

Dear Students and Parents:

Welcome to Gaylord Middle School. We would like to ask your cooperation as we work to create a school atmosphere that is based on friendliness and mutual respect. Our middle school is unique because rapidly changing physical and social needs must be recognized and directed for academic growth to occur. We are eager to help your child make the years at the middle school worthwhile through experiences that are stimulating, different, meaningful, and interesting.

Certain rules and regulations are necessary to allow our school to operate in a safe, comfortable, and effective manner. The school is a miniature community. Rules and regulations are established for the protection of the rights for all those in the school community. Whenever we have rules, it also becomes necessary that they be enforced. When rules are broken, there will be logical consequences. Hopefully, you will become familiar with the necessary rules and, therefore, will be able to follow them.

Parents, as well as students, are requested to carefully read this handbook. We encourage you to pay particular attention to the dress code as outlined on page 5 and the sections detailing the GCS Acceptable Use Agreement for BYOD (Bring Your Own Device) and Network/Internet Access Agreement for Students found on pages 24 through 26.

If you have any questions or suggestions on matters affecting your child at the middle school, please contact us (731-0848). For general school information after hours please call (705-3080).

We are looking forward to working with you at the Gaylord Middle School this year. Best wishes for a successful school year.

Gaylord Middle School Principal

During implementation of the MI Safe Schools Return to School Roadmap the GCS Return to Learn Plan may supersede the contents in this handbook

## **COVID 19 ADDENDUM**

**Please refer to the Emergency Operations Plan 2022-2023 School Year published on the Gaylord Community Schools website at [www.gaylordschools.com](http://www.gaylordschools.com).**

## **TABLE OF CONTENTS**

<b><u>SUBJECT</u></b>	<b><u>PAGE</u></b>
ACADEMICS	10
ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY	19
ACCIDENTS	11
ADVISORY TO PARENTS-PESTICIDE	20
ATTENDANCE POLICY	6
BACKPACKS	7
BULLYING POLICY 5517.01	21
NON-RETALIATION/FALSE REPORTS	22
CAFETERIA	9
CELL PHONES	9
CLINIC PROCEDURES AND MEDICATION POLICY	11
CLOSED CAMPUS	9
CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS	11
CONTROL OF NON-CASUALCONTACT COMMUNICABLE DISEASES	11
COUNSELORS	9
CURRICULUM TERMINOLOGY	10
DISCIPLINE	15
AFTER SCHOOL DETENTION	19
DUE PROCESS	15
GENERAL SCHOOL RULES	15
1) CONTROLLED SUBSTANCES	15
2) COSMETICS/TOILETRIES	18
3) DISRUPTIVE BEHAVIOR	17
4) FALSE ALARMS	17
5) FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY	18
6) FIGHTING/PHYSICAL ALTERCATION	17
7) GANGS	17
8) HAIR COLORING	18
9) INSUBORDINATION	17
10) LOCKERS	18
11) OBSCENITY/ INDECENCY	17
12) PROHIBITED OBJECTS	15
13) PROHIBITED TRANSACTIONS	15
14) PUBLIC DISPLAY OF AFFECTION	17
15) SEXUAL HARASSMENT	17
16) STEALING/THEFT	17
17) THREATS OF VIOLENCE	18
18) TOBACCO/TOBACCO PRODUCTS	16
19) TRESPASSING	18
20) VANDALISM	17
21) WEAPONS	17
LUNCH TIME CORRECTIVES	19
RANGE OF PENALTIES SECTION	18
DRESS CODE	5
APPEAL PROCESS	6
OPERATIONAL PROCESS	5
DRUG-FREE SCHOOL MEMORANDUM	9
FIRE, LOCKDOWN, & TORNADO DRILLS	7

## **TABLE OF CONTENTS**

<b><u>SUBJECT</u></b>	<b><u>PAGE</u></b>
<b>GCS ACCEPTABLE USE AGREEMENT FOR BYOD (BRING YOUR OWN DEVICE)</b>	<b>24</b>
<b>GRADE REPORTING PROCEDURES</b>	<b>10</b>
<b>GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT</b>	<b>23</b>
<b>HEALTH ISSUES</b>	<b>11</b>
<b>HIGH ABSENTEEISM</b>	<b>6</b>
<b>INCLEMENT WEATHER</b>	<b>10</b>
<b>INTERSCHOLASTIC ATHLETICS ELIGIBILITY</b>	<b>10</b>
<b>LIMITED ENGLISH PROFICIENCY</b>	<b>19</b>
<b>LOCKER SEARCHES</b>	<b>11</b>
<b>LOST AND FOUND</b>	<b>12</b>
<b>MEDICATION</b>	<b>11</b>
<b>MESSAGES</b>	<b>12</b>
<b>NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS (ACCEPTABLE USE)</b>	<b>25</b>
<b>NOTICE OF PRIVACY RIGHTS UNDER FERPA</b>	<b>20</b>
<b>NOTIFICATION OF RIGHTS UNDER PPRA (PROTECTION OF PUPIL RIGHTS AMENDMENT)</b>	<b>21</b>
<b>OFFICE TELEPHONE</b>	<b>12</b>
<b>PARENT - TEACHER CONFERENCES</b>	<b>13</b>
<b>PARENTAL RIGHT TO REVIEW EDUCATIONAL MATERIALS – BOARD POLICY</b>	<b>20</b>
<b>PASSES</b>	<b>12</b>
<b>PESTICIDE PRIOR NOTIFICATION REQUEST</b>	<b>28</b>
<b>RETENTION</b>	<b>10</b>
<b>SEARCH AND SEIZURE</b>	<b>12</b>
<b>SIGNING IN AND OUT</b>	<b>13</b>
<b>STAFF DIRECTORY</b>	<b>4</b>
<b>STANDARDS FOR SCHOOL CONDUCT</b>	<b>14</b>
<b>ASSEMBLY BEHAVIOR</b>	<b>14</b>
<b>BEFORE AND AFTER SCHOOL</b>	<b>14</b>
<b>BEHAVIOR IN THE HALLS</b>	<b>14</b>
<b>CLASSROOM EXPECTATIONS</b>	<b>14</b>
<b>GENERAL CLASSROOM RULES</b>	<b>14</b>
<b>HALLWAY EXPECTATIONS</b>	<b>14</b>
<b>STUDENT COUNCIL</b>	<b>13</b>
<b>STUDENT WELL BEING</b>	<b>6</b>
<b>TRANSPORTATION DEPT INFORMATION</b>	<b>7</b>
<b>TRUANCY (SKIPPING)</b>	<b>6</b>
<b>VACATIONS</b>	<b>13</b>
<b>WATER BOTTLES</b>	<b>13</b>
<b>WITHDRAWAL</b>	<b>13</b>

# ***STAFF DIRECTORY***

## **ADMINISTRATIVE STAFF**

**Mr. Joe Somerville, Principal**  
**Mr. Dave Smith, Assistant Principal**  
**Mrs. Martha Baril, Counselor**

## **TEACHER STAFF**

<b>Mrs. Belleau</b>	<b>ELA</b>
<b>Mr. Berkshire</b>	<b>Social Studies</b>
<b>Ms. Boike</b>	<b>Health/Physical Education</b>
<b>Mr. Brooks</b>	<b>Math</b>
<b>Ms. Davison</b>	<b>Science</b>
<b>Mr. Doederlein</b>	<b>Science</b>
<b>Mrs. Eisen</b>	<b>Special Education</b>
<b>Mrs. Falconer</b>	<b>ELA</b>
<b>Mrs. Fennell</b>	<b>Art</b>
<b>Mrs. FitzGerald</b>	<b>Math</b>
<b>Mrs. Graham</b>	<b>Special Education</b>
<b>Mrs. Hills</b>	<b>Social Studies</b>
<b>Mr. Glass</b>	<b>Vocal</b>
<b>Mr. Huff</b>	<b>Math</b>
<b>Mr. Hotelling</b>	<b>Band</b>
<b>Mr. Huff</b>	<b>Math</b>
<b>Mrs. Jakeway</b>	<b>Spanish</b>
<b>Mrs. Lanter</b>	<b>Special Education</b>
<b>Mrs. Elgart</b>	<b>ELA</b>
<b>Mr. Napont</b>	<b>Social Studies</b>
<b>Mr. Peterson</b>	<b>Math</b>
<b>Mr. Poynter</b>	<b>Math</b>
<b>Mrs. Signorello</b>	<b>Science</b>
<b>Mr. Stradling</b>	<b>Physical Education</b>
<b>Mr. Thompson</b>	<b>Science</b>
<b>Mr. Weiss</b>	<b>Science</b>
<b>Mrs. Yaske</b>	<b>ELA</b>

## **SUPPORT STAFF**

<b>Mrs. Barrera</b>	<b>Food Service</b>
<b>Ms. Church</b>	<b>Instructional Assistant</b>
<b>Mrs. Curtis</b>	<b>Food Service</b>
<b>Mrs. Hartmann</b>	<b>Secretary</b>
<b>Ms. Huff</b>	<b>Instructional Assistant</b>
<b>Mrs. Johnston</b>	<b>Media Tech</b>
<b>Mrs. Michaels</b>	<b>Instructional Assistant</b>
<b>Mrs. Avery</b>	<b>Instructional Assistant</b>
<b>Mrs. Smith</b>	<b>Food Service</b>
<b>Mrs. Moore</b>	<b>Secretary</b>

**\*\*\*\*STUDENT DRESS\*\*\*\***

**\*\*\*GAYLORD COMMUNITY SCHOOLS DRESS CODE Policy #5511\*\*\***

**The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board shall establish guidelines with the right of students and their parents to make decisions regarding their appearance except when their choices interfere with the educational program of the schools and cause material and substantial disruption. Students are expected to abide by the following guidelines:**

**Students SHALL NOT dress or wear clothing that**

- A. Presents a safety or health hazard to either themselves or others. Examples of this could include but not be limited to:**
- 1. Loose fitting clothing**
  - 2. Coats**
  - 3. Improper footwear (soled footwear must be worn)**
- B. Displays (shows) disruptive symbols or slogans; that either represent illegal substances or contraband, that depict violence or hate messages; that is sexually revealing; that is sexually explicit; or that is sexually harassing. Examples of this could include but not be limited to:**
- 1. Clothing, badges, signs, promoting or advertising any alcoholic beverages, tobacco, drugs, or other contraband**
  - 2. Clothing or objects which contain obscene, violent or profane language, pictures, or messages**
  - 3. Tops which expose the midriff**
  - 4. Shorts, skirts and dresses must be at or below the student's fingertips when their arms and hands are at their sides.**
  - 5. Gang related attire and/or paraphernalia**
  - 6. Clothing which exposes undergarments or excessive skin exposure (example, but not limited to muscle shirts, tube tops, low cut arm holes, spaghetti straps, halter tops, and anything else which is deemed disruptive).**
- C. Causes excessive wear or damage to school property. Examples of this could include but not be limited to:**
- 1. Clothing with sharp edged attachments**
  - 2. Metal wallet chains**
- D. Violates school community standards. Examples of this could include but would not be limited to:**
- 1. Head wear (hats, bandannas, headbands, etc.)**
  - 2. Cut-offs (shorts must be hemmed and of proper length)**
  - 3. Mutilated, ripped or torn clothing**
  - 4. Sunglasses**
  - 5. Pants, slacks, or jeans that are worn sagged or low on the hips**
  - 6. Pajamas or bedtime attire**
  - 7. Jewelry that is deemed dangerous or disruptive.**

**The above sections cover the most serious and obvious issues in regards to student dress. These rules and guidelines are not meant to be an all-inclusive or to limit the authority of school officials to deal with inappropriate student dress decisions. Clothing (or conduct) which disrupts or interferes with the general good order of the school, the educational process, or the health or safety of the students is prohibited.**

**OPERATIONAL PROCESS (Dress Code)**

As indicated in Board of Education guideline #5511, the building administrators are designated as the arbitrator of student dress and grooming in his/her building. If a student is found to be in violation of one of the above rules or guidelines, the student will be given an opportunity to correct the attire. Refusal to correct the attire or repeated violations will result in disciplinary action which may range from suspension to

expulsion, depending upon the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel and other relevant circumstances.

### **APPEAL PROCESS (Dress Code)**

A student charged with a violation of the dress code has the right to due process. The student will have the opportunity to explain his/her actions or status regarding the charges. If the parent(s) question any school action relating to any specific item of the dress code, which affects their child, they may appeal the decision of the administrator. The appeal must be in writing and in the hands of the administrator no later than ten (10) days after the alleged violation has occurred. During the time this appeal is pending, the student may not wear or display the item of dress in question. The appeal board will consist of one student, two board members, one administrator from another level, one teacher who did not submit the violation, and the principal of the building which has the student filing the appeal. The decision of the appeal board will be final. If a student has any doubts about a piece of clothing, the student should not wear it. This is a school and not a park or picnic. Appropriate attire is expected and required.

### **STUDENT WELL-BEING**

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

### **ATTENDANCE POLICY**

The importance of a good attendance record throughout one's school career cannot be underestimated. First, in order for a student to succeed in schoolwork, he/she will find it necessary to receive the guidance of his/her teachers daily. Poor attendance generally results in poor grades. Second, attitudes developed through unnecessary absences may leave a scar on and contribute to the development of poor personality characteristics. When we fail to face a responsibility, we generally feel inner dissatisfaction; unfortunately, the next time seems easier, and soon, little by little, we lose our self-respect and self-confidence. Face today's work today, and your tomorrows will take care of themselves. If a student is absent, a parent or guardian should call the school at 989-731-0848 to explain the absence. If a call is not received prior to 9:30 a.m., we will attempt to contact the parents at home or work.

### **TRUANCY (Skipping)**

Any student skipping a class (classes) will be required to make up the time he/she was absent after school (1<sup>st</sup> offense). A student who skips a class (classes) a second time will be suspended (in school) with a parent conference requested (2<sup>nd</sup> offense). Other truancy will be treated as the need arises with progressively stiffer penalties.

### **HIGH ABSENTEEISM**

It should be noted that state law requires students under the age of 16 attend school on a regular basis. State statute specifies that it is the parents' responsibility to make sure their child attends school on a regular basis. We are interested in helping students and their families meet the goal of regular attendance. Counselors and administrators are willing to work with youngsters to this end. It is the policy of our middle school to communicate with parents when their child begins to develop an

attendance problem. Each individual circumstance can be different or unique, but it would generally be our policy to counsel with the student when the problem first becomes noticeable in the school year. Students with a history of poor attendance need to be aware that disciplinary procedures may be accelerated to help correct the situation. We would like to emphasize regular school attendance is important and we are only concerned about providing the best possible education for students. We are always interested in helping both students and parents improve poor attendance patterns. Please inform the school if you have circumstances that may have contributed to school absences.

### **BACKPACKS**

Students must leave backpacks in their locker.

### **FIRE, LOCKDOWN, AND TORNADO 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.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills and consists of a loud siren.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of an announcement on the PA system.

### **TRANSPORTATION DEPARTMENT ADMINISTRATIVE GUIDELINES #8620a**

*"Our mission is to transport students safely and in a timely manner to their destination helping to make sure they are physically and emotionally ready to learn."*

#### **Please Remember.....**

1. To ride on the school bus is a privilege and not a right.
2. The bus driver is the sole authority on the bus while students are being transported.
3. Inappropriate bus conduct may result in loss of bus riding privileges. A student's conduct should not jeopardize the health, safety, comfort, or well-being of others, on or off the bus.
4. The driver will assign seats for elementary, middle, and high school students.

#### **Parents are responsible for:**

1. The safety of their child while waiting at the designated stop for the school bus.
2. Their child being at the bus stop at least five minutes prior to the scheduled pick up time. (Do not attempt to catch up to the bus in your car. Do not have your child run after the bus. Do not drop your child off at any place except their designated stop.)
3. Damage by their child to the school buses, personal property, or public property. If a student damages the school bus, personal property, or public property, (example: damaged seats) the cost of repair must be paid before the child may return riding.
4. Knowing their student's bus driver's name and bus route number.

#### **Basic Rules for students:**

1. Follow the direction and obey the bus driver at all times.
2. Cooperate and be courteous.
3. Harassment, profanity, obscene gestures, disrespectful language or bullying will not be tolerated.
4. Do not be destructive, throw objects or litter on the bus.
5. Stay in seat and face forward.
6. Keep head, hands and feet inside the bus.
7. Talk quietly.
8. Dress for weather and wait for the bus a safe distance from roadway.



9. Food, beverages, aerosol containers, matches, lighters or cologne are not permitted.
10. Tobacco, inhalants, or any controlled substances are not permitted. Possession will be dealt with accordingly.
11. Cell phones are not permitted.

#### **Transportation Guidelines/Policy:**

1. All students must be registered to ride a school bus. A transportation form must be completed by the parent. Forms are available at all GCS school buildings and the transportation department.
2. Routing can accommodate one a.m. pick up and one p.m. drop off location. In a case of joint custody/shared parenting, a copy of court papers must be provided to the transportation department.
3. Parents must notify the school of all end of day changes no later than 2:00 p.m.
4. Parents may not remove a student from a bus after the student has boarded.
5. If the student's address, telephone number, or emergency contact information changes the parent must call the student's school. It is vital that we have accurate contact information.
6. If the student's pick up or drop off location changes, the parent must complete a new transportation registration form.
7. Students will ride to and from school on their assigned bus only. This must be a Monday through Friday schedule. If a parent has an emergency, the parent will need to make other arrangements to transport the student. **\*Students will not be allowed to ride another student's bus.**
8. Notes written by parents requesting a different drop off or pick up location on their route will not be accepted by the driver. A student cannot change a bus schedule for any reason. The parent must notify the transportation office.
9. Students not riding for three (3) consecutive days need to contact the Transportation Office to resume pick up.
10. If your child is suspended from riding the school bus for any reason, it is the parents' responsibility to provide an alternate way home.
11. The Intermediate School student pick up (in the afternoon) is located on the East side of the building. Parents are not allowed to park on the West side of the intermediate school where buses are lined up to transfer students.
12. Once students load a bus, they will only be dropped off at the PM designated stop.
13. Articles being brought to school should fit in a backpack and kept on your student's lap. Larger items are not allowed on the bus and must be transported by parents.

#### **Disciplinary Procedures:**

When a serious rule violation has occurred, a child does not respond to repeated efforts of the driver, or a pattern seems to have developed, a school bus driver will complete an incident report. The intent is to maintain a safe environment for all students riding buses to/from school or school sponsored activities, and/or to notify parents of misconduct of their children. The transportation director in coordination with building administrators will adjudicate all behavior problems. The following are standard actions that will generally be applied uniformly in response to documented incidents:

1<sup>st</sup> Step – Student verbally warned. Driver will document on daily memory log.

2<sup>nd</sup> Step – Driver fills out incident report, submits to transportation director for review with driver, parent, and school administrators, if applicable. The severity of the incident will determine the discipline.

At the discretion of the transportation director, extreme disruption or behavior may result in automatic suspension of bus transportation privileges. This could include loss of bus transportation privileges for the school year. All transportation related questions can be directed to the transportation department at (989) 705-3022.

### **CAFETERIA**

Applications for free or reduced lunches can and should be obtained from the

cafeteria manager. Parents can review purchases or add money to a student's account by logging on at <https://www.payforit.net/>.

**Lunch Charges:** Excessive amounts of overdue lunch charges will be managed by the food service director. Communication and payment options will be made available directly to the parent/guardian of the student. If resolution cannot be made, the superintendent may authorize the food service director to provide an alternative nutritional lunch for that student until resolved.

**Bad Debt:** Bad debt incurred through the inability to collect lunch payment from students will be managed by the food service director. Communication and payment options will be made available directly to the parent/guardian of the student. If resolution cannot be made, the superintendent may resolve debt using alternative district resources.

### **CELL PHONES**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off and out of sight, unless permissible by a coach or advisor after school hours.

**Cell phones and other ECD's shall be turned off and stored away out of sight between the times of 7:42am and 2:26pm.** Any inappropriate use of the device may lead to discipline action. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD brought onto its property.

### **CLOSED CAMPUS**

The middle school has a "closed campus" during the school day. The only students allowed to leave school during their lunch hour must be accompanied by their parent(s). If a student is going to leave the school during or at noon hour, his or her parents are requested to pick up the student and return the student to school. The lunch hour is 35 minutes in length; it would be appreciated if students were returned on time to avoid being tardy for class. *The parent and student are expected to sign out when leaving and to sign in when returning.*

### **COUNSELORS**

Counseling services are available for all students at the middle school.

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Non-compliance with this policy will be subject to disciplinary action, in accordance with due process and as specified in other sections of this parent/student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **INCLEMENT WEATHER**

If in the judgment of school authorities it becomes necessary to delay or close school due to poor weather condition, the information will be carried over local radio and t.v. stations, Gaylord Community Schools FaceBook page, and through School Messenger.

## **ACADEMICS**

### **CURRICULUM TERMINOLOGY**

It may be helpful for parents to become familiar with these acronyms that students will be seeing on a daily/weekly basis.

RDW: Rough Draft Writing

SOW: Skill of the Week (grammar, mechanics)

Common Lit: differentiated online reading groups based on Lexile level

WoW: word roots and affixes of the week

PR: Personal Reading or student choice reading

### **INTERSCHOLASTIC ATHLETICS, ELIGIBILITY**

Interscholastic athletics presently include seventh and eighth grade basketball, track, cross-country, cheerleading, volleyball, football, and wrestling. Schedules will be posted. Academic eligibility requirements and behavior responsibilities will be discussed by the coach, supervisor, and/or athletic director, and could affect your participation in the activity. Middle school athletics often set an example for all students to follow. If students break established rules or do not meet academic standards, the privilege of participating will be curtailed.

- A grade of D in any class requires a WARNING to the coach/supervisor and then to the student and parent in writing.

- No F's in any class on the day of the eligibility check.

#### **AN "F" SITUATION:**

1. Student WILL miss the next three school days (MINIMUM) of practice and/or contest(s).

2. If student has done whatever necessary to make up the deficiencies after the three days, then the student could participate again on the fourth day.

3. If the student does not fulfill the requirements for eligibility, then the student remains ineligible until the problem is resolved.

4. A teacher must notify coach/supervisor/AD (in writing) when the student is again allowed to participate. COMMUNICATION is essential.

5. BEHAVIORAL standards set by individual teachers may also affect participation.

6. Student handbook policies (social probation, etc.), will also affect eligibility.

### **GRADE REPORTING PROCEDURES**

Report Cards (Grade Reports) will be printed after each marking period. Parents and students are strongly encouraged to monitor academic standings through the Parent Portal. <https://sis.gaylordschools.com>

### **RETENTION**

A student who is failing more than one academic class in a semester may be considered for retention. A conference will be called with student, parent, teachers and an administrator to determine whether retention at the grade level is recommended.

## **HEALTH ISSUES**

### **ACCIDENTS**

Students injured at school must inform the supervising teacher/adult of the injury. Accident forms must be filled out and office personnel notified.

## **CLINIC PROCEDURES AND MEDICATION POLICY ILLNESS**

Students who become ill during school must report the illness to a teacher or adult who will get them to the clinic. Office staff will notify parents when necessary.

### **MEDICATION**

#### **Administering Medicines to Students (Board Policy 5350 Summation)**

1. Pupils requiring medication during school shall be identified by the parents.
2. Parents requesting school personnel give medication shall submit a medication form (available in the office) identifying the type, dosage, side effects, and purpose of the medication.
3. The physician or pharmacist shall be requested by the parent to supply a label on the bottle showing the name and telephone of the pharmacy, the pupil's name, physician's name, name of the drug, and the dosage to be given.
4. School personnel shall provide NO aspirin or any other medicine to students without meeting the above criteria.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

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

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

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

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

### **LOCKER SEARCHES – BOARD POLICY**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to

determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, the school may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Gaylord Community School; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Canine searches are included in this policy.

### **LOST AND FOUND**

Students are urged to use extreme care with personal belongings and articles of value. Students should place identification on their property whenever possible. Found items of high value are to be turned into the office. Items of lesser value are kept in a large wooden box located on the cafeteria stage. Students should check that box for lost items. Each year, the middle school lost and found is full of unclaimed articles: shoes, clothing, coats, lunch pails, and lots of glasses. With a small investment of time and funds, students and parents could prevent loss by marking items with name, tape or permanent marker.

### **MESSAGES**

Parents are asked to make after school plans with their student prior to arriving at school. Should these plans change, messages can be left in the office prior to 2:00 pm. Students will be called out of class only in an emergency.

### **OFFICE TELEPHONE**

The office phone is available to students to use for emergencies only. Students cannot be called from class to the office except in an emergency. Necessary emergency messages will be taken by the office and delivered to students.

### **PASSES**

A pass serves a number of purposes. Passes will be issued by a teacher for a special purpose. No student should be in the hallway, during class time, without a pass. Passes will be issued for restrooms. Teachers have discretion regarding passes. Most teachers allow two passes per marking period. Some teachers may assign penalties or rewards for excessive or non-use. Students in the hallway without a pass may be issued detention/corrective.

### **PARENT-TEACHER CONFERENCES**

One good way a teacher is able to report student achievement is during the parent-teacher conference. Conferences are scheduled twice during the year on an informal basis. Teachers are scheduled one conference period daily for planning and for

parents wishing further information concerning their child. If parents desire a conference during the normal school day, it is requested that the teacher be notified at least one day in advance.

### **SIGNING IN AND OUT**

The GMS school day begins at 7:42am and ends at 2:26pm. Students arriving after 8:12 am must sign in at the office. Unaccompanied students will not be excused until the office receives a phone call or note from a parent. Students leaving prior to 2:26pm must be signed out in the office by a parent or guardian. If a student needs to be released to someone OTHER THAN a parent or guardian, the office must be notified by note or phone call.

### **STUDENT COUNCIL**

The Student Council is an organization through which the students may express opinions, assist in the administration of the school, and participate in the management of school enterprises. The council attempts to promote leadership, initiative, and self-control among its members. Student council members are expected to be "positive student leaders" and set examples for the rest of the student body. A president (8th grader), vice president (7<sup>th</sup> grader), secretary, treasurer, and parliamentarian are elected to conduct the work of the council. A representative and alternate are elected from each seminar by a majority vote. The duty of the representative is to take to the council complaints and suggestions from classmates and to inform the homeroom of council action. Eligibility may affect continued participation.

### **VACATIONS**

Families are encouraged to plan vacations to coincide with a vacation period on the school calendar. Some assignments are very difficult to make up. In cases where vacations cannot be avoided, parents are asked to make a request in writing at least a week in advance of a planned vacation. Students must be aware of upcoming assignments and make efforts to be current with their classmates.

#### **Steps to follow before a family vacation:**

1. Have parent/guardian write an excuse with student's name, expected dates of absence and their signature.
2. Bring this slip to the office before the vacation.
3. Have the permission slip signed by all teachers and return the completed permission slip to the office.
4. Be sure to make arrangements for make-up as needed (upon return).
5. All assignments are due when the student returns.

### **WATER BOTTLES**

Students may carry water with them during the day. No other beverages are allowed. Containers must be CLEAR (NO TINT/COLORING) and plastic. School staff reserves the right to take water bottles away if they are being used inappropriately/disruptively or do not comply with the requirements above.

### **WITHDRAWAL**

Any student withdrawing from school will be requested to bring a written statement giving the reasons and signed by the parents/guardian. Such statements must be on file in the office before a withdrawal slip will be issued. The withdrawal slip is circulated by the student and must bear the signature of each classroom teacher. All materials and money owed to the school must be paid by the student/parent before records will be forwarded.

## **STANDARDS FOR SCHOOL CONDUCT** **GAYLORD MIDDLE SCHOOL'S CONDUCT EXPECTATION**

### **ASSEMBLY BEHAVIOR**

1. Students will walk with teacher to the assembly and sit in designated areas.
2. Common rules of courtesy are expected and enforced.
3. Whistling or booing is considered disrespectful and is not permitted.
4. A student who violates the assembly policy or is on social probation may lose his/her assembly privilege.
5. At the conclusion of the assembly, students will be dismissed and exit properly. Aisles are to be used when entering or leaving the bleachers.

### **BEFORE AND AFTER SCHOOL**

1. All rules of courtesy and respect for personal and school property will be enforced.
2. Running inside the building is forbidden.
3. Students are not permitted to bring motorized vehicles on school property.
4. Students are expected to leave school at the end of the school day unless involved in a supervised school activity.

### **GENERAL CLASSROOM RULES**

Students are expected to:

1. Be on time in assigned area. Tardiness to class without "excuse":  
First and second offense: Warning  
Third and each additional offense: Corrective at lunch or detention after school
2. Pay attention and listen to and follow directions.
3. Treat people and property with respect.
4. Bring all books and materials to class and be ready to participate properly.
5. Use appropriate language and behavior.

Inappropriate behavior may result in the student receiving a corrective or a detention. Serious infractions may receive an office referral. Teachers may use their judgment on additional classroom rules and consequences. Students sent from the room may also be assigned a corrective or detention by the teacher.

### **CLASSROOM EXPECTATIONS**

Students will respect the teacher's right to teach and the rights of other students to learn.

**WILL SEE STUDENTS THAT ARE:** listening, making eye contact, asking questions, on time, using furniture appropriately, prepared for class (homework completed, bringing necessary materials), using appropriate manners, obeying staff's requests.

**WILL NOT SEE STUDENTS THAT ARE:** distracted or not paying attention, late for class, sitting on furniture, using bad language, using put downs/killer phrases, being disrespectful to staff or other students, disrupting class, damaging furniture or other school property.

### **BEHAVIOR IN THE HALLS**

1. Any litter in the halls should be picked up and placed in a waste container.  
Everyone is expected to pitch in and pick up any waste paper.
2. The halls are not a place for horseplay, yelling, profanity, or obscene gestures.

### **HALLWAY EXPECTATIONS**

**WILL SEE STUDENTS THAT ARE:** walking, keeping their hands and feet to themselves, using appropriate language, picking up litter, staying in their academic areas.

**WILL NOT SEE STUDENTS THAT ARE:** pushing, shoving or hitting, using bad language or put downs, kicking or slamming lockers, damaging bathrooms or other school property, including graffiti, running, throwing, yelling, engaged in public displays of affection.

# **DISCIPLINE**

## **INTRODUCTION**

This section covers the most serious and obvious types of misconduct. The following rules are not meant to be an all-inclusive list or a limitation upon the authority of school officials to deal appropriately with violations of established rules and regulations, or other types of conduct which interfere with good order of the school system, proper functioning of the educational process, or the health or safety of others. If a specific penalty is not stated for a violation, then disciplinary action may range from a verbal warning to expulsion, depending upon the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel, and other relevant circumstances. The Range of Penalties Section, found at the end of the Discipline Procedures, details the potential penalties with increasing progression of disciplinary actions.

## **DUE PROCESS**

A student charged with misconduct has a right to due process. Such a student will have the opportunity to explain his or her actions or status regarding the charges. If the administrator determines that the charges against the student should stand, then the administrator will order disciplinary actions. Gaylord Middle School imposes disciplinary action in order to correct undesirable behavior. If a specific penalty is not stated for a violation of a particular rule, then disciplinary action may range from a verbal warning to expulsion, depending upon the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel, and all other relevant circumstances. The range of Penalties Section, found at the end of Discipline Procedures details the potential penalties with increasing progression of disciplinary actions for students with repeating misconduct infractions. An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, school officials, or others; or damages property. If the disciplinary action to be ordered does include suspension from specific classes or school attendance, notice will be sent to the parent(s) or guardian(s) as soon as possible, of the decisions to conduct suspension proceedings. Due Process includes the right to appeal a decision made in regards to student misconduct.

## **GENERAL SCHOOL RULES**

- 1. PROHIBITED OBJECTS** - Objects brought to school that may cause injury, disruption, or create litter will be confiscated by teachers or administration and kept until a parent comes to school to claim them. This includes, but is not limited to, "fake" smokeless tobacco, squirt guns, water balloons, baseballs, skateboards, roller blades, laser lights and all audio, video, phone equipment (cell phones, pocket pager, beepers, radios, tape recorders, cassette tapes, video games, MP3 players and CD's, etc.). Disciplinary action may range from verbal warning to suspension. Students who bring or use disruptive devices such as squirt guns, water balloons, shaving cream and the like may automatically be suspended from school. Possession of the following items is prohibited and may result in suspension or expulsion: KNIVES, FIREARMS, FIRE WORKS, WALLETS WITH CHAINS AND OTHER POTENTIALLY DANGEROUS ITEMS. Threatening and/or endangering the safety of others with such items will result in disciplinary action ranging from an out of school suspension to the recommendation of expulsion from school. A referral to law enforcement and/or other agencies will also be made. Any and all state and county laws apply.
- 2. PROHIBITED TRANSACTIONS** - Students are prohibited from buying and selling of items to other students. This also includes extortion, trading and gambling. Disciplinary action will range from warning to suspension.
- 3. CONTROLLED SUBSTANCES**- Gaylord Middle School believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Gaylord Board of Education policy 5530 defines controlled substances as the



following:

- All dangerous controlled substances as so designated and prohibited by Michigan statute;
  - All chemicals that release toxic vapor; all alcoholic beverages;
  - Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
  - "Look-alike";
  - Anabolic steroids; any other illegal substances so designated and prohibited by law.
  - "Drug Paraphernalia" as defined by the United States Department of Justice as defined in the Model Drug Paraphernalia Act of 1979. This term is outlined as follows: "Drug Paraphernalia" is defined as, all equipment, products and material of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, otherwise introducing into the human body a "controlled substance".
  - Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcohol content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct.
- A. Gaylord Board of Education policy #5530 "Drug Prevention" and #5771 "Search and Seizure" governs the disciplinary procedures and penalties imposed for students involved with controlled substances. Students would remain in the classrooms during the search. Suspected lockers and/or cars would be marked and searched by school officials. Occupants/owners of suspected lockers or cars would be interviewed by school and law enforcement officials.
- B. Student found in possession of "drug paraphernalia" will be treated as follows:
- Item will be confiscated from student and turned over to law enforcement official for possible prosecution.
  - Given a minimum three-day suspension and conference with parent and school officials.
- C. Any student found to be in possession and/or selling of a controlled substance/selling of a non-controlled substance ("look alike drugs") or possession with intent to deliver will be treated as follows:
- The student will be placed on a long-term suspension pending a meeting with school officials and parents.
  - The outcome of this meeting will determine the ultimate action the school will take. The range of disciplinary action could range from additional suspension to expulsion from Gaylord Community Schools.
  - A criminal complaint will be filed by school official to the proper police agency with potential prosecution through the judicial system.

- 4. TOBACCO/TOBACCO PRODUCTS** – Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, vapes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

**First Offense:** 1 day out of school and/or 3 day in-school suspension and anti-smoking counseling sessions with a school counselor. Probate Court and law enforcement agencies contacted.

**Second Offense:** 3 day out of school suspension. Probate Court and law enforcement agencies contacted.

**Third Offense:** 3 day out of school suspension (minimum) and notification of law enforcement and/or appropriate agencies. Probate Court and law enforcement agencies contacted.

5. **FIGHTING/PHYSICAL ALTERCATION** – Fighting will not be tolerated. Physical violence or altercations will result in disciplinary action, including parent notification. The disciplinary action will range from warning to suspension and will be dependent upon the severity and individual circumstances. Law enforcement agencies may be contacted at the first incident, depending upon the severity. The second incidence involving the same student will result in law enforcement agencies being contacted. The third incident involving the same student will result in a recommendation for a long-term suspension.
6. **STEALING /THEFT** - Stealing or theft will not be tolerated. Consequences for taking the property of others can range from a warning to suspension depending upon past history and severity of the offense. The school will not be responsible for the loss or “theft” of individual property. Law officials may be notified.
7. **PUBLIC DISPLAY OF AFFECTION** - Public display of affection (holding hands, kissing, etc.) is not allowed. Penalties can range from warning to suspension.
8. **FALSE ALARMS** - Students who willfully set off alarms will be disciplined. Parents and police will be notified. Disciplinary action may result in suspension.
9. **OBSCENITY/INDECENCY** - Disciplinary action for vulgar or offending acts in gesture, written or verbal form will range from warning to suspension.
10. **VANDALISM** - Disciplinary action for willful destruction of property will involve restitution where appropriate and/or other disciplinary action ranging from detention to suspension with notification to the proper authorities. All acts of vandalism will be referred to the Probate Court and law enforcement agencies.
11. **SEXUAL HARASSMENT** - Board of Education policies 4121 and 5121  
“Sexual Harassment” governs the disciplinary procedures and penalties imposed for staff or students involved with sexual harassment charges. As defined in these policies, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student; when made by any member of the school staff to another staff member; or, when made by any student to another student; or, when made by any student to a staff member. Sexual Harassment may include, but is not limited to the following:
  - Verbal harassment or abuse
  - Pressure for sexual activity
  - Repeated remarks to a person with sexual or demeaning implications
  - Unwelcome touching
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, person etc.Board of Education policies # 4121 and # 5121 detail the specific procedures to be followed and the sanctions. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion, consistent with the student disciplinary code. Parents or students who would like copies of policies #4121 and #5121 can contact any office of the Gaylor Community School district.
12. **INSUBORDINATION** - The refusal of a student to comply with the “reasonable requests” of any school employee. Disciplinary action ranges from warning to suspension.
13. **DISRUPTIVE BEHAVIOR** - is behavior which causes a disruption in the learning process and/or the safety of students or staff. Disciplinary action ranges from warning to expulsion.
14. **GANGS** - Students are forbidden to form and associate with any criminal “gang” or be involved in any “gang activity”. The following rules will apply in regards to “gangs or gang activity”:
  - A. Teachers will not accept any student assignments containing known gang symbols or gang graffiti. Students found in possession of the same will have such assignments picked up, given no credit, and sent to the principal or assistant principal.

- B. Students are forbidden to wear, draw, or display known "gang graffiti" or "gang identifiers" such as colors on their person, in their possession or on school property. Students in violation of this policy will be sent to the principal or assistant principal.
- 15. WEAPONS** – Under Section 1311 of the school code, school districts are required to expel a student who possesses a dangerous weapon in a weapon free school zone, or who commits arson or criminal sexual conduct in a school building or on school grounds. The school district must investigate the circumstances to substantiate allegations. If allegations are substantiated, a hearing will be conducted. All due process must be provided. The burden of proof is on the student to prove innocence.
- 16. THREATS OF VIOLENCE** - Any threat of violence verbalized towards staff or students may result in a minimum 3-day suspension and notification to law enforcement.
- 17. COSMETICS AND TOILETRY ITEMS** that disrupt the learning process or present a safety hazard are prohibited.
- 18. HAIR COLORING** which is not a natural color is strongly discouraged by building administration to ensure a non-disruptive school atmosphere.
- 19. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY** - Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
- 20. TRESPASSING** - Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at authorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
- 21. LOCKERS** – At no time will students be allowed to decorate lockers.

### **RANGE OF PENALTIES SECTION**

The penalties for rule or policy violations are intended to correct and minimize undesirable and unacceptable behavior. The penalties imposed are intended to "make the punishment fit the crime", as well as the circumstances and number of previous incidences. Disciplinary actions (penalties) are imposed in progressive increments and can range from:

1. Verbal reprimand.
2. Detention (lunch hours, before and/or after school, and, perhaps, Saturday). (SEE AFTER SCHOOL DETENTIONS).
3. Lunch time correctives—may be assigned to complete work not yet done or done improperly---three of these days will produce one lunch time Behavior Corrective. (SEE LUNCH TIME CORRECTIVES).
4. Lunch Time BEHAVIOR CORRECTIVES - When a student has accumulated three Behavior Correctives for various reasons, the parents will be sent a letter and the student notified that the FIFTH behavior corrective will result in an out of school suspension pending a meeting of the parents with the student's team teachers and administration. A variety of steps after that meeting will be developed depending on situation (SEE LUNCH CORRECTIVES).
5. Suspension or the removal from the normal school setting
  - a. In school (minimum of 3 days).
  - b. Short or long term out of school.
  - c. Students who are suspended (in or out of school) are not permitted to attend extracurricular activities during the suspended period.
  - d. Students may be subject to an increasing progression of penalties.
6. If the situation warrants, referral to the proper police or probate court system as state statutes direct.
7. Inter-school with alternatives.

8. Behavioral Contract: Students having several disciplinary problems in a school year, or having a reoccurrence of particular violation(s), may be subject to variations of the typical discipline policies and/or penalties. In such cases, an Individual Behavioral Contract will be established by the administrator. Parents will be informed and will have input into the stipulations placed in the contract.
9. Expulsion - is the removal of a student entirely from the school setting for gross or excessive misbehavior. This can only be done by the Gaylord Board of Education and will be designated at the hearing body with the final decision resting with the school board. The student and the parent/guardian shall be made aware of the right to appeal the decision of the hearing authority to the appropriate appellate authority.

### **AFTER SCHOOL DETENTIONS**

After school detentions will be served from 2:45pm – 3:15pm when assigned by administration or teaching staff.

### **LUNCH TIME CORRECTIVES**

Can be assigned by administration or teaching staff for a variety of reasons. For example:

- A. Students can be assigned a Behavior Corrective by any staff member for poor behavior. Examples: excessive tardiness, poor classroom behavior, poor lunchroom or hallway behavior, etc.
- B. Students will be assigned an Academic Corrective for assignments not completed on time. This time should be used to make up the late or missing work.
  1. After serving two lunch behavior correctives, a student will be assigned an after school detention by the correctives teacher. All detentions will be served.
  2. When a student is issued a third behavior corrective, the parents/guardians will be notified in writing of the infractions. The parents will also be informed if a fifth Behavior Corrective is assigned an in-school suspension will result.
  3. When a fourth Behavior Corrective is assigned, an after school detention will be assigned by the corrective teacher.
  4. When a student has accumulated five behavior correctives, a 3 day in-school suspension will result.
  5. When a student receives two or more correctives within the same day, academic or behavior, an after school detention will be assigned by the corrective teacher. If a student reaches the academic corrective limit twice in a marking period (7<sup>th</sup> grade) or twice in a semester (8<sup>th</sup> grade), a 3 day in-school suspension will be assigned. All 8th graders will begin each semester, 7th graders each marking period, with a clean slate of correctives. Correctives are a place to help eliminate poor behavior. The correctives room is also a place where a student may go to have quiet time, to do assignments, make up a test or possibly get help with necessary work. Students are encouraged to use this room for educational purposes. Corrective teachers can issue correctives for improper room conduct.

### **ACCESS TO EQUAL EDUCATION OPPORTUNITY**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the District. The Superintendent shall appoint compliance officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with the law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Rehabilitation Act of 1973, and the Age Act is provided to student, their parents, staff members, and the general public. The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, which reside in the district but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs. An

changes in Gaylord Community School Board Policy or State Law will take precedence over any policies stated in this handbook.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Gaylord Middle School at 989-731-0848 to inquire about evaluation procedures and programs offered by the District.

### **ADVISORY TO PARENTS - PESTICIDES**

As part of the Gaylord Community School District's pest management program, pesticides are occasionally applied. Parents have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but parents will be provided notice following such applications. If parents need prior notification, please submit a written request to the school office.

### **PARENTAL RIGHT TO REVIEW EDUCATIONAL MATERIALS – BOARD POLICY**

Parents have the right to inspect instructional materials. Parents should complete and submit a written request to the principal. Upon receipt of the request, the principal will contact the person making the request within ten business days to schedule an appointment for the person to come to the District to review and inspect the material indicated.

### **NOTICE OF PRIVACY RIGHTS UNDER FERPA**

The Gaylord Community Schools has compiled records to provide appropriate education programs and services. The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to the student's education records. These rights include the following:

1. Your right to access education records, which include the right to inspect and review them, to request explanation or interpretation of portions you do not fully understand, and to request copies or portions thereof.
2. Your right to request amendment to records if you think records or portions thereof is inaccurate and misleading and therefore, violates their confidentiality, and your rights to a due process hearing.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies which shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed. Unless you provide written objection, the following information shall be made available for publication in directories, school catalogs, sport programs, etc.: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers for inclusion in school or PTO directories, school photographs or videos of students participating in school activities, events or programs.
4. Your right to refuse disclosure of any or all "directory information".
5. Your right to refuse disclosure of "directory information" to military recruiters.
6. Your right to request the destruction of education records, if and when educational agency has decided that records are no longer needed for the educational and/or administrative purposes for which they were collected, including your right to be notified at such times as graduation or other forms of termination of enrollment or when your child reaches age 26.
7. Your right to protest if you think that the administrative procedures of the Gaylord

Community Schools are not in compliance with the law, to:  
The Family Educational Rights and Privacy Act Office, United States Department of Education, 330 Independence Avenue, S. W., Washington, D.C. 20201  
More information regarding FERPA can be found at:  
[www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

### **NOTIFICATION OF RIGHTS UNDER PPRA (PROTECTION OF PUPIL RIGHTS AMENDMENT)**

Gaylord Community Schools has developed and adopted policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Gaylord Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Gaylord Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Gaylord Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification for the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- \* Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- \* Administration of any protected information survey not funded in whole or in part by ED.
- \* Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202. More information regarding PPRA can be found at: [www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html](http://www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html)

### **BULLYING POLICY 5517.01**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. Policy 5517.01 protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

### **NON-RETALIATION/FALSE REPORTS**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reports may result in disciplinary action as indicated above.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

At School is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height,

weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc).

Intimidation/Menacing includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**GRIEVANCE PROCEDURES FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975**

**TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990**

Section I - Any person believing that the Gaylord Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, or (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to: Civil Rights Coordinator, Gaylord Community Schools, 615 S. Elm Street, Gaylord, MI 49735, 989/705-3080.

Section II - The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1 A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2 A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office of Civil Rights for information and/or assistance at 216/522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.



**GAYLORD COMMUNITY SCHOOLS**  
**ACCEPTABLE USE AGREEMENT FOR BYOD**  
**(BRING YOUR OWN DEVICE)**

203870846.1 27877/118677 *Revision date: January 7, 2016*

Definition. For the purpose of this document, BYOD includes any electronic device owned by the student, staff, or volunteer user, and not owned or managed by Gaylord Community Schools (GCS), which is capable of connecting to the Internet by means of a wired or wireless connection and which is used on school property, and is approved for such use. Examples include, but are not limited to laptop, tablet, smart phone, music player, etc. Not all devices are approved for use on school property. Devices that are dangerous or potentially dangerous are not approved for use at any time. GCS reserves the right to limit the types of devices that are approved for use on school property. School Property shall include all GCS buildings and facilities and associated property, any premises owned or under the control of GCS, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

This agreement is pursuant to a current and valid Gaylord Community Schools Network/Internet Access Agreement for Students or Gaylord Community Schools Network/Internet Access Agreement for Staff. This document functions as Supplement 1 to either of the previously identified agreements.

Gaylord Community Schools has expanded access and use of the district wireless (WiFi) Internet connection in several buildings. Students and staff who wish to access the GCS Internet, where available, with BYOD will be allowed to connect their device to the wireless GCS Guest Network and use the GCS Internet for educational purposes. Use of BYOD is prohibited in the following areas/situations: (a) Locker rooms; (b) Bathrooms; (c) Any private areas used for the purpose of changing clothes; (d) Any other areas as designated by administration. Users shall not play video games, visit chat rooms or otherwise use BYOD on school property for non-academic purposes. It is the responsibility of teachers and staff to monitor all use of BYOD on school property by students that they are supervising. Use of BYOD will normally be limited to regularly scheduled school days/hours, but may be extended to include additional curriculum related activities. Student use of BYOD is limited to building policy and teacher approval while in the classroom. Users shall maintain BYOD in silent mode at all times when on school property, unless otherwise permitted by school staff. Each teacher has the discretion to allow and regulate the use by students of BYOD in the classroom and on specific projects. Students participating in BYOD must use the GCS Guest Network option for Internet access. GCS's network filters will be applied to a BYOD's connection to the Internet. Student use of cellular provided wireless connections for Internet access is prohibited during regular school hours. Users should strive to maintain appropriate bandwidth for school-related work and communications when using GCS's Guest Network. GCS does not guarantee connectivity or quality of connection with BYOD, but may provide documentation on how to connect with a variety of operating systems and devices.

Users are required to ensure BYODs are properly protected from viruses and malware infection. Installation and use of a current commercial Anti-Virus/Malware software is mandatory on operating systems such as Microsoft Windows, Mac OS, Linux, etc. Many popular Anti-Virus companies offer free functional versions of their software for his purpose. Anti-Virus apps for Android and Apple IOS products are highly recommended. Installation and use of 'hacking' software; network diagnostics/configuration tools; peer-to-peer file sharing (1E, BitTorrent, uTorrent, etc.); spamming tools; or software designed to take over, manipulate or manage another computer/device, is strictly prohibited and could result in criminal prosecution. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects GCS information technology resources. GCS may collect and examine any BYOD that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.

Users shall not bypass the network filters and security policies, or process or access information related to the network filters and security policies.

Use of the Internet and information technology resources is a privilege. The use of BYOD on school property is a privilege, not a right, and GCS has the right to limit, restrict, or prohibit the use of BYOD on school property. Gaylord Community Schools, its board members, employees and contracted entities are not responsible for management, configuration, maintenance, damage (physical or electronic) or loss of any personal device. Users participating in BYOD are fully responsible for their own device and any required configuration. Users shall not knowingly or intentionally allow others to use their BYOD to access GCS information technology resources. Users shall immediately notify administrators or teachers if a security problem is suspected or identified. Each user shall be responsible for any and all damages to the BYOD resulting from their deliberate or willful acts. Students shall not use BYOD to cheat on assignments or tests. Users shall not print from BYOD to GCS printers unless expressly authorized. Any guidance or assistance that may be provided to BYOD users is offered only at user request and GCS assumes no responsibility for the device.

## **NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS (ACCEPTABLE USE)**

203870846.1 27877/118677 *Revision date: January 7, 2016*

Please read this document carefully before signing. The signature(s) at the end of this document are legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance.

This agreement is entered into between the student and the Gaylord Community School District (hereinafter referred to as "District"). The purpose of this agreement is to establish guidelines for access by Students to the Internet, electronic mail and electronic bulletin boards (hereinafter referred to as the "Guest Network"). Access to the Guest Network is provided to the Student for educational purposes.

In exchange for the privilege of using the Guest Network, the undersigned agree(s) as follows:

- A. The use of the Guest Network is a privilege, which may be revoked by the District at any time and for any reason or for no reason. Improper use of the Guest Network may also give rise to further disciplinary action consistent with this agreement and/or the student handbook code of conduct.
- B. The Student and his or her parents and/or guardians acknowledge that it is not possible for the District to restrict access to all controversial material on the Guest Network.
- C. The Student and his or her parents acknowledge that the Student does not have a reasonable expectation of privacy in his or her use of the Guest Network. The District reserves the right to monitor the Guest Network, including but not limited to Internet use and electronic mail.
- D. Guest Network access is provided only for educational use by the Student. Use of the Guest Network for commercial purposes or other unauthorized purposes is expressly forbidden.
- E. Guest Network resources are intended for use exclusively by registered users. The Student is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Student. Use of an account by someone other than the account holder is forbidden and may result in loss of access privileges. Any loss of security in an account password or in access privileges must be reported immediately to an appropriate Guest Network administrator.
- F. Any misuse of Guest Network access privileges may result in suspension or revocation of access privileges and/or disciplinary action as determined by the District. Misuse includes but is not limited to the following:
  1. Intentionally accessing or attempting to access files, data, or information without authorization
  2. Impersonating another user on the Guest Network.

3. Activity which is detrimental to the stability and security of the Guest Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software
  4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, or obscene material; material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy, or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion
  5. Use of recreational programs or communications during the school day.
  6. Illegally installing, downloading, copying or using copyrighted software.
  7. Intentionally interfering with the use of the Guest Network by others.
  8. Intentionally wasting District information technology resources such as disk space, printer ink or paper.
  9. Using the Guest Network and District information technology resources for non-educational uses.
  10. Using the Guest Network and District information technology resources for cyber bullying, harassing, sexting of other students, staff or members of the school community, or other prohibited purpose(s).
- G. The District does not warrant that the Guest Network will meet any specific requirements that the Student may have, that service will not be interrupted or that information obtained on the Guest Network will be accurate or complete. The District will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time) sustained or incurred in connection with use of inability to use the Guest Network by the Student. Use of the Guest Network and any information or data obtained through use of the Guest Network is at your own risk.
- H. The Student agrees to delete messages from his or her personal mailbox on a regular basis in order to avoid unnecessary use of disk space.
- I. The Student may not transfer files, shareware or other software from the Internet or electronic bulletin board services. The Student will be liable to pay any costs or fees incurred as a result of any transfers without express permission from a Guest Network administrator regardless of whether the transfer was intentional or accidental.
- J. The Student must have prior approval from an appropriate Guest Network administrator for any subscriptions with any electronic mail lists or news groups.
- K. Users violating any provisions of this Network Access Agreement face disciplinary action. The District reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:
1. Suspension or revocation of Guest Network access.
  2. Requiring additional training as a precondition to continued use of the Guest Network.
  3. Financial restitution for any unauthorized expenses or damages.
  4. Confiscation of inappropriate materials.
  5. Additional disciplinary action consistent with the student handbook or code of conduct.
- In addition, the District may refer violations to appropriate law enforcement authorities. Nothing herein shall be construed as providing that the District must find a violation of the agreement in order to suspend or revoke the access privileges of a Student. Use of the Guest Network is a privilege and not a right, and the District reserves discretion to suspend or revoke access privileges for any reason or for no reason.
- L. This Network Access Agreement is subject to change without notice. Any changes to the Network Access Agreement will be posted in an appropriate location on the Guest Network by a Guest Network administrator.

## PESTICIDE PRIOR NOTIFICATION REQUEST

State of Michigan law requires that schools and day care centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility.

As part of Gaylord school district's pest management program, pesticides are occasionally applied. As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, and other than a sanitizer, germicide, disinfectant, or anti-microbial product, that is made to the school or day care grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than the products exempted in the paragraph above, will be given by at least 2 methods. The first method will be by posting at the main entrance of whichever building the product was used. The second method will be by posting on the school or daycare center's website.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mails postmarked at least 3 days before the pesticide application, if they so request. If you are requesting prior notification of pesticide treatments conducted by first-class mail please complete and submit the following form. Parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Please be advised that you WILL receive notice via the methods above and should ONLY complete and submit the bottom portion of this form if you are also requesting notification by first-class mail.

Parent name: \_\_\_\_\_

Student name: \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Zip code: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Please check one:

I wish to be notified first-class mail prior to a scheduled pesticide application inside of the school building

I wish to be notified first class mail prior to a scheduled pesticide application on the outside grounds of the school building

Both Options