Gull Lake Community Schools

Gull Lake Middle School Student Handbook

2026-27

Gull Lake Middle School
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Richland, MI 49083
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www.gulllakecs.org

2026-2027
STUDENT HANDBOOK
GULL LAKE MIDDLE SCHOOL

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

Main Office	269.548.3600
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Athletics	269.548.3520
Transportation	269.548.3891

Building Administration & Main Office Staff

Dr. Carmen Maring, Principal
Mr. Jack Boerman, Assistant Principal
Mrs. Kristen Grimm, Secretary

Office Hours: 7:00 a.m. – 3:00 p.m.

DAILY SCHEDULE

Regular School Day
7:35 – 2:31
All Grades

1st hour	7:35-8:32
2nd hour	8:35-9:32
3rd hour	9:35-10:32
4th hour **(8th Lunch)**	10:35-11:32
	ADV: 10:35-11:02 **LUN: 11:02-11:32**
5th hour **(6th Lunch)**	11:35-12:32
LUN: 11:32-12:02 **ADV: 12:05-12:32**	**ADV: 11:35-12:02** **LUN: 12:02-12:32**
6th hour **(7th Lunch)**	12:35-1:32
	LUN: 12:32-1:02 **ADV: 1:05-1:32**
7th hour	1:35-2:31

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Welcome to Gull Lake Middle School!

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

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

At GLMS, we teach students to embrace the character strengths and virtues from the Positivity Project (P2). Policies and procedures are in place to maintain safe operation of the school and to ensure that every child is able to achieve his or her potential. The student handbook is prepared to provide families with information pertaining to the middle school. We encourage you to review the handbook with your child and discuss how the P2 expectations connect to the outlined procedures. If you have any questions at any time, please do not hesitate to contact us at the office at 269-548-3600.

We look forward to the school year ahead.

Sincerely,

Carmen Maring & Jack Boerman
Building Leadership Team

GULL LAKE MIDDLE SCHOOL PROCEDURES

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Gull Lake Middle School, the parent or guardian must notify the Principal in writing the intent to transfer. The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. Parents are encouraged to contact Gull Lake Middle School for specific details.

WITHDRAWAL FROM SCHOOL

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

PARENT DROP-OFF AND PICK-UP LOCATIONS

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

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

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

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the main office and will be done for emergency purposes only. It is important to note that some courses may be

denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change through the office.

USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a teacher. Books on the shelves may be checked out for a period of two weeks. To check out any materials, contact the media specialist. All materials checked out of the library must be returned to the library by the due date. Replacement fees may be charged for lost or damaged media center materials.

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

STUDENT SALES

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

HEALTH AND WELLNESS

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

LOST AND FOUND

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

USE OF SCHOOL PHONES

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

ADVERTISING OUTSIDE ACTIVITIES

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

FIELD TRIPS

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

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

TEACHING AND LEARNING OVERVIEW

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

If a student falls behind in their academics the student may have a parent contact, team meeting, or an academic referral.

ATTENDANCE

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

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

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

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

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

- student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence or illness),
- severe weather,
- medical appointments for the student,

- death or serious illness of the student's family member,
- attendance at a funeral, wedding, or graduation,
- appearance at court or for other legal matters,
- observance of religious holidays of the student's own faith,
- college planning visits, and
- personal or family vacations.

Excessive Absenteeism and Truancy

When a student is absent 5 days within a rolling 3 week period of time, the building principal or designee will initiate communication with the guardian/parent encouraging the student's regular daily attendance and explaining the truancy process. If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/ guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter. When a student is absent more than 12 days per school year and at least 12 of those days are not unexcused the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Reporting Absences

Parents/guardians have an obligation to validate any student absence with the school. We request that parents call the school to verify the student's absence on the day the absence occurs. Parent/guardians should call the school office to communicate information regarding the student's absence during normal school hours. If a parent is unable to call during normal school hours, voicemail is available during the evening hours until the next morning for the purpose of acknowledging your student's absence. The school reserves the right to determine if the absence is excused or unexcused consistent with Policy 5301. The school messenger will attempt to contact a parent/guardian if no call is received by 10:30 a.m. Written excuses from home will not be accepted. Failure to communicate with the school office within the time frame mentioned above may result in a student receiving an unexcused absence for the day.

Departure from School Property

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

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

Tardiness

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

GRADING SCALE

Gull Lake Middle School will develop and implement student grading guidelines to be used by teachers. The objective of grades is to quantify and report each student's academic achievement.

A	100-93%	C	76-73%
A-	92-90%	C-	72-70%
B+	89-87%	D+	69-67%
B	86-83%	D	66-63%
B-	82-80%	D-	62-60%
C+	79-77%	E	59-0%

I	student work not complete
CR	student issued credit
NCR	no student credit

EXAMS

Eighth grade students may be issued exams in high school credit courses at the end of each marking period. Exams will be a summative assessment of a student's learning of all the material presented during the preceding instructional period.

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

GRADING PERIODS

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

PROMOTION, PLACEMENT, AND RETENTION

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade. Please refer to District policy #5411 for further explanation.

HOMEWORK

Homework guidelines can be found in each teacher's syllabi. All syllabi are viewable under the information section on the Gull Lake Middle School website.

STUDENT ASSESSMENT

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

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

LOCKERS

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

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

Students are urged to lock all personal belongings securely.

CURRICULAR CLUBS AND ACTIVITIES

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

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

NON-CURRICULAR CLUBS AND ACTIVITIES

Non-curricular sponsored student groups organized for religious, political, or philosophical reasons must comply with Board Policy 5510. Such groups may meet during non-instructional hours with prior permission from the building principal. The application for permission may be obtained in the office. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event during contracted time, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event.

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

ATHLETIC OPPORTUNITIES

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

Boys and Girls basketball	8th Football	Boys and Girls track	Wrestling
Boys and Girls cross country	Cheer Club	Girls Volleyball	Tennis

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

STUDENT CODE OF CONDUCT

Each student shall:

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

Dress and Grooming
Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted and the student may be removed from the educational setting. Personal expression is permitted within certain guidelines.

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

1. Midriffs which are bare under normal wearing circumstances.
2. Clothing that does not cover the majority of the shoulder, such as halter tops, spaghetti straps, or tank tops.
3. Shorts, skirts and dresses shorter than the length of the extended thumb with relaxed shoulders. Shorts must have a minimum 3-inch inseam.
4. Sheer-material clothing.
5. Visible undergarments.
6. Tops cut low enough to expose cleavage under normal wearing circumstances.
7. Clothing that advertises alcohol, drugs, gang affiliation, tobacco products or anything prohibited to minors.
8. Sunglasses and hats worn during the school day indoors.
9. Pants/shorts worn lower than at waist/hip level.
10. Clothing with holes in them that could be considered inappropriate exposure or holes that violate the guidelines for the length of shorts.
11. Chains worn/connected on pants or shirts.
12. Pajamas.
13. Coats or large vests unless permitted by supervising adult.

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

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

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

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

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

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

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

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

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

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

Suspension from Class, Subject, or Activity by Teacher
A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe the student:

- **A.** Intentionally disrupted the class, subject, or activity,
- **B.** Jeopardized the health or safety of any other participant in the class, subject, or activity, or

C. Was insubordinate during the class subject, or activity.

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

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

DISCIPLINE CODE OF CONDUCT REFERENCE CHART

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

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

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

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

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

the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

UNACCEPTABLE BEHAVIOR	RANGE OF DISCIPLINARY ACTION

1. Possession of Non-School Provided Electronic Devices (Cell Phone, iPod, PDA, Camera, etc.): The use of such devices shall NOT be permitted during instructional class time. "Use" refers to making and/or receiving phone calls, text messaging, gaming, listening to music, e- mailing or taking photos.
 	
The district is not responsible for the loss, theft, damage, or vandalism to students' personal electronic devices. Students are strongly encouraged not to leave them unattended or unsecured.
	• Notify parent
	• In most cases:
	  • 1st-3rd offense: device will be confiscated and returned at the end of the day in main office.
	  • 4th offense: device will be confiscated and returned to a parent. Student will also serve an after-school detention.
	• Persistent violations will result in further disciplinary actions

2. Gull Lake Community School Issued Electronic Devices Acceptable Use: Non-compliance with *The Gull Lake Community Schools Electronic Device Acceptable Use Policy.*	• Notify parent • Loss of device. • Detention or suspension • Replacement costs.
3. Academic Dishonesty, forgery; plagiarism, cheating, or similar behavior.	• Conference with student • Notify parent • Revise impacted portion of assignment. • Detention or suspension
4. Disruption/Insubordination / disorder / demonstration: School staff is acting "in loco parentis." If given reasonable direction by a staff member, the student is expected to comply. Insubordinate behavior is prohibited.	• Notify parent • Exclusion from activity • Classroom removal • Detention or suspension .
5. Dress Code Violations: Student dress must meet school expectations and not violate district policy #5204.	• Notify parent • Correct violation • Persistent, deliberate, or serious violations may result in detention or suspension.

6. Profanity – Behavior, language, or gesture which in the judgment of the staff or administration is obscene, vulgar, or profane will be subject to disciplinary action.	• Conference with student • Notify parent • Detention or suspension
7. Damaging Property: vandalism and disregard for school property.	• Notify parent • Detention, suspension, or expulsion • Possible referral to police • Restitution for damage
8. Persistent Absences or Tardies: skipping classes, tardiness to school, or tardiness to classes are prohibited. Students are expected to be in their designated location at specific times.	• Notify parent • Detention or Suspension • Referral to county truant officer (when warranted by state law)
9. Drugs/Marijuana/Alcohol: any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited.	• Notify parent • Notify SRO • Referred to building administration • Suspension or expulsion
10. Use of Tobacco/Nicotine: no sale, distribution, use or possession of any form of tobacco during school hours or at any school activity. This includes any type of electronic (vapor) cigarette or electronic cigarette accessories. This prohibition applies going to and from school and at school bus stops.	• Notify parent • Suspension • Notify SRO
11. Arson: purposefully setting a fire on school property. Arson on school property is prohibited by state law and may result in permanent expulsion from all public schools in Michigan.	• Notify parent • Arson is a felony and will result in referral to police • Suspension or expulsion • Permanent expulsion from all Michigan public schools
12. Bomb Threat/Similar Threat: any threat directed at a school building, other school property, or a school-related event	• Notify parent • Notify SRO • Suspension or expulsion from school, as required by state law • Threat assessment
13. Possession of a Firearm: Any possession of a firearm by a student on school property is strictly prohibited	• Notify parent • Notify SRO • Permanent expulsion from all public schools in Michigan • Notify Superintendent's Office

14. Possession of a Weapon: guns, pellet guns, knives, or club type instruments. Also including any toy that is presented or perceived as a real weapon. Certain weapons under state law require mandatory permanent expulsion from all public schools in Michigan.	• Notify parent • Notify SRO • Suspension or expulsion • Notify Superintendent's Office • Permanent expulsion from all Michigan public schools
15. Use or Possession of Explosives: explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers	• Notify parent • Notify SRO (when warranted) • Suspension or expulsion • Notify Superintendent's Office
16. Use of an object as a weapon: any object used to threaten or harm another (including but not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.) Intentional injury to another can be a felony and/or a cause of civil action.	• Notify parent • Notify SRO • Suspension or expulsion
17. Knowledge of Threats or Dangerous Weapons: Students who have knowledge of a threat or the presence of a dangerous weapon at school must report the threat or weapon. Failure to report may result in discipline.	• Notify parent • Notify SRO • Suspension or expulsion
18. Anti-Bullying Policy: All types of bullying, including cyberbullying, without regard to subject matter or motivation animus, are prohibited. Policy #5207.	• Notify parents of all involved students • Possible restorative practices • Meeting with office staff • Suspension
19. Harassment: Sexual Harassment /Gender Ethnic/ Religious/ Disability Harassment. Student violation of policy #5202 is prohibited.	• Notify parent of all involved students • Possible restorative practices • Meeting with office staff • Suspension
20. Physical Assault (student to student): Causing or attempting to cause physical harm to another through intentional use of force or violence in a one-sided attack on another student.	• Notify parent • Notify SRO • Suspension or expulsion
21. Physical Assault (student to employee, volunteer, or contractor): Causing or attempting to cause physical harm to another through intentional use of force or violence. Such action is prohibited by state law and may result in permanent expulsion from all public schools in Michigan**.**	• Notify parent • Notify SRO • Suspension or expulsion • Permanent expulsion from all Michigan public schools

22. Fighting (student to student): Causing or attempting to cause physical harm to another through intentional use of force or violence. Both parties agree to engage in physical contact.	• Notify parent
	• Notify SRO
	• Suspension or expulsion
	• In most cases:
	  • 1st offense: up to 3-day suspension
	  • 2nd offense: up to 5-day suspension

23. Aggressive Behavior (student to student): No student shall intimidate (either gestures or verbal insults) or threaten to engage in physical action upon an individual.	• Notify parent • Detention, suspension, or expulsion
24. Aggressive Behavior (student to district employee, volunteer, contractor, or visitor): No student shall intimidate (either gestures or verbal insults) or threaten to engage in physical action upon an individual.	• Notify parent • Notify SRO • Suspension, or expulsion
25. Instigation of Aggressive Behavior: No student shall engage in action that encourages, instigates, or pressures (through any means) other students to engage in aggressive behavior or physical action (fighting) with another student.	• Notify parent • Notify SRO • Suspension or expulsion
26. Extortion: use of threat, intimidation, force, or deception to take, or receive something from someone else.	• Notify parent • Notify SRO (when warranted) • Suspension or expulsion
27. Gambling: casual betting, betting pools, organized sports betting, or any form of wagering. Includes betting on activities in which students are involved.	• Notify parent • Notify SRO (when warranted) • Suspension
28. False alarms and false reports: false emergency alarm or report; setting off an alarm without cause.	• Notify parent • Suspension or expulsion • Notify SRO (when warranted) • Payment of damages
29. Trespassing: (unauthorized entry to GLMS grounds, buildings, classrooms) If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Students who have not been	• Notify parent • Notify SRO • Suspension or expulsion

removed, suspended, or expelled are also prohibited from trespassing in any area on school property which the student is not expressly authorized to access.	
30. Theft: stealing school or other's property, including food from the café.	• Notify parent • Notify SRO (when warranted) • Suspension or expulsion
31. Unauthorized Use of School or Private Property: using another's property or belongings, or using school property, without permission; using school or another's property in a manner that damages the property or is inconsistent with its intended use	• Notify parent • Detention or Suspension • Notify SRO (when warranted)
32. Indecent Displays of Affection: touching, petting, or other contact that may be considered sexual in nature.	• Notify parent • Loss of priveledges • Detention or suspension
33. Aiding or Abetting Violation of School Rules: students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.	• Notify parent • Suspension or expulsion
34. On-Campus Criminal Sexual Conduct: Conduct on school property or at a school-sponsored event that rises to the level of criminal sexual conduct, as determined by the District	• Notify parent • Notify SRO Permanent expulsion from all public schools in Michigan
35. Off-Campus Criminal Sexual Conduct against another student: Conduct that rises to the level of criminal sexual conduct, as determined by the school; may result in permanent expulsion from all public schools in Michigan	• Notify parent • Notify SRO • Suspension or expulsion If conduct results in conviction, plea, or adjudication for criminal sexual conduct, mandatory permanent expulsion from all public schools in Michigan

36. Violation of bus rules: Our transportation department has their own set of expectations. Bus Transportation: is a privilege	• Please refer to the transportation handbook on the Gull Lake website

DISTRICT-WIDE POLICIES & PROCEDURES

MISSION STATEMENT

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

BELIEF STATEMENTS

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

PARENT INVOLVEMENT IN SCHOOL PROGRAMS

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

NON-DISCRIMATION AND ANTI-HARASSMENT POLICY

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

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

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

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

- **Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

- **Sex-based harassment** is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3115. Sex-based harassment prohibited by Policy 5202 includes harassment based on gender identity or sexual orientation and harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3115.

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

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

Lisa Anderson
Deputy Superintendent
10100 E D Ave, Richland MI 49083
269.548.3400
landerson@gulllakecs.org

Bobbi Jo Stoner
Assistant Superintendent of Curriculum & Instructional Technology
10100 E D Ave, Richland MI 49083
269.548.3400
bstoner@gulllakecs.org

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

Suzy Barrett
Special Education Supervisor
10100 E D Ave, Richland MI 49083
269.548.3400
sbarrett@gulllakecs.org

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

Lisa Anderson
Deputy Superintendent
10100 E D Ave, Richland MI 49083
269.548.3400
landerson@gulllakecs.org

Bobbi Jo Stoner
Assistant Superintendent of Curriculum & Instructional Technology
10100 E D Ave, Richland MI 49083
269.548.3400
bstoner@gulllakecs.org

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

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

TITLE IX SEXUAL HARASSMENT

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

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

B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity.

C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

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

Lisa Anderson
Deputy Superintendent
10100 E D Ave, Richland MI 49083
269.548.3400
landerson@gulllakecs.org

Bobbi Jo Stoner
Assistant Superintendent of Curriculum & Instructional Technology
10100 E D Ave, Richland MI 49083
269.548.3400
bstoner@gulllakecs.org

For more information, please see Board Policy 3115.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

IMMUNIZATIONS

Each student must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements, on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or

exemptions consistent with Board Policy 5713 and state law. Any questions about immunizations or waivers should be directed to the building office.

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

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

See Policy 5703 for detailed medication administration procedures.

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

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

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

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

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription

is no longer to be administered or at the end of the school year. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

HOME-BOUND INSTRUCTION

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

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

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

LICE, NITS, AND BED BUGS

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

INDIVIDUALS WITH DISABILITIES

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

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

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

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

STUDENT RECORDS

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

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

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

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

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

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

STUDENT FEES, FINES, AND CHARGES

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

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

STUDENT SUPPLIES

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

STUDENT FUNDRAISERS

The following general rules will apply to all fundraisers:

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

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing,

electronic equipment, (including cell phones), and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

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

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

Gull Lake Community Schools offer an online payment processing system Meal Magic. Parents can make payments on the school website, gulllakecs.org/departments/food-service/payschools with an e-check or credit card.

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

FIRE, TORNADO, AND LOCK DOWN DRILLS

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

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

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

EMERGENCY CLOSINGS AND DELAYS

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

WWMT-Channel 3	**WOOD-Channel 8/41**	**FOX-Channel 17**
Gull Lake Website	**Gull Lake Facebook**	**Gull Lake Twitter**

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

VISITORS

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

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

SCHOOL ISSUED DEVICE AND COMPUTER RESOURCES/ACCESS

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

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

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

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

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

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

LOCKERS

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

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

ATTENDANCE

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

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

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

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

STUDENT CODE OF CONDUCT

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

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

Expected Behaviors

Each student shall:

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

Backpacks/Athletic Bags/Purses

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

Care of Property

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

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

HAZING

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

A. Illegal activity, such as drinking or drugs.

B. Physical punishment or infliction of pain.

C. Intentional humiliation or embarrassment.

D. Dangerous activity.

E. Activity likely to cause mental or psychological stress.

F. Forced detention or kidnapping.

G. Undressing or otherwise exposing initiates.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

STUDENT RIGHTS OF EXPRESSION

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, and other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

An item cannot be displayed if it:

1. Materially and substantially disrupts the school environment, or school officials can reasonably forecast that it will create a substantial disruption.

2. Is obscene, sexually explicit, indecent or lewd.

3. Promotes the use of or advertises illegal substances.

4. Incites violence.
5. Contains fighting words or constitutes a true threat of violence.
6. Involves a student walkout.
7. Urges a violation of law, Board Policy, or rule.
8. Is not constitutionally protected.

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

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

TRANSPORTATION HANDBOOK

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

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

APPENDICES

All Board Policies are available at: gulllakecs.org/district/board-of-education-and-board-policies. Copies of certain policies are attached as appendices to this handbook for student and parent reference.

Appendix 1: Policy 5207 – Anti-Bullying