police</li> <li>• Suspension or expulsion</li> <li>• If conduct results in conviction, plea, or adjudication for criminal sexual conduct, mandatory permanent expulsion from all public schools in Michigan</li> </ul>

<p><b>38. Profanity:</b> Behavior or language, which in the judgment of the staff or administration is obscene, vulgar, or profane will be subject to disciplinary action.</p>	<ul style="list-style-type: none"><li>• Notify parent</li><li>• Suspension or expulsion</li></ul>
<p><b>39. Knowledge of threats or dangerous weapons:</b> Students who have knowledge of a threat or the presence of a dangerous weapon at school must report the threat or weapon. Failure to report may result in discipline.</p>	<ul style="list-style-type: none"><li>• Notify parent</li><li>• Suspension or expulsion</li></ul>

## DISTRICT-WIDE POLICIES & PROCEDURES

### MISSION STATEMENT

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

### BELIEF STATEMENTS

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

### PARENT INVOLVEMENT IN SCHOOL PROGRAMS

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

### NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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

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

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

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

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

**STUDENT WELL-BEING**

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

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

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

**INJURY AND ILLNESS**

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

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

**IMMUNIZATIONS**

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

**EMERGENCY MEDICAL AUTHORIZATION**

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

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

**USE OF MEDICATIONS**

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

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

See Policy 5703 for detailed medication administration procedures.

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

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

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

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

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

### **HOME-BOUND INSTRUCTION**

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

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

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

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

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

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

### **INDIVIDUALS WITH DISABILITIES**

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

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

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

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

### **STUDENT RECORDS**

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

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

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

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

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

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

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

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

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

## **STUDENT SUPPLIES**

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

## **STUDENT FUNDRAISERS**

The following general rules will apply to all fundraisers:

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

## **STUDENT VALUABLES**

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

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

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

## **MEAL SERVICE**

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

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

Gull Lake Community Schools offer an online payment processing system PaySchools. Parents can make payments on the school website, [gulllakecs.org/departments/food-service/payschools](http://gulllakecs.org/departments/food-service/payschools) with an e-check or credit card. Students will be allowed to charge a maximum of 5 lunches at any time until their charges are paid.

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

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

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

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

## **EMERGENCY CLOSINGS AND DELAYS**

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

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

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

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

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

## **VISITORS**

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

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

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

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

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

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

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

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

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

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

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

## **LOCKERS**

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

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

## **ATTENDANCE**

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

While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent and the student. At the same time, the school continually tries to teach

students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful to his/her future endeavors.

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

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

### **STUDENT CODE OF CONDUCT**

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

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

#### **Expected Behaviors**

Each student shall:

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

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

Students may carry a small purse, wallet, backpack or book bag during the school day under the following conditions. Backpacks and book bags must be used for the sole purpose of transporting books and other school related items to and from class. Additionally, such bags may not impede in the educational process. Students who

fail to comply with this requirement will be subject to further disciplinary action. The final decision in any situations involving a backpack or book bag will rest with building administrators.

**Care of Property**

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

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

**HAZING**

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

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

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

**STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

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

**STUDENT RIGHTS OF EXPRESSION**

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly

learning environment. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, and other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

An item cannot be displayed if it:

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

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

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

## **TRANSPORTATION HANDBOOK**

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

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

## **APPENDICES**

All Board Policies are available at: [gulllakecs.org/district/board-of-education-and-board-policies](https://www.gulllakecs.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**