

**GAYLORD HIGH SCHOOL
Student/Parent Handbook**

90 LIVINGSTON BLVD.
GAYLORD, MI 49735
PH: 989-731-0969
FAX: 989-731-2585
www.gaylordschools.com

WELCOME STUDENTS

This student planner is designed to give you a better understanding of Gaylord High School. It is important that you share this information with your parents. Included in this handbook you will find information on policies and guidelines that maintain a safe learning environment. Through hard work, dedication and determination, you will have a successful experience at GHS.

Together, we can make GHS a great school!

Mr. Chris Hodges, Principal

Mr. Mike Stefanski, Assistant Principal

Mr. Christian Wilson, Athletic Director/Assistant Principal

Mr. Jim Cracraft, Superintendent of Gaylord Community Schools

Mrs. Brooke Oliver-Hempenstall, Social Worker/Counselor (A-G)

Mrs. Grace Fortier, Guidance Counselor (H-O)

Mr. Jeff Hervela, Guidance Counselor (P-Z)

Mrs. Deb Jaroneski, Secretary

Mrs. Jill Kassuba, Secretary

Ms. Emily Minor, Secretary

Mrs. Laura Wohlfeil, Guidance Secretary

SCHOOL SONG

Gaylord High, down the field
Never yield, raise high your shield
March on to victory for Gaylord High
In the maize and blue
Oh, Gaylord High we're for you
Here for you
To cheer for you
We have no fear for you
Oh, Gaylord High
Rah Rah Rah

ALMA MATER

Hail alma mater dear
Now we depart from thee
Lead us with guiding light
All through the year
And when our work is done
Our course on earth is run
May it be said well done
Gaylord for thee

“The rules in this handbook apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.”

PROPERTY

OF: _____

ADDRESS:

PHONE#:

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME: _____

PHONE#: _____

NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2017. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: ww.gaylordschools.com by clicking on "district" and finding the specific policy or administrative guideline in the Table of Contents for that section.

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **June 15th, 2017**. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2017 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

"Our mission is to provide a quality education that inspires students to achieve their potential and become productive citizens."

VISION

"All Gaylord Community School students are empowered to excel by being adaptive and innovative, graduating with the academic knowledge and social skills needed for an ever changing global community."

SLOGAN

"Expect the Best"

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent-Gaylord Community Schools
989-705-3080

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

ACCESS TO EQUAL EDUCATIONAL 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 this District.

The Superintendent shall appoint a compliance officer 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 law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title XI of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities education Act, the Americans with Disabilities Act and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, who 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.

SECTION I - GENERAL INFORMATION

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from administration or counseling.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by () the parent () a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from **Gaylord High School**, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the Main Office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

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

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by Administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Main Office.

USE OF MEDICATIONS

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

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

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

- Medication may be conveyed to school directly by the parent. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. Students are not allowed to carry any medication at school including over the counter medications such as Motrin.

G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

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

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

CONTROL OF CASUAL- CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NONCASUAL - CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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.

Noncasual-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.

Noncasual-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.

ADVISORY TO PARENTS - PESTICIDES

As part of the Gaylord Community School District's pest management program, pesticides are occasionally applied. You 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 you will be provided notice following such applications. If you need prior notification, please submit a written request to your student's school office.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Special Education Services at 989-705-3080 to inquire about evaluation procedures and programs.

STUDENT RECORDS

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) affords parents certain rights with respect to the student's education records. These rights include the following:

- A. 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.
- B. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading and therefore, violate their confidentiality, and your rights to a due process hearing.
- C. 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.
- D. Your right to refuse disclosure of any or all "directory information".
- E. Your right to refuse disclosure of "directory information" to military recruiters.
- F. 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.
- G. 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

**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 be 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

**REQUEST TO INSPECT AND REVIEW
STUDENT RECORD**

Parent/Guardian Name _____

Address _____

Student Name _____ Grade _____ Age _____

School _____

As the parent of the above named child, I am requesting access to review and inspect my child's school record. My child is under eighteen (18) years of age and presently enrolled in the above named school.

As a student of majority age, I am requesting access to review and inspect my school record.

The specific records I wish to review are: _____

Signature

Date

NOTICE OF RIGHTS UNDER NCLB (No Child Left Behind)

- Parents may request, and the District will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers.
- Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent.

More information regarding NCLB can be found at: www.ed.gov/esea

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIRE, LOCK DOWN 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. There are 5 mandatory fire drills each school year.

Severe weather drills will be conducted during the tornado season using the procedures provided by the State. There are two mandatory severe weather drills each school year.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (3) times each school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

STUDENT SALES

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

FOOD SERVICE

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.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Parent/Guardian Permission to Transport:

Dear Parent/Guardian:

Please review this form and sign in the appropriate place below. Return to your son's/daughter's teacher as soon as possible.

I give my permission for members of the Gaylord Community School's staff to transport my son/daughter, _____ under the following conditions:

1. Fieldtrips

2. Home due to after school detention (if needed)
3. Home due to being removed from regularly scheduled bus ride (if needed)
4. Home due to being suspended from school (if needed)
5. Community based instruction
6. Medical emergencies
7. Other unusual conditions which may require staff to transport my son/daughter. Explain if possible:

Parent/Guardian Signature _____

Date _____

CLASSES, GRADES AND HONORS

MARKS — Gaylord High School uses the following grade values,

A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=.7.

Advanced Placement course SCALE – A=5, A-=4.7, B+=4.3, B=4, B-=3.7, C+=3.3, C=3, C-=2.7, D+=2.3, D=2, D-=1.7, F=0

Students will be recognized for the following academic honors:

- 9th, 10th, 11th grade students with a 3.50 cumulative GPA or better. (semester GPA)
- Seniors who are recognized with a cumulative GPA of 3.75 to 4.00 as Summa Cum Laude, 3.50 to 3.7499 as Magna Cum Laude and 3.25 to 3.499 as Cum Laude.
- Seniors who achieve honors recognition will wear honor cords at graduation.
- The senior(s) ranked #1 by GPA will be considered Valedictorian. The senior(s) ranked #2 will be considered Salutatorian.

Incompletion of Finals or Marking Periods:

Incompletes must be made up within 2 weeks from the end of each semester. Exams missed at the end of each semester must be made up within 2 weeks after the end of the term. All senior exams must be made up before diplomas can be issued. These deadlines can be extended with principal approval.

GRADUATION REQUIREMENTS

THE FOLLOWING ARE THE GRADUATION REQUIREMENTS FOR GHS. STUDENTS MUST COMPLETE 8 FULL SEMESTERS IN ORDER TO BE ELIGIBLE FOR GRADUATION.

Courses	Credits
English – English 9 (1cr), English 10 (1cr), English 11 (1cr), English 12 (1cr)	4
Social Studies – American History (1cr) Government/Economics (1cr), World Hist. (1cr)	3
Science –Biology (1cr), Chemistry or Physics (1cr)	3
Mathematics – will depend on which class you begin with Must take a math class your senior year.	4
Visual, Performing and Applied Arts	1
Physical Education/Health (1cr)	1
World Language**	<u>2</u>
Total Required Credits	18
Additional Electives	3
Required credits to graduate:	21 credits

Students must complete all portions of the state assessment in order to graduate from Gaylord High School.

*Section 166A of the School Aid Act (Public Act 175 of 1993) allows a student or the student's parent or guardian to have the student excused from the Health/Life Management course without penalty.

This must be a written request by the parent or guardian. Students who are excused must take an additional 1/2 credit in life management skills.

**World Language-Students graduating in 2017 through 2020, may substitute the 2nd World Language credit with either an additional Virtual, Performing, and Applied Arts course, or by completing a formal CTE program.

A student may test out of any class during their high school career. However, if the class is a prerequisite for a 'required' class, the student must test out of the class prior to taking the 'required' class. The student can only test during the predetermined test out window as set forth by administration.

Students who participate in one high school sanctioned sport offered by Gaylord Community Schools may be granted a .5 Physical Education credit starting in the fall of 2015. This credit does not meet the .5 Health credit and can be only granted once. Successful completion of the sport will be determined by the principal or his/her designee. Credit will be granted on a credit/no credit basis and must be completed prior to January 31st of their senior year.

POST SECONDARY (DUAL) ENROLLMENT DROP/ADD/WITHDRAWAL

Dropping or adding dual enrollment classes must go through GHS guidance office.

If you drop a dual enrollment class it must take place during the college drop and add time window. If you drop the class after the college time window it will result in an "F" on your high school transcript and will be figured into your grade point average.

If you withdraw from your dual enrollment class it will result in an "F" on your high school transcript and will be figured into your grade point average.

If you fail a dual enrollment class the "F" will be placed on your high school transcript and will be calculated into your grade point average whether you've taken the class for high school credit or not.

MEDIA CENTER, COMPUTERS TECHNOLOGY AND NETWORKS

The media center is open throughout the school day. Students may check out 3 books at a time for a two week period.

Students must have a Network/Internet Agreement signed and on file in the media center before they are able to use the GCS network. The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the students for other disciplinary actions.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the SAT, ACT Work Keys, and the MSTEP for high school juniors.

This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT, ACT Work Keys tests in mathematics and reading, plus the MSTEP testing Science and Social Studies.

Parents and students should watch school newsletters and the local press for announced testing times.

Freshmen and Sophmores will have the opportunity to take the PSAT. A preparatory assessment primarily used to help students prepare for the SAT. The PSAT will be administered during the spring of the current school year.

TEST OUT

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ (78%) or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement. Contact the Guidance Office for additional information.

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 the Director of Special Education Services at 989-705-3080 to inquire about evaluation procedures and programs offered by the District.

SECTION III - STUDENT ACTIVITIES

GHS ATHLETIC CODE OF CONDUCT

A. GCS Athletics Mission Statement

As a valued member of Gaylord Athletics, I am committed to obtaining a quality education and earning my diploma. I will honor with integrity the values and traditions of Gaylord High School, and obey the rules and policies set forth by the Gaylord Board of Education and the MHSAA. I pledge to support and respect all fellow students, coaches, and faculty members within the Blue Devil family. I will always display good sportsmanship and give 100% effort to represent GHS in a positive manner during practice and competition, in the classroom, and in my daily life.

B. GCS Sportsmanship Exceptions:

At GHS, we expect everyone from coaches to parents to spectators to GHS student athletes to promote a positive attitude at athletic contests. We believe that:

1. All athletic contests are a learning experience for student athletes. Mistakes will be made and we will praise the participants at all times (our opponents as well as our own student athletes).
2. A ticket to a school athletic event is a privilege not a license to verbally assault players, coaches, officials, or other spectators.
3. Taunting, derogatory remarks, racial, ethnic, or sexually related comments are unacceptable.
4. GHS spectators will praise and cheer for our teams and never intimidate, negatively cheer, or ridicule the opposing team. Our goal is to be humble in victory and humble in defeat. In defeat we must be gracious towards our opponent and commend them for their performance.
5. GHS athletes will never trash talk!
6. All student spectators will conduct themselves in an exemplary manner, remembering that they represent GHS at all contests.

C. GHS Athletic Offerings:

1. Fall: Volleyball, Cross Country, Football, Boys Soccer, Girls Swimming, Sideline Cheer
2. Winter: Boys/Girls Basketball, Competitive Cheer, Ice Hockey, Boys/Girls Skiing, Hockey, Wrestling, Boys/Girls Bowling
3. Spring: Baseball, Softball, Track, Girls Soccer, Boys Golf

D. Academics:

1. Semester of Enrollment: Athlete may not have been enrolled for more than eight (8) semesters in grades nine to twelve (9-12) inclusive. Seventh and eighth (7th and 8th) semesters must be consecutive. Three weeks enrollment or participation in one (1) or more athletic contests constitutes a semester of enrollment.
2. Semesters of Competition: A student, once enrolled in grade nine (9), shall be allowed to compete in only four (4) first semesters and four (4) second semesters.
3. Previous Semester Record: A student must have passed at least five (5) classes of the enrolled coursework taken during the previous semester of enrollment. A first year senior high school student may compete without reference to their eighth (8th) grade record.
4. Current Semester Record: A student must be doing passing work in at least (5) classes during the present semester. Student grades will be evaluated on a weekly basis and will use cumulative semester grades. Students who become ineligible will not be allowed to compete for the duration of the ineligibility period. Eligibility will be checked each Monday morning. An ineligible student becomes eligible upon verification from the teacher to administration/designee that the student is passing the class. If a student is declared ineligible, they may not leave school early to attend an away contest during their ineligibility. Academic checks will begin with the third week of each semester and continue on a weekly basis.

E. Expectations/Requirements of Student Athletes:

We expect the student athlete to perform their athletic skills to the best of their ability, spend time learning and perfecting the skills being taught, and take full advantage of the knowledge available from the coaching staff. The Athletic Department of Gaylord Community Schools has expectations of its student athletes. They are:

1. The student athletes shall conduct themselves in a manner so as to bring credit to the students and the school.
2. Insubordination, unsportsmanlike conduct, use of profanity, and unexcused absences will not be tolerated.
3. Only uniforms authorized by the Athletic Department are permitted to be worn for contests.
4. All school rules will be followed, including but not limited to serving detentions, suspensions and other discipline as designated in the student handbook.
5. A physical examination has been completed and the form turned into the Athletic Director's Office.
6. All of the academic eligibility requirements have been met and approved by the Athletic Director.
7. The emergency treatment card must be filled out and returned to the coach.
8. The student-athlete/parent form is completed and returned to the coach.
9. All school charges must be cleared and a note indicating this must be turned into the Athletic office.

F. Policies/Guidelines:

1. Elastic Clause: The school reserves the right to set forth as part of the Athletic Code of Conduct those rules and regulations necessary and proper for carrying into execution the athletic program of the school, which are not specifically stated here, or as the need arises.
2. Joining a Team: All GHS students are welcome to join/tryout for any team at GHS. If a student decides to inquire about joining a team after the official MHSAA practice dates have begun, they must meet with the Athletic Director and the coach, who will determine whether or not a student may join the team (the student cannot practice with the team prior to the meeting with the Athletic Director and the coach). No GHS student can try out for a team after cuts are made. A student who enrolls at GHS after the "cuts" date may be allowed to try out with the approval of the Athletic Director and the coach.
3. Equipment: School equipment and uniforms issued to an athlete during the season are his/her responsibility. He/she is expected to keep it clean and in good condition. Any student who has not returned or fulfilled their responsibilities due to loss or damaged equipment or uniform will not be allowed to participate in another sport until this debt has been cleared. Participation begins on the first day of the MHSAA and/or GCS scheduled season.
4. Team/School Rules: Each coach has his/her own set of team rules, which have been approved by the Athletic Director and will be enforced by the coaches, Athletic Director, and other building administration.

5. Attendance: An athlete should always consult his/her coach before missing a practice and/or game. The individual coach will deal with missing practice or a game, without good reason, using consequences approved by the Athletic Director. In order to be eligible to participate in an athletic contest the student athlete must practice consistently for the number of days as specified by the coach.
 - a. **Athletes are required to be in school the entire day to be eligible to participate in practices or games.**
 - b. Exceptions must have prior approval from the Athletic Director/Principal.
 - c. Pre-arranged absences for a funeral, medical appointment, field trip or other school approved activity must be turned in to the Athletic Office prior to absence.
 - d. Exceptions will be dealt with on an individual basis through the athletic department.
 - e. Athletes are expected to attend all practices, team meetings and scheduled athletic contests.
 - f. Out of School Suspension/In-School Suspension may not practice, travel, or compete with their athletic team.
6. Lockers: An athletic locker will be available to each athlete. This locker should not be shared with anyone. Lockers are issued for storage of school materials and personal apparel only. The school retains ownership of the lockers and has the right to inspect these lockers at any time. The legal rights of the students, however, will be respected. Hall and/or gym lockers are not secure enough to store valuables. Each student is responsible to supply their own combination locks, and must lock them whenever they are not within visible site of their lock and /or locker.
7. Physicals: According to the Michigan High School Athletic Association, ALL students who participate in interscholastic athletics must have a physical form completed. Students must seek and receive approval from an M.D., D.O., a Physician's Assistant or a Nurse Practitioner. Forms are available at the high school or middle school office. Physicals must be dated after April 15th of the previous school year. The MHSAA Physical Form must be used. COMPLETED PHYSICAL FORMS MUST BE IN THE ATHLETIC OFFICE PRIOR TO THE FIRST DAY OF PRACTICE. NO ONE WILL BE ALLOWED TO PARTICIPATE WITHOUT THIS FORM. **NO EXCEPTIONS!**

G. Transportation:

1. Athletes will remain with their squad and under the direct supervision of the coach when attending away contests.
2. Athletes will dress appropriately and in good taste at home events and when traveling to away contests.
3. Bus regulations:
 - a. All regular school bus rules will be followed.
 - b. No yelling, whistling, or screaming.
 - c. If the student is suspended from the regular school bus, he or she will not be allowed to ride the bus.
 - d. No jumping seats while the bus is in motion or at any other time.
 - e. Only plastic spikes may be worn on the bus. All others must be removed.
 - f. No smoking, chewing, spitting, or possession of other dangerous items
 - g. No profane language or obscene gestures
 - h. All equipment must be properly bagged and stored
 - i. Students must be signed out at an away event by their parents only.
 - j. Students will not be released to anyone other than their parents unless written notice is given to the athletic department prior to the trip.

H. Practices:

An athlete should always consult his/her coach before missing a practice and/or game. The individual coach will handle all practice or game absenteeism and levy consequences approved by the Athletic Director. In order to be eligible to participate in an athletic contest the student athlete must practice consistently for the number of days as specified by the coach.

An individual student who attempts to participate in many extra-curricular activities will undoubtedly be in a position of conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in extracurricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts. If an athlete chooses to participate in outside sponsored athletic events, they must determine which event is their primary commitment.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would involve being cautious about being involved in too many activities. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When a conflict occurs, the sponsors will meet and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, then the principal will make a decision considering the following:

1. Practice vs. Practice
Student decides which practice to attend.
2. Game vs. Practice
Student attends game, no penalties or make-up assigned for missed practice.
3. Practice vs. Performance
Student attends concert, no penalties or make-up assigned for missed practice.
4. Game vs. Performance
Student/Family decides which event to attend. An alternative assessment will be assigned with no grade being impacted.

Conversation with the parents:

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by the faculty sponsor or athletic coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity

Holiday Practices: On days of legal holidays NO ATHLETIC TEAM will have a mandatory practice. Any athlete not in attendance at an optional practice on this day will not be punished in any way or form.

Sunday Practices: The Gaylord Community Schools coaching staff will evaluate the timing and need of Sunday practices, taking into consideration this is traditionally a family day. On the rare instance where a practice may be needed, the approval of the Athletic Director and/or Principal shall be obtained. The practice shall be non-mandatory.

Weather Delays or Closing: When school is closed or dismissed early for emergency reasons, all school-sponsored activities and programs will automatically be cancelled or postponed. When school is closed, games and practices may be held as determined by athletic director, transportation director and superintendent. Any deviations will be decided in cooperation with the Athletic Director, Superintendent and Transportation Director, and notification will be made no earlier than noon. Middle School events will always be cancelled.

I. Rules Violations/Penalties:

Medical research clearly substantiates the fact that use of tobacco, alcohol, and any type of mood modifying substances produce harmful effects on the human body. You cannot compromise athletics by abusing substances. A student who wishes to experiment with such substances should remove himself/herself from the team before he or she jeopardizes team morale, reputation, success and/or does physical harm to them. The Community of Gaylord is concerned with the health habits of the student athletes and is convinced that athletics and the use of these substances are not compatible. It is also a fact that when students have a strong interest to participate in athletics, their desire to use these substances is greatly reduced.

A student is defined as an athlete once they participate in their first athletic practice at Gaylord High School. They will continue to be classified as an athlete until the last spring sport season is complete of their senior year. If you do wish to be an athlete, a big part of this is following a simple set of training rules, which the department of athletics believes to be fair. The possession and/or use of any of the following substances are STRICTLY PROHIBITED and will be fully investigated and consequences issued.

1. Use of Tobacco/Electronic Smoking Devices/Vape Pens
Research emphasizes that use of tobacco is physically harmful to young adults. The community follows the progress of young athletes, and any deviation from accepted training rules marks one as unwilling to pay the price. If one athlete breaks the rules, the whole team is branded as non-trainers.
2. Alcoholic Beverages:
There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the athlete into their drinking sessions will be the first to criticize the athlete if he/she does not come through in a game.
3. Drugs:
Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers.
4. Anabolic Steroids:
Possession or use of any National Collegiate Athletic Association banned drug is not permitted and shall subject the student to the same penalties for possession/use of tobacco, alcoholic beverages, drugs, and anabolic steroids. A list of banned substances can be found at www.ncaa.org. For more information, see Public Act 215 in this handbook.

Student athletes participating in sports in the Gaylord Community Schools athletic program have a responsibility to remain drug/alcohol free and comply with family rules, school policies and community laws. Participation in interscholastic sports is a privilege, not a right. It is important that Gaylord student athletes act in a responsible manner that does not discredit themselves, their school, their team or their community. The purpose of this Code is to establish regulations and procedures to deal with violations which occur on or off school grounds. All athletes are bound by the Athletic Code at all times throughout the entire calendar year (365 days). The following Code is in effect for all student athletes. A student athlete is defined as any member of an interscholastic athletic team or recognized program.

Reports of violations will be accepted from Gaylord coaches, teachers, administrators, police reports or admissions by a student athlete or a student athlete's parents or guardian. Reports of violations from a responsible witness (as determined by administration) may also be accepted.

Major Behavioral Violations:

1. No student athlete shall at any time purchase, or attempt to purchase, obtain, consume or knowingly possess or transport any alcohol or illegal drugs.
2. Student athletes must remove themselves from knowingly being involved in any illegal activity.
3. The use or possession of tobacco in any form is prohibited.
4. The possession, sale or use of illegal or look-alike drugs is prohibited.
5. Theft, assault, vandalism and the reckless endangering of the person or property of others is prohibited.
6. Any behavior or actions, whether they took place during or after school hours, not mentioned above that detracts from or brings embarrassment to the coach, team, school system or the community may cause the student athlete to be suspended from the team.
7. Any student athlete charged with a felony offense will not be allowed to try out for or be a member of a team until the charges are dropped. Any student athlete convicted of a felony will not be allowed to participate in athletics at GHS.

Penalties:

- **First Offense:** The student athlete shall lose the privilege of participation in his/her sport (or the next sport if not in season) for 33% of the team's scheduled contest dates (multiple contests on the same date will count as one contest date). While on suspension, students must attend all practices but will not dress for games.
- **Second Offense:** The student athlete shall lose the privilege of participation in his/her sport (or the next sport if not in season) for 66% of the team's scheduled contest dates (multiple contests on the same date will count as one

date). While on suspension, students must attend all practices but will not dress for games.

- **Third Offense:** The student athlete will not participate in athletic competition for one calendar year (365 days) from the date the suspension is applied. While on suspension, the athlete will not be on any athletic team roster.
- **Fourth Offense:** Suspension from all athletics for the remainder of the student athlete's high school career.

Self Report Clause:

If a GHS student athlete violates the Major Behavioral Violations Section of the Athletic Code of Conduct, the athlete or the parents/guardian may self report the indiscretion to the Athletic Director or Coach. The guidelines are as follows:

1. "Violation that is brought forth by student athlete and/or parent/guardian and must be made within 24 hours of violation.
2. A student athlete may self report on first and second time offenses only.
3. A student athlete who self reported may have his/her penalty reduced up to 25%. The reduction is based on the number of games missed. For example, if an athlete violated the code and receives an 8 contest suspension, the penalty would be 6 contests.

Discipline Guidelines:

1. Scrimmages will not count as a scheduled contest date.
2. If a suspension cannot be completed during a current sports season it will be pro-rated during the student athlete's next sports season. For example, if an athlete participates in both football and basketball and is suspended for 50% of the football games and only one game remains (10% of the scheduled contests), he would miss 40% (8 games) of the boys basketball season ($10\% + 40\% = 50\%$).
3. The athletic suspension recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result.
4. The head coach of a particular sport may also set up additional team guidelines and rules which should be given in writing to the Athletic Director and the team members.
5. A student may be disciplined for violations of the Student Code of Conduct and the Athletic Code arising from the same incident.
6. A student athlete suspended from school is not allowed to participate in any school activities. Friday school suspensions carry over to weekend athletic contests/activities.
7. If a student is suspended on the day of a contest he/she may not participate in any athletic contest or practice on the day he/she is suspended, even if suspension is scheduled to begin on the following day.
8. All percentages for missed contests round up to the nearest full contest (e.g. .5 rounds to the next number)
9. All parents/guardians will be contacted by phone.

Appeal Process: A student who has received a major behavioral violation may appeal the decision. The steps to appeal are as follows:

1. The parent/guardian must provide a written request to the Building Principal in ten days or fewer from the time of the consequences being delivered. The request must be dated.
2. Building Principal or Designee will contact parent/student regarding the date and time of the hearing.
3. The three person Appeal Committee will consist of at least one district administrator and at least one district teacher. The decision of the Appeal Committee will be final. The student/parent will be notified of the decision no more than five days from the hearing.

J. Eligibility:

To be eligible for interscholastic athletics, a High School student must meet the following requirements:

1. Enrollment: be enrolled in the high school not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester).
2. Age: be under nineteen (19) years of age at time of contest unless nineteenth (19) birthday occurs on or after September 1 of the current school year, in which case, the student is eligible for the balance of the school year in all sports.

MHSAA/College Information:

The N.C.A.A. establishes standards for high school students who will determine college athletic eligibility. The Athletic Director and/or Guidance Counselors can provide you with current standards and other information as requested.

Beginning August 1, 1994, a central clearinghouse will certify our student-athletes eligibility for Division I and II. To participate in college athletics as a freshman you must register and be certified by N.C.A.A. Initial-Eligibility Clearinghouse to be eligible to participate. Student release forms and the brochure "Making Sure You Are Eligible to Participate in College Sports" is available in the athletic office and from the counselors. Any student wanting to participate in college athletics should discuss these plans with the appropriate coach, athletic director, parents, and high school counselors to make sure you are academically on the correct course for these goals.

Information can be found on www.ncaaclearinghouse.net. GHS Counselors and Athletic Directors may also be able to assist with questions regarding the NCAA.

Athletes and parents should be aware that the rules, policies and information contained in this handbook will govern the athlete during the school year, beginning on either the earliest fall practice date through the end of the school year or last day of MHSAA competition if in a spring sport.

- K. Insurance - Gaylord Community Schools does not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. Each athlete is covered (provided they have turned in a physician signed physical) by catastrophic insurance through the MHSAA (limits and guidelines exist and will be adhered to.)
- L. Awards: Gaylord Community High School athletes are honored at the conclusion of each season at an awards program. Only Gaylord Community Schools sponsored teams will receive designated athletic awards. Athletic awards are the joint responsibility of the Athletic Director and the specific sport coaches. Coaches must submit a list of athletes who participated in their particular sport and classification of award (Varsity, Junior Varsity and Freshman) they have earned. The coach will communicate to the athlete the criteria used to determine Varsity award winners. The Athletic Department will issue awards based on the following criteria:
 - 1. All participants receive a certificate of participation.
 - 2. Athletes will receive only one chenille "G" letter regardless of how many Varsity awards they earn. They will receive the "G" upon completion of their first Varsity sport. Athletes will receive a metal insert (pin) for each additional varsity award earned in that sport.
 - 3. Athletes will receive only one chenille blue devil's head regardless of how many Junior Varsity awards they earn. They will receive the blue devils head upon completion of their first Junior Varsity sport.
 - 4. Athletes will receive only one set of chenille numbers regardless of how many freshman awards they earn. They will receive these numerals upon completion of their first freshman sport.
 - 5. A varsity certificate may also be used to obtain any of the three Chenille awards. A JV certificate may be used to obtain a chenille devil's head or number.

BIG NORTH CONFERENCE MEMBERS

Alpena High School	Petoskey High School
Cadillac High School	Gaylord High School
Traverse City Central High School	Traverse City West High School

PUBLIC ACT 215 BANNED DRUGS

The law requires all public school districts to include in their local codes of conduct that possession or use of any National Collegiate Athletic Association banned drug is not permitted and shall subject the student to the same penalties that the school district has established for possession/use of tobacco, alcoholic beverages and illegal drugs.

- 1. The board of a school district or board of directors of a public school academy shall ensure that its policies concerning a student's eligibility for participation in interscholastic athletics

include use of a performance enhancing substance by the pupil as a violation that will affect a pupil's eligibility, as determined by the board or board of directors. The governing body of a nonpublic school is encouraged to adopt an eligibility policy that meets the requirements of this section.

2. For the purposes of this section, the Department of Community Health shall develop, periodically updated and make available to school districts, public school academies and nonpublic schools a list of performance enhancing substances. The Department of Community Health shall base the list on the list of banned drugs contained in the Bylaws of the National Collegiate Athletic Association.

SCHOOL DANCES/ACTIVITIES

All dances must be approved by the administration. All dances will be supervised by parents, teachers and administration. Sponsoring groups and chaperones are responsible for supervision of the dance. The administration is responsible for all discipline and decisions.

All students may be required to present school ID (photo ID) in order to enter the dance. In the event you do not have picture ID, students must obtain a signed statement from the administration to be presented for admittance to the dance.

No middle school students are allowed in high school dances.

No student may leave the building after being admitted to a school sponsored dance unless they are leaving the dance and all school property for the remainder of the evening.

All high school dances/parties shall last no more than three (3) hours and shall end no later than 11:30 p.m.

Guests of GHS students are allowed at the homecoming and prom dances only. Guests may NOT be over 20 yrs of age and must be in good standing with Gaylord High School. Guests are allowed at the discretion of the high school administration. Guests are subject to all student rules for dances and may be asked to sign a guest list. All dances other than prom and homecoming are for GHS students ONLY.

FUND RAISING

All student fund raising activities within the building must have a staff sponsor and be approved by the appropriate administrator in charge of student activities. Those student fund raising projects involving more than the high school student body must have prior approval of the School Board in addition to having a staff sponsor.

BULLETIN POSTERS OR SIGNS

Under the Equal Access Act, non-sponsored student organizations may post materials on a designated bulletin board if such materials are not judged as inappropriate or disruptive to the educational environment. All posters must be approved by the administration and be initialed before being displayed.

STUDENT EMPLOYMENT

Work permits are required by the State of Michigan for all minors under the age of 18 who hold jobs. Information about permits and work permits themselves may be obtained outside the main office.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

- A. Closed Campus - All GHS students are to remain in the building during school hours. Students are not allowed to leave the building unless a parent contacts the main office. Parents are not allowed to excuse their student to go out to lunch by themselves or with another student.

- B. School Attendance Policy - A student will have the opportunity to explain his/her absence(s). The parents are to contact the school regarding the reason for the absence. Parents may call 24hrs a day 7days a week - 731-0969. If parents are calling outside the hours of 7:30am-3:00pm, a message may be left at extension 1202.

In order to be considered "excused", calls should be made within 24 hours of the absence. Written notes from home will not be acceptable, except for those who do not have telephone service. Absence of this service must be verified.

Definition of Terms

1. Excused Absence: defined as an absence from school because of:

- a personal injury
- family emergency
- medical/dental or legal appointments
- illness
- funerals
- pre-arranged family trips

Every effort should be made to make appointments outside of the school day. If it is necessary to schedule an appointment during school hours, GHS administration reserves the right to ask that third party documentation be provided which will verify the appointment. Failure to provide adequate documentation will lead to the absence being marked as unexcused. Absences for driver's training or other non-medical reasons are not appropriate during the school day. Missing 5 or more minutes of a class is considered an absence.

A "personal absence" will not be accepted as a valid excuse due to pupil accounting requirements.

An absence is excused when the call is completed by 3:00 p.m. of the following school day. **Make-up work is permitted.**

2. Unexcused Absence - defined as an absence for any reason other than those listed as excused or exempt. Make-up work will be permitted at the discretion of the teacher.

Unexcused absences include:

- skipping
- transportation (missed bus/ride)
- unverified absences (GHS reserves the right to ask for absence verification documentation)
- oversleeping
- leaving school w/o signing out

3. Tardy – is being late to class less than 5 minutes (10 minutes during first hour). Arriving after 5 minutes or more (10+ first hour) will be recorded as an absence. Excused tardies are judged by the same criteria as absences (see excused/unexcused absence sections). GHS will not excuse tardies or absences for personal reasons.
4. Exempt Absence - An absence which does not count toward the maximum days per semester. Included in this category are: suspensions, school related activities, pre-approved college visitations or absence due to unusual circumstances as approved by the principal or his/her designee. **Make-up work is permitted.**
5. Late Arrival / Early Dismissal – *Students who arrive to school after 1st hour has begun must sign in at the Attendance Office to obtain a pass that will admit them into class.* If a student must leave during the school day, a parent must call the Attendance Office. A pass will be sent to the student indicating the time to leave the building. *The student must sign out prior to leaving in order to be excused.* If returning, the student must sign back in at the Main Office. Failure to comply with proper procedures will result in consequences.

- C. Make-up Work – In general, a student has the same amount of time to make up work as he/she was absent for an excused or exempt absence. It is the student's responsibility to take the initiative to arrange for make-up work, tests and assignments. Students shall meet with their individual teachers to work out the details of makeup.

- D. To excuse an absence, it is the student's responsibility to have:

1. A parent or guardian call the Attendance Office within 24 hours
2. A call made during regular school hours
3. A call made to the 24 hour answering machine
4. A call for each absence unless the absence will be long term

Upon notification to the Attendance Office of a student's daily absence, the student's teachers will be notified.

- E. For a pre-arranged absence, students must:
1. Understand that these days count toward 12 total allowed per semester.
 2. Obtain a permission form from the Attendance Office and follow the instructions.
 3. Consequences for excessive absences:

A student's course grade will be determined by the achievement of relevant objective criteria including the student's performance, participation and attendance in class. Although absences will be classified as excused or unexcused, the total number of accumulated absences cannot exceed 12 per semester per class.

- a. 5-absences in a class – the parent(s)/guardian(s) will be notified by the classroom teacher.
 - b. 8-absences in a class –the parent(s)/guardian(s) will be notified by the classroom teacher.
 - c. At 12 absences in a class – the student and parent(s)/guardian(s) will be notified by administration and a meeting will be set-up.
- F. Loss of parking - Students are at risk of losing parking privileges without reimbursements due to poor behavior, attendance, and/or excessive tardies, and closed campus violations, including lunch hours and lag times.
- G. College Visitation - Gaylord High School encourages students to visit colleges/universities. It is best to visit during GHS breaks and vacations. Contact your counselor to obtain the appropriate forms and signatures to have the college visit exempt from the attendance policy. The form must be turned in to the attendance office within 2 days of your return to school. 11th and 12th grade students are allowed three (3) college visits per year. GHS will not approve visits after May 1st without prior administrative approval.
- H. Service-related examination absences for a school-related absence - Armed Services related absences due to mandatory testing will count as a school-related absence if the student obtains a service-related absence form from the Attendance Office or counselor prior to testing. This form must be completed and signed by the recruiter and the parent/guardian, then returned to the Attendance Office within 24 hours of examination date.
- I. Appeals Procedure/Reinstatement in class - Appeals regarding excessive absences will be processed in accordance with district procedures. All first level appeals must be registered within 24 hours of the action taken by an Assistant Principal.
- J. Special Education Attendance - Special Education students will be generally expected to meet the same attendance rules as all other students. Any modifications to the regular attendance policy will be made through the IEPC.
- K. Notification of Absences(s) – School to Home -In the event of student illness, the office will attempt to notify the parent/guardian or person(s) on the emergency card. If the student is absent the next day, a phone call will be needed within 24 hours of his/her return to school.
- The school will notify parents of unexcused student absences through the use of an automated phone system.
- L. Tardiness -Each student is expected to be on time in his/her assigned location throughout the school day. If a student is late in arriving at school he/she is to proceed to his/her first location. The teacher will record the tardy and assign any consequences.
1. Students become TARDY if they arrive within the first 5 minutes (10 minutes for 1st hour).
 2. Students who arrive after the first 5 minutes (10 min. for 1st hr) are considered ABSENT.

Consequences for Tardiness:

- 1st Tardy - Teacher warning
- 2-5 Tardies - Teacher intervention, parent contact
- 6-7 Tardies - Referral to administration.
- 8+ Tardies - Insubordinate behavior – possible suspension

Failure to serve detention: Failure to serve a detention assigned by a teacher will be considered insubordination, and will result in a referral to the office.

CODE OF CONDUCT

A. Preamble

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. **The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.**

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the District's requirements for credit and graduation, or the District's authority to regulate the participation of students in extra-curricular and athletic activities. A decision to expel or suspend a student from participating in extra-curricular and athletic events is outlined in the Athletic Code of Conduct and may differ from the school code.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

In accordance with the Board's authority under law, a student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

1. engages in a prohibited act on school property or school event;
2. engages in a prohibited act in a motor vehicle being used for a school related activity;
3. engages in a prohibited act involving another student who is en route to school or school related event;
4. engages in a prohibited act which has its inception in school, is school connected or adversely affects, interferes with, or endangers the good order of the school system, or the proper functioning of the educational process or the health or safety of students. For example, the sale, delivery or transfer of drugs or other controlled substances to students off school property would be a violation of the Student Code of Conduct.
5. engages in a prohibited act when the student was not enrolled in the Gaylord Community Schools or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Gaylord Community Schools (see Article IV of this Code of Conduct).

B. Definitions of Discipline

1. Administrative Intervention - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include such disciplinary measures as: the removal of a student from a class period, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending non-classroom school functions, activities, events, etc.
2. Suspension - Suspensions are defined as a short-term removal from school not exceeding a ten-day period. It may be in-school as well as out-of-school. Reasons for suspensions are as follows:

- a. To correct a condition which is in violation of school regulations as stipulated in the Student Handbook.
- b. To protect the student and other members of the school community.
 - c. To provide time for the school personnel, students and parents to study the problem affecting the child, and provide planning time so the situation may be evaluated and they may remain with the school district. The authority of this type of suspension lies with any administrator and steps to be taken in this procedure are:
 - Discussion with student, school personnel involved, and an administrator.
 - The school will attempt to contact the parents by phone and if that is impossible, then by mail.

The parents may schedule a meeting to discuss the suspension.

When a student is suspended out of school they cannot be on school property, attend any school functions or participate in any school-sponsored activities. Students suspended in school will only be on school property for the purpose of serving the assigned suspension and are not allowed to attend any school function or participate in any school-sponsored activity.

- C. Expulsion - Expulsion is the last resort that is to be taken when a student still continues to reject the rules and regulations of the school. When all steps have been taken to help the student and all intervention strategies have failed, expulsion proceedings under the long-term suspension will take place. "Expulsion is made in accordance with state mandated guidelines." The student and parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate authority.
- D. Detention - Detentions are assigned by teachers or administrators as a form of behavioral correction. Students are required to report to detention with school work or appropriate reading material. Transportation home from the detention is the responsibility of the student and parent. Failure to report will be considered an act of insubordination. Alternatives to the time can be arranged if parent contact is made.
- E. In School Suspension - In-school suspension will be held daily at Gaylord High School. Students assigned to In-school should report to the high school main office when they arrive at school, from the office they will be escorted to the in-school room. They will be dismissed in time to catch the bus at the end of the day. Students must come prepared for 6 hours of study or reading. You may bring your own lunch, or lunch may be purchased from the cafeteria. In-school suspensions must be completed before returning to your normal classes. If you are not at a scheduled in-school suspension, it will be recorded as an absence and days shall be added. All assignments must be completed while serving in-school suspension.
- F. Referral to Law Enforcement – Administration may refer students to local law enforcement if there is reasonable suspicion the student(s) may be involved in, or have knowledge of, criminal activity.
- G. PROHIBITED ACTS (Penalties are in parenthesis)
 - 1. Arson
(Suspension to expulsion)
A student shall not burn, or attempt to burn, any school building, structure or property, or intentionally set a fire on school property, or cause or attempt to cause an explosion, or be in possession of materials which may be used in the aforementioned activities.
 - 2. Cell Phone/Electronic Devices
(Administrative intervention to expulsion)
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. GCS may collect and may have a right to examine a student's BYOD when there is a reasonable suspicion that, through the use of BYOD, a student is violating or has violated the law, and/or the policies, procedures, rules and regulations of GCS. GCS may collect and may have a right to examine a non-student user's BYOD if there is cause to believe the BYOD was used in the commission of a crime and/or the commission of a violation of the policies, procedures, rules and regulations of GCS. Violations

of acceptable use policy and established rules may result in disciplinary action, including the loss of user privileges to GCS information technology resources. User devices may be denied access to the GCS network via electronic means. Further discipline may be imposed in accordance with GCS policy, up to and including suspension, expulsion or termination, depending on the degree and severity of the violation.

3. Coercion, Extortion, or Blackmail

(Suspension to expulsion)

A student shall not commit or attempt to commit extortion, coercion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

4. Copyrighted Material

(Administrative intervention to expulsion)

A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.

5. Criminal Acts

(Suspension to expulsion)

A student shall not commit or participate in any conduct or act defined as a crime by Federal or State law or local ordinance.

6. Dress

(Administrative intervention to suspension)

A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

7. Disruption of School

(Administrative intervention to expulsion)

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption, disturbance, or obstruction of any District function, activity or event, nor shall s/he engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which causes disruption, or interferes with the education process, is forbidden.

- a. Occupying any school building, school grounds, or part thereof, without the permission of a school building staff member, which deprives others of its use.
- b. Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a building staff member.
- c. Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly.
- d. Instigating or participating in a disturbance, or causing a disturbance which interrupts the educational opportunities of others, or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.

8. Failure to Comply With Directions of School Personnel

(Administrative intervention to expulsion)

A student shall not be insubordinate or fail to comply with instructions and directions of District employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperone or supervisory capacity.

9. Failure to Cooperate

(Administrative intervention to expulsion)

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules. No student shall make false statements or give false evidence to District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with District personnel in any disciplinary proceeding.

10. False Allegations

(Administrative intervention to expulsion)

A student shall not libel or slander, or make false allegations against another student, District employee (including substitute and student teachers), Board member or volunteer.

11. False Alarms

(Administrative intervention to expulsion)

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

12. Falsification of Records

(Administrative intervention to expulsion)

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms, records, or reports. A student shall not provide false, misleading or inaccurate statements or information on District forms, records, or reports.

13. Fighting

(Suspension to expulsion)

A physical altercation resulting in pushing, shoving or exchanging of blows between students will not be tolerated.

14. Fireworks, Explosives, Chemical Substances

(Suspension to expulsion)

A student shall not possess, handle or transmit any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.

15. Gang Insignia/Activity

(Administrative intervention to expulsion)

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gestures, handshakes, graffiti, etc.) that may reasonably be perceived by a teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of District rules or policies, or (d) inciting other students to act with physical violence on any person. The term "gang" as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

16. Harassment

(Administrative intervention to expulsion)

Verbal, physical or written harassment for the purposes of this policy shall be defined as behavior that:

- a. intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, weight, height, age, national origin or disability.
- b. involves an expressed or implied threat to personal safety has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.
- c. bullies or hazes another student or teammate.
- d. Sexual harassment for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that is severe or pervasive enough to create a hostile or intimidating school environment. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include:
 - written contact: sexually suggestive or obscene letters, notes, invitations, drawings.

- verbal contact: sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person's body or sexual characteristics that are used in a negative or embarrassing way.
- physical contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.
- visual contact: suggestive looks or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, graffiti, calendars or clothing.

A student who feels he/she is being harassed by peers or by a staff member of the Gaylord Schools, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc.

The staff member receiving a student's report, a parent's report or observing an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, they will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to the building principal or his/her designee. The building principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures that he/she believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education.

17. Indecency

(Administrative intervention to expulsion)

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in picture, or in caricatures or gestures, which are offensive to the general standards of propriety.

18. Insults/Verbal Abuse/Intimidation/Improper Communication

(Administrative intervention to expulsion)

Students are expected to treat each other in a respectful manner. Engaging in any type of verbal abuse will not be tolerated. A student shall not make annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to other students or District employees (including substitute and student teachers), Board members, volunteers or visitors to the school building.

19. Personal Protection Devices

(Suspension to expulsion)

A student shall not possess, handle or transmit a personal protection device (e.g. Pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

20. Physical Assault

A student shall not physically assault another student, a person employed by/or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence.

- a. Penalty against an adult:
Student Grade 6 and Above - Mandatory Expulsion (MCL 380.1310, MCL380.1311a)
Students in Grade 5 or Lower - Suspension to Expulsion
- b. Penalty against another student: Suspension to expulsion

21. Scholastic Dishonesty - Plagiarism, Uttering and Publishing

(Administrative intervention to expulsion)

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

22. Smoking/Tobacco

(Suspension to expulsion)

A student shall not smoke, chew, or otherwise use tobacco or a "look alike" product, including Electronic Smoking Devices that use nicotine or non nicotine substances. A student shall not, while on school property, in proximity of campus, en route to school, or at a school-related event, have in his/her possession or under his/her control, tobacco in any form or paraphernalia related to its use.

23. Substance Abuse

(Suspension to expulsion)

Substances/Items covered:

- Alcoholic beverages or intoxicants, including, but not limited to glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence.
- The administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.
- Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant or other controlled substance, analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, controlled substance analogue shall be defined under the existing State Law.
- Any prescription or nonprescription drug, medicine, vitamin or chemical substance, with exception of an inhaler (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.
Any legal substance represented as an illegal or controlled substance, e.g. No-Doze as "speed" or "crack."
- Any drug paraphernalia or items used as such.

Penalties:

- For use, possession, handling or being under the influence, the following guidelines are suggested: suspension to expulsion*
If a medical drug test is offered and refused, it will be assumed that the student is under the influence and/or using a controlled substance. If accepted, results of a test administered by a medical professional must be shared with GHS administration, in document form, by the end of the business day. Any disciplinary decision will stand unless proof of a negative drug test is provided.
- For manufacture, sale, delivery, transfer or intent to sell, deliver or transfer: suspension to expulsion*
- Possession of drug paraphernalia: suspension to expulsion*

24. Suspended Student on School Property or Attending School Activities

(Administrative intervention to expulsion)

A student, while on suspension, shall not enter onto District property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any

school-related activity, function or event, held on or off school property, without permission of a building administrator.

25. Theft, Possession of Stolen Property or Damage of Property
(Suspension to expulsion, restitution)

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

26. Threats

Students making bomb threats, false alarms, or “similar threats” that place the safety of students/staff at risk will not be tolerated.

Penalty

Students Grade 6 and Above Suspension to Expulsion

Students in Grade 5 or Lower Suspension to Expulsion

27. Trespass, Loitering

(Administrative intervention to expulsion)

A student shall not be on school property or in a school building except to participate in the educational process of the District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

28. Truancy from School

(Administrative intervention to expulsion)

A student shall not be absent from school (a full day or any part of a day) without permission. A student shall not leave the school campus without following the proper check out procedure or without permission.

29. Verbal Assault

(Administrative intervention to expulsion)

Verbal assault at school directed against school employees, volunteers, Contractors, students or other authorized personnel will not be tolerated. Verbal assault is to be considered any communication that, by its nature, poses a serious disruption or threat to the safety or well being of others.

30. Violations of Building Rules and Regulations

(Administrative intervention to expulsion)

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

31. Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a gun, knife, blackjack, brass knuckles, baton, martial arts device, paint ball or air-soft gun or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury.

Penalties:

- a. For weapons/dangerous instruments, including a “look-a-like” guns - suspension to expulsion.
For possession, handling or transmitting a firearm or destructive device-expulsion
- b. For possession of a knife with a blade over three inches in length - expulsion.
- c. For possession of a knife with a blade equal to or less than three inches in length when used in a threatening manner –suspension to expulsion.
- d. For possession of a knife with a blade equal to or less than three inches in length - suspension.

32. Weapons - Look-A-Like

(Suspension to expulsion)

A student shall not possess, handle, or transport any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun).

DISPLAY OF AFFECTION

Demonstrations of affection between students are personal and not meant for public display. This includes touching, patting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possible expulsion.

ELECTRONIC COMMUNICATION DEVICES

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.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, when appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

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.

Students will be assigned a school locker and will be held responsible for its contents and condition. No tape, wallpaper or other decor may be applied. Students may not change lockers. Lockers are school property and are subject to searches, including canine searches at anytime. The privacy rights of the students shall be respected regarding any items that are not against school policy.

MISBEHAVIOR AT THE END OF THE SCHOOL YEAR/SENIOR YEAR

At the end of the school year any misbehavior occurring on the school grounds or on the bus will be subject to disciplinary action by school officials during the summer or at the beginning of the next school term.

Seniors may be prohibited from marching in commencement for violations of the discipline code. At any time "Senior Pranks" or planned group mischief directed at the school building and/or property, school personnel, or other students, will prohibit seniors from participating in commencement activities.

PARKING LOT REGULATIONS FOR BOTH GAYLORD HIGH AND ALL SHARED TIME STUDENTS

The use of the GHS parking lots by students is a privilege not a right. The following regulations apply to all student vehicles that use the parking lots at Gaylord High School. Lot #1 is the lot in front of the building and is used for buses, staff and visitor parking. Lot #2 and #3 are designated as student parking. Students are not allowed to park in Lot #1.

1. All vehicles must be registered.
2. Any vehicle parking without a permit, improperly parked, or parked in the wrong lot may be towed away or incapacitated without warning. Towing charges, storage cost, and related fees are the responsibility of the vehicle owner.
3. Speeding, reckless or careless driving, littering, and other similar offenses may result in the loss of parking privileges. In addition, violations of the law will be reported to the appropriate police agency. Be aware that GHS has asked various police agencies to patrol our lots and the surrounding area.
4. Parking permits are non-transferable from one student to another. One permit is assigned per student for his/her vehicle.

If you are involved in a parking lot accident and the vehicles owner is not available, leave a note with your name and number or make direct contact with the owner. G.H.S. is a private parking lot.

DRESS CODE

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 extended 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). No shoulders showing-neck to edge of shoulder.
- 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. Headwear (hats, bandannas, and hoods)
 2. Cut-offs (shorts must be hemmed and of appropriate length)
 3. Mutilated, ripped or torn clothing.
 4. Sunglasses (unless prescribed)
 5. Pants, slacks, or jeans that are worn, sagged, or low on the hips
 6. You will be asked to remove any jewelry if it is deemed dangerous or disruptive

The above sections cover the most serious and obvious issues in regards to student dress. The above rules and guidelines 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 disrupts or interferes with the general good order of the school system, proper functioning of the educational process, or the health or safety of individuals or groups. Exceptions to the dress code may apply to formal dances.

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

OPERATIONAL PROCESS

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 proper behavioral record, the recommendations of school personnel and other relevant circumstances.

APPEAL PROCESS

A student charged with a violation of the school 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 discipline code which affects their child, they may appeal the decision to the administrator. The appeal must be in writing and in the hand of the administrator no later than ten (10) days after the alleged violation has occurred.

Appeals by students may be made with regard to the attendance policy, the dress code and grades. The appeal board will consist of one (1) administrator from another level, one (1) teacher who did not submit the violation, and the principal of the building which has the student filing the appeal. If the issue is a dress code question, two (2) school board members may be added to the appeal board. The decision of the appeal board will be final.

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.

A. 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.

1. **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.
2. **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.
3. **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 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:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- 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 offensive physical contact; to substantially damage or interfere with person's property; or to intentionally restrict person's movement without good reason.

SEXUAL HARASSMENT

Sexual harassment is a violation of title VII of the Civil Rights Act of 1964. Title IX of the Education Amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is also a form of sexual discrimination and is unacceptable to the policy of the Gaylord Community Board of Education for any Board member, administrator, other employee, volunteer (subsequently "employee"), independent contractor, and/or student, male or female, to sexually harass another employee, student or volunteer. The Board will not tolerate sexually harassing behavior, files/reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or non-cooperation in the investigation of such allegations.

Sexual harassment is prohibited and is defined as:

- A. Unwelcome sexual advances: or
- B. Requests for sexual favors: or
- C. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:
 1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person's employment status, a term or condition of a student's educational status, receipt of educational benefits or services, or participation in school activities, or
 2. Submission to or rejection of such conduct or communication by an individual is used, explicitly or implicitly, as a basis for decisions affecting a person's employment status, a student's educational status, receipt of educational benefits or services, or participation in school activities; or
 3. Such conduct or communication has the purpose or effect of substantially interfering with a person's work or creating an intimidating, hostile, or offensive employment environment,

interfering with a student's education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee's work effectiveness or which creates an intimidating, hostile, or offensive educational environment.

Sexual harassment may take different forms. One specific form is the demand for sexual favors, and other forms of harassment include, but are not limited to:

- A. Verbal — sexual innuendoes, suggestive comments, rumors, jokes of a sexual nature, sexual propositions, threats, and suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning a staff member's employment status or a student's educational status including grades, graduation, participation in curricular or co-curricular activities or other school-related matters.
- B. Nonverbal — sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, or obscene gestures.
- C. Physical — unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, and assault.

Sexual harassment encompasses any sexual attention that is unwanted and/or unwelcome. Examples of the verbal or physical conduct prohibited include, but are not limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity an element of which may be conduct such as repeated and unwanted staring;
- E. A pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) intended to discomfort, humiliate or both that includes one or more of the following:
 - 1. Comments of a sexual nature; or
 - 2. Sexually explicit statements, questions, jokes, or anecdotes:
- F. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed, and that includes one or more of the following:
 - 1. Unnecessary touching, patting, hugging, or brushing against a person's body;
 - 2. Remarks of a sexual nature about a person's clothing or body;
 - 3. Remarks about sexual activity or speculating about previous sexual experience.
- G. Favoring persons who submit to sexual overtures while disfavoring those who reject sexual overtures.

All employees, volunteers, contractors, and students of the Gaylord Community School District are required to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrent will be taken against persons who violate this policy as follows:

- A. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Sexual harassment under this policy also may be regarded and punished as a violation of other rules of student conduct prohibiting assault, battery, threats, fighting and/or intimidation.
- B. Discipline imposed upon employees for violation of this policy may include dismissal, depending upon the nature and severity of the offense. When an employee is covered by a collective bargaining agreement or an individual contract, discipline shall be assessed according to the procedures and standards contained therein.
- C. Volunteers and contractors violating this policy shall be subject to exclusion from school facilities, programs, and activities. The Board reserves the right to discontinue any contracted services or commercial relationship with any contractor, vendor, or other service provider found to have violated this policy.

HARASSMENT COMPLAINT PROCEDURE

The sexual harassment complaint procedure has been developed in conjunction with the sexual harassment (Policy Code GAAD) of the Gaylord Community School District. For more information on this procedure, see a school administrator.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

C. Students subject to expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall decide whether the student shall be expelled. The Board shall also decide an act on any appeal, which must be submitted in writing, to an expulsion (Policy [5610](#) and/or Policy 5610.01), to a student's request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures and guidelines consistent with the above so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

STUDENT RIGHTS OF EXPRESSION

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

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- C. Under the Equal Access Act, non-sponsored student organizations may post materials on a designated bulletin board if such materials are not judged as inappropriate or disruptive to the educational environment. All posters must be approved by the administration and be initialed before being displayed.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

GUIDELINES #8620a

"Our Mission: To transport students safely and in a timely manner to their destination, helping to make sure they are physically and emotionally ready to learn."

It is important to remember that the school's rules apply to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school for infractions of school bus rules. If a student is suspended from the regular bus, they will not be able to ride an activity bus.

- A. Student Transportation Rules for Parents
 1. Students must be out and waiting for the bus five (5) minutes before the bus arrives.
 2. DO NOT attempt to catch up to the bus in your car, OR have your child run after the bus, OR drop your children off at any place except their designated stop.
 3. Students will ride to and from school on their assigned buses only. Your child will have ONE pick-up and ONE drop-off location. This must be a Monday through Friday schedule. If you have an emergency, you will need to make other arrangements for the transit of your student. No student will be allowed to ride another student's bus.
 4. Please do not attempt to take or send someone to take your child off the bus at either their school or the GIS transfer parking lot. This is for the protection of your child. If you are picking

up your child, please plan to do this at their school, in the designated pick-up location. If your child's school is not notified with a change in transportation instructions, your child will be taken to his or her designated drop-off point via the afternoon bus route, or will be transported to the bus garage for parent pick-up at the discretion of the Transportation Director/Staff.

5. Please notify both the school AND the Transportation Department before 2:00 p.m. if your child is being picked up after school. If you have more than one child attending different schools and you are picking up only ONE of your students/kids, please let your other child(ren) know this so that they are not panicked because a brother or sister is not on the bus. *Remember*, it is your responsibility as a parent/guardian to alert the school and AND the Transportation Department. Our bus drivers cannot take instructions from a student to change a bus schedule for any reason.

6. Once the buses have been given the directive that the parking lot is clear, they will proceed to the next stop. No students will be taken off the bus once they have left their own school.

7. At Gaylord Intermediate School in the afternoon, the parent/student pick-up location is on the east side of the GIS building. This is the side of the building where the athletic fields are located. Students that are not riding the p.m. buses must be picked up at the school building where they attend. Please use the designated drop-off and pick-up points as defined by each individual school. For safety, DO NOT ask or allow your child to walk between buses at any time.

8. Students not riding for more than 3 days will need to contact the Transportation Office to resume pick-up.

9. School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while your child is being transported.

BUS CONDUCT

A. Transportation Rules for Students

Here are the basic bus rules that your child should be following:

1. Obey the bus driver at all times. Bus drivers are authorized to, and may, assign seats.
2. Cooperate with the driver and be courteous. No harassment, profanity, obscene gestures, disrespectful language or bullying will be tolerated.
3. Do not be destructive, throw objects or litter on the bus.
4. Stay in your seat, facing front and keeping aisle clear.
5. Do not throw objects out windows. Windows may be opened with driver's permission.
6. Keep head, hands, and feet inside bus.
7. Talk quietly, no loud outbursts, and be quiet when crossing railroad tracks.
8. Students will always cross in front of the bus when loading and unloading. Watch for the bus driver to signal to cross over. Use the handrail when departing.
9. Arrive at bus stop 5 minutes before pickup. Dress for weather and wait for the bus a safe distance from roadway.
10. The possession of tobacco, inhalants, or any controlled substances will be dealt with accordingly.

B. Disciplinary Procedures:

When a serious rule violation has occurred or a child doesn't 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 good order and a safe environment for students riding buses to and from school or school sponsored events, and/or to notify parents of the misconduct of their children. The following are standard actions that will be applied uniformly in response to documenting incidents. The Transportation Director, in coordination with the GCS Administrators when necessary, will adjudicate all behavior problems and resulting discipline.

1st Step – Student verbally warning, driver documents on daily Memory Log

2nd Step – Document on Incident Report, submit to Transportation Director for review with driver, student/parents, and school administration, if applicable. Severity of incident will be taken into account when determining the length of the discipline. Incident Report will be routed to appropriate parties by Transportation Director for further review/follow-up as needed.

3rd Step – Repeat offenders will follow the 2nd Step process which may include a more severe level of discipline.

Extreme Behavior/Severe Disruptions: Extreme behavior &/or severe disruptions will be dealt with on a case by case basis by the Transportation Director and GCS Administrators. Severe conduct may result in loss of transportation privileges for the remainder of the school year.

- C. Property Damage: The student or students responsible will lose bus transportation privileges until the total cost of the damage is paid.

“Gaylord Community Schools - Bus Facts”
31 School/Trip Buses in our fleet
26 Routes transport 2,600 students each day
1,500 miles per day = 7,500 miles per week = 323,000 miles per year

USE OF MOTORIZED VEHICLES

The use of the GHS parking lots by students is a privilege not a right. The following regulations apply to all student vehicles that use the parking lots at Gaylord High School. Lot #1 is the lot in front of the building and is used for buses, staff and visitor parking. Lot #2 and #3 are designated as student parking. Students are not allowed to park in Lot #1.

1. All vehicles must be registered.
2. Any vehicle parking without a permit, improperly parked, or parked in the wrong lot may be towed away or incapacitated without warning. Towing charges, storage cost, and related fees are the responsibility of the vehicle owner.
3. Speeding, reckless or careless driving, littering, and other similar offenses may result in the loss of parking privileges. In addition, violations of the law will be reported to the appropriate police agency. Be aware that GHS has asked various police agencies to patrol our lots and the surrounding area.
4. Parking permits are non-transferable from one student to another. One permit is assigned per student for his/her vehicle.

If you are involved in a parking lot accident and the vehicles owner is not available, leave a note with your name and number or make direct contact with the owner. G.H.S. is a private parking lot.

Section VI-NOTICES, FORMS

PARENT NOTIFICATION OF THE CRITICAL HEALTH EDUCATION PROGRAM AND THE PROGRAM ON REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education has adopted a comprehensive Health Education Program, which includes education on human sexuality and venereal and other non-casual contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. The program also includes instruction in abstinence from sex as a responsible method for preventing unwanted pregnancy and sexually transmitted diseases and as a positive lifestyle for unmarried young people.

In compliance with State law and with its desire to maintain effective communication with parents and the community, the Board has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all of the programs, please contact the principal of your child's school. After reviewing the programs, if you wish to discuss them, please contact the principal or the school office.

Your child is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes which include instruction in sex education, reproductive health, family planning, and AIDS education. The Board's policy is to honor parents' written requests that their child be excused from certain classes in any course. We encourage you to personally review the program lessons and materials and return the bottom portion of this letter to your child's school principal so appropriate alternative activities can be provided during the times of those classes.

Please excuse my child _____ from the classes in which the following subject(s) are presented or discussed _____

Parent or Guardian

Date

Dear Parent:

We recently have been notified by the Federal government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the high school office at 731-0969.

NOTICE OF NONDISCRIMINATION POLICY

No child shall be discriminated against because of race, color, national origin, sex, age or handicap.

Gaylord Community Schools Board of Education Statement of Assurance of Compliance with State and Federal Laws

CIVIL RIGHTS

THE FOLLOWING INFORMATION IS PROVIDED FOR THE PROTECTION OF YOUR CIVIL RIGHTS.

The Gaylord Community Schools Board of Education complies with all State and Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan and U.S. Departments of Education. It is the policy of the Gaylord Community Schools Board of Education to provide equal membership/employment/service opportunities to all eligible persons without regard to and not to discriminate on the basis of race, color, national origin, religion, citizenship, age, sex, marital status, parental status, handicap, membership in any labor organization, political affiliation, and for employment only, height, weight, and record of arrest without conviction, in its educational programs, activities, or employment as required by Title VI of the Civil Rights Act of 1964.

Title VI

No person(s) shall, on the basis of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.

Coordinator/Grievance Officer:
Superintendent-Gaylord Community Schools
615 S. Elm Street
Gaylord, MI 49735
((989)705-3080

Title IX

No person(s) shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity for which Gaylord Community Schools is responsible.

Coordinator/Grievance Officer:
Director of Special Services
615 S. Elm Street
Gaylord, MI 49735
(989)705-3080

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 St, 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.

Statement of Nondiscrimination

It is the policy of Gaylord Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status or any other legally protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. Inquiries should be addressed to: **Civil Rights Coordinator, 615 S. Elm Street, Gaylord, MI, 49735, (989) 705-3080**.

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, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the 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 s/he 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.

ELASTIC CLAUSE

The school reserves the right to set forth as part of the Educational Code of Conduct those rules and regulations necessary and proper for carrying into execution the education program of the school, which are not specifically stated here or as the need arise.